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Welcome to The University of Queensland and the School of Nursing, Midwifery and Social Work. The School takes a great deal of interest and pride in our Higher Degree Research (HDR) candidates and wishes to make the time you spend in the School a pleasant and productive period. Please take the time to acquaint yourself with other research candidates in the School and the University and to join in the many activities organised by us, the Graduate School and the Student Union.

Your relationship with your advisory team is key to the successful completion of your thesis. Make sure you meet on a regular basis with your advisory team and work closely with them to plan appropriate research activities for your study. Speak to your advisors about any problems that may arise concerning your study and any issues that may impede your progress. If you have any queries about School or University policy, you should first talk to your advisor who should be able to assist you or direct you to an appropriate source. If you require other assistance, or have any problems concerning your research activities, resources, or supervision you should feel free to speak to the Postgraduate Coordinator or our Higher Degree Research Officer (HLO). The Student Representative(s) on the School Research Committee and other postgraduate students are further useful sources of information. Should you wish to raise any issues of relevance to your own study, or to HDR students generally, please do so with the Postgraduate Coordinator.

The Graduate School Website is an invaluable source of information on University policies and procedures – see www.uq.edu.au/grad-school. The Graduate School web site provides information on progression through your candidature, opportunities for travel and scholarships and courses. It also coordinates HDR candidate development. This career development framework is built around three key areas: professional skills, transferable skills and research skills and is supported by courses and activities. It is good practice to check the Graduate School website to ensure that you have up-to-date information on issues relating to candidature, thesis presentation and submission. There is likely to be ongoing modifications to the Graduate School and to NMSW processes. There will be incorporated into this handbook and students and staff will be notified when the changes are made.

The School is keen to provide you with as much support as possible to enable you to complete your work in the required time. Some financial support exists for candidates to offset certain costs directly related to research projects. In planning your research design it is necessary to consider the resources that it may require and to plan your research accordingly.

While settling in to the School you should try to build contacts with other candidates and scholars who are working on similar issues and areas of research. Use the Internet to contact major theorists or writers in your field – be bold, take the initiative. Some candidates find it useful to form a study group or join an existing group of candidates, perhaps across schools, who are grappling with similar theories or research issues. Watch out for interesting and useful courses offered by the Library. Seek out available resources. Recognise any gaps in research or
theoretical knowledge you may have and seek ways to overcome them through coursework or group learning activities. Become involved in University life.

Study for a research degree in the School should provide opportunity for you to develop the following graduate attributes:

- Superior skills in communicating in a range of modalities across diverse contexts;
- Critical analytical skills in information processing and research;
- Expert integrated knowledge relating to a particular area of the social and behavioural sciences;
- Independence, innovation, project management expertise and leadership;
- Critical social analysis, engagement and commentary; and being professionally and ethically responsible.

Many candidates will have many of these attributes at the time of enrolment. There is also a Career Development Framework available from the Graduate School which seeks to link your experiences and opportunities in the School to the Graduate Attributes. Consider developing these skills as part of your HDR experience and discuss what resources and opportunities you need to develop them with your advisory team.

This handbook is designed to assist your integration into the School and to UQ more broadly. It should be used in conjunction with the listed websites for Domestic or International HDR Candidates.

Your time as a research student will pass very quickly – make the most of it, participate in activities, and most of all enjoy the time you are here.

Professor Jill Wilson  
Postgraduate Coordinator of School & Director of Research

Professor Helen McCutcheon  
Head
## School of Nursing, Midwifery and Social Work

**Level 3, Chamberlain Building (35)**  
The University of Queensland  
Brisbane QLD 4072

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<tr>
<th><strong>Telephone</strong></th>
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<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:hdr.nmsw@enquire.uq.edu.au">hdr.nmsw@enquire.uq.edu.au</a></td>
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<tr>
<td><strong>Web</strong></td>
<td><a href="http://www.uq.edu.au/nmsw">www.uq.edu.au/nmsw</a></td>
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### NMSW School Contacts

| **Head of School (Acting)** | Professor Jill Wilson  
Room 329, Chamberlain Building (35)  
T: +61 7 336 51254  
E: [wilsonj@uq.edu.au](mailto:wilsonj@uq.edu.au) |
|-----------------------------|------------------------------------------------------|
| **Postgraduate Coordinator and Director of Research** | Professor Jill Wilson  
Room 329, Chamberlain Building (35)  
T: +61 7 336 51254  
E: [wilsonj@uq.edu.au](mailto:wilsonj@uq.edu.au) |
| **HDR Liaison Officer** | Ms James Mather  
T: +61 7 336 57036  
E: [hdr.nmsw@enquire.uq.edu.au](mailto:hdr.nmsw@enquire.uq.edu.au) |
| **HDR Student Representative** | Vacant |
| **HDR Student Representative** | Vacant |

### NMSW Theme Leads

| **Improving Social Services and Health Systems** | Professor Jill Wilson (Acting)  
E: [wilsonj@uq.edu.au](mailto:wilsonj@uq.edu.au) |
|-------------------------------------------------|--------------------------------------------------|
| **Professional Education for Health and Social Services** | Dr Marion Tower  
E: [m.tower@uq.edu.au](mailto:m.tower@uq.edu.au) |
| **Promoting Health and Wellbeing** | Dr Maree Peterson  
E: [m.petersen@uq.edu.au](mailto:m.petersen@uq.edu.au) |
## FACULTY OF HEALTH AND BEHAVIOURAL SCIENCE (HABS) CONTACTS

