

## Mid-Candidature Review Checklist: Chair of Panel

To assist the Chair with the order of proceedings for Mid-Candidature Presentations, the following checklist has been devised:

### Statement of Purpose

The Mid-Candidature Review is the second 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 the Panel of experts in the research community. The candidate's presentation will be conducted in a supportive and engaging environment, thus enabling the candidate to further enhance their communication and presentation skills within an academic context. The feedback the candidate receives is designed to ensure that they are on track to a timely and successful completion, that their research skills are developing appropriately and that the supervisory arrangements are appropriate.

Bearing in mind the Statement of Purpose, the role of the Panel is to determine whether the candidate is making satisfactory progress is on track for a timely thesis submission.

CHECKLIST:	TICK BOX:
A minimum of 2 panel members in attendance, in addition to the Chair- both with a PhD and appropriate expertise. (Please refer to Guidelines)	
All panel members to receive a copy of: <ol style="list-style-type: none"> <li>1. 1 completed draft chapter or equivalent of approx. 7000-10,000 words (if PhD by Creative Project and Exegesis there should be components of both the creative and the exegetical material);</li> <li>2. A Summary Paper (no more than 5 pages) outlining the Aims of the Project, Statement of Significance, Methodology and Analysis and Interpretation</li> <li>3. A copy of the Panel Evaluation (attached to the Application for Mid Candidature Review) for completion.</li> </ol>	
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: <ol style="list-style-type: none"> <li>1. Candidate presents for 20 minutes</li> <li>2. Panel members are given the opportunity to ask questions of the Candidate</li> <li>3. Question time is open to the floor</li> <li>4. Feedback from the Review Panel will be given in a closed session (10 mins)</li> <li>5. All Supervisors will be asked to leave the room for the final session to review overall progress to date (this will be in lieu of the Annual Progress Review)</li> </ol>	

<p>The Chair will ask the Candidate to leave the room so the panel may discuss the proposal and reach an agreed outcome. The Principal and/or Associate Supervisor may remain present for this discussion.</p>	
<p>The Chair asks the Candidate and attendees to return to the room whereby the Candidate is advised of the outcome</p>	
<p>The Chair requests the panel members (or Panel Writer) to complete the panel report and submit to the Chair. In accordance with the guidelines, written feedback is to be provided to the candidate within 10 days.</p>	
<p>The Chair (or nominated Panel Writer) forwards the panel report to the nominated College Support Officer.</p>	

<b>QUESTIONS FOR CONSIDERATION TO THE CANDIDATE</b>
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<p>Has the candidate had sections of their work reviewed externally? Eg: peer-reviewed journal, conference presentation?</p>
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<p>Has the candidate finalised any reports that are due? Eg: Ethics reports or grant reports.</p>
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<p>If applicable, have all obligations been met to the Industry Partner or Stakeholders?</p>
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<p>Does the candidate plan to publish papers beyond the submission of their thesis for examination?</p>
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<p>Recommend the Candidate participate in the 3 Minute Thesis Competition to enhance communication and presentation skills?</p>
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