

OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

APPLICATION FOR TOWARDS-SUBMISSION

A full set of the completed documentation in one PDF document must lodged via candidature@vu.edu.au 20 working days prior to the scheduled presentation date.

1. Candidate and Supervisor Details

Title: Family name:

Given name(s): Student ID:

Thesis Title:

Name of Principal Supervisor*:

*It is normally expected that the principal supervisor will have discussed and agreed to the content of the written submission with the associate supervisor(s) prior to submission.

2. Enrolment Details

Institute:

Date of Initial Enrolment:

Current Confirmed Completion Date:

Maximum Completion Date:

Date Candidature Confirmed:

Full-time

Part-time

Master of Research Practice

Master of Research

Master of Applied Research

Masters by Research

Professional Doctorate (DBA, DEd)

Doctor of Philosophy

Doctor of Philosophy (Integrated)

Approved Submission Thesis Format:

Thesis (Standard Format)

Thesis by Creative Product

Thesis by Publication*
(*Doctoral candidates only)

Attended Researcher Development Programs at VU and/or external to the University?			You may wish to submit your VU Develop List of Attendance as part of your submission.
Other (please elaborate)			

5. Ethics & Intellectual Property Approval (to be completed by candidate)

	N/A	Yes	No
If applicable, has Ethics Approval been granted? Insert No. here			Please elaborate as to why ethics approval has not been finalised in your submission.
If applicable, have Intellectual Property agreements been finalised between Victoria University and the Industry Partner?		Date of Approval	Please elaborate as to why Intellectual Property agreements have not been finalised in your submission.
Has there been a significant change of approved research direction which will require the University's approval or a modification of your ethics application via this review process?		Please elaborate in your submission as to the nature of the changes.	

6. Candidate's and Supervisor's assessment of Progress (to be completed by both candidate and supervisor to Panel's consideration)

Candidate's self-assessment of their progress towards completion.

Please Tick	Assessment	
	Expected to submit in 4.0 (Doctoral) or within the appropriate maximum duration of the enrolled Master Degree	
	Not expected to submit in 4.0 (Doctoral) or within the appropriate maximum duration of the enrolled Master Degree	Please ensure you outline the reasons for your assessment in your submitted documentation.
	No progress and unsure whether completion is possible at all.	Please ensure you outline the reasons for your assessment in your submitted documentation.

Supervisor's assessment of candidate's progress towards completion.

Please Tick		
	Progress and expected to submit in 4.0 (Doctoral) or within the appropriate maximum duration of the enrolled Master Degree	
	Progress but not expected to submit in 4.0 (Doctoral) or within the appropriate maximum duration of the enrolled Master Degree	Supervisors may wish to outline the reasons for their assessment to the Panel via their notes at the Milestone. Please ensure that you have discussed these with your student and ensure that confidentiality is respected.
	No progress and unsure whether completion is possible at all.	

7. Facilities and Support (to be completed by the Candidate and Principal Supervisor)

	Yes	No	Candidate to elaborate as appropriate, or elaborate in submission.	Supervisor comment, if applicable.
Are the facilities/equipment required for your research project available within the Institute?				
Are there any OHS (physical, chemical, health and well-being, personal safety) issues that are relevant for progress in candidature?				
Have you discussed your career/employment goals with your supervisor and developed a plan to achieve those goals?				

8. Panel Evaluation- Doctoral Degrees Only

The information collected in this report is for the sole purpose of documenting the candidate's Towards Submission Review. Following the oral presentation, the feedback collected will be forwarded to the candidate and supervisory team, indicating an outcome.