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<thead>
<tr>
<th>HABS Faculty</th>
<th>Level 4, Social Sciences Building (#24)</th>
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<tr>
<td>T: +61 7 3365 7487</td>
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<tr>
<td>E: <a href="mailto:habs@uq.edu.au">habs@uq.edu.au</a></td>
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<tr>
<th>Associate Dean (Research)</th>
<th>Professor Christina Lee</th>
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<tr>
<td>E: <a href="mailto:habs.adr@uq.edu.au">habs.adr@uq.edu.au</a></td>
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<th>Research Manager</th>
<th>Ms Sharon Doyle</th>
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<td>General 24/7: +61 7 336 51234 (free call 1800 800 123)</td>
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<td>T: +61 7 3365 1111</td>
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### Useful Links

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<tr>
<th>Getting to campus</th>
<th>IT Support Technical Assistance</th>
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<tr>
<td>Navigation at UQ</td>
<td>o <a href="mailto:help@its.uq.edu.au">help@its.uq.edu.au</a></td>
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<tr>
<td>Student ID Card Information</td>
<td>o +617 61 3365 6000</td>
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<tr>
<td>Unisafe</td>
<td>o 1300 738 082</td>
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<tr>
<td>Clubs and Societies</td>
<td>o <a href="https://its.uq.edu.au/">https://its.uq.edu.au/</a></td>
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<th>Student Support Services</th>
<th>Goorie Berrimpa – Services for ATSIS students</th>
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<tbody>
<tr>
<td>o T: +61 (7) 3365 1704</td>
<td>UQ Health Service</td>
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<tr>
<td>o <a href="mailto:ss@uq.edu.au">ss@uq.edu.au</a></td>
<td>o T: +61 7 3365 6210</td>
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<td>o FOR AFTER-HOURS EMERGENCY COUNSELLING, CALL LIFELINE ON 13 11 14</td>
<td>o <a href="mailto:healthservice@uq.edu.au">healthservice@uq.edu.au</a></td>
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<th>Graduate School Home Page</th>
<th>Library Services</th>
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<td>Career Development Framework</td>
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<td>Current HDR Scholarships</td>
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<td>Student Employability</td>
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The School of Nursing, Midwifery and Social Work provides the support to students to ensure that the experience of being a student in the School is a rich one, and that the resulting thesis is of a high quality and is completed in an appropriate timeframe.

Advisory Team

The primary resource for your higher degree is a suitable advisory team. The University requires that all candidates have an advisory team that shares the intellectual, practical, and administrative responsibility of assisting the candidate in the progress of their research towards the timely submission of a high quality thesis. The advisory team for a Higher Degree Research candidate consists of no fewer than two advisors, at least one of whom must have supervised a HDR student to completion. The composition of the advisory team will always be reviewed as part of the confirmation of candidature process.

On entry to the PhD or MPhil program all candidates are appointed a Principal Advisor and Associate Advisor (or Advisors). These arrangements may change over time as a result of a change in thesis focus, or for other reasons. Satisfactory progress in your research and scholarly activities requires close contact with your advisors.

You should, prior to or early in your enrolment, establish clear expectations with your advisors about the frequency, content and process of supervision. The usual expectation in NMSW is a minimum of one hour supervision per fortnight for full time students and one hour per month for part time students. If you have any concerns about supervision you should discuss these with your advisors in the first instance. If the concerns remain you should arrange an appointment with the Postgraduate Coordinator.

School Research Themes

You are strongly encouraged to link to a research theme. It may be that your school advisors are on the same theme that fits your interests. The theme groups are an opportunity to meet with other staff and students.

IMPROVING SOCIAL SERVICES AND HEALTH SYSTEMS

Professor Helen McCutcheon

The theme investigates how social factors, financing systems, organisational structures and processes, health and social science technologies, and personal behaviours affect access to health care and social services, the quality and cost of these services, and ultimately our health and well-being. The research domains are individuals, families, organisations, institutions, communities, and populations. We assess the social and health needs and resources of people in their environments, the effectiveness of services in meeting peoples’ needs, and the relative costs and benefits of health and social services. We also seek to understand the impact of legislation and social/health policy on clients, patients, and communities.

PROFESSIONAL EDUCATION FOR HEALTH AND SOCIAL SERVICES

Dr Marion Tower

Research focus is on identifying the links between what we teach and how people practice.

- How do students learn?
- Implications of different curriculum structures;
- Simulated teaching and learning.
PROMOTING HEALTH AND WELLBEING

Dr Maree Petersen

Research focus is understanding how health and wellbeing interacts with risk and social determinants for individuals and families across the life course. Our projects focus on:

- At risk during pregnancy, and infancy;
- Growing up in disadvantaged families;
- Impact of violence and trauma on wellbeing of children and women ageing well in residential care and in the community palliative care.

Access to Desk and a computer

The School seeks to make shared office accommodation and access to a School computer available to all fulltime HDR students. Please see the Postgraduate Coordinator or the HDR Liaison Officer (HLO) to discuss office and desk accommodation. The School also seeks to make shared ‘hot desks’ available to part-time and remote students when they are in Brisbane.

Facilities and resources will be allocated on the basis of priority, taking into account individual student needs. HDR desks are available in the dedicated HDR Space office on Level 1 of the Chamberlain Building (Room 114 & 115. Full-time students are expected to use their allocated desk a minimum of four days per week.

In addition, the Social Sciences and Humanities Library (SS&H) offers Postgraduate Study Spaces on Level 4 and 5 of the Duhig Tower.

Blackboard

As a student in the School, you will be added to our NMSW HDR Scholar Blackboard Community. Forms, processes, events and communications will be broadcasted through this channel.

You will be able to download forms regarding your Milestones as well as links to policies and procedures for Thesis Submissions and other useful links. This site is regularly updated and will be a useful tool for your Candidature. Please save the link in your browser bookmarks for easy access.

