HIGHER DEGREE by RESEARCH (HDR) PROGRESS REVIEW HANDBOOK

FOR

SCHOOL OF CHEMICAL ENGINEERING

Note:

This Student Handbook outlines the standard procedures relating to students studying research higher degree programs in the School of Chemical Engineering.

Students should refer to the Graduate School's website (www.uq.edu.au/grad-school), and also the UQ Policy and Procedures Library (PPL) (https://ppl.app.uq.edu.au/content/4.-research-and-research-training).

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1. 0 Introduction

This document details the process used within the School of Chemical Engineering to stage Higher Degree by Research (HDR) students through their PhD or MPhil. The process is structured around three progress reviews, spaced approximately evenly throughout your program.

The purpose of the review is to verify that you are making satisfactory progress and are on track to successfully complete your degree. They also serve as assurance to the School and University that you are developing the necessary personal and professional qualities that will distinguish you as a worthy recipient of a postgraduate research qualification from the University of Queensland. These qualities are embodied by the University's graduate attributes available from https://ppl.app.uq.edu.au/content/4.60.03-higher-degree-research-graduate-attributes or the Graduate School website (https://cdf.graduate-school.uq.edu.au/) and listed in Appendix 1. The student manages aspects of their candidature via their myUQ student portal.

The importance of peer review

The School's progress review process is centred around *peer review*, the process used by the academic community as an assurance that research represents scholarship of the highest quality.

The ultimate output from your postgraduate studies is your thesis, the formal document that contextualizes your research, describes the conclusions you have reached, and details the investigations and arguments that have led to these conclusions. Your thesis will be examined by established experts in your research field and this examination is arguably the most important peer review activity you enter into on your journey to achieving your PhD or MPhil degree.

Along the way, however, you are encouraged and required to seek peer feedback as often and from as many sources as possible. The continuous review of your work by others, within the University of Queensland and external to it, will help guide you towards the submission of a quality thesis. As an HDR student, you are expected to:

- give presentations of your work to both broad and specialist audiences within the School and to national and international audiences;

- submit your work for publication in peer reviewed journals and/or conferences; and

- engage with others in your chosen field and reflect on how they view and interpret your research findings.

These activities will deliver a stream of constructive feedback on your research beyond that given by your advisory team. They will require you to explain your research to others, sharpen your understanding of your chosen topic, and very likely take it in unexpected, but fruitful, directions.

Experience shows that the final thesis document is most easily written by having three or four published, peer reviewed journal papers which forms the bulk of the final thesis document. Experience also shows that examiners are more favourably disposed to a thesis whose material has already been peer reviewed by others.