AQF Level 10 Graduate Outcomes	Disagree	Agree	Comments
<p>Given the stage candidature and the progress made, the candidate is satisfactorily working towards being able to systematically and critically understand a complex field of learning and specialised research skills for the advancement of learning and/or for professional practice.</p>			
Knowledge			
<p>Given the stage candidature and the progress made, the candidate is satisfactorily working towards systemically and critically understanding a substantial and complex body of knowledge at the frontier of their discipline or area of professional practice.</p>			
Skills			
<p>Given the stage candidature and the progress made, the candidate is satisfactorily working towards becoming an expert, with specialised cognitive, technical and research skills in a discipline area to independently and systematically:</p> <ul style="list-style-type: none"> • engage in critical reflection, synthesis and evaluation • develop, adapt and implement research methodologies to extend and redefine existing knowledge or professional practice • disseminate and promote new insights to peers and the community • generate original knowledge and understanding to make a substantial contribution to a discipline or area of professional practice 			
Application of knowledge and skills			
<p>Given the stage candidature and the progress made, the candidate is satisfactorily working towards being able to apply knowledge and skills to demonstrate autonomy, authoritative judgement, adaptability and responsibility as an expert and leading practitioner or scholar.</p>			

9. Panel Evaluation- Master Degrees Only

The information collected in this report is for the sole purpose of documenting the candidate's Towards Submission Review. Following the oral presentation, the feedback collected will be forwarded to the candidate and supervisory team, indicating an outcome.

AQF Level 9 Graduate Outcomes	Disagree	Agree	Comments
Given the stage candidature and the progress made, the candidate is satisfactorily working towards applying an advanced body of knowledge in a range of contexts for research and scholarship and as pathway for further learning			
Knowledge			
Given the stage candidature and the progress made, the candidate is satisfactorily working towards a body of knowledge that includes the understanding of recent developments in one or more disciplines and advanced knowledge of research principles and methods applicable to the field of work or learning			
Skills			
<p>Given the stage candidature and the progress made, the candidate is will have:</p> <ul style="list-style-type: none"> • cognitive skills to demonstrate mastery of theoretical knowledge and to reflect critically on theory and its application • cognitive, technical and creative skills to investigate, analyse and synthesise complex information, problems, concepts and theories and to apply established theories to different bodies of knowledge or practice • cognitive, technical and creative skills to generate and evaluate complex ideas and concepts at an abstract level • cognitive and technical skills to design, use and evaluate research and research methods • communication and technical skills to present a coherent and sustained argument and to disseminate research results to specialist and non-specialist audiences • technical and communication skills to design, evaluate, implement, analyse, theorise and disseminate research that makes a contribution to knowledge 			
Application of knowledge and skills			
<p>Given the stage candidature and the progress made, the candidate is satisfactorily working towards being able to demonstrate:</p> <ul style="list-style-type: none"> • the application of knowledge and skills with creativity and initiative to new situations and/or further learning • with high level personal autonomy and accountability • to plan and execute a substantial piece of research 			

Specific recommendations from the Panel for the candidate to work on to improve the quality of the thesis while ensuring that they complete their degree in a timely manner.

Potential Areas for Comment:

- Research: Aims of the Project, Statement of Significance, Literature Review, Methodology and methods, Analysis and interpretation, Conclusion.
- Ethics and integrity, Intellectual Property, Health and Safety
- Transferable skills: written and oral communication skills, problem solving, project= management, leadership, collaboration, doctoral industry experience (APRIntern, VU ROP8003)



Classification of the Towards Submission

The panel will classify that:

Satisfactory

Candidate will continue to work with their supervisors to make progress towards their next Milestone. There will be no need to prepare a response to the Milestone Report.

Not satisfactory

Candidate will be able to respond to this outcome.

Panel Composition	Name
Chair of Panel:	
Discipline Leader or Academic:	
An Academic and Active Researcher:	

Chair Signature

Date:

10. Flagship Institute Deputy Director

One semester extension to candidature:

Yes

No

(Doctoral degrees only)

Deputy Director's Signature

Date

ORTQI Use Only - Deputy Director Reference

Current consumed load:	
Maximum completion date:	
Is an extension to candidature required?	Yes No <i>(If 'Yes', see comments below)</i>
Comments:	