Specialised Research Software

NMSW has access to a number of NVivo licenses for use by full-time postgraduate research students. As we are restricted to a limited number, the School seeks to ensure that we make maximum use of what is available. As such, the policy for distribution of licenses is as follows:

- All full time students who need NVivo will have access through their School based computer;
- Part-time and remote students need to factor in NVivo software as part of their HDR budget.
- Students completing fieldwork out of Brisbane or overseas will need to factor the cost of the software in their HDR budget.
• Full-time students who already have access to NVivo through their school-based computer and need an additional copy for their laptop or home computer will, need to factor the cost of a license in their HDR budget.
• Other specialised software, such as SPSS and QUALTRICS can also be accessed. Please discuss your needs with your advisory team in the first instance, before contacting the Postgraduate Coordinator and IT Officer.

After Hours Access to School Facilities
Students wishing to access the building and computer laboratory after hours will have their student cards encrypted to give access. See the administrative staff at reception to arrange this. Please note that the building is patrolled by University Security staff after hours, and you may be requested to produce identification if asked – you should have your student card on you at all times. The Security staff will also provide an escort to your vehicle after hours. More information can be found at the Campus Safety site.

HDR Funding Guidelines
The purpose of these guidelines is to provide a clear indication of the funding available to support (and manage) the research of Higher Degree students over the period of their candidacy.

This funding is intended to be used as follows:
• Support for research project costs;
• Support to attend conferences when a paper has been accepted and will result in a refereed publication.

Access to the funds generally requires successful completion of the School’s Confirmation process. School funding pays for minor research costs such as photocopying, inter-library loans and stationery.

Project budgets are agreed by the Student and the Advisory team prior to submission of the Confirmation Milestone. The student will submit the budget as a part of the Milestone portfolio and the budget will be assessed alongside the Research Proposal by the Confirmation Milestone Committee. Once the budget has been approved, the student can download the Finance forms from Blackboard and request sign off by their Principal Advisor and Postgraduate Coordinator for items from their budget. Once the forms are complete, the student will submit the form to the Post Graduate Administration Officer before being processed by the Finance team.

RESEARCH PROJECT COSTS
Higher Degree Research students can apply up to $3,000 for PhD and up to $2,000 for MPhil candidates over the standard period of candidature for both full-time and part-time students to assist with costs related to their particular research project. If a student upgrades from an MPhil to a PhD, for the same project, funding will increase by up-to $1,000 only. Funds are not normally available until after candidature is confirmed.
These funds can be used for:

- *Conference Travel – please see below for conditions;*
- Training – in the use of specialist software, academic writing or anything related to the research project;
- Specialist expertise – for example, statistical advice, translation, expert external advising, or graphic support;
- Fieldwork expenses - travel outside the Brisbane Metropolitan Area and reimbursement of petrol costs;
- Minor equipment or resources required to undertake research;
- Students may request transcription costs for interviews if their budget allows this. However, they will be expected to transcribe a proportion of these interviews themselves, (Qualitative researchers are expected to transcribe at least some of their own interviews) as part of their immersion in the data.
- Other expenses, including direct costs associated with the research – for example, stationery, postage, audio or video tapes, photocopying, printing of questionnaires, library charges and other consumables can be claimed.

**CONFERENCE TRAVEL**

Funding will not normally be allocated for conference travel prior to confirmation. The following conditions apply:

- The student must present a refereed paper, or there must be an undertaking for its submission to a referred journal/book within twelve months. (All publications resulting must identify the student as a member of the University of Queensland.);
- The award of conference support funds will be made on the basis of the merit of the paper, the relevance of the conference, and the endorsement of the advisor(s);
- Presentations of papers must be at national or international conferences.

**COURSE WORK**

HDR students can undertake additional courses as part of their program. More information along with the application link can be found on the [Graduate School Website](#).

**APPLICATION & ACCOUNTING PROCEDURES**

All requests for funding should be made in the Confirmation of Candidature document. Applicants will be notified at Confirmation, or at subsequent Milestones if their budget is successful.

To access funds, Students will need to download two forms:

1. **NMSW Application for General Research Support**
   
   This form requires details on what you need the funds for and approval provisions for your Advisory Team and Post Graduate Coordinator. You can locate this form:

   Blackboard> NMSW HDR Scholar Community Site> HDR Forms>Finance>NMSW Application for General Research Support

2. **NMSW Grants Payment Form**
This form provides information of your bank account details that you wish the funds to go into, if your application is successful. You can locate this form:

Blackboard> NMSW HDR Scholar Community Site> HDR Forms>Finance>2.NMSW Grants Payment Form

The forms once completed are to be emailed to the School’s HLO at hdr.nmsw@enquire.uq.edu.au.

The HLO will monitor each applicant’s expenditure and will advise finance, if there is adequate resources.

Photocopying, Supplies and Equipment

PHOTOCOPYING
HDR students are able to use the photocopiers in the School Resource Room: 305, Chamberlain building (35) when they are not otherwise in use by academic or administrative staff. Please ensure photocopier is used for your research only.

PRINTING
A printer is available to HDR students in their space in rooms 114 & 115 of the Chamberlain building (35). This printing should be limited to their HDR studies.

MAIL
School stationery, including letterhead, is available for HDR students to use for official correspondence related to their project. You may also wish to use the School as an address for your research related correspondence.

Mailboxes for full-time internal HDR students can be found in the School Resource Room 305, Chamberlain building (35). Students who are expecting to send or receive large volumes of mail (for example, if utilising questionnaires) should consult administrative staff so that appropriate arrangements can be made. In such cases, postage costs should also be factored into the research budget.

