Confirmation of Candidature
Chair of the Panel Responsibilities

Statement of Purpose

Confirmation of Candidature is the first milestone candidates must meet in their Higher Degree by Research (HDR) enrolment. This milestone is an opportunity for the candidate to present their progress to-date and receive valuable feedback from a panel of experts within the research community. The candidate's presentation will be conducted in a supportive and engaging environment, thereby enabling the candidate to further enhance their communication and presentation skills within an academic context. The panel feedback is designed to ensure that (i) the candidate is on-track to a timely and successful completion (ii) that their research skills are developing appropriately (iii) and that the supervisory arrangements are suitable.

Victoria University values the contributions of Chairs of the Panels. This is an important role and should normally be undertaken by a VU academic who is a Level 3 Supervisor. Level 2 Supervisors may convene Candidature Panels, if a Level 3 Supervisor is available to provide them guidance.

- The Chair is responsible for the appropriate conduct of the meeting. Tasks they should focus on include:

    o Assisting the applicant with setting up of the equipment, lighting, audio etc.

    o Activating the online (eg Zoom/Webex etc) connection with Panel member(s) as required.

    o Check with candidate before commencing presentation that there is <u>no perceived conflict of interest</u> with any of the nominated panel members.

    o Acknowledgement to Country (refer to Page 3)

    o Introducing members of the Panel to each other and to the applicant.

    o Confirming that Panel members have the appropriate documentation required for the presentation.

    o Postponing the meeting if more than one of the panel members isn't able to attend the meeting. Arrangements will be made by ORTQI for an alternative meeting time.

    o Provide a brief summary highlighting purpose of the presentation for the applicant, Panel members and audience.

    o Outline the meeting's proceedings and the timing allowed for each stage of the session (see above).

    o Keeping applicants, panel members and the audience members to time.

    o Fielding and confirming as required, questions and responses from applicants, panel members and the audience members. Questions should be restricted to question time so the applicant can have the opportunity to present uninterrupted.

    o Ensuring all questions and responses are communicated to the applicant in a clear and professional manner.

    o Consolidate all panel comments into one final report.

    o Prepare a Panel Report for the candidate that is clear and concise with feedback that can be actioned.

    o Ensure that the Panel Report and recommendation on the candidature's confirmation is submitted via the HDR eForm within 10 working days of the oral presentation.

NB: Candidates are advised that they will receive their formal feedback, regardless of outcome, no later than 15 working days after the oral presentation.

CHECKLIST:	TICK BOX:

A minimum of 2 panel members in attendance, in addition to the Chair. (Please refer to Guidelines)

All panel members to receive a copy, via the HDR eForm of:
1. **Application form**
2. **Candidature Proposal**

Principal Supervisor in attendance

Associate Supervisor in attendance (If not in attendance, please note the reason on the chair report)

Chair to advise those in attendance of the order of proceedings:

1. **Acknowledgement to Country* (see page 3)**

2. **Introductions**

3. **Ask candidate if there is a potential COI with any panel member?**

4. **Applicant's oral presentation**

5. **Open discussion and questions**

6. **Thanks to applicant and audience members**

7. **Closed discussion (Panel members and candidate)**

8. **Closed discussion (Panel members)**

9. **Outcome of Application (Panel members and candidate)**

The Chair to ask Candidate to leave the room (add to Zoom breakout room) so the panel may discuss the proposal and reach an agreed outcome.

The Principal and/or Associate Supervisor may be invited by the Chair to remain present for this discussion or ask to leave the room/add to Zoom breakout room) whilst the panel deliberates.

All inviated guests are to leave presentation.

The Chair to request the Candidate and Supervisors to return to the room/ Zoom whereby the Candidate will be advised of the outcome.

Audience members are not invited to return.

The Chair to request panel members to submit any written feedback (directly to the Chair) within 3 days.

In accordance with the guidelines, written Chair of The Panel feedback to be submitted to candidate within 10 working days.

*ACKNOWLEDGEMET TO COUNTRY

"We/I acknowledge the Ancestors, Elders and families of the Boonwurrung, Waddawurrung and Woiwurrung of the Kulin who are the traditional owners of University land.

As we share our own knowledge practices within the University may we pay respect to the deep knowledge embedded within the Aboriginal community and their ownership of Country.

We/I acknowledge that the land on which we meet is a place of age old ceremonies of celebration, initiation and renewal and that the Kulin people's living culture has a unique role in the life of this region