2.0   Overview of the process

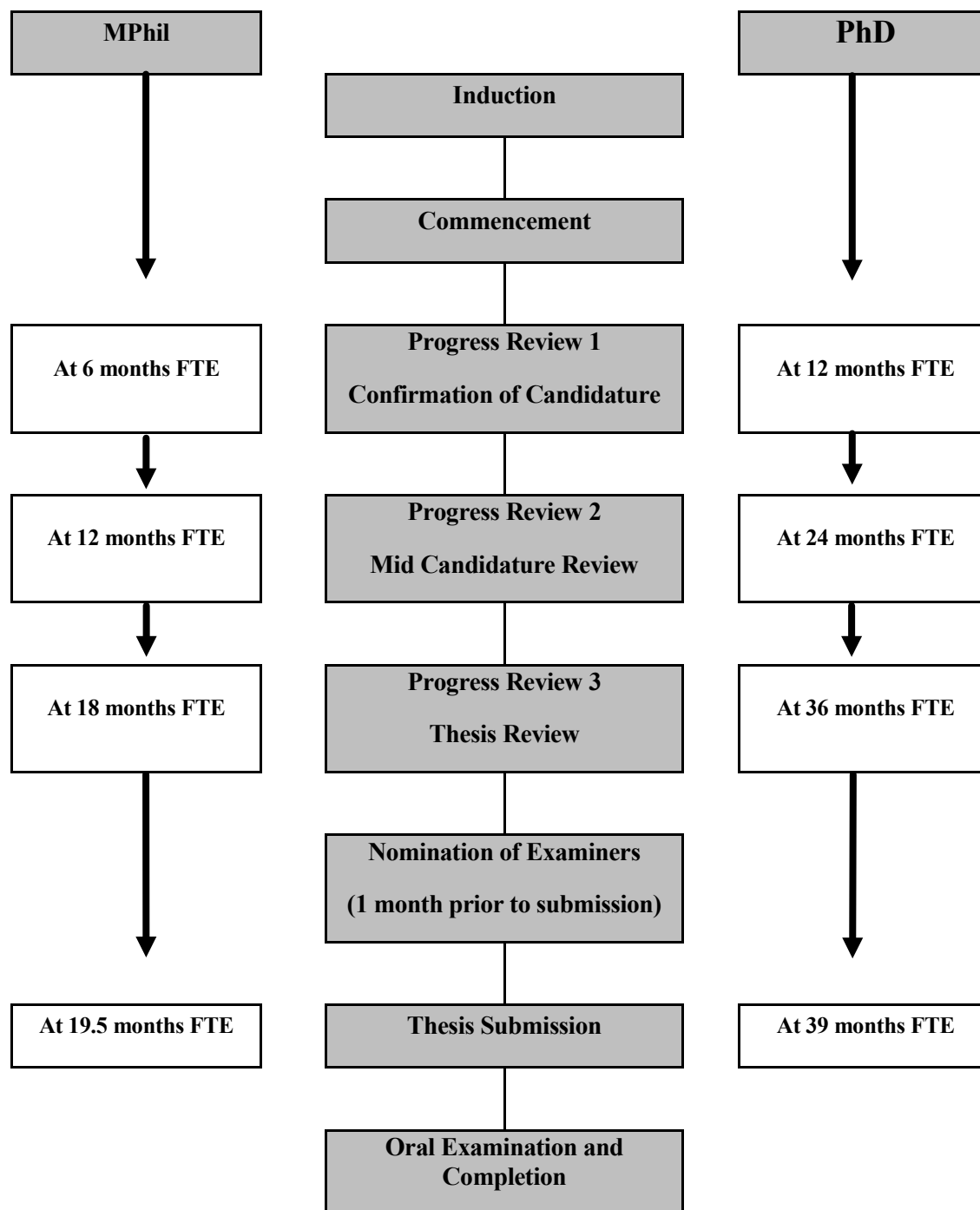The reviews undertaken by all HDR students are:

- Progress Review 1: Confirmation of Candidature (end of 1st year)

- Progress Review 2: Mid-candidature Review (end of 2nd year)

- Progress Review 3: Thesis Review (end of 3rd year)

There is also an Early Candidature Checkpoint (ECC) to be undertaken at the 6 month point (PhD) and 3 month point (MPhil) to ensure you are progressing satisfactorily in the early stages, ensuring that you have completed the research integrity module, have set up an ORCID account and started using the Research Data Manager (UQRDM). You should discuss expectations with your advisors and document these discussions. There are forms to allow you to do this and more information regarding the ECC at: https://my.uq.edu.au/information-and-services/higher-degree-research/manage-my-candidature/my-progress-reviews

At each of progress review 1 to 3, you will receive formative advice about the direction, scope, planning of your research, and the feasibility of your research plan. The School uses the reviews to identify the resources that are needed to sustain your candidature (e.g. the composition of your advisory team, the technical support you need for your work, and the physical and financial resources you need to achieve the proposed outcomes of your thesis). The University is assured by the School's review that a continuation of your candidature is likely to lead to an examinable thesis in 3-4 years full-time for a PhD, and 1-2 years full time for an MPhil. These are the usual periods for which you, the School, and the University are funded.

A guide for the timing of the reviews in the lifecycle of an HDR candidate is shown on the following page.

Timeline

MPhil		PhD
	Induction	
	Commencement	
At 6 months FTE	**Progress Review 1** **Confirmation of Candidature**	At 12 months FTE
At 12 months FTE	**Progress Review 2** **Mid Candidature Review**	At 24 months FTE
At 18 months FTE	**Progress Review 3** **Thesis Review**	At 36 months FTE
	Nomination of Examiners **(1 month prior to submission)**	
At 19.5 months FTE	**Thesis Submission**	At 39 months FTE
	Oral Examination and **Completion**	

FTE means Full Time Equivalent. If you are studying part-time all times are doubled. These timings are deadlines by which the review must be completed.

3.0   People Involved

Review Committee

The Review Committee is comprised of:

- The Chair of Progress Review Committee (an academic not involved in your research, usually from your School)

- The Advisory Team

- At least one other member who is not part of the Advisory Team and who has expertise in the general area of the thesis project. They are known as the external reviewer. They do not necessarily need to be a UQ staff member but should have an equivalent standing.

