

MCR-FORM-01
Mid-candidature Review



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:	<input type="checkbox"/> Masters by Research	<input type="checkbox"/> PhD	<input type="checkbox"/> Professional Doctorate
Date of Mid-Candidature Review			
Candidature Enrolment Date:	<p>(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.) Note that those who accumulate 10 Leadership and Initiative points will be exempted from the final 40 hours of PD.</p>		

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	<input type="checkbox"/>	<input type="checkbox"/>	
- Understanding of theoretical / historical context	<input type="checkbox"/>	<input type="checkbox"/>	
- Hypotheses/research question(s)	<input type="checkbox"/>	<input type="checkbox"/>	
- Overall comprehensiveness	<input type="checkbox"/>	<input type="checkbox"/>	
Methodology	Appropriate	Inadequate	
- Appropriateness of method to study	<input type="checkbox"/>	<input type="checkbox"/>	
- Understanding of methods	<input type="checkbox"/>	<input type="checkbox"/>	
Data analysis (may be marked as “not applicable”)	Appropriate	Inadequate	N/A
- Appropriateness of analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Comprehension of analytical techniques used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Relation of outcome to hypothesis / research question(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpretation and analysis of results	Appropriate	Inadequate	
- Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	
- Appreciation of strengths and limitations of study	<input type="checkbox"/>	<input type="checkbox"/>	
Conclusions	Appropriate	Inadequate	
- Summary	<input type="checkbox"/>	<input type="checkbox"/>	
- Appreciation of significance	<input type="checkbox"/>	<input type="checkbox"/>	
- Contribution to professional knowledge (Prof Docs only)	<input type="checkbox"/>	<input type="checkbox"/>	
If any of the above were considered inadequate, please detail concerns:			

Quality of presentation	Appropriate	Inadequate
Overall organisation, clarity, conciseness	<input type="checkbox"/>	<input type="checkbox"/>
Quality of presentation	<input type="checkbox"/>	<input type="checkbox"/>
Capacity to answer questions	<input type="checkbox"/>	<input type="checkbox"/>
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:
<input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/> 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	<input type="checkbox"/>	<input type="checkbox"/>
Plans for publishing the work	<input type="checkbox"/>	<input type="checkbox"/>
Contractual obligations to Industry Partners	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship or grant conditions	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Property/Authorship issues	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	NA
Whether all necessary permits and clearances for the research have been obtained (e.g. ethics, government authorities)	<input type="checkbox"/>	<input type="checkbox"/>

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.

RD7003 Professional Development is intended to provide a framework for flexible, relevant training for PhD Candidates. Professional development is directed not just at acquiring skills needed for the HDR project, but also those needed for future careers; in this context, PD is defined as activity designed to increase professional knowledge through guided learning (either in a workshop or class, online or in apprenticeship mode). Candidates may also pursue a wide range of activities under the general heading “Leadership and Initiative”, and once they reach a threshold level be exempted from 40 hours of the Professional Development requirement. All PD activities, including Leadership and Initiative, are formally recorded on the Australian Higher Education Graduation Statement (AHEGS), providing evidence of attainment for PhD graduates.

Doctorate Candidates only must complete the subject [RD7003 “Professional Development”](#), which has the following requirements:

- [Compulsory Professional Development](#) (which is equivalent to 30 hours) by their [Confirmation of Candidature Milestone](#)
- A further 50 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 a wide range of relevant activities that may or may not include activities listed in the [GRS Professional Development Program](#) or elements of that program in combination with outside activities. Attendance at all GRS activities will be recorded by the GRS. External PD activities must be documented and evidence supplied with this form. Suitable evidence may include a certificate of completion, or an email from the presenter/organiser confirming attendance.

Anyone who receives formal Recognition of Prior Learning for any Compulsory or Conditional component must increase their Elective component (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 activities must be matched to a relevant Professional Development Framework Code. Please select from the following list, according to the activity undertaken:

- **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.
- **Leadership and Initiative (LI):** activities that demonstrate a commitment to professional leadership and achievement, with an emphasis on career building and professional networking.

Leadership and Initiative

Points are available on a sliding scale, where some activities (such as becoming an HDR Ambassador) attract more points (3 points), than attending a conference (1 point). Please see the [RD7003 Subject Outline](#) for details.

Activity	Points	What type of evidence has been provided?

Professional Development: RD7003 Elective Components (Doctoral Candidates only).

At Confirmation, you will have filled out the PD Audit and Plan, and this should inform the Elective Component activities undertaken, with the approval of your advisory panel. If you are not sure if your activities may be included in the Elective Component, please check with the GRS on grs@jcu.edu.au. Your PD program should be tailored to your career aspirations and your project; within those wide parameters you may choose the exact elements of your PD program in consultation with your advisors.

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. <u>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 120 hours.</u>				
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)				
Technical training, for example on analytical equipment				
Leadership and Initiative (40 hour exemption only applicable where 10 points have been achieved)				
Sub-total of hours for conditional components				
TOTAL ELECTIVE HOURS				

Professional Development Career Statement

Candidates are required to summarise their professional development in a statement addressing how they acquired skills in accordance with the first four Professional Development Framework codes shown below (the fifth code, LI, is optional). 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.
- **Optional Leadership and Initiative (LI):** activities that demonstrate a commitment to professional leadership and achievement, with an emphasis on career building and professional networking.

Type here:

Section 5 – Recommendation to the Dean, Graduate Research

Chair of Candidature Committee and Independent Academic only 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

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

Satisfactory Pass	<input type="checkbox"/>
-----------------------------	--------------------------

Unsatisfactory Candidate placed Under Review if 1st attempt or discontinued if 2nd attempt.*	<input type="checkbox"/>
--	--------------------------

If the recommendation is Unsatisfactory 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:		
<input type="checkbox"/>	The Candidate's Mid-Candidature Review and RD7003 should be recorded as satisfactory.	
<input type="checkbox"/>	The Candidate should be placed Under Review in accordance with HDR Under Review Procedure. Only 1 reattempt allowed	
<input type="checkbox"/>	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):		