

## Faculty of Business and Law

# Procedure for Confirmation of Candidature

**For Department HDR Directors, confirmation panel members, and HDR students**

**Note:** Confirmation will be held online using ZOOM, due to COVID restrictions. Student and panel must have [Zoom](#) installed.

### Overview

Confirmation is required for students to progress from provisional to full candidature. This document, which outlines the Confirmation of Candidature process used within the Faculty of Business and Law, is based upon the [Higher Degree by Research \(HDR\) Academic Progress Procedure](#).

### Confirmation timing

1. Confirmation must be finalised within 12 months of commencement for full-time students or within 18 months of commencement for part-time students. Students must have completed the compulsory modules in Research Integrity, Research Induction and HDR Respectful Behaviour before undertaking confirmation.
2. Confirmation of candidature for students completing an HDR course on the basis of prior publications will be completed within 4 months of commencement or 8 months for part-time students.
3. In exceptional circumstances a student may request an extension to their scheduled confirmation due date, of up to three (3) months. This request must be made in writing to the Faculty HDR Director and have the support of the principal supervisor and be approved by the Head of Academic Unit or nominee. Final decision will be at the discretion of the Faculty HDR Director.
4. The mandatory coursework unit/s must be satisfactorily completed as soon as possible after commencement. The Faculty HDR Coordinator may extend this deadline after confirmation only for compassionate or compelling circumstances and confirmation is conditional until the unit is passed.
5. Where a student achieves a mark of 40-49% for their mandatory coursework unit/s, the student will be referred to the Academic Unit HDR Coordinator to arrange further assessment. In this case:
  - the student will be advised in writing that further assessment is their final opportunity to succeed and if they do not pass the unit/s, their candidature will not be confirmed
  - further assessment must be completed within six weeks of the requirements being provided to the student
  - the student will receive support from:
    - a) the HDR Coordinator to understand the reasons for failing, the implications of failure and to develop a plan for passing the unit
    - b) the Unit Chair of the unit they failed
  - if the unit is passed, the maximum mark that a student can receive is 50%.
6. Where a student does not undertake the confirmation process by the due date and an extension is not granted, a Progress Support Panel should be put in place according to Section 7: Clauses 33-35 and Section 7: Clauses 84-91. See [HDR Academic Progress procedure](#).

## Lead-up to the first confirmation presentation

7. The confirmation panel will typically include:
  - a. A Chair, who should be the Department HDR Director or nominee.
  - b. The student's supervisory team.
  - c. One or two senior researchers with content and/or methodological expertise relevant to the student's project from the Department/School. One of these researchers must be at an academic level equal to the supervisor with the highest academic level. These researchers should be selected by the Chair.
  - d. An experienced researcher from outside the Department. The Principal Supervisor will be responsible for selecting this external researcher.
  - e. Where possible, please aim for gender equity on the panel.
8. Prior to the confirmation due date, the student will be advised of the following:
  - a. The composition of their confirmation panel.
  - b. The possible outcomes of confirmation.
  - c. The specific date and location of their confirmation presentation.
9. Students will email their confirmation document to the Chair and panel members, and copy BL Research ([blresearch@deakin.edu.au](mailto:blresearch@deakin.edu.au)) at least ten (10) business days before their scheduled confirmation presentation. Students must upload your confirmation document to [iThenticate](#) for review and send the generated report to the Chair and supervisors, and copy BL Research.
10. 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 questions
    - 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 data
    - 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

This document must:

- a. Be no more than 10,000 words, 1.5 spaced, 2.5cm margins, 12-point Times New Roman or Calibri, excluding references.
- b. Contain at a minimum:
  - i. An Introduction.
  - ii. A Literature Review, which includes:
    1. A critical review of recent work in the field.
    2. A set of associated research questions and/or research hypotheses.
  - iii. A Methods section, which includes:
    1. An overview of the proposed research methodology and addresses any other discipline-specific requirements, as required.

2. A statement about the status of any relevant ethics approvals and/or intellectual property agreements, including ownership, location and storage of data. If ethics approval and/or intellectual property agreements are not applicable, this should be noted.
3. If the project involves human research, a statement about compliance with Victorian and Commonwealth privacy law, including management of identifiable information.
- iv. An Implications section, which outlines the theoretical, social, and/or managerial implications arising from the proposed body of research.
- v. A Timelines, Resourcing, and Outputs section, which includes:
  1. A candidature timetable that charts a realistic path to submission within 3 years FTE of commencing candidature.
  2. A statement of the resources and facilities required to complete the project. This should include a plan outlining how students will use their HDR funds over the course of their candidature.
  3. A plan setting out the publications expected to be produced during candidature, including target journals and submission date(s).

