

# PhD Final Seminar – Process Guide for Students and Supervisors

## Table of Contents

PhD Final Seminar – Process Guide for Students and Supervisors.....	1
Introduction.....	1
Student Responsibilities .....	2
Principal Supervisor Responsibilities .....	4
Commercial-in-Confidence Seminars .....	5

## Introduction

The purpose of this document is to guide students in preparing for their Final Seminar milestone and to clarify the role of the student and the Principal Supervisor in this process. Prior to proceeding, it is recommended that students and their supervisors read the Graduate Research Centre **Final Seminar Guidelines** and familiarise themselves with the online **Final Seminar Form screenshots**. Supervisors in particular are encouraged to familiarise themselves with the Graduate Research Centre **Guidelines for Panel Chair**. Please visit [HiQ](#) (students) and the [Digital Workplace](#) (staff) to view these documents.

In addition to assisting students with the preparation of their written milestone documents, the supervisory team should prepare the student for the seminar and panel discussion. This may include a rehearsal and advice about answering audience questions. Students should be prepared for both predictable and unexpected questions.

Seminars may be held at a QUT partner organisation provided that QUT guidelines are followed, and that the seminar is advertised and open to QUT staff and students. Seminar participation may be restricted due to Intellectual Property concerns and/or confidentiality agreements.

## Student Responsibilities

When? (approximately)	Action
Four weeks prior to seminar	<p>Discuss the following with your Principal Supervisor and supervisory team:</p> <ul style="list-style-type: none"> <li>Your Readiness to complete this milestone <ul style="list-style-type: none"> <li>If you anticipate unavoidable research-related delays, you may apply for an extension. For delays due to personal reasons you may apply for leave. Visit <a href="#">HiQ</a> for more information and contact the Graduate Research Centre (<a href="mailto:hdr@qut.edu.au">hdr@qut.edu.au</a> or +61 (0)7 3138 7200) to discuss your options</li> </ul> </li> <li>Final Seminar panel composition and availability (refer to the <a href="#">faculty panel composition document</a> on HiQ)</li> <li>Date and time of seminar</li> <li>If seminar will be held at a physical location, via Zoom or both</li> <li>If the seminar is Commercial-in-Confidence (refer to section on <a href="#">Commercial-in-Confidence Seminars</a>)</li> <li>Progress with the written thesis document</li> </ul>
Three to four weeks before seminar	<ul style="list-style-type: none"> <li>Book room (if applicable, refer to <a href="#">HiQ</a> for instructions on how to book rooms) <ul style="list-style-type: none"> <li>Ensure room is booked for at least 2.5 hours to allow time for room set up, Final Seminar presentation and discussion with panel. Request help from Principal Supervisor or the Graduate Research Centre (<a href="mailto:hdr@qut.edu.au">hdr@qut.edu.au</a> or +61 (0)7 3138 7200) if necessary.</li> </ul> </li> <li>An email reminder is sent 4 weeks prior to the due date which contains a link to the online Final Seminar form. Complete the first part of the online Final Seminar form so the seminar can be advertised. Once arrangements have been made to advertise the seminar the online form will be returned for the Final Seminar document to be uploaded.</li> </ul>
Two weeks before seminar	<ul style="list-style-type: none"> <li>Send Outlook calendar invitation to Principal Supervisor, supervisory team and panel members <ul style="list-style-type: none"> <li>Include Zoom meeting details and room location</li> </ul> </li> <li>Discuss iThenticate report with Principal Supervisor or supervisory team before submitting the thesis document to the panel for review.</li> <li>Upload the document to the online Final Seminar form.</li> </ul>
Any time prior to seminar	<ul style="list-style-type: none"> <li>Notify the Graduate Research Centre via email (<a href="mailto:hdr@qut.edu.au">hdr@qut.edu.au</a>) of any changes to panel membership or seminar</li> </ul>
Day of Final Seminar	<p>Note: If the room is locked, please contact Security on (07) 3138 5585. For technology support, please contact AV Services (07) 3138 1780 (Gardens Point) and (07) 3138 3439 (Kelvin Grove).</p> <p><u>If presenting on campus:</u></p> <ul style="list-style-type: none"> <li>Arrive at your room 30 minutes prior to your Final Seminar start time.</li> <li>The Panel Chair will facilitate the seminar</li> </ul> <p><u>If presenting via Zoom:</u></p> <ul style="list-style-type: none"> <li>Log on and establish your Zoom session at least 15 minutes prior to your presentation start time.</li> <li>The Panel Chair will facilitate and host the Zoom session</li> </ul>

When? (approximately)	Action
	<p><u>If presenting on campus and via Zoom</u></p> <ul style="list-style-type: none"><li>• Arrive at your room 30 minutes prior to your Final Seminar start time.</li><li>• Log on and establish your Zoom session at least 15 minutes prior to your presentation start time.</li><li>• The Panel Chair will facilitate and host the Zoom session</li></ul>

