**Faculty of Arts and Education**
**Higher Degree by Research**

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**Candidate Guidelines**

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**Preamble**

With the introduction of the PhDXtra in October 2016 there have been a number of changes made to candidature that seek to provide additional support for candidates. The introduction of a mandatory coursework unit (AAE900 Research Framing and Development) in the early phase of your candidature has sought to prepare you for the remainder of your PhD journey. This document provides you with some additional detail to support the development of your *Confirmation of Candidature Research Proposal* and your *Oral Presentation*. **Please refer to the Faculty of Arts and Education Confirmation Procedures document for further detailed advice on confirmation. Procedures available at HDR Confirmation.**

There are three types of thesis structure options that candidates in the School of Education may elect to present;

- Conventional thesis
- Thesis by publication
- Folio format

Details about these various formats can be located at Your thesis and examinations.

**Confirmation of Candidature**

As per the *Higher Degrees by Research (HDR) Academic Progress Procedure* all HDR candidates (Master by Research and PhD) need to complete their confirmation of candidature. In the Faculty of Arts and Education, this occurs at **9 months** for full time candidates, or within 18 months for part time candidates. For Masters candidates, it is recommended that this occur within **6 months** of candidature for full time candidates, and within 12 months for part time candidates.

Please note, prior to your confirmation of candidature all candidates need to have complete the compulsory training in **Research Integrity.**

**Mandatory Coursework Unit: AAE900 Research Framing and Development**

For all candidates enrolled in the PhDXtra, completion of a mandatory coursework unit is required. The assessment for this unit has been developed with a view to supporting candidates to successful and timely completion of their Confirmation of Candidature. As such the assessment for this unit includes:

- Confirmation of Candidature Research Proposal – Written Document (Ungraded Pass)
- Oral presentation – Public confirmation (Ungraded Pass)

**Confirmation of Candidature Research Proposal (written document)**

This written document seeks to provide the panel of examiners with an overview of the proposed research and the way in which it has been framed in order to help them assess the candidate's development in research skills, discipline knowledge and understanding of the conceptual and theoretical framing of their proposed research. **For detail regarding the research proposal document refer to HDR Confirmation.**

**The Confirmation of Candidature Research Proposal needs to be submitted to the Faculty of Arts and Education Research Office at least 2 weeks prior to your scheduled Confirmation.** Submission is via email address artsed-colloq@deakin.edu.au

**Confirmation of Candidature Oral Presentation (Public Confirmation):** *approximately 10 to 15 minutes.*

Each PhDXtra candidate is required to provide an oral presentation of their research proposal at a public confirmation before engaging in a private panel discussion of their work with the confirmation of candidature panel of examiners. This presentation will require the candidate to provide an overview of their research to their HDR peers and academics and will include a brief Question and Answer session prior to the one-hour private scholarly feedback session with members of the confirmation panel. It is recommended that candidates consider the following in the preparation of their presentation:

- Style of presentation: How will the candidate convey key information about their proposed research (e.g., PowerPoint, Prezi, other presentation formats)

Content:

- o Researchable problem and relevant contextual information (including research question/s)
- o Significance of this research – what will be the contribution to knowledge that this research makes?
- o Outline of key research/theoretical debates about this research problem
- o Conceptual framing – would be helpful to present this in a diagram
- o Proposed methodology and research design (methods)
- o Tensions and blockages - what challenges do you face in conceptualising this research project

**Procedures: Confirmation of Candidature**

The confirmation of candidature panel is organised by the Faculty Research Services office in consultation with the (Executive) Principal Supervisor approximately 2 months prior to the scheduled date. The (Executive) Principal Supervisor is required to arrange a Chair and an external panel member. The panel generally comprises of:

- Panel Chair – drawn from the Professoriate or HDR team who will chair the meeting and compile the report of the meeting that conveys the recommendations of the panel
- (Executive) Principal or acting Principal supervisor
- Co-supervisor/s or associate supervisors (or other members of supervision panel such as external supervisor or research advisor if applicable)
- An independent and external academic (from another institution, Faculty, School of Independent practice)
- School of Education representative

The candidate also has the option of inviting additional interested staff and/or students or supportive individuals to the confirmation although they will not be considered panel members and are usually observers.

Although it is desirable that the candidate attend the confirmation of candidature in person, in exceptional circumstances should he/she be unable to attend in person for reasons of distance (e.g., overseas off- shore candidate) or disability, then a video-conference or remote access option will be organised.

Panel members will be expected to have read the written document (and appendices) that will have been provided electronically at least two weeks prior to the confirmation of candidature and will engage in dialogue during the confirmation of candidature with the candidate and supervisors in order to:

- Confirm that the proposed project complies with the criteria for the award
- Require modifications to the proposed project
- Confirm that that the proposed research should proceed in the manner in which it is described

The panel may wish to meet alone following discussion with the student in order to discuss the proposed research and/or its supervision and to formulate its recommendations. The candidate will be invited to join the panel following its deliberations in order to receive preliminary recommendations and discuss any implications, requirements and conditions attached to progressing from a provisional candidate to a confirmed post-confirmation candidate.

**Outcomes: Confirmation of Candidature**

The outcomes of confirmation of candidature are decided by the confirmation panel and may be that:

a. Outcome 1: candidature is confirmed

b. Outcome 2: candidature is confirmed conditional upon the student making minor amendments to the confirmation documents to the satisfaction of the panel chair within a set deadline

c. Outcome 3: candidature is not confirmed but the student is given an opportunity to revise their work.

   i. Outcome 3.1: candidature is not confirmed but the student is given an opportunity to revise their confirmation document only and submit to the panel within three months equivalent full-time of the written notification of the outcome of the first confirmation process

   ii. Outcome 3.2: candidature is not confirmed but the student is given an opportunity to revise their work and undertake a second confirmation process, including the confirmation document and presentation within three months equivalent full-time of the written notification of the outcome of the first confirmation process

d. Outcome 4: candidature is not confirmed (only applicable once C above has been applied).