It is recommended that postgraduates use the Doodle Poll http://doodle.com to determine the availability of the members of the Review Committee (instead of approaching them individually or via email) for all your reviews.

Chair of Review Committee

The Chair of your Review Committee will take on the responsibility for all three reviews and will also usually act as the Chair of Examiners for the thesis examination. The Chair is the Head of School's representative on the Committee and is responsible for assuring proper standards of scholarship are met. Your principal advisor will nominate a chair and the approval of Chairs is delegated to the DHDR.

Advisory Team

The Advisory Team is comprised of a Principal Advisor, and one or more Associate Advisors. The Advisory Team should discuss with you the distribution of advisory duties among the team so that you have a clear understanding of who to consult about particular aspects of your research and candidature. The members should also discuss with you how differences of opinion about the direction of the research or the content of the thesis will be resolved.

Principal Advisor

The Principal Advisor guides and facilitates your research and provides the principal intellectual engagement with your research topic and its development. It is critical for a student and Principal Advisor to develop a good working relationship. The Principal Advisor monitors the quality of your work and assures the University (and, through it, the wider academic community) that the quality of the work is appropriate to the degree for which you are enrolled. They also ensure that you meet all academic requirements of the program and that all relevant parties are kept informed of your academic progress.

Associate Advisor

Associate Advisors provide relevant expertise to enhance your research work, or a particular part or aspect of it and they may provide you with professional, community, international, or interdisciplinary links. Normally, the school appoints an Associate Advisor (or advisors) prior to commencement, however the appointment must be made no later than Confirmation of Candidature.

Director of Higher Degree Research (DHDR)

The Director of Higher Degree Research is an experienced senior member of the School's academic staff who acts as the Head of School's delegate in making academic, administrative and (in some instances) resource decisions across the range of disciplines covered by the School. While guidance in your studies comes first and foremost from your Advisors, situations can arise where you require advice external from the advisory team. For example, there may be a breakdown in the student-advisor relationship due to misunderstandings. In these instances, a student should meet with the DHDR for discussion and advice. Any discussions between the student and DHDR are confidential and the DHDR will work with you to identify solutions to the problems faced.

4.0   The Progress Reviews

PROGRESS REVIEW 1: CONFIRMATION OF CANDIDATURE

Research higher degree candidates at the University of Queensland are admitted as 'provisional' candidates and are confirmed as HDR candidates on completion of Progress Review 1.

Confirmation is an important stage for all HDR candidates. At this review:

- you will present your progress to date and the Review Committee will determine how well you are progressing and whether your progress is satisfactory.

- you receive formative advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;

- the School reviews the human, physical and financial resources needed to sustain your candidature, in compliance with relevant university, disciplinary, and external regulatory protocols;

- the University is assured by the School's review that continuation of your candidature is likely to lead to a thesis that will be of a quality for assessment in 3-3.5 years full-time for a PhD, and 1.5-2 years full time for an MPhil.

A timeline showing the steps involved in the Confirmation of Candidature is shown below and considerations for the completion are outlined on the following page.

Timeline

10 months into candidature	*Preparations* You and your Principal Advisor commence preparations. Principal Advisor arranges composition of the Review Committee. A date is set for the review with all members acknowledging their availability at that date/time. The date must be within the Research Quarter (RQ) that immediately follows 1 year since commencement or before this time.
Two weeks prior to Review	*Candidate Submission* Submit your **Confirmation Report** including a plan for your thesis development to the Review Committee. Contact the Postgraduate Administrative Officer (hdr.chemeng@enquire.uq.edu.au) for advice re booking rooms, etc. and submit an abstract to advertise your public seminar.
Review date	*Oral Presentation and Defence* You will make an oral presentation open to the School of about 30-40 minutes and answer any questions posed by the audience. *Interview with Candidate* You will then be expected to verbally defend your proposed research project to the satisfaction of the Review Committee. This interview will last for 60-90 minutes. There is an opportunity for advisors to leave the meeting to allow candidates to talk directly to the Chair and reviewer. In this time, they can raise the issues outlined in the "Candidate Statement." There is also an opportunity for the candidate to leave the meeting to allow advisors to talk directly to the Chair and reviewer. In this time, they can raise the issues outlined in the "Principal Advisor Statement."
Within 1 week of Review date	*Paperwork* Completion and submission of Chair's report through online system. Initially, this task will be carried out by the student through the candidature management portal before switching to a task carried out by the Chair.