PLEASE SEE: Three Essay Thesis **Appendix 1**

## First confirmation presentation

11. The student will deliver an oral presentation and verbal defence of their research proposal.
12. The confirmation presentation will be open to all members of the Department. An email notification advising the Department of the confirmation presentation should be sent by the HDR Director/Chair no later than ten (10) working days before the scheduled presentation.
13. Unless the majority of the confirmation panel are based at another campus, the student will usually conduct their confirmation presentation on the campus of their enrolment (Burwood or Waterfront). Similarly, the Chair and the student's Principal Supervisor or Executive Supervisor are expected to physically attend the confirmation presentation. Deviations from these expectations must be approved in writing by the Faculty HDR Director. ***Under COVID restrictions, meetings will be via Zoom.***
14. The confirmation presentation will proceed as follows:
  - a. The Chair will introduce the student and ask:
    - i. The audience to provide the student with rigorous but constructive feedback, and to hold their questions until the Q&A session.
    - ii. The supervisory team to refrain from answering questions on behalf of the student unless prompted to do so by the Chair.
  - b. The student will deliver their oral presentation, which should be 20-30 minutes in length.
  - c. The Chair will initiate a Q&A session (no longer than 15-20 minutes) for members of the audience who are not on the confirmation panel. After this Q&A session, members of the audience who are not on the confirmation panel will be asked to leave.
  - d. The Chair will initiate a second Q&A session for members of the confirmation panel. After the panel have concluded asking their questions, the student will be asked to leave.
15. After the presentation, and drawing on the material presented by the student during their presentation and in their written submission, the confirmation panel will deliberate to

determine one of the following outcomes as per Clause 10 of the [HDR Academic Progress procedure](#) (Section 5: Clause 13).

- 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 it 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.

*PLEASE SEE: Confirmation Outcomes Diagram **Appendix 2***

Students whose candidature is not confirmed and receive Outcome 3.1 or 3.2 will be provided a Progress Support Panel according to [Clauses 33-35 and Section 7 - Progress Support Panel Standards](#).

Confirmation of candidature can only be re-attempted once.

16. Within five (5) business days of the presentation, the Chair will send a written report to the student and the Research Services team. This report should:
- a. Advise of the outcome of confirmation.
  - b. Provide a summary of the feedback given to the student during the Q&A sessions of the confirmation of candidature presentation.
  - c. In the event that Outcome 3 was determined, outline:
    - i. With sufficient detail why the confirmation was not satisfactory.
    - ii. The student should be given clear advice about how to write a rejoinder that demonstrates where and how they have responded to the feedback given at the first confirmation.
    - iii. The confirmation panel must also advise the student of the possible consequences of unsuccessful confirmation.
    - iv. Any support that should be provided to assist the student before their second confirmation presentation. This could include:
      - 1. Identifying workshops or training sessions on academic writing, research methods etc. that the student should attend.
      - 2. Stipulating how often the student should meet with their supervisory team.

3. Advising that the student and their supervisory team seek the advice of content or methodological experts.
    4. Recommending changes to the supervision team.
  - d. In the event that Outcome 4 was determined, outline with sufficient detail why the confirmation was not satisfactory.
17. The student must acknowledge receipt of the report to the Chair and the Research Services team within two (2) working days of receiving the report.
  18. The Research Services team will save a copy of the confirmation outcome report, and the student's acknowledgement of receipt to the candidate's folder and record date of confirmation outcome on Research Master.

### Lead-up to the second confirmation presentation

19. In the event that Outcome 3.1 or 3.2 was determined, a second confirmation presentation will be held within three (3) months FTE of the outcome of the first confirmation. This will be the second and final opportunity for the student to confirm their candidature.
20. At least two (2) months before the second confirmation presentation, the Chair or Department HDR Director will meet privately with the student to ensure the student is satisfied with the level of support they are receiving.
21. The composition of the second confirmation panel should ideally remain the same as that of the first confirmation panel.
22. The second confirmation presentation will be closed to the general Faculty; only members of the confirmation panel should be in attendance.
23. Within one (1) month of the second confirmation due date, the student will be advised in writing of:
  - a. The composition of their confirmation panel.
  - b. The possible outcomes of confirmation.
  - c. The specific date and location of their confirmation presentation.
24. The student will email their confirmation document to the Chair and panel members, and copy BL Research ([blresearch@deakin.edu.au](mailto:blresearch@deakin.edu.au)) at least ten (10) business days before their scheduled confirmation presentation. Students must upload the confirmation document to [iThenticate](#) for review and send the generated report to the Chair and supervisors, and copy BL Research.
25. This document must meet the requirements outlined in Item 10 outlined above, **with one addition**: an appendix outlining how the problems identified at the first confirmation meeting have been addressed should be included. The revised document and appendix should be saved as a single PDF.

### Second confirmation presentation

26. The second confirmation presentation will proceed as per Items 11, 13, 14 outlined above (excluding Item 14c).
27. After the presentation, and drawing on the material presented by the student during their presentation and in their written submission, the confirmation panel will deliberate to determine one of the following outcomes as per Clause 13 of the [HDR Academic Progress procedure](#):
  - a. Candidature is confirmed.
  - b. Candidature is not confirmed.

