

CONFIRMATION OF CANDIDATURE

The first report on progress for research candidates

2008/9

Information Sheet

This confirmation of candidature report

This report is designed to provide a structure for planning and reflection on your progress. It is an opportunity for you, your supervisor(s) and your Faculty of Study to review your progress and to discuss and revise your research plan. It is particularly important to review your progress in light of the time limit for your candidature to ensure that you finish within this limit (<http://www.research.murdoch.edu.au/gradcentre/minmaxenrol.html>). Students find the process of completing progress reports very useful for keeping them on track within schedule, even though this schedule has to be flexible enough to allow for further developments.

A very important function of this report is to give you an opportunity to document any issues or problems you are having with your research, so that your supervisors and the university can work with you to overcome any obstacles. It is extremely important that any potential issues or problems are identified early in your candidature. There are several avenues of support, and the following website can point you in the right direction.

<http://www.research.murdoch.edu.au/gradcentre>

Finally this report is intended to demonstrate that you are active and making progress as a research student. Without evidence of good progress, the University could review your standing as a candidate. Confirmation of your continuing candidature will be made if your progress is deemed satisfactory. Your candidature may be discontinued if your progress is deemed unsatisfactory without acceptable reasons.

Who has to lodge this report?

ALL STUDENTS who began their candidature in 2008 (prior to 1 November 2008), including those students whose candidature is currently suspended, are required to lodge a Confirmation of Candidature Report.

What if I've only just started?

If you began your candidature prior to 1 November 2008, or you are a part-time student who began earlier in the year you will still need to complete this report as it is used to confirm your enrolment for the remainder of 2008. We understand however, that you will have less progress to report, for instance, than full time students who began early in 2008. We expect that you will be busy with the completion of your Programme of Study. There are special instructions for you at Question 4. If you have yet to submit your Programme of Study we will require less detailed information from you, however we still need to know that you are progressing in the formulation of your research plan.

When is it due?

Your completed report needs to be handed to your supervisor **as soon as possible**. Your supervisor must hand it to the Graduate Centre before **17th March 2009**. Late reports may be liable for a late fee. Failure to lodge a report **will** result in suspension of candidature.

What happens if I don't lodge my report in time?

The continuation of your Research Training Scheme place (fee-free place) relies upon the timely submission of this report. Failure to submit your report may result in a suspension of your enrolment (and scholarship if you hold one).

Do I have to lodge a re-enrolment form as well?

Students for the degrees of PhD and MPhil, who submit their Candidature Confirmation Report by the due date **DO NOT** have to lodge a re-enrolment form. Their candidature will be confirmed and they will be automatically re-enrolled for the remainder of 2009.

How do I know that my progress has been approved?

You will receive a letter from the Graduate Centre in April/May 2009. Your enrolment and scholarship (if you have one) will automatically be extended.

What about next year?

The University requires regular reports on your progress and the achievement of your individual milestones. Your milestones are identified from your Programme of Study (when it is approved) and we will be asking you about your progress in relation to these. Also, in September each year, we ask you to report in depth on your progress and you will have the opportunity to revisit your milestones and reflect on your research plan at that time. This is called the Annual Progress Report and you will receive your first one in July/August 2009 (for completion by 1 September 2009). Your continued enrolment into 2009 (and scholarship if you have one) will be dependent upon a satisfactory Annual Progress Report.

Scholarship Holders

Scholarship holders are required to submit a satisfactory 'Confirmation of Candidature' Report for continuation of their award. Failure to lodge a satisfactory report will result in suspension of your scholarship. Australian Postgraduate Awards and Murdoch University Research Studentships are tenable for up to three years for PhD students. Extensions of *up to* a further six months may be granted where circumstances which have delayed progress are beyond the control of the candidate. Circumstances must be related to their research rather than of a personal nature and students will need to demonstrate that they can complete *within* the extension period. To be eligible for an extension to your scholarship you must have all data (or information) collection/analysis and field work completed and have at least half of the chapters of your thesis written to thesis quality at the time of application. You will also be required to explain why you need an extension to your scholarship and you will need to provide a detailed plan that explains how you will finish within the extension period. Applications for extension should be made on the appropriate form (<http://www.research.murdoch.edu.au/gradcentre/forms.html>) approximately 10 weeks before the 3-year expiry date of your award. Further information is available at; <http://www.research.murdoch.edu.au/gradcentre/scholextend.html>

What if I have been on Suspension?

