

# SCHOOL OF HEALTH AND SOCIAL DEVELOPMENT 2019 CONFIRMATION OF CANDIDATURE (CoC) GUIDELINES



These guidelines are pursuant to the [Higher Degrees by Research Academic Progress Procedure](#)

## 1. Confirmation requirements

The [confirmation](#) process described in this Schedule relates to doctoral and masters programs in the School of Health and Social Development. Students must satisfy the following requirements:

- a) Present to a confirmation panel a written document which comprises draft chapters on the introduction, literature and methodology appropriate to the discipline. It must contain at least:
    - i. a critical review of recent work in the field
    - ii. an updated research proposal and/or research question
    - iii. a statement about the status of any relevant ethics approvals and/or intellectual property agreements, including ownership, location and storage of data
    - iv. if the project involves human research, a statement about compliance with Victorian and Commonwealth privacy law, including management of identifiable information
    - v. an updated plan of research, including progress made to date
    - vi. an updated timetable for completion of the thesis
    - vii. a statement of the resources and facilities required to complete the project within the appropriate candidature period
    - viii. a plan setting out the publications expected to be produced during candidature.
  - b) Deliver an oral presentation and verbal defence of the research proposal to the confirmation panel.
  - c) Complete compulsory training in research integrity as determined by Deakin Research.
  - d) Recommended participation in a Theoretical Conceptual Framework workshop hosted by the School or other entities.
  - e) To ensure academic integrity, students are required to submit their confirmation document to Turnitin, and provide the report to the CoC system.
- Students can go to the following link to submit their own work to check and obtain a report:  
<https://d2l.deakin.edu.au/d2l/home/93041>  
*Note: Large documents take a significant amount of time to be checked.*
  - The link that supervisors can use to submit their students' work to Turnitin is:  
<https://d2l.deakin.edu.au/d2l/home/93083>

## 2. Timeline for Confirmations

The Faculty of Health requires all HDR candidates to complete Confirmation of Candidature, as follows:

- PhD candidates: by 9 months full-time study or 18 months for part-time study.
- Master candidates: by 6 months for full-time study or 12 months for part-time study.

### 3. Format of written document

The student is responsible for uploading the written document and Turnitin report into the online confirmation application at least 2 weeks prior to the date of the oral presentation. A guide to the overall length (excluding references) is 5000 – 7000 words for a Masters and 6000 – 10000 for a PhD. This should include:

- a) A critical literature review with a reference list. For PhD review, this may be in the form of one or two chapters if appropriate.
- b) A document of 2000 – 3000 words outlining:
  - i. The aims of the research
  - ii. A clear rationale for the work to be undertaken;
  - iii. A hypothesis or hypotheses, or a clear statement of the questions which will be addressed by the research;
  - iv. An outline of the methodology to be used;
  - v. A report on the work undertaken to date and the skills obtained;
  - vi. An outline of the future work to be undertaken and an indication of the time frame;
  - vii. A comment on any new skills which need to be acquired;
  - viii. A statement that Ethics Committee approval has been obtained or comments on the ethical implications of the study and proposed submission date for approval (if required).
  - ix. A brief discussion of the originality of the work;
  - x. Clear documentation that the candidate possesses the skills to complete the work or has realistic plans to acquire these skills.
  - xi. Any abstracts presented at conferences can be submitted as appendices.

### 4. Oral presentation

#### a) *Presentation for CoC*

- The candidate is required to give an oral presentation of roughly 20 minutes duration (30 minutes maximum) in a public seminar format designed to prepare HDR students for presenting their work at conferences and other public forum.
- There may be circumstances under which a closed/private seminar would be more appropriate; if students and supervisors wish to argue for a private/closed seminar with only the CoC Panel attending, the Primary Supervisor is requested to make a case to the HDR Coordinators well in advance of the anticipated CoC date, specifying concisely why they believe this particular CoC seminar should not be public (e.g. disability, non- English speaking language background or confidentiality of research undertaken).
- In circumstances where the student is overseas the student and Primary Supervisor may decide that a pre-recorded presentation is appropriate. This must be approved by the HDR Coordinator, and the Panel should be informed in advance of the CoC meeting.