28. If the student is not confirmed after the second attempt, the confirmation panel must make one of the following recommendations as per Clause 17 of the [HDR Academic Progress procedure](#):
- a. That the student be transferred to Masters candidature;\* or
  - b. That the student's enrolment be terminated:
    - i. For a minimum of 12 months of being formally advised of the termination; or
    - ii. With no right of re-admission to the course.
29. Within five (5) working days of the presentation, the Chair will send a written report to the student, the Research Services team, and the Faculty HDR Director. This report should:
- a. Advise of the outcome of confirmation.
  - b. Provide a summary of any feedback given to the student during the Q&A sessions of the confirmation of candidature presentation.
  - c. In the event that outcome (b) in Clause 17 was determined, outline with sufficient detail why confirmation was not satisfactory.
30. The student must acknowledge receipt of the report to the Chair and the Research Services team within two (2) working days of receiving the report.
31. The Research Services team will save a copy of the confirmation report, and the student's acknowledgement of receipt to the candidate's folder, and record the date of confirmation on Research Master.
32. Where a candidate is not confirmed, ie Clause 17 (b), procedures will be followed as outlined in Clauses 36-63 of the [HDR Academic Progress procedure](#) to terminate their enrolment.

*\*OFFICE USE ONLY: The CRICOS Code for M800/M801 needs to be reinstated before a student can be enrolled in a Masters.*

### *Chapter 1: Introduction*

- This chapter will provide an overall introduction, including a narrative that connects the three essays. The chapter will give a preview of the research topic and background, main research gap(s), overarching theoretical framework, contribution to theory and practice, and the dissertation structure.

### *Chapter 2: Essay 1*

- Substantially complete at the time of the confirmation presentation. It should outline the detailed research gap(s) and theoretical contribution as derived from the literature review, research question(s) and hypotheses (if relevant), and research method (if empirical study).

### *Chapter 3: Essay 2*

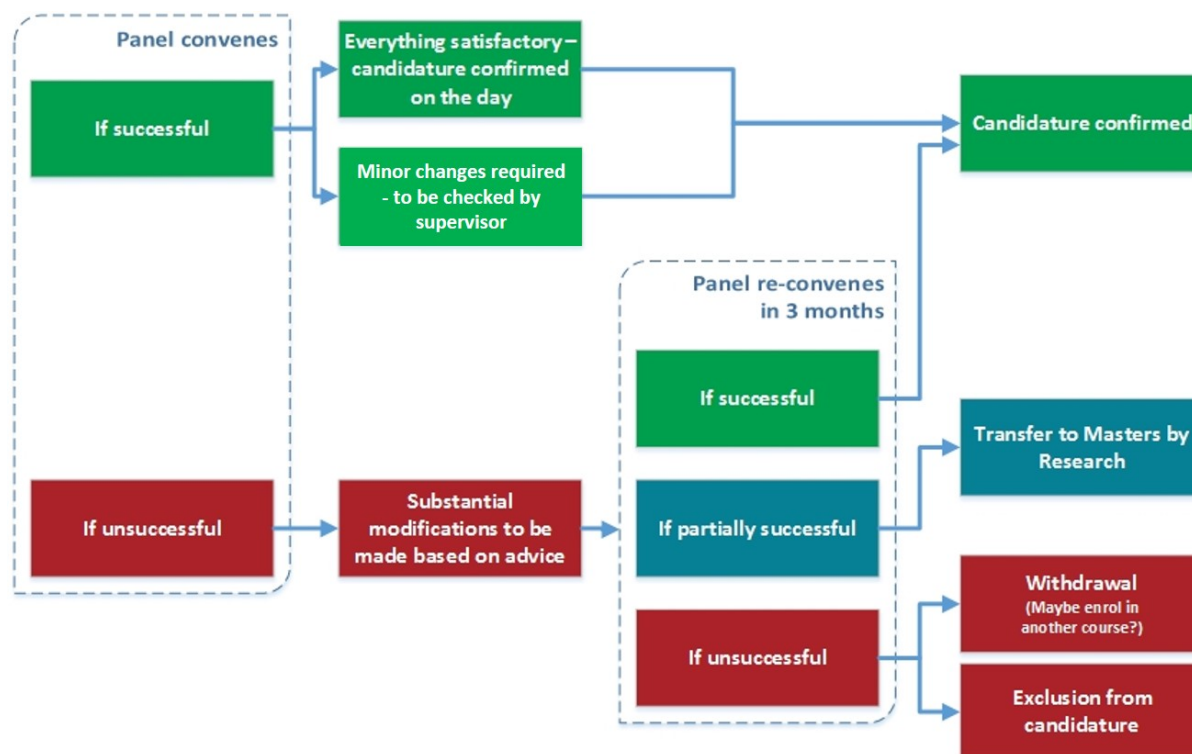
- Clear outline of the research gap(s), research question(s) and hypotheses (if relevant) as derived from the literature review, and research method (if empirical study).

### *Chapter 4: Essay 3*

- Clear outline of the research gap(s), research question(s) and hypotheses (if relevant) as derived from the literature review, and research method (if empirical study).

### *Chapter 5: Conclusion*

- This chapter will conclude the document and remind the reader of the narrative and connecting thread of the three essays, contributions (in areas such as theory / method / policy / managerial). The chapter should also mention how the budget will be spent, timelines, and other requirements of the monolithic thesis document.



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