## Sample Run Sheet

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| Program | Notes | Zoom |
| Prepare the room and the panel | HDR candidate should check functionality of room .  The Chair should brief the committee on how the session will run, and clarify any questions before the student enters. | *Login to zoom and check you have access to all functionality (breakout rooms etc)*  When all participants of meeting are in Zoom, the Chair should create a [Breakout](https://support.zoom.us/hc/en-us/articles/206476313) room for private group discussion. Either the student or the committee can wait in the Breakout room during confidential discussion |
| Welcome and project overview (oral presentation if required) | **Ask everyone required to join [outlined in AOU Guidelines] and welcome them and acknowledge traditional owners.**  Ask the **Candidate to give an overview** of their project. Invite the candidate to present if an oral presentation is required and facilitate questions from the audience (see AOU guidelines). | Bring everyone into the same room.  Candidate may wish to [Share Screen](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen) |
| Meeting | In most instances the meeting is a closed session with only the chair, reviewers, candidate and advisors. Other members of the audience (if present) should be asked to leave at this point.  Very **briefly discuss the written thesis and** [**oral examination process**](https://my.uq.edu.au/node/585/1#1) **and highlight any similarities with this progress review process.** The candidate will eventually need to participate in an oral thesis examination, so they need to develop their presentation and interview skills.  Ask the Candidate if they have **received the feedback on their oral/written work** and if they have any questions. If the Candidate has only just received the feedback, you can recommend that they read it later and seek advice from their advisory team at a later stage.  If an **iThenticate report** was required by the School discuss the written report**.**  *Chair opens to panel for questions*  Ask the panel if they have any **questions or comments regarding the project, the written document or the presentation (if there was one).** Include a few questions in a [similar style to HDR viva](https://graduate-school.uq.edu.au/files/7787/oral-exams-process.pdf).   * **Confirmation Review 1**: The questions should be suitable for a candidate in the early stage of their HDR program, for example, questions might focus on the origins and the scope of the research project and the proposed methodology. Questions about data and findings are perhaps less appropriate at this stage. You may wish to ask the candidate if they have plans to undertake an [HDR Industry Placement](https://cdf.graduate-school.uq.edu.au/placements) and remind them that documentation must be in place with the UQ Graduate School before they reach 18 months of full-time equivalent candidature. * **Review 2 / 3:** The panel should ask the Candidate a few questions in a [similar style to HDR viva](https://graduate-school.uq.edu.au/files/7787/oral-exams-process.pdf).   Discuss the **Candidate’s research progress** **and development as a researcher, referring to their Academic CV, Individual Development Plan and other documents provided by the candidate**.  Discuss (a) the Candidate’s involvement in Career Development, referencing the **UQ Career Development Framework** and local seminar serieswhere appropriate.  Confirm whether they are on track and are able to meet their timeline (completing their project by 3.5 years). Discuss the strategy for how they will complete on time (when field work, lab work is planned for, and any trips or industry placements that may be incorporated). Students who are unlikely to submit at 3.5 years (42 months) should provide a completion plan completed with the help of their advisory team. |  |
| Panel Discussion | Chair concludes formal discussions and asks the candidate to leave temporarily while they discuss the outcome with the panel. | on zoom you can use break out rooms to separate participants |
| Candidate Discussion  *(in some schools/institutes this may happen prior to the meeting with the reviewers)* | The candidate should then be given the opportunity to raise any issues they would like to discuss with only the chair and reviewers present. This step can be skipped if the candidate states they do not wish to raise any issues.  Ask if the following **resources** are adequate: **finance (including scholarships), human and physical resources, supervision.** |  |
| Advisor Discussion  *(in some schools/institutes this may happen prior to the meeting with the reviewers)* | **The advisory team should also be given the opportunity for a confidential meeting with the Chair and reviewers if they wish. (**This step can be skipped if the Advisors state they do not have anything to raise)  **Suggested discussion points:**   1. if the following resources are adequate: finance (including scholarships), human and physical resources, adjustments to supervision. 2. if Early Career Academics (ECAs) are involved in the project. Encourage recognition of ECA involvement by discussing their inclusion as Associate Advisor. This is also a good way to demonstrate ECA mentorship by senior academics, which UQ is emphasizing in appraisals. 3. Ask how they feel about the progress of the candidate and how they are adapting to their role as a student. | **I**nvite the advisors to the zoom meeting. |
| Outcome | *The Chair invites the Candidate back into the meeting and provides a preliminary outcome recommendation to the candidate*  *The Chair then thanks reviewers, candidate and advisors and they depart* |  |
|  | *Chair closes meeting* |  |