Considerations for Completion of Progress Review 1

Project	• Has the student articulated a suitable research problem? • Is the scope and objectives adequately defined and appropriate to the PhD/MPhil program? • Has previous work been critically reviewed/is the current problem put in context? • Does the conceptual framework, design and methodology of the project address the research questions?
Resources	• Is appropriate funding, infrastructure and supervision in place? • Is the candidate progressing satisfactorily, is the plan achievable? • Does the supervisory team have the appropriate expertise and background to advise the candidate?
Candidature	• Does the candidate show evidence of appropriate research skills and potential? • Has the candidate participated in any professional development activities?
Progress	• Has a suitable quantity of quality research been completed? • Is the standard of written and oral communication satisfactory? • Has the candidate completed any courses or should coursework be undertaken?

COMPONENTS

Candidate Statement

There is an opportunity for you to reflect upon your progress and provide a confidential statement to the Chair outlining issues that you would like to raise. Submission of this statement is optional.

Individual Development Plan

Students are encouraged to reflect on their skills needs, including research, transferable and professional skills and to seek out how to develop those skills within UQ, within the career development framework, and/or external to UQ. Submission of this Plan to the review committee is strongly encouraged to aid discussion on skills needs.

The UQ Graduate School Career Development Framework (http://cdf.gradschool.uq.edu.au/) provides directed, experiential learning to help connect you with industry. It ensures that you gain the necessary leadership, professional and research skills that will enhance your career prospects and help shape you into a future knowledge leader.

Portfolio of Activity

Students are encouraged to keep a portfolio containing records of their activities and achievements. This Portfolio will be scarce at the beginning but will build as a student progresses and can be made up, but not limited to, journal publications, conference presentations and papers, 3MT slides and transcript, Awards, certifications. The first

achievement may be completion of the confirmation report. As such, submission of a portfolio is not compulsory for the 1st review.

The Confirmation Report

You are required to prepare a confirmation report which will be assessed by the Review Committee. The writing quality and report presentation is expected to be similar to a final thesis or publication. Guidelines for preparation of the confirmation report are given in Appendix 2. The requirements of the report are designed to encourage you to develop a clear and concise writing style.

UQ is committed to the principle of academic integrity, and considers it essential that all research higher degree candidates strive to uphold academic integrity in their theses. A key component of academic integrity is avoiding plagiarism, which is defined at the University as "the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another" (UQ PPL 3.60.04 Student Integrity and Misconduct, section 2.1). In addition to the advice and information provided in the University's PPL policy, the UQ Library has a resources page on avoiding, stopping and detecting plagiarism (http://www.library.uq.edu.au/how-to-guides/avoiding-plagiarism). All documents you submit for your reviews are considered to be assessment items, as is your thesis. Any suspected cases of plagiarism will be dealt with in accordance to UQ PPL 30.6.04. An iThenticate report should accompany your confirmation report.

A key part of your confirmation report will be your thesis plan. In this you will need to show that you have a coherent scheme of work that will lead to a completed thesis in a timely manner. It should include specific deliverables that you intend to achieve, with a timeline for their delivery. You should consider this plan as a 'living document' that you will modify throughout your candidature, as a result of your research. It plays an important role to keep your sights on the goal of completing a thesis, and will be used as a basis for discussion in future reviews.

Oral Presentation

All candidates are required to present their work to the Review Committee and the School in an oral presentation of approximately 30-40 minutes duration. In this presentation you need to convey the objectives and study methodology for your research clearly and concisely and show how it relates to existing knowledge. The content of the presentation should be of a quality suitable for a discipline-specific group. The presentation should include:

- a brief introduction to the research question and the projects aims;

- the contribution to the research field;

- an explanation of the methodological approach;

- a review of the research findings to date and what they mean;

- a description of how the project will be completed.

After the presentation, you will be expected to field questions from the Review Committee and the general audience.

Interview with the candidate

The interview will last between one and one-and-a-half hours and is normally held immediately after the oral presentation. At this interview you should demonstrate that you understand the relevant background literature and that you have identified the expected contributions of the thesis. You should also be able to adequately defend the thesis plan and approach, and that you have the capacity to prepare and present a final thesis of the quality necessary for the degree.

Feedback

Verbal feedback is provided at the interview and written feedback is provided on the Chair's report.