TELEPHONE
HDR students are able to use the telephone in their workspace to make project related calls only. Please note that all telephone calls are billed directly to the School, and each telephone line is monitored for costing purposes. By default, School telephones are able to make both internal calls (i.e. from one UQ extension to another) and local calls (i.e. within the Brisbane area). Should you need to make national or international calls as part of your research, please discuss these requirements with your advisory team and incorporate the expected costs into your research budget.

BUSINESS CARDS
Generic business cards are available to confirmed students for use at conferences and in networking. If a student wishes to have a personalised business card, an authorisation from the Postgraduate Coordinator is needed. Students are expected to pay for such cards from their research budget or their own funds. Current cost is about $103 per 250 cards.

Business Card Template
A business card template can be downloaded from:
BORROWING EQUIPMENT
Digital voice recorders and other equipment are available for loan for time limited periods for research purposes. Please contact your HDR Liaison Officer (HLO) to arrange bookings and to collect and return equipment. In addition, audio-visual equipment may also be hired from ITS. The cost of equipment hire may be included in your research budget.

Access to Computer Network Services and IT Support
All students are encouraged to access the School’s computer network. The network allows access to word processing software, databases, library catalogues, statistical packages, and other useful applications. The University’s Information Technology Services offers email and telephone support to students who require assistance configuring email and internet services provided by the University for use on their home computers. A Virtual Private Network (VPN) is available to students for free.

The University issues all new students with a username and password for access to the internet. Your username, password and information about accessing internet resources will be sent to you shortly after your enrolment is complete. Please note that it is a condition of your candidature that you regularly check your UQ email address, as all official communications from the University will be sent to this address. If you have to manage multiple email accounts, you may wish to consider forwarding your UQ email to your regular account. Please remember all communications regarding your HDR studies whether to your supervisor, the Graduate School or participants in your research must be sent from a UQ email address. HDR students can have a staff email if required, please see you HLO for details on how to apply for one.

In addition, all new HDR students are automatically added to the School’s postgraduate research electronic mailing list. This list is used to disseminate information of relevance to postgraduate research students, including notices about upcoming scholarship opportunities, workshops, seminars, and so on. The list also receives information about general news and events in the School, ensuring that HDR students are well informed and active members of the School community.

Remember, access to email and the internet is funded by the School and is primarily intended to facilitate the progression of your thesis research. It is not for extensive personal use; students who require additional internet access for non-project-related uses should explore the range of commercially available services.
Managing your Candidature

You at any time can make any requests listed below through my.UQ. The requests you make, if approved will be digitally signed off from your Supervisor and Postgraduate Coordinator. A few of the forms are available are:

- Milestone Attainment;
- Changes to Advisory team;
- Changing your research project or thesis title;
- Changing between full-time or part-time;
- Change of program

- Formal Interruption;
- Milestone Extensions;
- Changing to remote or on-campus;
- Changing Enrolling Unit/School;
- Withdraw from program;
- Termination of Candidature.

Risk Assessments

Each project requires a risk assessment to identify threats to the health and safety of the student undertaking the research. You and your Principal Advisor should have a meeting and discuss all potential risks and propose how to mitigate them.

You will need to complete a formal risk assessment in the UQSafe- Risk portal. Your Principal Advisor will be required to approve your Risk Assessment before you conduct any research.

Risk Assessments must be performed by the person/s undertaking or performing the task. The responsibility for ensuring that risk assessments are completed, however, rests with the managers and supervisors at the workplace. Principal Advisors are responsible for checking the risk assessment and signifying their approval of the risk assessment.

Accident, Incident, Injury & Hazard Reporting

Any accident, incident or injury must be reported following the completion of any necessary emergency action. The University has an online Incident Reporting Database designed to be used in any situation where a work-related incident, accident or injury has occurred. This is for staff, students, volunteers, visitors or contractors.

Work Off-Campus (WOC)

When planning work off-campus (WOC) e.g. private home research, a WOC Plan must be completed by you and approved by the Principal Advisor. The WOC plan must include all relevant information relating to the work off-campus including travel, location, participants, communications, emergency plan, safe work procedures and OHS risk assessment. The extent of the planning and detail in the WOC Plan should be proportionate to the complexity and potentially hazardous nature of the work. Expert advice should be sought when considering appropriate OHS risk controls.

Your Principal Advisor must review and approve the WOC Plan prior to the commencement of work and ensure the distribution of the approved WOC Plan to all WOC participants and the nominated
University contact. Depending on the nature of the work, your Principal Advisor must ensure adequate information is provided to all stakeholders for review and emergency preparedness and response. This may include but is not limited to local police, rangers, security or permit issuers. Please refer to PPL 2.30.09c Work Off-Campus - Guideline for detailed guidance and direction when planning work off-campus. The WOC Plan template is available on the forms tab of the procedure.

**Research Integrity Module**

As part of the milestone process students must confirm that they have completed the module in order for the milestone to be considered complete (and for the Grad School to process the attainment). The HLO will advise panel Chairs when a student is required to complete the module.

**ORCiD**

All students will be required to have an ORCiD at the confirmation milestone. This is to ensure students are getting credit for their publications and to direct people to their full body of work. It’s a unique and persistent digital identifier. Students will obtain and register their ORCiD. Graduate School staff will check eSpace to make sure the student has an ORCiD before processing their Confirmation of Candidature milestone.

**iThenticate**

iThenticate is a text matching software tool, which will compare a submitted document to an extensive database of web pages and scholarly content, and produce a similarity score and report. It is available to all UQ staff and Higher Degree by Research (HDR) candidates.

