

Completion Review

Background:

As part of the candidature process outlined by the University each candidate must complete a research program and timetable to be included with their Candidature Agreement. Review milestones included in the research program are the: Research Services' Annual Review; the Faculty Confirmation Colloquium; and a 'review of thesis' which is to take place in the final stage of candidature.

To address the process of a 'review of the thesis', the Faculty of Arts, Higher Degree by Research Sub-Committee approved the introduction of the **Completion Review** and outline below a set of guidelines for the candidate and supervision panel:

Purpose:

The purpose of a Completion Review is to ensure that the candidate is progressing in accordance with their research program and timetable and that a timely completion will be achievable by their Maximum Completion Date.

Panel requirements:

- a) a date for a Completion Review, at 9 months but no later than 6 months for a Master of Arts or at 12 months but no later than 9 months for a Doctorate, prior to the Maximum Completion Date or anticipated completion date (whichever is the sooner) should be included as one of the candidature milestones on the candidate's research plan and timetable included with their Candidature Agreement;
- b) the Completion Review is to be convened by the Principal Supervisor and held with the candidate and full supervision panel. A report (email acceptable) should be submitted by the Principal Supervisor within 10 working days of the Review to the Faculty HDR Administrative Officer;
- c) the Panel may invite an independent research adviser to the meeting if this is thought to be appropriate.

Candidate requirements:

- a) a date for a Completion Review, at 9 months but no later than 6 months for a Master of Arts or at 12 months but no later than 9 months for a Doctorate prior to the maximum completion date or anticipated completion date (whichever is sooner) should be included in the research program and timetable included with the Candidature Agreement.
- b) fifteen (15) working days in advance of the date scheduled for the meeting the candidate is to submit (in MS Word format) to their supervision panel a document of all work-to-date (approximating a full draft);
- c) the candidate is to also include a research plan and time-line of remaining candidature, including the eight week period leading up to submission.

Outcome (Report):

In the case where the Panel deems the progress is timely and satisfactory, then this would include an endorsement of the research timetable to the point of submission.

In the case where the Panel deems the progress to be unsatisfactory then the Panel's Report will be incorporated as part of a Research Progress Review (RPR*) which will constitute Part II of the Review.

(* Refer to the Faculty policy on RPR's: <http://www.deakin.edu.au/arts/research/resources.php>)