Outcomes

The possible outcomes of the confirmation of candidature are outlined below;

(i) **Review successful.** Progress is satisfactory, the candidate and advisory arrangements are confirmed and the Thesis Development Plan is endorsed;

(ii) **Repeat review.** The candidate's progress is at risk, or significant modifications to the research program are necessary. The Review Committee will provide an exacting statement of what is expected in order to pass, and the candidate is provided a 2nd opportunity to have a review within the next research quarter;

(iii) **Review of Candidature.** If the candidate does not demonstrate satisfactory progress at the 2nd review, a review of candidature is required which may result in the candidate being withdrawn from candidature.

(v) **Change of program**. This outcome is for students who are recommended to transfer to MPhil (for PhD candidates) or to PhD (for MPhil candidates);

PROGRESS REVIEW 2: MID-CANDIDATURE REVIEW

The Mid-candidature Review represents a mid-point between the Confirmation of Candidature and Thesis Review. This review is designed to reassure you, your advisory team and the School that the project is on track for completion within candidature duration and your research and other professional skills are developing appropriately. This review is conducted as a meeting between you and the Review Committee which examines your progress.

The Mid-Candidature Review is based on -

• A Portfolio of Achievement as a body of evidence to show your progress towards completion of your thesis.

• An interview with the Review Committee

A timeline showing the steps involved in the Mid-candidature Review and considerations for the completion of Review 2 are outlined below.

	Timeline
22 months into candidature	*Preparations* You and your Principal Advisor commence preparations and arrange a date and time with your review committee for your review to take place.
2 weeks prior to Review	*Candidate Submission* Submit your documents, including Portfolio of Activity (as a PDF) to the Review Committee.
Review date	*Review Meeting* At the review, the student should give a short presentation of approx. 20 mins summarising the work that has been carried, the key outcomes of the research achieved to date, and the future directions. Following presentation, the external reviewer and Chair will ask technical questions regarding the research to gain a greater understanding of the work, leading to a lively discussion. This may include discussion on the challenges ahead and advice/feedback. The advisors are expected to remain as an observer, and should refrain from interjecting. However, once discussions between student and reviewer(s) is complete, comments from the advisory team is likely to be warranted and forms an important part of the peer review and progression. This interview will last for approximately 40-60 mins. As for the confirmation review, there is an opportunity for advisors and/or candidate to leave the meeting to allow for separate discussions with the Chair. *Additional conversations* The individual development plan should list any activities undertaken in the career development framework, provide an outline of career plans, and whether there are plans to undertake an industry placement. Inclusion of this will enable discussion on career pathways.
Within 1 week of Review date	*Paperwork* Completion and submission of Chair's report through online system. Initially, this task will be carried out by the student through the candidature management portal before switching to a task carried out by the Chair.

Considerations for Completion of Review 2

Project	• Is the project proceeding on plan, and still of suitable scope for an HDR degree?
	• Has the student met the recommended achievements that were set in the plans at the confirmation stage?
	• Has the student produced reliable results and undertaken analysis and interpretation?
	• Has the student obtained new knowledge in their field?
	• Does the research have elements of hypothesis building and hypothesis testing?
Resources	• Are funding, infrastructure and supervision still in place and adequate?
	• Does the supervisory team have the appropriate academic expertise and background to advise the candidate?
Candidature	• Does the candidate show evidence of developing skills and knowledge, and ownership of project?
	• Has the candidate participated in professional development activities?
Progress	• Is the candidate advancing and on track for the completion of a high-quality project?
	• Is the standard of written and oral communication satisfactory?

COMPONENTS

Candidate Statement

As for confirmation, students are encouraged to complete this, particularly if there are issues that they want raised and discussed.

Individual Development Plan

Students should reflect upon and update their development plan.

Portfolio of Activity

The Portfolio of Activity is the collection of the tangible outcomes from your research that you should build up as you progress. Each thesis is unique and there are no exact rules about the number of papers you should have published or presentations you should have given by Mid-candidature Review. A high value is placed on the quality of the outputs rather than the numbers. For the purposes of this review you should provide

- A two page statement addressing the recommended achievements as set out at the confirmation review, or if the project direction has changed, justification of this and a description of work that has been achieved since the confirmation review.

- One or more papers that have been (or will shortly be) submitted to peer-reviewed journals.

- A list of conferences attended and presentations made (including talks to local discipline groups). Presentation abstracts should be appended.

- Future plans for papers and presentations/conferences.

