MCR-FORM-01
Mid-candidature Review

JAMES COOK UNIVERSITY AUSTRALIA

JCU Graduate Research School (GRS)
See HDR Mid-Candidature Review Procedure

Section	To be completed by:
Section 1: Presentation Evaluation	***Not required if has a published journal article or details of conference oral or poster presentation*** All of Candidature Committee
Section 2: Evaluation of Written Work	All of Candidature Committee
Section 3: Other Checks	All of Candidature Committee & Candidate
Section 4: Evaluation of Professional Development	HDR Candidate & Primary Advisor
Section 5: Recommendation to the Dean, Graduate Research	Chair of Candidature Committee & Independent Academic

Candidate's Details

First /Given Name:				
Surname / Family Name:				
Student ID:				
Degree:	☐ Masters by Research	☐ Masters by Research but attempting to upgrade to Doctorate at this milestone (See HDR Course Upgrade Procedure)	☐ PhD	☐ Professional Doctorate
Date of Mid-Candidature Review				
Candidature Enrolment Date:	(If enrolment was prior to 1 January 2018, 80 hours total of Professional Development are required by Mid-Candidature Review, and RD7003 is assessed at this milestone. If enrolment was after 1 January 2018, 80 hours of Professional Development are still required to complete the Mid-Candidature Review milestone, and a further 40 hours (totalling 120 hours) of elective Professional Development are required by the Pre-Completion Evaluation Milestone, and RD7003 would be assessed at that milestone.)			

Section 1 –Evaluation of Presentation (if Required)

Candidature Committee to complete this section.

NOT REQUIRED if Candidate has submitted a paper to a peer-reviewed publication or made a comparable presentation at a conference external to JCU since their Confirmation of Candidature and attached the associated evidence of so doing.

Theoretical background	Appropriate	Inadequate
- Clear statement and justification of aims	☐	☐
- Understanding of theoretical / historical context	☐	☐
- Hypotheses/research question(s)	☐	☐
- Overall comprehensiveness	☐	☐

Methodology	Appropriate	Inadequate
- Appropriateness of method to study	☐	☐
- Understanding of methods	☐	☐

Data analysis (may be marked as "not applicable")	Appropriate	Inadequate	N/A
- Appropriateness of analysis	☐	☐	☐
- Comprehension of analytical techniques used	☐	☐	☐
- Relation of outcome to hypothesis / research question(s)	☐	☐	☐

Interpretation and analysis of results	Appropriate	Inadequate
- Interpretation	☐	☐
- Appreciation of strengths and limitations of study	☐	☐

Conclusions	Appropriate	Inadequate
- Summary	☐	☐
- Appreciation of significance	☐	☐
- Contribution to professional knowledge (Prof Docs only)	☐	☐

If any of the above were considered inadequate, please detail concerns:

Quality of presentation	Appropriate	Inadequate
Overall organisation, clarity, conciseness	☐	☐
Quality of presentation	☐	☐
Capacity to answer questions	☐	☐

If inadequate, please detail concerns:

Section 2 – Evaluation of Written Work

Candidature Committee to complete this section.

The quality and quantity of written work supplied by the Candidate is:

☐ Adequate   ☐ Inadequate   ☐ Partially Adequate – see comments

If the written work is in any way unsatisfactory, please explain the concerns to the Candidate below.

Section 3 – Other Checks

Candidature Committee and Candidate to complete this section.

The following have been received and/or discussed:	Yes	No
Progress against milestones as specified at Confirmation of Candidature in COC-FORM-01 as well as a Gantt chart outlining plan for completing the research project and thesis in the candidature time remaining	☐	☐
Plans for publishing the work	☐	☐
Contractual obligations to Industry Partners	☐	☐
Scholarship or grant conditions	☐	☐
Intellectual Property/Authorship issues	☐	☐
Has CAA-FORM-01 Candidate & Advisor 6 Week Check-In Form that was established 6 weeks after my commencement been reviewed/refreshed and attached or submitted to the Graduate Research School?	☐	NA
Whether all necessary permits and clearances for the research have been obtained (e.g. ethics, government authorities)	☐	☐

If you indicated "No" for "Permits and Clearances" please specify below which permit or clearance has not been obtained, why it has not yet been obtained and when it is anticipated that it will be obtained:

Type here:

Section 4 – RD7003 Record of Professional Development

Doctorate Candidates enrolled from 1 January 2014 onward only need complete this section.

