

Confirmation of Candidature Seminar – College Process

Scheduling seminar:

Please consult your advisory panel prior to contacting the College Academic Services Officers (ASO) to confirm they agree that you are ready to present your seminar and to discuss suitable dates.

Once both you and your advisors are satisfied that you are ready to present your seminar, contact the Academic Services Officers via email caseresearch@jcu.edu.au

- You will need to be able to provide a selection of dates that will suit your advisory panel.
- **Please advise this detail as soon as possible or at least 4 weeks prior to proposed seminar time.**

Candidature Committee membership includes the following:

- Advisory Panel (at least two advisors must attend seminar);
- Chair (normally the Head of Academic Group);
- Independent Academic (see details below).

Please note: your seminar cannot go ahead without at least 2 members of your advisory panel present

Nomination Independent Academic:

The Independent Academic is nominated from advisors at Advisor Mentor level within the College, but from a different academic group/discipline to the advisory panel (see attachment 1). **Advisory Panel to nominate an Independent Academic from the attached list.** Perhaps provide a few names so that we have some flexibility with times.

Role of Independent Academic: The Independent Academic is appointed to the Candidature Committee to: Ensure that all procedures relating to seminar and evaluation are followed.

Submission of Documentation prior to seminar:

Following documentation to be forwarded to caseresearch@jcu.edu.au via Primary Supervisor who approves the documentation and confirms that seminar is to proceed. **Completed documentation is required a minimum 1 week prior to the Confirmation of Candidature Seminar.**

Documentation Required:

➤ To advertise seminar

- Seminar title and abstract (abstract length guide for this purpose: approximately 100-300words)

➤ To distribute to candidature committee:

- **Proposal**
 - (included in [COC-FORM 1](#) - Section 1.21 and Candidate's signature)
- **Expert Reviewer Report**
 - (Included in COC-FORM 1 – Section 2 and Expert Reviewer's signature)
Supervisors forward proposal to an expert reviewer 4-6 weeks prior to seminar to allow sufficient time for the candidate to respond to expert reviewer comments prior to seminar.
The expert reviewer returns report to Primary Supervisor who discusses feedback with candidate prior to seminar).
- **Response to Expert Reviewer**
 - (included in COC-FORM 1 – Section 3 and Candidate's signature)
- **Advisory Panel Reports**
 - (included in both COC-FORM 1 – Section 4 & COC-FORM 2 – Section 1 and advisory panel signatures)
- **Literature Review**

- **Professional Development Audit and Plan**
 - (included in [COC-Form 2](#) - Section 2: completed by Candidate, Table 2 – list of compulsory PD
 - **all compulsory components must be completed prior to the seminar, and evidence provided** (please see [attachment 2](#) - example of career hub attendance, quiz results from LearnJCU/Smart Sparrow and Workplace Health and Safety Attendance).

After the Seminar:

Please note that it is the advisory panel and candidate's responsibility to ensure all documentation is signed and returned to caseresearch@jcu.edu.au

Signing Checklist for Submission of Documentation after seminar

- **COC-Form-01: RD7001 – Planning the Research** - please submit with **sections 1-4 completed**
 - Section 5 - all members of Candidature committee (Advisory Panel, Chair, IA)
 - Section 6 – IA and Chair
- **COC-Form-02: RD7002 – Situating the Research – Substantive Piece**
 - Section 3: completed at seminar by Independent Academic and Chair
- **COC-Form - 03: Overall Evaluation of Confirmation of Candidature**
 - form will be sent to the candidature committee for completion at meeting after seminar
 - Pages 1 to 2 - IA and Chair
 - Page 3 - Advisory Panel and Candidate – to acknowledge outcome of seminar (i.e. Chair & IA recommendation)

CASE HDR Academic Services Officer (ASO) Action:

- organise the availability of remaining committee members – (Independent Academic and Chair)
- book videoconferencing
- email to staff and HDR candidates Seminar invitation
- 1 week prior to seminar - email to candidature committee the documentation
- After seminar submit all signed documentation to Graduate Research School
- Graduate Research School will advise candidate when confirmation of candidature is approved

LINKS to Graduate Research School WEBSITE:

Confirmation of Candidature Procedure (includes links to subject outlines for RD7001 and RD7002 and forms).

<https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-confirmation-of-candidature-procedure>

Expert Review details from above procedure

1.7 The Primary Advisor must review, and must obtain an independent expert review of the written proposal component of the Planning the Research subject [RD7001/RM7001](#) using [COC-FORM-01](#). The expert reviewer may be internal or external to JCU but must be external to the research group/s of the advisors. An “expert” in this case is defined as a person who has at a minimum, published in the area of the proposed research. A copy of the external reviewer's CV should be made available to the Candidature Committee and ADRE

Graduate Research School - Handbook for HDR Candidates and their Advisors

https://www.jcu.edu.au/data/assets/pdf_file/0004/178060/Handbook-for-Commencing-HDR-Candidates.pdf