- A draft thesis chapter outline, indicating degree of progress under each chapter.

- An updated thesis plan for the completion of your work.

- Evidence of participation in professional, academic or personal development activities.

Interview

The interview will last approximately one hour and you are expected to defend your future plans and progress towards completion. The Review Committee will ascertain if you will be able to prepare and present a final thesis of the quality necessary for the degree.

Feedback

Verbal feedback is provided at the interview and written feedback is provided on the Chair's report.

Outcomes

The possible outcomes of the mid-candidature review are outlined below;

(i) **Review successful.** Progress is satisfactory and the candidate should continue with their studies;

(ii) **Repeat review.** The candidate's progress is at risk, or significant modifications to the research program are necessary. The Review Committee will provide an exacting statement of what is expected in order to pass, and the candidate is provided a 2nd opportunity to have a review within the next research quarter;

(iii) **Review of Candidature.** If the candidate does not demonstrate satisfactory progress at the 2nd review, a review of candidature is required which may result in the candidate being withdrawn from candidature.

(v) **Change of program**. This outcome is for students who are recommended to transfer to MPhil (for PhD candidates) or to PhD (for MPhil candidates);

PROGRESS REVIEW 3: THESIS REVIEW

The Thesis Review enables the Review Committee representing the School to determine collectively that your thesis should be ready for examination by the expected date or determine a new submission date.

The Review provides a forum for discussing the disciplinary knowledge required among the thesis examiners to review the breadth of work contained within your thesis. It is an opportunity to identify any major concerns and differences of opinion among you and your advisory team that requires attention and provides assurance of the scope, originality and quality of the thesis.

The Thesis Review is conducted as a meeting between you and the Review Committee which examines your progress to plan. A timeline showing the steps involved is shown below and considerations for the completion of Review 3 are outlined below.

Timeline	
34 months into candidature	*Preparations* You and your Principal Advisor commence preparations and arrange a date and time with your review committee for your review to take place.
2 weeks prior to Review	*Candidate Submission* Submit your documents, including Portfolio of Activity (as a PDF) to the Review Committee.
Review date	*Review Meeting* At the review, the external reviewer and Chair will ask you about the key contributions that your thesis makes to your field of study. You should be able to articulate your achievements and discuss the significance of your work and your findings. You should not be talking about "what you have done" but rather "what you have found" and the novelty and implications of your findings. The thesis needs to be "water-tight" and you should be aware of the holes in your work and your plans to firm up key areas given the time that you still have. Your committee will assess whether you have done enough and be able to offer advice on what to focus on and prioritise. These conversions also act as an important precursor for the oral examination as your thesis examiners are likely to have similar views to your committee. These conversations also help your Chair to prepare, giving them the knowledge and context of your thesis within your field. At this stage, you may have issues around perfection and wanting to continue longer than your deadline. Research is never-ending and you should use the "recommendations for further work" section in your final chapter to detail additional work. This will help you feel that your thesis is complete. This interview will last for approximately 30-60 minutes. As for the previous reviews, there is an opportunity for advisors and/or candidate to leave the meeting to allow for separate discussions with the Chair. In addition, your Chair may ask you about your future plans beyond graduation and you are encourage to discuss this as your committee may have advice.
Within 1 week of Review date	*Paperwork* Completion and submission of Chair's report through online system. Initially, this task will be carried out by the student through the candidature management portal before switching to a task carried out by the Chair.
One month prior to Thesis Submission	*Examiners* Advisor provides School with names of appropriate Thesis Examiners.

Considerations for Completion of Review 3

Project	• Has the student met the recommended achievements outlined in Progress review 2? • Has the student produced reliable results leading to new knowledge in their field? • Does the research have elements of hypothesis building and hypothesis testing? • Is the content and plan of the thesis clear? • Has a realistic and timely date been agreed, and is it justified?
Resources	• Are funding, infrastructure and supervision still in place and adequate? • Does the supervisory team have the appropriate academic expertise and background to advise the candidate?
Candidature	• Does the candidate show evidence of being committed to and capable of timely submission and completion?
Progress	• Is the scope, quantity and quality of completed original research satisfactory? • Has consideration been given to the choice of Thesis Examiners? • Is the standard of written and oral communication satisfactory?

Components

Candidate Statement

As for previous reviews, students are encouraged to complete this, particularly if there are issues that they want raised and discussed.

Individual Development Plan

Students should reflect upon and update their development plan.

