

OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

APPLICATION FOR PRE-SUBMISSION REVIEW

This form must be completed by the appropriate parties and lodged with the Support Officer, ORTQI, together with the required documentation two weeks prior to the scheduled presentation date.

1. Candidate Details

Title: Family name:

Given name(s): Student ID:

2. Enrolment Details

Institute

Date of Initial Enrolment: Date Candidature Confirmed:.....

Date Mid-Candidature Confirmed..... Expected Completion Date:

Are you requesting an Extension to Candidature (Doctoral Candidates only)?

☐ Yes (please include a revised timeline in the form a GANTT chart with your application, a statement outlining the reasons for this request and supporting statement from your Principal Supervisor)

☐ No

	Full-time	Part-time
Masters by Research	<input type="checkbox"/>	<input type="checkbox"/>
Professional Doctorate (DBA, DEd)	<input type="checkbox"/>	<input type="checkbox"/>
Doctor of Philosophy (Traditional, by Publication, by Creative Project and Exegesis)	<input type="checkbox"/>	<input type="checkbox"/>

3. Research Program

Thesis Title:

.....

Since approval of Mid-Candidature *, have you:

** If Mid-Candidature not undertaken, please provide details since Confirmation of Candidature.*

- Submitted a paper for publication in a peer-reviewed publication? (Please provide details, you may table copies of these papers to the Panel).
- Presented (oral presentation or poster) at a conference external to Victoria University? (Please provide details).
- Attended Researcher Development Programs at VU and/or external to the University? (Please provide details).

Intended Submission Thesis Format:

☐ Thesis (Standard Format)

☐ Thesis by Creative Product

☐ Thesis by Publication*

*If submitting by Publication, please list and attach evidence of the number and quality of journal papers under peer review and/or accepted:

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4. Supervision Details, Facilities and Support (to be completed by the Principal Supervisor)

Name of Principal Supervisor*:

*It is 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.

Candidate's Progress:

- ☐ On track to submit by expected completion date.
- ☐ Progress slower than expected (please include a statement outlining the reasons why progress is slower and any planned measures to get the project back on schedule).
- ☐ No progress being made (please include a statement outlining the reasons why no progress is being made and any planned measures to get the project back on schedule).

Are the facilities/equipment required for this research project still available within the Institute?

Yes ☐ No ☐

If No, please outline the reasons as to why it is unavailable? Has this hindered the candidate's progress?

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5. Declarations

☐ This application and supporting documentation has been read by and discussed with the candidate.

☐ The thesis has been submitted through TURNITIN and we are satisfied that the material submitted demonstrates sufficient originality and acknowledges original sources.

Candidate Signature:.....Date:.....

Principal Supervisor Signature:..... Date:.....

Associate Supervisor Signature:.....Date:.....

Please submit the completed form to the Support Officer, ORTQI.

Information for the Panel Compiled by the ORTQI

Doctoral Scholarship Candidates Only

Is this Candidate currently receiving a scholarship? ☐ Yes ☐ No

Is this Candidate entitled to an Extension to Scholarship? ☐ Yes ☐ No

All Doctoral Candidates

Has an Extension to Candidature previously been granted? ☐ Yes ☐ No

Based on consumed EFTSU, if an Extension to Candidature was granted, this applicant would be due to submit their thesis on:

..... 6 Month Extension to Candidature

..... 12 Month Extension to Candidature (Maximum Duration)

Any further details for the Panel:

6. Panel Evaluation

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

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

Aims of the Project

☐ Excellent ☐ Good ☐ Satisfactory ☐ Not Satisfactory

Comments

Statement of Significance

☐ Excellent ☐ Good ☐ Satisfactory ☐ Not Satisfactory

Comments

Methodology

☐ Excellent ☐ Good ☐ Satisfactory ☐ Not Satisfactory

Comments

Analysis of the Project

☐ Excellent ☐ Good ☐ Satisfactory ☐ Not Satisfactory

Comments

Overall Feedback

- Comment on the delivery of the candidate's oral presentation:
(verbal skills for presentation, quality of visual presentation, capacity to answer questions)

- Comment on the delivery of the candidate's written presentation:
(quality and quantity of current drafts of material)

- Comment on the candidate's progress to date and work plan to complete the research project:

- Identify any issues and/or problems that may have affected progress or may affect progress:
(is an extension to candidature required?)

Can you suggest some areas for professional development that this candidate should access?

Recommendation of the Pre-Submission Review

The panel recommend that:

- ☐ The outcome is satisfactory and the candidate should continue.
- ☐ The outcome is satisfactory, subject to the recommendations of the Panel being made within the timelines stipulated by the Panel (normally within three months EFT).
- ☐ The candidate is not making satisfactory progress (as detailed in the Panel Evaluation) and the candidate has one month EFT to provide a response to the Panel. Failure to respond or progress to be satisfactory will result in Unsatisfactory Progress proceedings being invoked.

Has an extension to candidature been requested? ☐ Yes ☐ No

If YES, do the panel approve a 6 or 12 month EFT extension? ☐ 6 Month Extension ☐ 12 Month Extension
Comments:

Chair Signature:

Date:

7. Flagship Institute Deputy Director

Flagship Institute Deputy Director Name:

Signature:

Date:

Updated February 2018