**Research Data Manager (RDM)**

All student have access to Research Data Manager RDM and are expected to use it to store their files (unless their ethics requires storage at prescribed location, ie: Queensland Health Server). RDM provides an integrated data management system covering the entire research data lifecycle including, seamless provisioning of easily accessible, secure and sharable data storage in real-time from one location. RDM also enables publication records to be linked to datasets and provides a mechanism for the storage and retrieval of archived data. RDM meets funding, journal and regulatory body requirements, plus it is backed up daily guaranteeing data will never be lost. Research files are not to be stored on computers or hard drives.

**Three Minute Thesis (3MT)**

‘An 80,000 word PhD thesis would take 9 hours to present. Their time limit... 3 minutes.’

Three Minute Thesis (3MT®) celebrates the exciting research conducted by PhD students around the world. Developed by The University of Queensland, the competition cultivates students’ academic, presentation, and research communications skills.

Presenting in a 3MT competition increases their capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience. Competitors are allowed one PowerPoint slide, but no other resources or prop.
Summary of Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>PhD</th>
<th>MPhil</th>
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<tbody>
<tr>
<td>Confirmation of Candidature</td>
<td>12 months</td>
<td>6 months</td>
</tr>
<tr>
<td>Mid-Candidature Review</td>
<td>24 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Thesis Review</td>
<td>36 months</td>
<td>18 months</td>
</tr>
<tr>
<td>Submission</td>
<td>39 months</td>
<td>19.5 months</td>
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</tbody>
</table>

Milestone Overview

Candidature progression and development milestones provide a structured process for evaluating:

(a) the extent to which candidates are developing the knowledge, skills and abilities that they need for a career in research;
(b) the quality of work that is being produced; and
(c) Progress towards timely completion of the project. In general students are not able to access funds from their budget until after they have achieved the first milestone.

The goal of each milestone is to assess whether the following are appropriate for the present stage of candidature:

- The quality, originality, and amount of the research completed; and
- The oral and written presentation skills demonstrated by the candidate.

The Graduate School and NMSW monitor HDR progress and identify developmental needs and resources through a series of Milestones. These are:

- Confirmation of Candidature;
- Mid-Candidature Review;
- Thesis Review.

In brief, these milestones provide an opportunity for you, your advisors and your school to assess how your project has progressed over the past year, to formulate your work plan for the next year, and to review all aspects of your candidature. The reviews also provide the school and the Dean of the Graduate School with indications of possible or actual difficulties, so that they can help you and your advisors resolve problems, identify resources needed and ensure that you develop the necessary skills and attributes from your candidature.

Candidates are expected to complete all milestones and submit their thesis for assessment within the planned duration of their Higher Degree Research program, typically:

- 3 – 4 years full-time equivalent (FTE) PhD candidature; or
- 1 – 2 years (FTE) MPhil candidature.
YOUR PANEL

The panel typically consists of a Chair, two Reviewers. The panel reads and comments on the milestone document and evaluate the student’s verbal presentation of their work and their ability to respond to questions during the milestone process. The student is asked to submit their written work to the HLO at least two weeks before the milestone date. The reviewers then have a week to provide their reports on the submitted work to the HLO to the student and advisory team before the panel meets. This gives an opportunity for the Chair to review the comments and think about a response. The recommendation to the Postgraduate Coordinator that a milestone has (or has not) been achieved is made collectively by a milestone panel. The panel makes its assessment on the basis of evidence provided by the candidate and advice provided by the advisory team about the candidate’s progress towards completion of the project and development as a researcher.

THE MILESTONE PANEL MAY RECOMMEND:

- That the milestone has been achieved;
- The panel may suggest areas for attention by the student and advisors;
- An extension of the due date (3 months FTE for PhD students) to attain the milestone;
- Or that the candidate has not achieved the milestone after more than one attempt and is liable for a review of candidature.

If the candidate is not ready to attempt a milestone by the due date, or does not achieve a milestone on the first attempt, the candidate will be given an opportunity apply for an extension or make a second attempt at that milestone. In the event the panel recommends an extension, then the candidate will receive written advice from the panel Chair explaining: (a) why the milestone has not been achieved; (b) what is required to achieve the milestone (in terms of both quantity and quality of work); and (c) the date by which that work must be submitted.

Candidates who do not achieve a milestone after the following periods of FTE candidature may be liable for a review, and potential termination of, candidature.
Milestone processes

General Procedure for Confirmation, Mid-Candidature and Thesis Reviews

The standard procedure is described below.

1. Students and advisory teams are expected to monitor the due dates for Confirmation, Mid-Candidature and Thesis Review Milestones using SI-net or myUQ. If there are concerns about the timing or the milestone listed, please contact the HLO at hdr.nmsw@enquire.uq.edu.au.

2. A courtesy reminder is sent by the Graduate School to the student and advisory team approximately 6-8 weeks prior to the Milestone due date, and in response the student contacts their Advisory Team to discuss the submission date for the Milestone document (no later than 2-3 weeks prior to milestone due date) and their planned date for their seminar presentation.

3. The Student/Advisory team contact nominated readers to confirm availability for the nominated seminar date.

4. The candidate and the advisory team contact the Postgraduate Coordinator (PGC) via hdr.nmsw@enquire.uq.edu.au to negotiate the dates on which any written work must be submitted, and the date on which the seminar and interview will occur.
   a. If the candidate and advisory team agree that it is not feasible to attempt the milestone within the expected period, they can request a 3 month extension in my.UQ.
   b. If the request is approved, the advisory team will be notified by the Graduate School and the new submission date will be reflected on SI-net.

5. The PGC appoints a Chair of Milestone Panel or confirms the previous Chair can continue.

6. Student circulates a meeting invite to Chair, Independent Readers and advisory team

7. The student submits the agreed written work to the HLO at hdr.nmsw@enquire.uq.edu.au.

8. The HLO forwards copies of the confirmation document to the Chair and the readers. The document is sent with a memo outlining procedures in terms of scheduling, the seminar and the assessment process. The HLO is responsible for advertising the seminar via the School’s email lists.