Portfolio of Activity

You should update your Portfolio of Activity that was submitted at your Mid-candidature Review. It should include:

- A short statement addressing the recommended achievements as set out at the mid-candidature review.

- One or more papers that have been (or will shortly be) submitted to a peer-reviewed journal since the previous review. If no publications have been prepared then a 4-5 page summary of progress since the previous review will be required.

- A list of conferences attended and presentations made (including talks to local discipline groups). Presentation abstracts should be appended.

- Future plans for papers.

- A draft thesis chapter outline, indicating degree of progress under each chapter, and one completed substantiative (i.e. results and discussion) chapter.

- The student should organise to give a seminar to their research group in preparation for the oral examination.

- A timeline for the completion of your thesis and a proposed thesis submission date.

- Evidence of successful participation in professional, academic or personal development activities.

Interview

The interview will last approximately 30-60 minutes and you are expected to defend your Thesis Development Plan and progress towards completion. The Review Committee will ascertain if you will be able to prepare and present a final thesis of the quality necessary for the degree.

Feedback

Verbal feedback is provided at the interview and written feedback is provided on the Chair's report.

Outcomes

The possible outcomes of the thesis review are outlined below;

(i) **Review successful.** Progress is satisfactory and the candidate should continue with their studies;

(ii) **Repeat review.** The candidate's progress is at risk, or significant modifications to the research program are necessary. The Review Committee will provide an exacting statement of what is expected in order to pass, and the candidate is provided a 2nd opportunity to have a review within the next research quarter;

(iii) **Review of Candidature.** If the candidate does not demonstrate satisfactory progress at the 2nd review, a review of candidature is required which may result in the candidate being withdrawn from candidature.

(v) **Change of program**. This outcome is for students who are recommended to transfer to MPhil (for PhD candidates) or to PhD (for MPhil candidates);

THESIS SUBMISSION

The Thesis Submission, and the potential exam panel, should be discussed at your Thesis Review. The following should be decided:

(i) at least **three examiners** external to UQ. The details to be provided by the advisory team and given to the Graduate School A justification on the relevance and expertise of each examiner is required. Please check the the conflict of interest (COI) check and guidelines available at https://intranet.sharepoint.uq.edu.au/sites/GraduateSchool/SitePages/Conflict%20of%20interest.aspx

(ii) **Chair of Examiners:** this is usually the academic who chaired the three Reviews

Prior to submission of your thesis students should check the following information:

- Thesis preparation – available at https://my.uq.edu.au/hdr-information-and-services/my-thesis/1-thesis-preparation .

- Thesis submission (including preliminary pages (DOC) , but the Thesis Submission form available via your myUQ portal) is available at https://my.uq.edu.au/hdr-information-and-services/my-thesis/2-thesis-submission .

ORAL EXAMINATION

Once your thesis has been submitted, it is sent to your examiners who are given 4 weeks to complete assessment for an MPhil thesis or 5 weeks for a PhD thesis. Following this, their comments are provided to you and a date is set for you to undertake an oral examination in which you will meet with the examiners and talk about your work.

The comments give you an indication of the areas that the examiners wish to discuss and give you an indication of the major and/or minor changes that they are recommending for the thesis. You can start these changes and prepare for discussions in the oral examination. It is important to decide how you are going to respond to the comments and feedback, deciding on the comments and feedback that you accept, and also those that you respectfully disagree upon.

Appendix 1. UQ Research Higher Degree Graduate Attributes

Knowledge and skills in the field of study

1. In-depth, significant knowledge at the forefront of the field.

2. Advanced understanding of key perspectives related to the field.

Effective communication

1. Capacity to communicate ideas effectively to a range of audiences inside and outside the field of study or discipline and to the wider community.

2. Capacity to communicate knowledge for the education of others, which may include teaching and supervision.

3. Ability to work collaboratively and effectively with others, within a range of teams and contexts, respecting individual roles and responsibilities.

Critical judgment and research skills

1. Ability to engage effectively in the discipline's philosophy of enquiry and discourses.

2. Ability to conduct independent and original research and scholarship, which may be demonstrated by:

   • understanding and developing concepts and formulating viable research questions

   • accessing and managing information at an advanced level

   • designing and implementing methodologies appropriate to the discipline or field of study

   • analysing and synthesizing information or data from a variety of sources

   • critically analysing one's own research

   • setting research goals, planning, and ordering activities to complete a complex project within available resources

Independence, creativity and learning

1. Ability to make a substantive and independent contribution to knowledge in the discipline or field of study in an original and scholarly way.

