

## Towards Submission Checklist- Chair of Panel

To assist the Chair with the order of proceedings for Towards Submission Review Presentations, the following checklist has been devised:

### Statement of Purpose

The Towards Submission Review is the third milestone candidates will meet in their Higher Degree by Research (HDR) enrolment. This milestone is an opportunity for candidates to present their progress to date and receive valuable feedback from a Panel of experts in the research community. Their presentation will be conducted in a supportive and engaging environment, thus enabling them to continue to enhance their communication and presentation skills within an academic context. The feedback they receive 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.

<b>CHECKLIST:</b>	<b>TICK BOX:</b>
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. A draft of the thesis (or exegesis with publications or exegesis and creative work); a Table of Contents; References and Appendices;</li> <li>2. A summary paper (no more than 5 pages), briefly outlining the plan of work required to complete the thesis and submit for examination;</li> <li>3. A copy of the Panel Evaluation (attached to the Application for Pre-Submission 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> </ol> All Supervisors will be asked to leave the room for the final session to review overall progress to date	
The Chair will ask the Candidate and Supervisors to leave the room so the panel may discuss the proposal and reach an agreed outcome.	

The Chair asks the Candidate, Supervisors and attendees to return to the room whereby the Candidate is advised of the outcome	
The Chair requests the panel members to provide feedback to assist the Chair with the preparation and submission of the report. (In accordance with the guidelines, written feedback is to be provided to the candidate within 10 days). <i>Please note: Section 8 or 9: Panel Evaluation are to be completed for the relevant degree</i>	
The Chair forwards the panel report to the nominated Candidature Support Officer.	

<b>QUESTIONS FOR CONSIDERATION TO THE CANDIDATE</b>
---

Has the candidate had sections of their work reviewed externally? Eg: peer-reviewed journal, conference presentation?
---

Is an extension to candidature required? If yes, candidate to outline the reasons for this request.
---

Has the candidate finalised any reports that are due? Eg: Ethics reports or grant reports.
--

If applicable, have all obligations been met to the Industry Partner or Stakeholders?
---

Have examiners been considered and discussed with the candidate?
--

Does the candidate plan to publish papers beyond the submission of their thesis for examination?
--