9. Written reports from the independent readers and the Chair of the seminar are provided to the student and the advisory team before the meeting.

10. The panel starts with a presentation by the student which they can nominate for assessment or not if your presentation was previously assessed.

1. The process of the panel is:

   • The committee meets with the advisory team and student to discuss the proposal and raise issues in relation to quality of the proposal, the scope of the proposal and resources needed.
   • The student is invited to respond to the issues and comments raised. The student presents their proposal in 20 minutes and have this presentation assessed by the chair and external reviewers.
• In the presence of the advisory team but in the absence of the candidate, the committee makes a decision regarding recommendation for confirmation of candidature. The student is then invited to the meeting.

• The composition of the advisory team will always be reviewed as part of the confirmation of candidature. The Committee will discuss with the advisory team, the makeup of the team and identify any need for change. The PGC will meet separately with the student to gain their views on the advisory team and, if necessary suggest alterations to the team.

• The aim is to complete all requirements within 1-2 weeks of the official due date for the milestone. The HLO collates the reports, and emails the student and advisory team with the report and their outcome of the Milestone and directs the student to request either an ‘Attainment of Milestone’ (and attach their report) or an ‘Extension of Milestone’ through my.UQ.
Confirmation of Candidature

OVERVIEW

Every provisional candidate is required to undergo conversion from provisional to confirmed status (Confirmation of Candidature) after 6 months full-time equivalent in the MPhil or 12 months full-time equivalent in the PhD.

The intent of the Confirmation of Candidature milestone is to:

- Provide advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills.

Student Responsibility

At confirmation of candidature a student will demonstrate they have achieved the following:

- Complete Student and OHS Induction
- Apply for an ORCID
- Complete the Research Integrity Module
- Presented their research progress via a seminar presentation;
- Written Work - a confirmation document of up to 8,000 words (see areas to be covered below);
- Plan - a set of goals and plan of work for the period leading up to mid-candidature review;
- A budget proposal;

Other Assessment items involved

- Advisor’s report;
- Interview - an interview with the candidate; and
- Feedback - written feedback to the candidate and the advisory team by reviewers and chair of the committee;

Completion

- If Milestone is attained, student to request Attainment of Milestone in their my.UQ and attach final report.

Students should view their movement from provisional to confirmed status as part of a process and not a pass or fail event; if you do not reach the required standard at the first attempt, you will receive detailed feedback on how to improve and refine your presentation and you will have a second opportunity to attempt the school confirmation process. The primary purpose of the confirmation process is to give everyone, including you, confidence that you have a viable thesis topic, are making good progress, and have the resources you will need to complete the project on time.

THE ORAL COMPONENT OF CONFIRMATION

All students are expected to attend two of the monthly NMSW seminars per year. For full-time students, it is strongly advised that you come on a monthly basis. Students are required to present their work before each milestone at one these seminars. The seminar is usually given at least one month prior to completion of the written proposal. The purpose of having the oral component prior to completion of the written proposal is to assist students and their advisors to make any
suggested refinements to the proposal prior to its written submission. The presentation comprises a 20 minute presentation by the candidate with 10 minutes of questions from those present. An academic nominated by the Postgraduate Coordinator will lead the discussion. Where possible this will be an independent reader on the confirmation committee. The discussant should have access to an outline of the presentation at least two days prior to the date of presentation.

The presentation will comprise:

- A clear outline of the significance, aims, objectives and research questions;
- A brief but critical review of the literature on the candidate’s topic;
- A conceptual framework that is well integrated with theory, methodology and proposed methods;
- A sound, feasible, research design that can be implemented in the time frame;
- A careful consideration of ethical issues and relevant strategies to address them.

Although a critical and succinct literature review is required for the written component, there is not time to present this in full in the oral presentation. A brief critical comment on the literature review is all that should be included. The candidate is expected to demonstrate a capacity to present a well-organized seminar with a logical flow, skilled use of communication aids and an ability to respond to the questions posed.

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<tr>
<th>Criteria</th>
<th>Standard: (Highly effective in all areas)</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Less than Satisfactory (Unacceptable in 2 or more areas)</th>
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<tbody>
<tr>
<td>Preparation: Structure and appropriateness of content</td>
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<td>Presentation: Logic of ideas presented, balance of information &amp; expression</td>
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<td>Communication aids: Appropriateness and skill</td>
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<td>Knowledge of topic: Depth/ability to answer questions</td>
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THE WRITTEN COMPONENT OF CONFIRMATION

A written proposal is submitted to the Postgraduate Administrative Officer (HLO) two weeks before the committee meeting for review by a two reviewers who are asked to provide feedback to the student and advisors before the committee meeting. Students and advisors can use this feedback to prepare for the milestone meeting.

For both PhD and MPhil candidates the candidate must complete a written proposal of no more than 8000 words, clearly setting out the thesis project, together with a discussion of relevant ethical issues and the strengths and limitations of the study. References and appendices are not included in the word limit.

The confirmation document includes:

a. A clear statement of the research, its aims and significance.

b. A brief critical review of the literature on the candidate’s topic.
In addition candidates are asked to provide:

h. A time frame and budget, including resources required for the project and a skills audit.
 i. A set of goals and plan of work leading up to the mid- candidature review. The goals should specify what the candidate aims to achieve by the mid-candidature review, while the plan of work should describe the tasks that are to be carried out and when they are expected to be done. These are not included in the word count.

ASSESSING PROPOSALS FOR CONFIRMATION OF CANDIDATURE

The committee will assess proposals using the following guidelines. Readers will provide written reports before the milestone meeting using this framework. All areas need to be of satisfactory standard. Students will receive a copy of the assessment after the panel meeting.