## Principal Supervisor Responsibilities

When? (approximately)	Action
Four weeks prior to seminar	<ul style="list-style-type: none"> <li>Discuss the following with your student: <ul style="list-style-type: none"> <li>Student's readiness to complete this milestone and suggest next course of action if the candidate is not ready (e.g. apply for an extension (research-related delays) or for leave (personal reasons))</li> <li>Final Seminar Panel composition (refer to the <a href="#">faculty panel composition document</a> on HiQ)</li> <li>Date and time of seminar</li> <li>If seminar will be held in a physical location, via Zoom, or both</li> <li>Student's progress with their thesis</li> </ul> </li> <li>Determine if student's presentation contains information that is Commercial-in-Confidence (refer to section on <a href="#">Commercial-in-Confidence Seminars</a>). <ul style="list-style-type: none"> <li>If yes, contact the Graduate Research Centre (<a href="mailto:hdr@gut.edu.au">hdr@gut.edu.au</a>) to request the appropriate form.</li> </ul> </li> <li>Issue informal invitation to panel members</li> </ul>
Three to four weeks before seminar	<ul style="list-style-type: none"> <li>Supervisors are encouraged to assist their students in booking a suitable room for the seminar (if applicable, refer to the <a href="#">Digital Workplace</a> for advice on how to book seminar rooms)</li> <li>Approve the online Final Seminar form confirming the panel members and submit so the seminar can be advertised.</li> <li>Once the student has uploaded their document approve the online Final Seminar form.</li> <li>Set up the Zoom meeting for the seminar. View the Graduate Research Centre's Zoom instructions for information on how to use Zoom for HDR seminars on the <a href="#">Digital Workplace</a>. <ul style="list-style-type: none"> <li><b>Faculty of Health only:</b> School Nominee to be made co-host of the Zoom meeting.</li> </ul> </li> </ul>
Two weeks before seminar	<ul style="list-style-type: none"> <li>Review and discuss student's iThenticate report prior to submission of Final Seminar document to panel members</li> </ul>
After the Final Seminar	<p><b>Faculty of Health:</b></p> <ul style="list-style-type: none"> <li>Ensure that the student has met with the panel without the supervisory team being present</li> </ul> <p><b>Faculty of Engineering:</b></p> <ul style="list-style-type: none"> <li>Ensure that the student has met with the panel without the supervisory team being present for a confidential discussion. If required, the Panel Chair should send the outcomes of the discussion directly to the School AL-HDR for follow up.</li> </ul>
Up to two weeks after seminar	<ul style="list-style-type: none"> <li><b>School of Accountancy, School of Advertising, Marketing and Public Relations, School of Economics and Finance, School of Management:</b> Ensure that Panel Chair has completed the Assurance of Learning form (sent to them by the Graduate Research Centre) and submit form to <a href="mailto:hdr@gut.edu.au">hdr@gut.edu.au</a></li> </ul>

## Commercial-in-Confidence Seminars

Please read the **Intellectual Property and/or Confidentiality Agreements & their effect on the presentation** section of the **Final Seminar Guidelines** closely if the student's work is subject to Intellectual Property and/or confidentiality agreements.

Office of Research Services – Legal Services Unit has advised that in the majority of cases, the QUT Seminar Confidentiality Undertaking form is sufficient as it is a simple sign-on note that provides evidence of a confidentiality obligation on participants. However, this document does not create a contractual obligation of confidentiality and causes of action against an unauthorised discloser will be limited to the common law and equitable causes of action.

The Deed Poll in favor of QUT and student form is a comprehensive document that creates a contractual obligation of confidentiality and offers full protection against an unauthorised discloser. For high risk projects, it is suggested that panel members complete the Deed Poll and the seminar should then be closed to the student and panel only.

Table 1: Table listing advantages and disadvantages of the QUT Seminar Confidentiality Undertaking form and the Deed Poll in favour of QUT and student form.

	<b>QUT Seminar Confidentiality Undertaking form</b>	<b>Deed Poll in favour of QUT and student form</b>
<b>Advantages</b>	<ul style="list-style-type: none"><li>• Simple form</li><li>• Provides evidence of a confidentiality obligation on participants</li></ul>	<ul style="list-style-type: none"><li>• Comprehensive document</li><li>• Creates a contractual obligation of confidentiality</li><li>• Does not limit causes of action against an unauthorised discloser</li></ul>
<b>Limitations</b>	<ul style="list-style-type: none"><li>• Does not create a contractual obligation of confidentiality</li><li>• Limited to the common law and equitable causes of action against an unauthorised discloser</li></ul>	<ul style="list-style-type: none"><li>• Impractical to ask all seminar attendees to complete this form</li></ul>

Principal Supervisors can contact the Graduate Research Centre at [hdr@qut.edu.au](mailto:hdr@qut.edu.au) to request these forms.