Professional Development for HDR Candidates at JCU is intended to provide training to the Candidate during their studies. Training is directed not just at acquiring skills needed for the HDR project, but also those needed for future careers. Professional Development in this context is defined as activity designed to increase professional knowledge through guided learning (either in a workshop or class, online or in apprenticeship mode).

Doctorate Candidates only must complete the subject RD7003 "Professional Development" which has the following requirements:
- Compulsory Professional Development (which is equivalent to 28 hours) by their Confirmation of Candidature Milestone
- A further 52 hours (totalling 80 hours), consisting of conditional and elective Professional Development by their Mid-Candidature Review Milestone. If the candidate was enrolled prior to 1 January 2018, RD7003 would be assessed at this milestone and no further professional development required.
- If enrolment was after 1 January 2018, 80 hours of Professional Development are still required by Mid-Candidature Review, and a further 40 hours (totalling 120 hours) of elective Professional Development is required by the Pre-Completion Evaluation Milestone, and RD7003 would be assessed at that milestone rather than at Mid-Candidature Review.

Elective Professional Development may be chosen from the GRS Professional Development Program Workshop Guide or elements of that program in combination with outside activities. Attendance at all activities must be documented and evidence supplied with this form, particularly for non-GRS activities.

Some examples of what might/might not be classed as professional development are provided in the table below. This list is not exhaustive. If in any doubt, contact the RD7003 convenor. Anyone receiving formal Recognition of Prior Learning for any compulsory or conditional component must increase their elective components (RD7003, Doctoral Candidates only) so that the total professional development is still 80 hours if enrolled pre-2018, or 120 hours if enrolled from 2018 on.

Professional development must be matched where it is listed in the table, to the Professional Development Framework Code which is:
- **Knowledge and research abilities (KA):** knowledge base, analytical and cognitive abilities, research design, safety training, academic writing and editing, and research creativity.
- **Individual effectiveness (IE):** personal qualities, resilience and self-management, CV writing, interview skills, ability to network and build career capacity.
- **Research standards (RS):** professional conduct and ethics, time and risk management, financial and infrastructure management.
- **Professional engagement (PE):** teamwork, broad communication abilities (including media skills and public speaking), enterprise and good citizenship.

YES can be classed as Professional Development	NO cannot be classed as Professional Development
Dedicated training course that is designed to teach specific skills.	Advisor accompanying HDR Candidate to make sure that data are collected correctly.
Volunteering to gain a generic skill, in apprentice mode.	HDR Candidate volunteering to assist Advisor with research/data collecting task.
Enrolled in a subject (that is, undertaking all assessment tasks as part of that subject.)	Auditing a subject (that is, just attending classes without producing assessable work.)
Formally taking a subject/course on tertiary teaching.	Auditing a subject as preparation for teaching.
Taking a seminar-delivered course with assessment.	Attending conferences, whether as a presenter or just as an attendee.
Workshops in the GRS Professional Development Program that are designated as suitable for inclusion in RD7003.	Organising postgraduate seminar day or volunteering as a conference organiser.
Approved internships in relevant professional settings.	Teaching or other employment, even if relevant to the research.

Professional Development: RD7003 Elective Components (Doctoral Candidates only). Add rows as required.

Elective activity	Mode (face to face or online)	Date/s of activity (if a series indicate start and end dates	Evidence of attendance (indicate CareerHub, LearnJCU or other evidence provided)	Details of provider/s of training (if not part of GRS Research Skills Program). Written evidence should be attached to this form	Number of hours	Framework code (KA, IE, RS or PE).
Sub-total of hours						

Professional Development: Conditional components

Some Candidates are required to complete Conditional components. Candidates who have undertaken Conditional components must indicate them here. The hours undertaken in Conditional components will be added to your Elective component hours to produce an overall total for Elective activities. Anyone receiving formal Recognition of Prior Learning for any compulsory or conditional component must increase their elective components (RD7003, Doctoral Candidates only) so that the total professional development is still 80 hours.

