THE UNIVERSITY
of ADELAIDE

Major Review of Progress for Masters by Research Programs

Division of the Deputy Vice-Chancellor and Vice-President (Research)

Please do not bind or staple this form or any attachments. Secure papers together with a bulldog clip

NOTE: When using the editable PDF version of this document, for best results, you are advised to open, edit and save using Adobe Acrobat Reader only.

Research students are provisional in candidature for at least the first twelve months (or half-time equivalent), after which a comprehensive "Major Review of Progress" is undertaken by the Candidature Confirmation Review Committee, to determine the capacity of the student to complete their research and submit a quality thesis for examination within three to three and a half years. The Major Review process is designed to assess the ability of the student to complete their program in a timely fashion, as well to ascertain how best the School/University can support them in this goal.

The Review Committee can recommend confirmation of candidature, extension of provisional candidature, termination of candidature or transfer from a Doctorate to a Masters.

Preparing for the Major Review of Progress

1. *The student must complete the personal details section (top of page 3 below) and a one-page written progress report (using Section A below) The student must leave the remainder of the form blank and submit the form to his/her principal supervisor three weeks before his/her major review.*

2. *The supervisor will prepare a short report (using Section B below) clearly highlighting the strengths and weaknesses of the candidate and the candidate's progress and will leave the remainder of the form blank. The supervisor will circulate the form to all committee members prior to the major review meeting date. An exemplar is available in the Major Review - Lessons Learnt and Best Practice:*

   http://www.adelaide.edu.au/graduatecentre/staff/candidature-problems/major-review-lessons-learnt/

3. *The remainder of the form is completed and signed by all relevant parties. The completed form is then submitted to the Graduate Centre.*

Candidature Confirmation Review Committee

The Candidature Confirmation Review Committee will comprise at a minimum:

1. *All supervisors of the candidate (input from external supervisors is also required); and*

2. *One or more senior members of the School's academic staff (preferably including the Postgraduate Coordinator).*

In addition, it is recommended that at least one Discipline expert is a member of the Committee.

The Chair of the Committee will normally be the Postgraduate Coordinator. Note however, that the Chair of the Committee MUST NOT be a supervisor and therefore, if the Postgraduate Coordinator is also a supervisor, another senior member of the School's academic staff should be appointed as the Chair. Where the Head of School/Discipline is appointed to the Chair, another senior member of academic staff of the School, who is not a supervisor should sign in the capacity of the Head of School/Discipline. This is to ensure the impartiality of the progress assessment.

Guidelines for the Candidature Confirmation Review Committee

The Committee's role is to:

- Assess the candidate's progress against both the quality and quantity of work required for completion within the

required timeframe for the degree and provide them with constructive feedback;

- Identify and document any problems or issues likely to affect the ability of the candidate to complete within the required timeframe of the degree and indicate where these are beyond the student's control;

- Discuss the student's relationships with their supervisor(s) to determine whether their professional compatibility is sufficient to facilitate completion of the degree within the required timeframe;

- Provide one of the following recommendations to the Research Education and Development Committee (REDC):

    1. *Confirm Candidature* on the grounds that:

        a) *Completion is expected within the minimum time-frame for the degree (one year-eighteen months); or*

        b) *Completion is expected within the maximum time-frame for the degree (eighteen months – two years).*

    2. *Extend Provisional Status*

    Where a committee is unsure of a candidate's potential for success but wishes to give them the benefit of the doubt, the best procedure is to extend provisional candidature for a period of 3/4/5 months, before final review.

