# SCHOOL OF PSYCHOLOGY PROGRESS REVIEW 3 (R3) REQUIREMENTS

**Overview**

The third Progress Review is designed to:

* Assess whether the work should be ready for assessment by the expected date; and
* Identify any major concerns that need attention before submission.

It is expected that the third Progress Review will be completed when submission is expected within 3 months FTE (for PhD, 6 weeks for MPhil). As a guide, it is expected that the thesis will be *approximately 80%* complete at the time of review. For example, if the body of the thesis is to consist of published papers and manuscripts under review, then the candidate would be ready to attempt and attain 3 Review when the last manuscript is in the final stages of being polished.

# Work to be completed

There are four components to the thesis review:

The document should include:

1. Thesis preliminary pages (using the UQ template downloadable from [point 6 of this webpage](https://my.uq.edu.au/information-and-services/higher-degree-research/my-thesis/1-thesis-preparation)) with expanded contents/outline of thesis
2. Draft of the thesis (with at least 1 completed chapter other than the literature review)
3. Outline of any publications that will arise from the HDR research
4. A detailed plan and timeline for completing the thesis

The School of Psychology also requires

1. A brief report summarising progress against the timeline agreed to at R2 and set of goals and plan of work for the period leading up to thesis submission;
   1. For the benefit of the Chair of the Progress Review, where the student is the recipient of a scholarship, the report should also note scholarship expiration date/s and a plan of progress to ensure that the scholarship/s (in particular tuition fee scholarships) do not expire prior to the anticipated thesis submission. If the tuition scholarship is due to expire before the anticipated thesis submission due date, strategies for managing financial liability will be discussed at the Progress Review interview.
2. An oral presentation (e.g. oral or poster at conference; seminar; oral presentation at HDR day). This presentation can be completed at any time after R2 and before R3. If it is not possible to present at a conference, seminar, or HDR Day, the student and PA should organise an open School-based presentation (20-minute presentation plus 10-minute questions) prior to the R3 Progress Review meeting.
3. An interview.

The specific requirements for the written work and oral presentation will vary on a case by case basis, depending on the nature of the project. Whilst each candidate should negotiate the specific requirements with their advisory team, the requirements for written work and oral presentation should meet the guidelines below. For example, the written work might take the form of a thesis chapter; a submitted or published paper; or a manuscript for publication. Whatever the precise form of the written work it must demonstrate production of work at a level consistent with that expected of a PhD/MPhil level thesis, including demonstrated knowledge of relevant background research, critical analysis of evidence, and clear exposition of research conducted by the candidate. The requirement for an oral presentation may be met by presenting a paper or poster at a conference, or by presenting a seminar within the School (note: oral presentations to lab groups *do not* meet oral requirements for Progress Reviews). Following the submission of your thesis review documentation, the Chair of the Progress Review Panel may request further supporting documentation or information to clarify.

The interview will examine progress that has been made since R2, work that is remaining in order to complete the project, and where applicable, whether this timeframe falls outside of any scholarship expiration dates (tuition fee scholarships in particular). The panel and the candidate will discuss how long it will take to complete the remaining tasks, whether this timeframe falls within any scholarship expiration dates, and set a date for submission of the thesis (as per the Graduate School timeframes noted above). A discussion of open, reproducible science practices is encouraged that focuses on how the candidate plans to ensure that the materials informing the thesis work (e.g., study protocols, data, analysis scripts) will be stored and made accessible in usable format by others (i.e., the advisory team and if appropriate the public) following thesis submission and completion.

Aside from the “usual” discussion points, the emphasis of the thesis review is to ensure that the candidate does, in fact, have a thesis: an appropriate date for thesis submission is no later than 3 months from the time of the thesis review (for PhD candidates, 6 weeks for students doing an MPhil). A key topic of discussion is the process of choosing potential examiners, including a review of the University’s conflict of interest policy. The [Higher Degree by Research Examination - Guidelines](https://ppl.app.uq.edu.au/content/higher-degree-research-examination-guidelines) and [Nominating thesis examiners](https://my.uq.edu.au/node/1707/7#7) webpages will be of use.

# Assessment

The Progress Review panel will assess whether:

* Satisfactory progress has been made since R2;
* 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
* The advisory team is adequate and effective.

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