1. The proposed thesis presents work of a high standard that is feasible, of appropriate scope for the program (MPhil or PhD) and achievable within expected time frames.
2. The significance of the study has been clearly argued. The research aims are clear and the question is focused and researchable.
3. There is a coherent and relevant critical review of the literature in support of the research question(s). The relationship to previous research has been made clear. The review is succinct.
4. A conceptual framework presenting key concepts and theories is clearly linked to the research aims and approach.
5. There is a well-developed description of the methodology, methods, sampling and analytical techniques. Issues of validity, reliability and/or trustworthiness have been discussed and resolved where relevant in the context of the research. Limitations of the research design have been explored.
6. Ethical issues have been identified and addressed.
7. The proposal is written as a coherent piece of work with appropriate citation. The logic of the core argument links the aims, the conceptualisation and the research plan.

The type of document required will depend on the topic selected and the method chosen. Candidates should consult their advisors regarding the requirements for their own particular thesis area.

Candidates are expected to have read widely and have written a well organised literature review early in their candidature. The literature review conducted by the candidate is likely to be reduced for inclusion in the research proposal. The written proposal is assessed by a Confirmation Committee comprising a Chair, the Postgraduate Coordinator and a panel of two independent readers not belonging to the advisory team. One reader will be from the school and the other may be internal or external to NMSW.
MEET WITH POSTGRADUATE COORDINATOR
The Postgraduate Coordinator meets with the student to discuss their progress and explore the fit between the Supervisory team and the Research topic.

COMMITTEE RECOMMENDATIONS
Committee members seek to ensure that the candidate has developed a high quality project that will be able to be completed on time and within a planned budget. Often candidates are required to carry out additional work, or are required to adjust some component of the proposal. The following decision options are used by the committee:

a. Recommend confirmation of candidature
b. Recommend confirmation of candidature with changes to be made in consultation with the candidate and the advisory team
c. Recommend extension of provisional candidature to a specified date; and request additional work and resubmission of a revised document. The format of the response will be discussed in the committee with the advisory team. This could take several forms.

For example:
- A revised proposal, or sections of a proposal, of a specified length;
- A re-conceptualised methodology;
- A short document addressing key issues in a “response to comment” format;
- Recommend termination of candidature.

Where confirmation of candidature is not recommended, the independent readers and the Postgraduate Coordinator must agree that the problems in core areas are sufficient that they require significant reworking of the framework or methodology and/or rewriting in order to achieve a coherent proposal.

The second option would be taken in cases where the required changes are less substantial or pervasive – for example, making some amendments to the methodology, reconsidering some conceptual issues, amending some aspects or tightening one part of the proposal.

Recommendations and expectations will be clearly conveyed to the candidate in written feedback. If for any reason you are dissatisfied with the process or the result, the usual guidelines for raising concerns or grievances apply.

WRITTEN FEEDBACK
The Chair provides written feedback to the HDR director, the candidate and advisory team concerning the outcome of the process and any further work that may be required prior to confirmation.
Mid-Candidature Review

OVERVIEW

The Mid-Candidature Review represents a mid-point between the confirmation of candidature and the thesis review milestones. The intent of the mid-candidature milestone is to assess whether:

- The project is on track for completion within standard candidature duration;
- The candidate’s research, writing and other professional skills are developing appropriately;
- Suitable resources are available to support a timely completion.

The mid-candidature review should be completed between 9 and 12 months FTE after confirmation.

WORK TO BE COMPLETED

There are seven components to the mid-candidature review:

- Oral presentation;
- Written work;
- A brief report summarising progress against the timeline, goals and tasks agreed to at confirmation;
- An updated budget;
- A set of goals and plan of work for the period leading up to the thesis review; and
- An interview;
- If the Milestone is attained, student to request an Attainment of Milestone in their my.UQ and attach final report.

In addition the Principle Advisor is asked to submit a brief written report on the candidate’s progress and achievements since confirmation. They should also highlight any resource needs or issues likely to impact on submission.

ORAL PRESENTATION

Candidates are expected to present aspects of the thesis in a collegial forum. This includes:

- a School Work in Progress seminar;
- the School Research Symposium; or
- local, national or international conferences.

The presentation should occur post-confirmation, and be a minimum of 15 minutes in length.

ASSESSMENT

Candidates submit their notes or PowerPoint slides. Feedback is provided from staff at school presentations nominated by the Postgraduate Coordinator using the criteria supplied with the milestone document.

For presentations conducted externally to the School, candidates submit the paper/slides and present an appraisal of both the content and delivery of the presentation to a person nominated by the Postgraduate Coordinator.

WRITTEN WORK

The specific requirements for the written work will vary depending on the nature of the project and the thesis. For an empirical thesis, it is expected that by mid-candidature data collection is nearly complete and some chapters (e.g. a literature review, a methodology chapter) are in draft form. For a
theoretical thesis, at least three draft chapters should be available. Where a candidate submits a manuscript or draft article this must be directly related to the thesis and the candidate must be the first author.

Two weeks prior to the interview/dialogue the candidate will be required to submit to the following milestone documents:

1. A brief summary of the aims, research questions and significance of the study (3 pages maximum);
2. Evidence of post confirmation writing at a minimum one draft chapter (methodology chapter preferred) or a paper submitted linked to the thesis;
3. A thesis overview showing clearly formulated chapters with chapter headings;
4. A brief report on progress linked to the timelines and agreed plan of work at confirmation, including a revised timeline and updated budget;
5. A yearly plan for thesis progression, publication, conference presentation, teaching and other work. This should include a set of goals leading up to the thesis review.