    3. *Termination of Candidature*

Minimum Requirements for the Confirmation of Candidature

Confirmation of candidature requires at a minimum:

- Satisfactory completion of all the preceding milestones, including:

    o The Adelaide Graduate Centre Induction Program;

    o The Core Component of the Structured Program;

    o The Integrated Bridging Program (IBP) where applicable

    o Regular attendance of the School Seminar Program;

- A minimum of acceptable progress during provisional candidature for all student capability measures, as determined by the Candidature Confirmation Review Panel;

- The generation of a Gantt chart or equivalent Completion Plan for the remainder of candidature. The Gantt chart/Completion Plan may be prepared in the format of one of the examples listed on the Adelaide Graduate Centre's web site at:

    http://www.adelaide.edu.au/graduatecentre/forms/milestones/planning-communicating-tracking/

- A completed risk assessment detailing contingency plans shall be compiled and maintained by the School/Discipline and should detail how to proceed in the event that one or more of the following occur:

    o The research direction(s) pursued prove(s) unsuccessful, or not worth pursuing;

    o Supervisor(s) will be absent e.g. on study leave;

    o Existing skills/experience are inadequate to undertake the planned research (i.e. training is required);

    o Existing resources are inadequate to undertake the planned research;

    o Candidate has taken excessive leave.

- Recommendation for consideration by REDC, together with the completed Major Review Form and student and supervisor's progress reports.

Further Information

Additional information about the Major Review of Progress is available from your Postgraduate Coordinator or from the Adelaide Graduate Centre.

A copy of this form may be obtained on request from the Adelaide Graduate Centre or from the web at:

http://www.adelaide.edu.au/graduatecentre/forms/milestones/major-review/

ANNE WITT

Director, Adelaide Graduate Centre

Major Review of Progress for Masters by Research Programs

Student Name	
Student ID	
School/Discipline	
Program	
E-mail Address	
Candidature Commencement Date	
Proposed Thesis Title	

A   One-page report to be completed by student

Complete this page, detailing your progress thus far. Leave the remainder of the form blank. Give the form to your supervisor three weeks prior to your major review meeting. Your supervisor will complete Section B and will circulate this form to all committee members prior to the major review meeting date. At the major review meeting the remainder of the form is to be completed and signed by all the relevant parties.

B   One-page report to be completed by supervisor

Complete this page, clearly highlighting the strengths and weaknesses of the candidate and the candidate's progress.   Leave the remainder of the form blank.   Circulate the form to all committee members prior to the major review meeting. At the major review meeting the remainder of the form is to be completed and signed by all the relevant parties.

C. Candidature Confirmation Review Committee Assessment of Progress

1. Has the student attended the Induction Program organised by the Adelaide Graduate Centre?

   ○ Yes   ○ No

2. Has the student completed the Core Component of the Structured Program satisfactorily, including attendance at a School induction, completion of the Integrated Bridging Program (where applicable) and lodgement of all relevant documentation with the Adelaide Graduate Centre?

   ○ Yes   ○ No

3. During provisional candidature how would you rate the following progress measures? (tick one box per measure)

Student Capability Measures Table	
1 Ability to critically review the literature and prior work	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
2 An adequate knowledge of the field of study	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
3 Capacity to conduct independent research at the standard required for the degree	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
4 Ability to complete the research program within the specified timeframe for the degree	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
5 Motivation to complete the research program within the specified timeframe for the degree	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
6 Ability to communicate clearly and concisely to various audiences (orally and in writing)	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent

Project Measure	
7 The scope of the research project as detailed in the attached Gantt chart/timeline is realistic	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent

Supervision Measure	
8 The goals and expectations of the student and supervisors are well matched	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent

D. Report on the Student's Progress

In this section, the Candidature Confirmation Review Committee must report on the student's progress relative to the standard and timeframe required for completion of the degree. Where applicable, details of plans to address any reservations with the student's 'capability' (see measures 1-6 in the Student Capability Measures Table) should be provided.

(Attach additional pages if required)

E. Risks to Timely Completion Due to the Scope of the Project

1. Scope of the Project

In the case of a risk to timely completion due to the scope of the project, the Committee must provide details of how the issue will be addressed:

2. Supervision Issues

In the case of a risk to timely completion due to supervisory issues e.g. the expectations of the student and the supervisors are not well matched, or a supervisor will be leaving the University, the Committee must provide details of how the issue(s) will be addressed:

F. Extension of Provisional Candidature Recommendation

Where the Committee has recommended an extension of provisional candidature, details of the milestones to be completed by the student must be recorded (attach additional pages if required):

G. Termination of Candidature Recommendation

Where the Committee has recommended termination of candidature, the issues leading to this recommendation, together with the measures previously undertaken to address unsatisfactory progress must be detailed:

Candidature Committee Review Panel Recommendation to REDC

Please refer to the Guidelines below in italics when completing this section.

