

PCE-FORM-01
Pre-completion Evaluation



JCU Graduate Research School (GRS)
 See [HDR Pre-Completion Evaluation Procedure](#)

Section	To be completed by:
Section 1: Seminar evaluation	All of Candidature Committee
Section 2: Evaluation of written and creative work	All of Candidature Committee
Section 3: Plan for Completion of Candidature	HDR Candidate
Section 4: Other checks	All of Candidature Committee and Candidate
Section 5: Industry Engagement	All of Candidature Committee and Candidate
Section 6: Record of Professional Development	HDR Candidate and Primary Advisor
Section 7: Recommendation to the Dean, Graduate Research	Chair of Candidature Committee, Independent Academic

Candidate's Details					
First /Given Name:					
Surname / Family Name:					
Student ID:					
Degree (Select one):	<input type="checkbox"/> Masters Research	by	<input type="checkbox"/> Masters by Research but attempting to upgrade to Doctorate at this milestone (See HDR Course Upgrade Procedure)	<input type="checkbox"/> PhD	<input type="checkbox"/> Professional Doctorate
Date of Pre-completion Seminar:					
Present at Seminar:					
Creative work publication or exhibition date (if relevant):					

Section 1 – Seminar Evaluation

Candidature Committee to complete this section.

Theoretical background	Adequate	Inadequate
Clear Statement and justification of the aims of the research	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of theoretical / historical context	<input type="checkbox"/>	<input type="checkbox"/>
Hypotheses / research questions	<input type="checkbox"/>	<input type="checkbox"/>
Overall comprehensiveness	<input type="checkbox"/>	<input type="checkbox"/>
Clear links among portfolio items (Prof Docs only)	<input type="checkbox"/>	<input type="checkbox"/>
Methodology	Adequate	Inadequate
Appropriateness of method selected for study	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of methods	<input type="checkbox"/>	<input type="checkbox"/>
Data analysis	Adequate	Inadequate
Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension of analytical techniques used	<input type="checkbox"/>	<input type="checkbox"/>
Relation of outcome to hypotheses / research questions	<input type="checkbox"/>	<input type="checkbox"/>
Creative Work (only complete if relevant)	Adequate	Inadequate
Embodied meaning	<input type="checkbox"/>	<input type="checkbox"/>
Insight, originality, communication	<input type="checkbox"/>	<input type="checkbox"/>
Presentation / Installation if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Scope		
Scope of work in relation to degree sought	<input type="checkbox"/>	<input type="checkbox"/>
Interpretation and Analysis of Results	Adequate	Inadequate
Interpretation of results	<input type="checkbox"/>	<input type="checkbox"/>
Appreciation of strengths and limitations of study and its underlying assumptions	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions	Adequate	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 are inadequate please detail the concerns here:

Quality of Presentation	Adequate	Inadequate
Overall organisation, clarity, conciseness	<input type="checkbox"/>	<input type="checkbox"/>
Verbal skills in presentation	<input type="checkbox"/>	<input type="checkbox"/>
Quality of visual presentation (if any)	<input type="checkbox"/>	<input type="checkbox"/>
Capacity to answer questions	<input type="checkbox"/>	<input type="checkbox"/>
<i>If any of the above are inadequate please detail the concerns here:</i>		

Section 2 – Evaluation of Written/Creative Work			
Candidature Committee to complete this section.			
Academic Writing Skills	Adequate	Inadequate	
Quantity and quality of current drafts of material prepared for inclusion in the thesis, especially the component identified for detailed consideration.	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If inadequate please detail concerns:</i>			
	Yes	No	N/A
Has the candidate submitted a paper to a professional journal or refereed conference proceedings and/or presented a paper at a significant conference, or creative work at a public exhibition, before this evaluation form is signed off by the Advisory Panel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If papers are "In Review" has the Candidature Committee sighted them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If "no", please explain why:</i>			

Section 3 – Plan for Completion of Candidature

Candidate to complete this section.