ASSESSMENT
Written work will be assessed by two independent readers – ideally panel members from the candidate’s confirmation committee – and the Postgraduate Coordinator. As with the confirmation panel, the interview panel may ask questions regarding any aspect of the project in order to assess the candidate’s level of understanding and grasp of the topic, and to evaluate the likelihood of successful completion of the project within a reasonable time frame. The milestone panel will discuss the proposed goals and program of work with the candidate.

CRITERIA
- Articles/chapters or drafts submitted demonstrate capacity to write clearly and concisely, to have a critical edge, and construct a logical argument;
- Evidence of a clear plan for the thesis and career progression;
- Evidence of satisfactory progress since confirmation and engagement in appropriate skills development classes.

INTERVIEW
The Postgraduate Coordinator, a nominated panel member, the candidate and the advisors engage in a dialogue on the progress of the HDR and the feedback provided on the written and oral work. The dialogue can take between 15 minutes to an hour. The interview will examine progress that has been made since confirmation, and work that is remaining in order to complete the project. The panel and the candidate will discuss how long it will take to complete the remaining tasks, and set a date for submission of the thesis.

The Postgraduate Coordinator and the panel member are looking for:
- A coherent account of progress to date;
- A well-developed plan for presentations, papers and progression of the thesis;
- Identification of resources needed;
- Ability to respond to questions and feedback;
- Evidence of thesis progression and career planning;
- Appropriateness of available resources.
MEET WITH POSTGRADUATE COORDINATOR
The Postgraduate Coordinator meets with the student to discuss their progress and explore the fit between the Supervisory team and the Research topic.

OVERALL ASSESSMENT
The Postgraduate Coordinator and the panel member, in consultation with the advisory team, will assess whether:

- Satisfactory progress has been made since confirmation;
- The project remains suitable for a PhD/MPhil.

This assessment will be made on the basis of the written work, the oral presentation (if carried out within the School), and the panel discussion.

Thesis Review

OVERVIEW
The thesis review milestone is designed to:

- Assess whether the work should be ready for assessment by the expected date;
- Identify any major concerns that need attention before submission; and
- Identify disciplinary areas of potential assessors.

It is expected that the thesis review milestone will be attempted 12 – 15 months after the mid-candidature review. It is expected that submission is expected within 3 – 6 months.

WORK TO BE COMPLETED
There are four components to the thesis review:

- Oral work;
- Written work;
- A brief report summarising progress against the timeline agreed to at the mid-candidature review, and a set of goals and plan of work for the period leading up to thesis submission; and
- If the Milestone is attained, student to request Attainment of Milestone in their my.UQ and attach final report.

ORAL WORK
The candidate must present evidence of a post mid-candidature review presentation on the thesis findings in a collegial forum. They must present at least one School work or programs and may choose to be assessed there or at the Milestone panel.

This could be:

- A School Work in Progress seminar;
- The School Research Symposium, a Faculty or University symposium, a national or international conference.
The presentation should be at least 15 minutes in length. Candidates will be required to supply details of the conference, copies of the PowerPoint presentation or paper and a report from the advisory team on the quality and standing of the presentation.

Where a candidate has no recent record of presentations in the school and concerns were raised about presentation skills at the mid-candidature review, a thesis review presentation can be required.

TIMING
If a school seminar, within one month of the submission of the written work. If an external presentation, it must have been post mid-candidature review.

ASSESSMENT
The presentation should:

- Put forward a central argument from the thesis;
- Be well organised, engaging and appropriate for the audience;
- Demonstrate high level skills in communication; and
- Demonstrate an ability to answer questions and engage with critical commentary.

The presentation is assessed by an academic staff member not part of the advisory team and the Postgraduate Coordinator or a representative

WRITTENWORK
Candidate must provide evidence of post mid-candidature writing. This will comprise:

1. A thesis overview that outlines draft chapters written and also comments on the extent and quality of the draft and work still to be completed.
2. A revised timetable for submission.
3. The draft analysis chapter - excluding any chapter submitted as part of the mid-candidature review. An analysis chapter is preferred, however this should be negotiated with the Postgraduate Coordinator.
4. Any articles in draft or published format.
5. A list of conference presentations.
6. A brief report on the overview, timetable and chapter from the advisory team.
7. Identification of any additional resources required.
8. A publication and presentation plan.

TIMING
Two weeks before the panel meeting

ASSESSMENT
9. The written work is assessed by two independent reader, usually including a staff member who has been part of the candidate’s confirmation or mid-candidature review panel. Assessment is based on a report from the independent reader in consultation with the Postgraduate Coordinator, the advisory team and the candidate.
10. Written feedback will be given to the candidate.

CRITERIA
- The writing should be near submission standard;
The thesis overview should demonstrate a clear plan for a timely completion;
• A publication and presentation plan should be well developed.

INTERVIEW/DIALOGUE
A thesis review committee (comprising the Postgraduate Coordinator and an independent reader who will most likely have been on the confirmation or mid-candidature review panel for the candidate) will meet with the candidate and the advisors.

The interview will take approximately one hour.

TIMING
Within one month of submission of written work.

ASSESSMENT
• Capacity to engage realistically and critically with issues associated with finalising the thesis and a timely submission;
• A realistic plan for submission;
• Substantial writing available for assessment;
• Evidence of future career planning being addressed.

ASSESSMENT
The thesis committee will assess whether:
• Satisfactory progress has been made since the mid-candidature review;
• The thesis is likely to be of PhD/MPhil standard;
• The thesis will be completed within a reasonable time within existing resources;
• There are any factors delaying progress, and whether there are appropriate responses to these factors;
• The advisory team is appropriate and effective.

The committee will also discuss potential assessors for the thesis with the advisory team.