

Confirmation Colloquia Procedures

Since August 2001, the Faculty has adopted an academic review in the form of postgraduate colloquia in addition to the University's Annual Reviews every September/October.

The Faculty's colloquia take two forms:

- (1) First year confirmation colloquia
- (2) Transfer and/or upgrading colloquia

Confirmation Colloquia

The confirmation colloquium, mandatory for all higher degree by research students (Masters and Doctorate), will **normally** take place **within one year** of candidature or within eighteen months for part-time students. However, Masters candidates undertake their confirmation colloquia between six and nine months or within twelve months for part time candidates.

Conventional Format

Students whose work leads to a **conventional thesis** should present a document for the colloquium of approximately 15,000 words (usually based upon two draft chapters—Literature Review and Research Methodology & design - as outlined below). The document should be forwarded **three weeks in advance to the HDR Administrative Officer** (preferably as a PDF or MS Word document with 1.5 line spacing, 11 or 12 point Times New Roman).

The document should comprise six major sections

1. Statement of Problem and Context
(approximately 750 words):

Including:

- a brief statement of the overarching **research problem or question**;
- the **rationale** for the proposed research and its **significance**;
- a discussion of **relevant theoretical perspectives**;
- and the disciplinary or intellectual **context** in which the research will be conducted.

2. Literature Review
(approximately 9000 words)

Students should demonstrate that they are familiar with the **relevant literature**, i.e. relevant current debates

3. Research Methodology and Design
(approximately 5000 words)

Students should demonstrate that they are able to discuss their proposed **research methodology and design**, i.e. how the overarching problem or question is to be resolved and its appropriateness for the particular research problem or question;

4. Bibliography
(approximately 250 words)

Key representative works consulted or cited, presented in the format typically used in the relevant field of enquiry.

5. Ethics Clearance

A brief statement of whether the research project requires ethics clearance, and, if so, anticipated time of application should be noted in (6).

6. Research Plan and Timetable

Students should demonstrate that they can clearly describe their work **schedule** to date and indicate their future work schedule up to the anticipated submission of the thesis, usually:

- 3yrs FT or 6yrs PT (PhD)
- 2yrs FT or 4yrs PT (Masters)

on a chapter-by-chapter or phase-by-phase basis.

Exegetical Format

Exegetical students not involved in the traditional or conventional thesis, that is, those involved in **studio practice, creative writing, or folio component**, should also develop a document for the colloquium equivalent to 15,000 words, but which can be adjusted in proportion to the creative and exegetical components of their research project.

Such exegetical students should, as a minimum, document a structural plan of their work, the framework of their research, their positioning in the field, a literature review, and, at the same time, **specify the relationship between the exegetical and creative components** of their research project.

The document should have seven major sections

1. Statement of Problem and Context of Practice/Creative/Performance/Folio Component (approximately 750 words):

Including:

- a brief statement of the overarching **research problem/question**;
- the **rationale** for the proposed research and its **significance**;
- a discussion of **relevant theoretical perspectives**;
- and the disciplinary or intellectual **context** in which the research will be conducted.

2. Literature Review – both exegesis and relevant practice components (approximately 7500 words)

Students should demonstrate that they are familiar with the **relevant literature**, i.e. relevant current debates in both components

3. Research Methodology and Design – both components (approximately 4000 words)

Students should demonstrate that they are able to discuss their proposed **research methodology and design**, i.e., how the overarching problem or question is to be resolved and its appropriateness for the particular research problem or question.

4. Sample of Practice – Folio Component (equivalent of 2500 words)

5. Bibliography (approximately 250 words)

Key representative works consulted or cited, presented in the format typically used in the relevant field of enquiry.

6. Ethics Clearance

A brief statement of whether the research project requires ethics clearance, and, if so, anticipated time of application should be noted in (7).

7. Research Plan and Timetable

Students should demonstrate that they can clearly describe their work **schedule** to date and indicate their future work schedule up to the anticipated submission of the thesis, usually:

- 3yrs FT or 6yrs PT (PhD)
- 2yrs FT or 4yrs PT (Masters)

on a chapter-by-chapter or phase-by-phase basis.

Panel and Proceedings

The **colloquium panel** should be organised by the Principal Supervisor(s) (in consultation with the H.D.R. Administrative Officer approximately three months before the scheduled date). The panel includes:

- * the principal supervisor
- * the associate supervisor(s) (and research supervisor if applicable)
- * the Faculty H.D.R. Coordinator (or nominee) and/or the School H.D.R. co-ordinator (or nominee), one of whom will chair the meeting and compile a report of the recommendation of the panel
- * and, if not represented by one of the above, an active researcher typically from within the Faculty or University.

It would be desirable but not mandatory for an external member to be invited with academic and/or professional experience relevant to the project.

The student should have the **option** of inviting additional interested staff and/or students to the colloquium, although they would not be considered panel members.

Although it is desirable that the student attend the colloquium in person, in exceptional circumstances, should he or she be unable to attend in person for reasons of distance (residence overseas) or disability, then a voice-point may be organised.

Panel members would be expected to read the written document provided in advance by the student and to discuss the document during the colloquium with the student and his or her supervisor(s) in order to confirm:

- * whether the project is worthwhile,
- * whether it needs modification,
- * and whether it has the potential to be successful for the award in which the student is enrolled.

The panel may wish to meet alone following discussion with the student in order to discuss the project or thesis and its supervision and to make its **recommendations**. The candidate may be invited to join the panel following its deliberations in order to receive recommendations and discuss any implications, requirements or conditions.

The student may request to meet the panel without his or her supervisors to discuss with it any issues which may have arisen with supervision or with the trajectory of the project during the first year.

Results of Recommendations:

Following the colloquium panel's recommendation, the Faculty H.D.R. co-ordinator shall inform the Faculty's H.D.R. Sub-Committee and upon its confirmation formally convey the recommendation to the relevant Head of School, Principal Supervisor, the Secretary of the Faculty's H.D.R. Sub-Committee, and to his or her counterpart in Research Services.

It is the responsibility of the (actual or acting) **Principal Supervisor to provide a copy of the Report/s upon receipt to the candidate**

If the colloquium panel requires any additional task(s) – forming Part Two of the confirmation proceedings - these tasks must be completed within three months of notification for full time students or within four and a half months for part time students

Checklist:

1. **Confirmation of due dates:** MA (F/T): Between six and nine months from commencement
MA (P/T): Between nine and twelve months from commencement
PhD (F/T): Within twelve months from commencement
PhD (P/T): Between fifteen and eighteen months from commencement.

2. **Booking:** Three months before due date (above) but can be varied by the actual or acting principal supervisor or the HDR Administrative Officer.

3. **Submission of documentation:** Three weeks (15 working days) prior to scheduled date (preferably as a PDF or MS Word attachment) to the HDR Administrative Officer artsed-research@deakin.edu.au.

Note:

There are three types of cases where mandatory Faculty Confirmation Colloquia have not as a rule been applied:

- [a] Research Ph.D. candidates submitting research on the basis of prior publications.
- [b] Research Ph.D. candidates who have already successfully completed a previous research Ph.D.
- [c] D.Comm. candidates who have successfully completed the coursework requirements at the required standard.

However, in all these cases a formal Faculty Research Progress Review or a Faculty Transfer Colloquium may be instituted as fits the circumstances.