Provide a Gantt chart or outline of the plan for completing the research and thesis in the candidature time remaining:

Section 4 – Other Checks

	Yes	No	N/A
Have checks for plagiarism (including accidental plagiarism) been undertaken e.g. running text through 'iThenticate?' (Note: some examiners are using software to conduct plagiarism checks)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Candidate had sections of their work reviewed externally e.g. peer-reviewed journal, conference presentation or exhibition?	<input type="checkbox"/>	<input type="checkbox"/>	
Have checks been undertaken on the veracity of the data collected and used e.g. spot checks, copies of lab books, checking statistical analyses?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Candidate finalised any reports that are due e.g. ethics or grant reports or do they have a satisfactory plan to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Candidate fulfilled their verbal reporting obligations to third parties regarding their research e.g., industry or community groups, Indigenous stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Candidate have a satisfactory plan for publication of their work following submission of their thesis for examination, including authorship arrangements, and publication of material included in the thesis that is not yet published for which Candidate does not initiate publication in the specified time frame.	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any Intellectual Property issues that have arisen since the Confirmation of Candidature that have not been formally reviewed and agreed upon? If yes, it is recommended that the Candidate and Advisors meet with the Innovations & Commercialisation Team as soon as possible (ic@jcu.edu.au)	<input type="checkbox"/>	<input type="checkbox"/>	
Has a list of possible thesis examiners been discussed with the Candidate?	<input type="checkbox"/>	<input type="checkbox"/>	
In reviewing the Candidate's updated Data Management Plan please indicate:			
	Yes	No	N/A
Has the Candidate already uploaded their data to an appropriate repository or do they have an appropriate plan for doing so? OneDrive is the preferred storage solution supported by JCU. Has the candidate already uploaded their data to an appropriate repository or do they have an appropriate plan for doing so? If data is stored with a 3rd party vendor the candidate is advised to consider the risk of using those vendors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the Advisors (and any other appropriate parties) have copies of the Candidate's data, including lab books, electronic files, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Candidate complied with data management and storage requirements including ongoing requirements specified by ethics or funding bodies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has CAA-FORM-01 Candidate & Advisor 6 Week Check-In Form been reviewed and refreshed and submitted to grs@jcu.edu.au ? If no please complete and return to the GRS.	<input type="checkbox"/>		
If any questions above were answered 'No' please provide further detail here as to why and what actions will be taken to address the problem:			

Section 6 – RD7003 Record of Professional Development

Doctorate Candidates enrolled from 1 January 2018 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 Career Statement (Student enrolled on or after 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 7 – Recommendation to the Dean, Graduate Research

Chair of Candidature Committee and Independent Academic only to complete this section.

A recommendation for the outcome of the Pre-Completion Evaluation must be made to the Dean, Graduate Research.

Is the Candidate's first attempt at the Pre-Completion Evaluation? **Yes** **No**

- That the research is of a standard and extent appropriate for submission as a thesis. The Candidate's Pre-Completion Evaluation should be recorded as satisfactory
- That the research is not of a standard and extent appropriate for submission as a thesis. The Candidate's Pre-Completion Evaluation should be recorded as unsatisfactory. The Candidate should be placed Under Review in accordance with HDR Under review Procedure. Only 1 reattempt allowed.
- For Doctoral Candidates Only: The research is not of a standard and extent appropriate for submission as a Doctoral thesis but is appropriate for a Masters thesis. The Candidate should submit the research as a Masters thesis.
- The Candidate should be discontinued (2nd attempt only).

Summary of additional work required:

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 HDR Course Upgrade Procedure been followed? **Yes** **No**

Chair of Candidature Committee

Name: _____ Signature: _____ Date: _____

Independent Academic

Name: _____ Signature: _____ Date: _____

Acknowledgement		
Primary Advisor		
Name:	Signature:	Date:
Secondary Advisor		
Name:	Signature:	Date:
Name:	Signature:	Date:
Additional Advisors including Advisor Mentor		
Name:	Signature:	Date:
Name:	Signature:	Date:
Candidate		
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 of appeal to by College Dean.		
Name:	Signature:	

GRS Use Only		
Subject Coordinator RD7003 (Only required if Candidate Enrolled after 1 January 2018.)		
I have evaluated Section 3: RD7003 Record of Professional Development and endorse that the Candidate has at least 120 hours of Professional Development and has met all the requirements of RD7003		
Name:	Signature:	Date:
Dean, Graduate Research		
I have sighted the recommendation in relation to the Candidate's Pre-Completion Evaluation and in consideration of these recommendations I approve the following:		
<input type="checkbox"/>	The Candidate's Pre-Completion Evaluation should be recorded as satisfactory	
<input type="checkbox"/>	The Candidate should be placed Under Review in accordance with HDR Under Review Procedure. Only one reattempt is allowed	
<input type="checkbox"/>	For Doctoral Candidates Only: The research is not of a standard and extent appropriate for submission as a Doctoral thesis but is appropriate for a Masters thesis. The Candidate should submit the research as a Masters thesis.	
<input type="checkbox"/>	The Candidate should be discontinued. THIS IS FOR SECOND ATTEMPT ONLY regardless of whether the Candidate is or has been Under Review.	
Name:	Signature:	Date:
Comments / course of action (if required):		