○ **1. Confirmation of Candidature**

  ○ *A Completion expected within 1 year to 18 months from commencement*

   With reference to the Student Capability Measures Table, select this recommendation for a mixture of 'Excellent' and/or 'Above Expectations' measures, where all other requirements were met.

  ○ *B Completion Expected within 18 months to 2 years from commencement*

   With reference to the Student Capability Measures Table, select this recommendation for a mixture of 'Satisfactory' – 'Excellent' measures, where all other requirements were met.

○ **2. Extend Provisional Status for a period of 3 – 6 months**

   With reference to the Student Capability Measures Table, select this recommendation where the following apply:

   (i) one (only) Student Capability Measure was rated 'Unsatisfactory'; and/or

   (ii) one or more Student Capability Measures were rated 'Satisfactory with Reservations', and/or

   (iii) progress is not consistent with completion of the degree within 2 years from commencement.

   A recommendation to extend provisional status indicates the student has made progress but is not yet ready for confirmation. The Candidature Confirmation Review Committee will make a final recommendation following a further review at the end of the extended provisional candidature period.

   We recommend an extension of provisional candidature for:

   ○ *Three months*   ○ *Four months*   ○ *Five months*   ○ *Six months*

   During the period of extended provisional candidature, the candidate will be required to satisfactorily complete the milestones detailed in Section F above.

○ **3. Termination of Candidature**

   With reference to the Student Capability Measures Table, this recommendation must be used where three or more student capability measures have been rated as 'Unsatisfactory'.

Chair of Candidature Review Panel name	Sign here	Date

Principal Supervisor name	Sign here	Date

Co/External Supervisor name	Sign here	Date

Co/External Supervisor name	Sign here	Date

Head of School or Discipline name	Sign here	Date

Senior School Academic Staff Member name†	Sign here†	Date

External Discipline Expert name††	Sign here††	Date

NB. The Chair of the Candidature Review Panel (normally the Postgraduate Coordinator) should sign this form, together will ALL of the student's supervisors.

Where the Postgraduate Coordinator is a supervisor, he or she is ineligible to be the Chair of the Candidature Review Panel and another Chair must be appointed. Where the Head of School/Discipline is the Chair, (s)he cannot also sign as the Head, therefore another senior member of the Academic Staff of the School, who is not a supervisor, should sign the form on the sixth signature line†; the Head signature line will remain blank.

If an external Discipline Expert is a member of the Committee he or she may sign the form††.

Student's Certification and Assessment of Progress

I certify that I:

have attached a GANTT chart/timeline detailing my research plan from candidature commencement to completion of my thesis, and

agree with the Candidature Committee Review Panel's assessment of my progress and recommendation, and

(if applicable) agree with the milestones set for completion during the extended period of my provisional status.

Note: If you disagree with your School/Discipline's assessment and/or recommendation, you may attach a confidential report to this form for the attention of the Dean of Graduate Studies. A confidential meeting with the Dean of Graduate Studies may also be requested. Refer to the Unsatisfactory Academic Progress section of the Research Student Handbook for further information.

_____   _____

Student Sign here   Date

_____

Student Name

For Office Use Only

Approval by Higher Degrees Committee Convenor

○   *I endorse the recommendation*

○   *I do not endorse the recommendation and have attached a statement outlining my reasons.*

_____   _____

Convenor, Faculty Higher Degrees Committee - Sign here   Date

Approval by Dean of Graduate Studies

○   *Recommendation approved/not approved*

○   *Recommend referral to Student Matters Sub-Committee*

_____   _____

Dean of Graduate Studies - Sign here   Date

Comments

www.adelaide.edu.au/graduatecentre