

School of Chemistry

Confirmation of Candidature

The University guidelines for confirmation of PhD Candidature **for students enrolled on probationary candidature** require that students do the following in their first year of study:

1. **Within 3 months of commencement of candidature:** Submit a **Research Plan** which is assessed and approved by the Student Research Panel (SRP). The process of reviewing the project plan should be completed within four months of commencement. The Research Plan needs to provide a clear focus for the research to be undertaken.

A Research Plan proforma is obtained from Sharlie, a meeting of the SRP is convened, and the Research Plan is approved.

2. **Within 9-12 months of commencement** deliver an **oral presentation**, which is attended by members of the Student Research Panel (SRP) and School of Chemistry. This seminar will be 20 minutes in length plus 5 minutes for questions. The date and time for these seminars is organised and advertised by Sharlie and the student. The Seminar Coordinator and Chair in 2007 is Dr Stuart Batten.

The progress seminar proforma (blue coloured) is obtained from Sharlie (or it is sent directly to Advisor #1 of the SRP) and completed by the SRP as part of the confirmation process.

3. **At 12 months (9 months for MSc (Ptl)),** students produce a **written submission** in the form of the approved research plan/progress report (about 1500 words in length, plus additional information as detailed below). **Three copies** of the approved Research Plan (step 1 from above) **IN ADDITION to a SHORT project summary, which clearly indicates the progress made to date in relation to the Research Plan,** are submitted to Sharlie. **Please make sure your supervisor(s) also has a copy.** In addition, students are required to attach **one** of the following:

- A copy of a paper drafted by the student that has been published or submitted since the commencement of candidature or is due to be submitted, OR
- A report submitted by the student to a sponsoring organization (e.g., CRC, CSIRO, private company, etc.), OR
- **A draft of the experimental work conducted in the first year written in a form suitable for direct inclusion in the thesis. The panel will use this to judge the quality and quantity of work done. Students are also strongly encouraged to attach to their report drafts of the results and discussion sections intended ultimately to appear in their thesis. The panel will be able to make comments on these sections to enable smooth preparation of the final thesis and the drafting of papers.**

A report proforma (buff coloured) is obtained from Sharlie (or it is sent directly to Advisor #1 of the SRP) and completed by the SRP for this section of the confirmation.

The SRP's recommendation is then considered by the Associate Head Postgraduate Affairs. The appropriate documentation for submission to MRGS is then prepared **AFTER** the School's assessment is complete.

The School deadline for submission of the progress report to MRGS is the 12 month anniversary of candidature for PhD students and 9 months for MSc(PtII) students. Late lodgement incurs even more paperwork!!

In the event that progress has been unsatisfactory in ANY one of these sections, the SRP will be assembled to sort out any problems. If there are only minor issues (i.e. lacking a timetable, data, discussion), these should be noted on the proforma and Sharlie will ask the candidate for the additional information.

When all of this process has been satisfactorily completed, the pink **MRGS Confirmation of Candidature form** (which is sent by MRGS directly to the candidate's home address) is completed. Sharlie sends it to the Faculty of Science → MRGS and also sends a letter to the candidate informing them of their confirmation of candidature.

Note:

PINK MRGS confirmation of Candidature form

Section A: Student and supervisor (signatures in TWO places)

Section C: Andrea

For a number of students, the tasks of Confirmation of Candidature and Annual Reports submission will follow in close succession. The MRGS policy states *that where a student is required to complete their confirmation of candidature within three months of the due date of the annual report, the confirmation of candidature report can be used for the both purposes.* **Within the School of Chemistry we adopt a flexible strategy that places as little additional burden on students while at the same time satisfying the MRGS policy.**

The confirmation of candidature report will be used for the annual report in cases where the confirmation process is completed after March 31st each year.

- Where the confirmation process is completed in the January 1st to March 31st period, the confirmation of candidature report is to be updated. Students will need to highlight what new progress has been made and to add to the attached documentation (e.g., publications, report or experimental work as appropriate).
- For students who have confirmed their candidature in the previous calendar year the standard procedure for the annual progress reports will need to be followed.

Dr Andrea Robinson

Associate Head Postgraduate Affairs

March 2007