Conditional component	Date/s of activity (if a series indicate start and end dates	Evidence of completion (e.g. SKIP Certificate)	Number of hours	Framework code (KA, IE, RS or PE).
Skills for International Postgraduates (SKIP)				
Language and Literacy workshops under the Post-Entry Language Assessment (PELA) program				
Diving, boating or other safety training requirements				
Human or animal research ethics workshops (additional to compulsory ethics training)				
Sub-total of hours for conditional components				
TOTAL ELECTIVE HOURS				

Professional Development Career Statement (Student enrolled prior to 1 January 2018 only need to complete this section in this form)

Candidates are required to summarise their professional development in a statement addressing how they acquired skills in accordance with the Professional Development Framework as per below. This statement is intended to be used in a Curriculum Vitae/Resume. Example Professional Development Career Statements can be found here.

- **Knowledge and research abilities (KA):** knowledge base, analytical and cognitive abilities, research design, safety training, academic writing and editing, and research creativity.
- **Individual effectiveness (IE):** personal qualities, resilience and self-management, CV writing, interview skills, ability to network and build career capacity.
- **Research standards (RS):** professional conduct and ethics, time and risk management, financial and infrastructure management.
- **Professional engagement (PE):** teamwork, broad communication abilities (including media skills and public speaking), enterprise and good citizenship.

Type here:

Section 5 – Recommendation to the Dean, Graduate Research

Chair of Candidature Committee and Independent Academic <u>only</u> to complete this section.

This section is to be completed after all materials and presentations for the Mid-Candidature Review are complete. The Advisors and Candidate must not be present while this decision is being made.

Is this the Candidate's first attempt at the Mid-Candidature Review?	☐ Yes	☐ No
If the Candidate is attempting to upgrade from Masters to Doctorate candidature (refer Page 1 of this form), has the milestone been delivered with the scope and standard required for a Doctorate and has the <u>HDR Course Upgrade Procedure</u> been followed?	☐ Yes	☐ No

Recommendation - Assessment of Written Work and Public Presentation (Doctorate and Research Masters Candidates)

Satisfactory Pass	☐
Unsatisfactory Candidate placed Under Review if 1st attempt or discontinued if 2nd attempt.*	☐

If **2 or 4** were indicated please provide the rationale for this decision and any recommendation in relation to the period of Under Review if applicable.

Type here:

Chair of the Candidature Committee

Name	Signature	Date

Comments (if any) relevant to this milestone:

Independent Academic

Name	Signature	Date

Comments (if any) relevant to this milestone:

Acknowledgement

I acknowledge the recommendation of the Chair of Candidature Committee (Section 5) and can confirm the Candidate has undertaken the professional development as outlined in Section 4.

Primary Advisor

Name:	Signature:	Date:

Secondary Advisor(Optional)

Name:	Signature:	Date:

Additional Advisors including Advisor Mentor (Optional)

Name:	Signature:	Date:
Name:	Signature:	Date:

Candidate

I acknowledge the recommendation of the Chair of Candidature Committee (Section 5) and can confirm that I have undertaken the professional development as outlined in Section 4.
I note that signing below does not indicate that I agree with this evaluation and if the outcome leads to being placed Under Review or to discontinuation I have the right to appeal to my College Dean.

Name:	Signature:	Date:

What to do next
Please submit this form electronically to your College Academic Services Officer.

GRS Use Only

Subject Coordinator RD7003

I have evaluated Section 4: RD7003 Record of Professional Development and endorse that the Candidate has at least 80 hours of Professional Development and if enrolled prior to 1 January 2018 has met all the requirements of RD7003.

Name:	Signature:	Date:

Dean, Graduate Research

I have sighted the information and recommendations above in relation to the Candidate's Mid-Candidature Review and approve the following:

☐	The Candidate's Mid-Candidature Review and RD7003 should be recorded as satisfactory.
☐	The Candidate should be placed Under Review in accordance with HDR Under Review Procedure. Only 1 reattempt allowed
☐	THIS OPTION IS FOR SECOND ATTEMPT ONLY. The Candidate has not successfully completed the Mid-Candidature Review and their candidature should be discontinued.

Name:	Signature:	Date:

Comments / course of action (if required):