All students, even if you have had a suspension (or are currently on suspension) must provide a Confirmation of Candidature report. If you have been on suspension for a large part of the reporting period, it may be acceptable to report minimal progress. However, this report should be seen as an opportunity to revisit your research plan and provide an up to date timeline which takes into account your suspension period. It is important that the university has up-to-date milestones of your research.

Other Questions

Queries regarding terms of candidature, reporting procedures etc may be directed to the Graduate Centre by telephone (08) 9360 6506 or email: scholars@murdoch.edu.au.

Queries regarding Research Milestones, regulations or scholarship queries should be directed to Hollie Cavanagh, the Research Degrees Officer by telephone (08) 9360 2752 or email H.Cavanagh@murdoch.edu.au.

Any confidential enquiries or concerns regarding the reporting process may be directed to the Manager of the Graduate Centre by telephone (08) 9360 2179 or email to I.Gijsbertse@murdoch.edu.au.

2008/9 Confirmation of Candidature Report

Your continued enrolment depends on the receipt of a satisfactory report by the Graduate Centre before 17th March 2008.
Your enrolment may be suspended until a satisfactory report is received.

SECTION A (to be completed by student)

1. PERSONAL DETAILS	
NAME and ADDRESS	Student No:
<p>Home Phone:</p> <p>Work Phone:</p> <p>Mobile:</p>	
Email Address:	

(a) Citizenship and Residency Status.

Has your citizenship or residency status changed during 2008? If so, please attach details.	Yes	No
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2. ENROLMENT DETAILS

Enrolment Status: Full-Time or Part-Time	
	Supervisor %
Supervisor/s:	

Current Thesis Title:

Candidature Commencement Date:

Programme of Study Due Date (if not yet submitted): Programmes of Study are due no later than 6 months after your commencement date URGENT ATTENTION SHOULD BE GIVEN TO OVERDUE PROGRAMMES OF STUDY (FAILURE TO SUBMIT IT BY THE DUE DATE CAN ALSO AFFECT CONTINUED ENROLMENT AND SCHOLARSHIP PAYMENTS, IF YOU HAVE ONE)
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Scholarship	Scholarship Commencement	Scholarship Completion

3. COMMUNICATION AND WRITTEN WORK

(a) Please indicate how frequently you and your supervisor/s communicate (Please tick one box.)

Daily	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Every few months	<input type="checkbox"/>	Once a year	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Once a semester	<input type="checkbox"/>		<input type="checkbox"/>

(b) How often have you had face-to-face meetings with your supervisor/s since candidature commencement? (Please tick one box.)

Daily	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Every few months	<input type="checkbox"/>	Once a year	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Once a semester	<input type="checkbox"/>		<input type="checkbox"/>

(c) Have you submitted written work to your supervisor/s? If so provide details

(d) Have you had written feedback from your supervisor/s on this written work?

4. REPORT ON PROGRESS – Please provide an attachment

A. STUDENTS WHO HAVE HAD THEIR PROGRAMME OF STUDY APPROVED:

If you are a full time student who began before Second Semester 2008 it is likely you will have had your Programme of Study approved. If so, we ask that you **please attach a summary of your research progress to date**. There is no recommended maximum page or word limit for this, but it should be a minimum of 1 A4 page and must include:

- Work completed to date and when completed.
- Any change in focus of your research that might have eventuated since you submitted your Programme of Study. This might also include changes to your original milestones.
- A detailed timetable outlining your progress in relation to your research milestones should be included. A pro-forma timeline table is at the following website for you to use. (<http://www.research.murdoch.edu.au/gradcentre>)
- An outline of any problems that may have affected your progress during your first part of candidature (eg technical, personal, supervisory, lack of equipment/ resources). You should outline the steps you've taken to address these problems, and progress made since addressing these issues.

