

Confirmation of Candidature Responsibilities Chair of Panel

Statement of Purpose

The 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 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.

Victoria University values the contributions of Chairs of the Panels. This role is an important role and should be 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 guidance to them.

- The Chair is responsible for the appropriate conduct of the meeting. Tasks they should focus on include:
 - Assisting the applicant with setting up of the equipment, lighting, audio etc.;
 - Making the Teleconference/Skype connection with Panel member(s) as required.
 - Introducing members of the Panel to each other and to the applicant;
 - Confirming that Panel members have the appropriate documentation required for the presentation;
 - Postponing the meeting if more than one of the panel members is not able to attend the meeting. Arrangements will be made by ORTQI for an alternative meeting time.
 - Provide a brief summary highlighting purpose of the presentation for the applicant, Panel members and audience;
 - Providing an outline of the meeting's proceedings and the timing allowed for each stage of the meeting (see above);
 - Keeping applicants, Panel members and the audience members to time;
 - Fielding and confirming as required, questions and responses from applicants, Panel members and the audience members; Questions should be restricted to question time as applicants must have an opportunity to present in an uninterrupted manner
 - Ensuring all questions and responses are communicated to the applicant in a clear and professional manner;
 - Consolidate all panel comments into one final report;
 - Preparing a report for the candidate that is clear and concise with feedback that can be actioned and
 - 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: <ol style="list-style-type: none"> 1. Candidature Proposal 2. Health Safety and Wellness Awareness Program 3. Computer Workstation Adjustment Form 4. Graduate Research Supervision Agreement 	
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"> 1. Introductions 2. Applicant's oral presentation 3. Open discussion and questions 4. Thanks to applicant and audience members 5. Closed discussion (Panel members and candidate) 6. Closed discussion (Panel members) 7. Outcome of Application (Panel members and candidate) 	
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 be invited by the Chair to remain present for this discussion <u>or</u> ask to leave the room whilst the panel deliberates.	
The Chair asks the Candidate and Supervisors to return to the room whereby the Candidate is advised of the outcome. Audience members may not be invited to return to the room for the outcome.	
The Chair requests the panel members to submit any written feedback to the Chair. In accordance with the guidelines, written feedback is to be provided to the candidate within 10 days by the Chair of the Panel.	