2. Ability to apply existing skills and knowledge to identify and formulate new problems.

3. Ability to develop inventive solutions, demonstrating flexibility and resourcefulness.

4. Ability to lead projects in the discipline.

Ethical and social understanding

1. A clear understanding and demonstration of ethical, legal, social and civic responsibility as a researcher and member of the discipline.

2. Capacity to understand and respect interdisciplinary and diverse cultural perspectives, and the roles and expertise of others.

3. Appreciation of local, national and global issues and the social and philosophical contexts relating to research and practice in the discipline.

4. Commitment to professional development and the discipline or profession, and a willingness to listen and respond to constructive feedback.

Appendix 2. General Structure for Confirmation Report

The format of the report should follow these guidelines:

- 12 pt font – Times New Roman

- Single or 1.2 spaced

- Expected – approx. 40 pages (not including references, copies of publications or appendices)

The report should contain the following sections:

Title of thesis

Abstract (must be no longer than 1 page)

- What is the problem or gap in the research that the work addresses?

- Explain the importance of addressing the issue.

- What methodology is being used to address the problem?

- What has been found so far and what is the significance of these findings?

Introduction and critical literature review (This should be about 20 pages)

- Introduce your subject and provide a rationale for your research project.

- Describe the context of your research, e.g. industry support, team structure and collaborators.

- Outline the broad research question(s) or hypothesis you are addressing.

- Critically review the relevant research and theory to establish:

    a. What are the key gaps in current knowledge that you are seeking to address

    b. How your work will contribute to knowledge in the field, i.e. novelty.

    c. Why your particular approach has been chosen.

    d. Demonstrate engagement with the broader relevant literature to show how it is instructive to the scope of the thesis.

Objectives (this should be less than 1 page)

- A short statement of the achievable objectives of the thesis – this is the most important element in the Confirmation Report. If the objectives are not clearly written and achievable, the thesis usually ends badly.

Methodology (this should be between 2-3 pages)

- An outline of the methodological approach including a theoretical justification of the approach.

- Describe any analytical techniques and research designs, if appropriate.

- A description of the analytical work, analysis and interpretation of the results.

- An assessment of the challenges and risks that might hamper the successful completion of the project.

Achievements to date (this should be between 7-10 pages)

- Describe the results achieved to date. You are expected to have made significant progress. If your work has been published in a journal or conference proceedings this section should explain the significance of the work and how it fits into the bigger picture of the thesis. Include papers as appendices.

- Discussion of the findings and their significance. Critically reflect on what you have achieved to this point.

Expected outcomes of future studies (this should be between 5-10 pages)

- Describe what you plan to do as next steps, why you propose to do it, and how this fits into the thesis.

- Include a timeline (Gantt chart or other) that shows the steps you will need to accomplish

References

- Whilst there is no expected number of references, as it depends on the field of study (new or developed), a rough guide is approximately 20-50 references to ensure that the literature has been reviewed with sufficient breadth and depth.

Copies of publications produced during candidature

- Include research articles/reviews and conference presentations/posters (both completed and in draft form)

Other Appendices as required

- This should not include any material that is pertinent to a reader's comprehension of the Confirmation Report in this section. This section should contain additional material, such as tables of results, annotated bibliography, research budget, ethics applications, and intellectual property agreements.

Note: All documents you submit for your reviews are considered to be assessment items, as is your thesis. Any suspected cases of plagiarism will be dealt with in accordance to UQ PPL 30.6.04.

Appendix 3. Portfolio of Activity

The easiest way to create a Portfolio of Achievement is to use an A4 ring binder with tab dividers and an index at the front (e.g. each tab divider should have a heading and over the duration of your program you can insert documents that relate to each heading). This ring binder can then be presented to your Review Committee at your review interview.

Tab divider example headings:

- Journal Publications (Published, Submitted, Draft)

- Conference Presentations (include details on conference name, location, peer review)

- Summary of Presentations/Attendance at Research Meetings and Seminars

- Developmental Activities

- Confirmation Report

- Thesis outline

Please note that this can assist you with keeping track of your Career Development Framework activities – for information about this and the possibility of being eligible for a second 6 month extension to your scholarship (where applicable) due to CDF engagement, please see the Graduate school website at https://cdf.graduate-school.uq.edu.au/uq-career-development-scholarship-extension-guidelines .