B. STUDENTS WHO HAVE NOT YET HAD THEIR PROGRAMME OF STUDY APPROVED:

If you began your candidature late in 2008, or you are a part-time student who began earlier in the year you will probably still be completing your Programme of Study. You will therefore have less progress to report, for instance, than full time students who began early in 2008. We expect that you will be busy with the completion of your Programme of Study and ask that you report briefly on the following, (not more than one A4 page).

- Work completed to date and when completed (including progress made towards the completion of the Programme of Study).
- An outline of any problems that may have affected your progress during your first part of candidature. (eg technical, personal, supervisory, lack of equipment/ resources). You should outline the steps you've taken to address these problems, and progress made since addressing these issues.

5. EMPLOYMENT

If you are a full-time student and were in paid employment (including part-time teaching) during the year, please specify:

a) Your employer(s)	
b) The type of work done	
c) The total number of hours in employment for the year (where this includes part-time teaching please provide a break-down by type of teaching activity)	

Signature of Student:	Date:
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ON COMPLETION PLEASE FORWARD TO YOUR PRINCIPAL SUPERVISOR

SECTION B- To be completed by the principal supervisor (in consultation with any other supervisor.)

As you are aware the university is now proactively monitoring progress of all research students. Please be honest in your assessment of the progress that this student has made. If you are experiencing concerns of any sort, there are several avenues of support available for both supervisors and candidates. If you wish to talk to anyone about any concerns, please contact Hollie Cavanagh, Research Degrees Officer, Graduate Centre (x2752).

1. STUDENT PROGRESS

Please rate the student's progress: (Please tick one box)

Excellent	<input type="checkbox"/>
Good	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>
Marginal	<input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/>

If you rate the student's progress as marginal or unsatisfactory, have you informed the student in writing with a copy to the Graduate Centre?	Yes	No
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On the basis of current progress, is the student likely to submit the thesis by the date mentioned? (If not, when do you expect it to be submitted? Indicate correspondence you have had with the student on progress.)

2. SUPERVISORS REPORT ON STUDENT PROGRESS

	Yes	No
(a) Is the student's report overly brief and/or lacking in depth?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does it outline any problems encountered?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does it provide sufficient detail in the proposed work schedule for the next 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Does the student tend to fail to meet deadlines, eg fail to meet agreed deadlines for drafts etc with you?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Does the student have sufficient contact with you?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Does the student tend to avoid meetings with you?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Has the student experienced changes in supervision?	<input type="checkbox"/>	<input type="checkbox"/>
(h) Does the student show signs of a diminishing interest, commitment or motivation over a sustained period (>6 months)?	<input type="checkbox"/>	<input type="checkbox"/>
(i) Has the student suspended enrolment for a prolonged period (>6 months) for reasons not directly related to the project itself?	<input type="checkbox"/>	<input type="checkbox"/>

Where the answer to a question is "yes", where appropriate, the supervisor is expected to provide additional comments for clarification as an attachment.

Please make a brief statement commenting on each section of the student's progress report and explain the rating that you have given at question 1.

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3. RECOMMENDATIONS

1. Do you recommend:		
a) The student's continued enrolment	Yes	No
b) Continuation of the student's scholarship (if the student currently holds one) <i>*If the answer to these questions "No" please attach a written statement with copies of correspondence to the student.</i>	Yes	No
c) Additional milestones for the student to meet? <i>If yes, please provide details and these will be monitored by the Graduate Centre.</i>	Yes	No
d) Termination or suspension of candidature	Yes	No

(If 'yes', please state which and attach a statement giving your reason, and copies of correspondence to the student)

Signature of Supervisor:	Date:
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THIS FORM SHOULD NOW BE FORWARDED WITHOUT DELAY TO THE GRADUATE CENTRE

**Level 1, Chancellery
Murdoch University
MURDOCH WA 6150
Phone: 9360 6506**

BY 17th March 2009

SECTION C

1. FACULTY SUPPORT

(a) Does the faculty support the continued enrolment (and scholarship, if applicable) of this student?

Yes	
No	
Provisionally	

If this student is not supported in their continued enrolment, or there are special conditions, requirements or **additional milestones** which apply to this student, please give details. Clear lines of responsibility regarding these conditions should also be established.

Signature:

Date: