



## Higher Degrees by Research

### Confirmation of Candidature Planner and Feedback to Candidate Form

#### Section 1: Student and Project Information *(to be completed by the Student undergoing Confirmation)*

##### Student Notes:

Once all the above information has been entered, please save this form and email it to your Principal Supervisor at least 18 weeks prior to your confirmation deadline.

Your Principal Supervisor will need to complete Sections 3 and 4 of this form and submit it to the GRS at least 16 weeks prior to your confirmation deadline (4 weeks prior to your seminar date).

a.	<b>Student ID</b>				
b.	<b>Student/Candidate Name</b>				
c.	<b>Principal Supervisor</b>				
d.	<b>Associate Supervisor(s)</b>				
e.	<b>Academic Program</b>				
f.	<b>School/Centre/Institute</b>				
g.	<b>Title of Proposal (Working title)</b>				
h.	<b>Proposal Abstract (Maximum 120 words. This is used for ReDTrain advertising and the meeting request)</b>				
i.	<b>Type of Thesis Proposed</b>	Standard	By Publication	By Creative Works	By ePortfolio
j.	<b>Student location for presentation.</b>	Toowoomba	Springfield	Ipswich	Zoom

#### Section 2: Research Planning Checklist *(to be completed by the Student undergoing Confirmation)*

	<b>Item</b>	<b>Yes</b>	<b>No</b>
a.	<b>Preparation/planning for ethical approval completed (if required)?</b>		
b.	<b>Risk Management Plan(s) completed (if required), inclusive of any relevant Biosafety provisions?</b>		
c.	<b>Disbursement and determination of Intellectual Property completed/agreed?</b>		
d.	<b>HDR Library Tutorial completed?</b>		
e.	<b>Research Integrity Module completed?*</b>		
f.	<b>Relevant Ethics Module completed?</b>		



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Section 3: Panel Nominees and Seminar Details (to be completed by the Student's Principal Supervisor)

Supervisor Notes

- The Panel must comprise at least 2 members including the Panel Chair.
- The Panel Chair need not be an expert in the field, but must be a senior member of USQ's Academic Staff.
- The Panel Member(s) are to have appropriate expertise in the related area and be appropriately qualified i.e., doctoral-qualified for doctoral seminars.
- The Panel Member(s) may be external to the University.
- A third Panel Member with discipline-specific knowledge may also be nominated

Please note: Neither the Chair nor the Member(s) can currently be, or have been, a member of the candidate's supervisory panel, or involved with their research project. Normal conflict of interest provisions also apply.

The nominated Panel will be reviewed by the Graduate Research School (GRS) and is subject to approval by the Associate Dean (GRS).

On approval of the Panel, the GRS will distribute a meeting request to the:

- Student/Candidate
- Approved Panel
- Supervisors.

The meeting request will contain Zoom details for the seminar, any room booking, and instructions for accessing this and other documents pertinent to the seminar.

On completion of this section of the form, please save it and email a copy to [grs@usq.edu.au](mailto:grs@usq.edu.au).

The GRS cannot arrange a Confirmation seminar without the information captured in Pages 1 and 2 of this form.

a.	Panel Chair				
b.	Panel Member(s)				
c.	Date of Presentation				
d.	Time of Presentation				
e.	Panel location(s) for presentation	Toowoomba	Springfield	Ipswich	Zoom

Section 4: Supervisor Checklist (to be completed by the Student's Principal Supervisor)

		Yes	No	Not Applicable
a.	Are all required resources (incl. any laboratory/field access, specialist equipment, etc.) covered in the Resource Requirement Planner?			-
b.	Is the relevant Faculty or Centre Operations Team aware of and able to service those needs?			



Section 5: Confirmation Panel Report (to be completed by the Panel Chair)

		Excellent	Very Good	Satisfactory	Marginal	Not Satisfactory
a.	Focus of the study: research questions/hypotheses/goals/objectives/scope					
b.	Review of the relevant literatures					
c.	Research methodology, including analytical methods					
d.	Outcomes and significance					
e.	Milestones and timelines					
f.	References					
		Yes			No	
g.	Dissemination plan included?					
h.	Resource Requirement Plan (RRP) satisfactory?					
i.	If RRP not satisfactory, please detail here					
j.	Is the supervisory team appropriate in terms of skills requirement?					
k.	Should the supervisory team be expanded to include additional expertise?					

Section 6: Editorial Checks (to be completed by the Panel Chair)

		Yes	No
a.	Maximum 20 pages, excluding title page, table of contents, references and appendices?		
b.	Numbered on each page?		
c.	Title page, and other formatting are consistent with current USQ guidelines?		



**Section 7: Essential Corrections Required** *(to be completed by the Panel Chair)*



**Section 8: Additional feedback for future consideration** *(to be completed by the Panel Chair)*



**Section 9: Overall Assessment** *(to be completed by the Panel Chair)*

	<b>Tick one box only</b>
<b>Pass – editorial corrections only</b> (to be checked by Principal Supervisor submit within 2 weeks)	
<b>Minor Revisions</b> (to be checked by Principal Supervisor – submit within 2-4 weeks, as specified by Panel Chair)	
<b>Major Revisions</b> (to be reviewed by Panel Chair – submit within 6 weeks)	
<b>Resubmission – Candidature to be continued with conditions</b> (up to a maximum of 9 weeks – Panel will reconvene and may request an additional presentation)	
<b>Candidature to be reviewed</b>	

Once completed, please save and email this form, together with any additional documentation you wish to provide to [grs@usq.edu.au](mailto:grs@usq.edu.au).