



## Faculty of Arts and Education Higher Degree by Research

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### The Proposal and Confirmation

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#### The Principal Supervisor's responsibilities

There are a range of tasks that the Principal / Executive Supervisor must do/oversee in preparation for the confirmation. These include:

- liaising with the **Faculty HDR Administrative Officer** to confirm the pre-set confirmation date and time, or negotiating an alternative mutually suitable date and time for the confirmation within the time frame allowed by Deakin Research
- ensuring that the candidate has been well-advised in the preparation of their public presentation, written proposal and for the confirmation process (including its purpose and membership and the option of recording the open discussion)
- nominating and seeking a Panel Chair (preferably a member of the Faculty Professoriate) in consultation with the School HDR Coordinator(s)
- contacting and inviting confirmation panel members who are in addition to the supervisory panel, and advising them of the times and date of the public and private confirmation, including advising them of the candidate's topic, usually by providing them with the candidate's proposal abstract
- contacting and inviting an external panel member, including advising them of the candidate's topic, usually by providing them with the candidate's proposal abstract
- submitting details of the panel composition (including Chair and external member) to the HDR administrative officer no later than four weeks prior to the scheduled confirmation
- Ensuring that the candidate provides an electronic copy of the proposal to the **HDR Administrative Officer** at least two weeks before the confirmation date; (as a PDF or MS Word attachment) [artsed-colloq@deakin.edu.au](mailto:artsed-colloq@deakin.edu.au)
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The **HDR Administrative Officer** will arrange for the proposal to go to all panel members along with confirmation of the date, times, rooms, parking permits and directions for external panel members - as well as ensuring that the Panel Chair has links to the online documentation used to record the decision of the panel.

Last updated September 2019