***b) Arrangements for Confirmation of Candidature Presentations***

- The Faculty of Health HDR Support team will provide administrative support for the organisation of confirmation presentations. Supervisors will be requested to complete section 1 of the Confirmation of Candidature Panel Members form and email to the Faculty of Health HDR Support team health-hdr@deakin.edu.au.
- The Faculty HDR Support Team will organise the remaining panel members and forward the completed Confirmation of Candidature Panel Members form to the HDR Co-ordinators for approval.
- Public seminars need to be advertised to the School community - this can be noted on the Panel Details form and the Faculty of Health HDR Administration team will send a calendar invite with relevant details.

***c) Composition of Confirmation Panel***

The presentation will be attended by the Confirmation Panel - which will normally include at least:

- The Primary/Principal Supervisor (or Co-Supervisors), and
- The school HDR Coordinator or deputy as Chair, and
- The Head of School or nominee (a nominee being an active researcher, preferably at Professor/Associate Professor level), and
- A researcher from outside of the School (or University)
- Associate Supervisor(s) should be present if possible.

***d) Discussion with audience and Confirmation Panel***

- Following the presentation there will be questions and discussion with the panel (and audience, if the student presents an open seminar).
- There will also be a private meeting with the student and panel following Q&A for a public seminar (if applicable).
- In addition to a detailed discussion on the written material and the presentation, the Panel should also discuss and confirm that the student has the required capacity and supervisory support to complete the thesis in a timely manner.
- Where extra supervisory support, student skill development, or other needs are identified, a plan should be devised for how this is to be addressed.

***e) Panel deliberation***

- Following the presentation, a brief private meeting of the panel (with the student not present) will be held to address issues with the aim to finalize a recommendation on confirmation.
- In discussion with the panel (usually via email), the written report is to be completed by the Primary Supervisor within one week of the presentation and should include an overview of the comments, advice and recommendations from the review panel. This report should also identify the panel members and be signed/authorized by the Primary Supervisor and the Chair (or nominee).
- University policy dictates that the recommendation should be one of the following:

1. candidature is confirmed
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
3. candidature is not confirmed but the student is given an opportunity to revise their work and undertake a second confirmation process within three months equivalent full-time of the written notification of the outcome of the first confirmation process
4. candidature is not confirmed without an opportunity to revise their work.

## 5. Recording of student's confirmation of candidature

- a) Copies of the written report should be sent to the HDR Coordinator for signature, identifying any action required. A copy of the written report, will then be sent to the Faculty of Health HDR Support team who will be responsible for the upload to the online CoC system.
- b) If the recommendation is #2 or #3, the candidate must also be given clear guidelines in writing by the chair, in consultation with the supervisor, detailing the requirements to be completed and the format of the minor amendments or second confirmation.
- c) It is the responsibility of the HDR Support Team to ensure all documentation is recorded on the online CoC administrative system. If the recommendation is #4, the chair of the panel must advise the Faculty HDR Coordinator and Associate Dean Research, who will make a recommendation to Deakin University Research and Research Training Committee, and the University will inform the candidate in writing of their decision.
- d) Students whose candidature is not confirmed (specifically recommendation #3) at the first attempt are at risk of not making satisfactory progress and will be provided with appropriate support according to clauses 31 – 33 of the [HDR Academic Progress Procedure](#)

## HDR Links

[Research](#)  
[What is Confirmation?](#)  
[Annual Review of Progress](#)  
[Faculty of Health Forms & Guidelines](#)  
[HDR Online Forms](#)

[PhD Xtra Program](#)  
[HDR study support](#)  
[Trainings and Workshops](#)  
[Campus maps](#)  
[Service and Facilities at Deakin](#)  
[Library](#)

[Advice on Writing Thesis](#)  
[Ethics \(Research Integrity\)](#)  
[Research Guidelines \(Research Conduct Policy\)](#)  
[Intellectual Property](#)  
[Publishing](#)  
[Scholarships](#)  
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[School of Health and Social Development](#)  
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[Faculty of Health HDR contacts](#)