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| **PCE-FORM-01**  **Pre-completion Evaluation**  **(PhD/ Professional Doctorate/Masters)** | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS)  See [HDR Milestone and Reporting Procedure](https://www.jcu.edu.au/policy/procedures/research-education-procedures/hdr-milestone-and-reporting-procedure) | |

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| **SECTION 1: Candidate Details** | | | | | |
| Candidate Name: |  | | | | |
| Student ID: |  | | | | |
| Degree (Select one): | Masters by Research (Discipline area) | | | ☐ | |
| PhD | | | ☐ | |
| Professional Doctorate | | | ☐ | |
| Date Commenced: | Date due to complete: | Full-time ☐ | | Part-time ☐ | |
| Comments (please advise if there have been any exceptional delays and/or periods of leave) | | | | | |
| **Doctoral candidate:** Professional Development Flexible Component activities completed have been recorded in SkillsJCU | | Yes ☐ | | | No ☐ |
| **MPhil candidate:** I have decided to opt in to RM7003 Professional Development and the completed Flexible Component activities have been recorded in SkillsJCU | | Yes ☐ | | | No ☐ |
| Date of Seminar (include creative work publication or exhibition if relevant): |  | | | | |
| Draft thesis, as provided to my Advisory Panel for critical review, is attached | | | | ☐ | |
| **Thesis progress report** (add or delete chapters to reflect thesis and include chapter title). | | | | | |
| Chapter (add or delete as required) | | | Percentage (%) completed to date | | |
| Chapter 1 (title) | | |  | | |
| Chapter 2 (title) | | |  | | |
| Chapter 3 (title) | | |  | | |
| Chapter 4 (title) | | |  | | |
| Chapter 5 (title) | | |  | | |
| Chapter 6 (title) | | |  | | |
| Chapter 7 (title) | | |  | | |
| Chapter 8 (title) | | |  | | |
| The thesis is likely to be ready for submission within three months full time equivalent | | | ☐ | | |
| Proposed submission date | | |  | | |

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| **SECTION 2: Primary Advisor, after consultation with other Advisors, signatures below confirm** | | | |
| The thesis is likely to be ready for submission within 3 months full time equivalent | ☐ | | |
| A written summary of critical feedback from the Primary Advisor/ Panel on the draft thesis has been provided to the candidate and is attached | ☐ | | |
| **Compliance checklist** | | | |
|  | **Yes** | **No** | **NA** |
| The thesis will be checked for plagiarism (i.e., text checked in ‘iThenticate’) | ☐ | ☐ | ☐ |
| Sections of the thesis work have been reviewed externally e.g., peer-reviewed journal, conference presentation or exhibition | ☐ | ☐ | ☐ |
| The data collection will continue to be checked for the veracity e.g., spot checks, copies of lab books, checking statistical analyses | ☐ | ☐ | ☐ |
| Reporting will be kept up to date e.g., ethics or grant reports, verbal reporting to third parties | ☐ | ☐ | ☐ |
| A candidature publication plan and associated authorship arrangements are in place and timelines suitably aligned to candidature timelines | ☐ | ☐ | ☐ |
| The work is compliant with JCU Intellectual Property policy | ☐ | ☐ | ☐ |
| Nomination of examiners has been considered, and is underway | ☐ | ☐ | ☐ |
| Data is stored in accordance with the JCU Code for the Responsible Conduct of Research (Research Code) | ☐ | ☐ | ☐ |
| The Candidate & Advisor agreement form is current and appropriate for this stage of candidature | ☐ | ☐ | ☐ |
| Where ‘No’, explain why and detail actions taken to address compliance requirements: | | | |

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| **Section 3 – Seminar Evaluation by Candidature Committee (Chair, Independent Academic, Advisory Panel)** | |
| Evaluation of readiness for examination of the thesis/research work, based on the candidate’s presentation, on a scale of 1 to 6 (where 1= Exceptional, 2 = Excellent, 3 = Very Good, 4 = Good, 5 = Fair, 6 = Flawed. | |
| **Criteria (based on those to be used by the External Examiners)** | **Score** |
| The thesis/exegesis/creative work as a whole is a substantial and original contribution to knowledge of the subject with which it deals. |  |
| The candidate shows familiarity with, and understanding of, the relevant and current literature. |  |
| The techniques adopted are appropriate to the subject matter and are properly applied |  |
| The candidate demonstrates a capacity for independent, critical thinking. |  |
| The results are suitably set out and accompanied by adequate exposition. |  |
| The quality of English and general presentation is both of a standard for publication. |  |
| *If any of the above need strengthening or deserve recognition, please provide more detailed feedback here:* | |

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| **Quality of Presentation** | **Adequate** | | **Inadequate** | |
| Overall organisation, clarity, conciseness | ☐ | | ☐ | |
| Capacity to convey and discuss their research work | ☐ | | ☐ | |
| Capacity to demonstrate disciplinary and scholarly expertise | ☐ | | ☐ | |
| Quality of visual presentation (if any) | ☐ | | ☐ | |
| Capacity to answer questions | ☐ | | ☐ | |
| *If any of the above are inadequate, please detail the concerns here:* | | | | |
| **Evaluation of Research Work presented in the Oral Seminar including responses to questions.** | | | | |
|  | | **Yes** | **No** | **N/A** |
| The thesis is likely to be ready for submission for examination within three months | | ☐ | ☐ | ☐ |
| If “no”, please explain why, and action and/or time required to address concerns: | | | | |

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| **Section 4 – Recommendation to the Dean, Graduate Research** | | | | | |
| Candidature Committee (Chair, Independent Academic, Advisory Panel) | | | | | |
| A recommendation for the outcome of the Pre-Completion Evaluation must be made to the Dean, Graduate Research. | | | | | |
| **Is this the Candidate’s first attempt at the Pre-Completion seminar** | | ☐ | **Yes** | ☐ | **No** |
| **☐** | **That the research as presented is likely to be examinable within three months.**  The Candidate’s Pre-Completion Evaluation should be recorded as satisfactory. | | | | |
| ☐ | **That the research is not likely to be examinable within three months.** The Candidate’s Pre- Completion Evaluation should be recorded as provisional. The Candidate should be placed on Progress Support in accordance with the [HDR Progress Support Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-progress-support-procedure). One further attempt is recommended. | | | | |
| ☐ | **That the research is not likely to be examinable within three months**. The Candidate should be placed Under Review in accordance with the HDR Under review Procedure. One further attempt is recommended. | | | | |
| ☐ | **For Doctoral Candidates Only: The research is of a standard and extent appropriate for submission as 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: | | | | | |

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| **Signatures** | | |
| **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 my College Dean. | | |
| Name: | Signature: | Date: |

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| **Approvals** | | |
| **Chair of Candidature Committee** | | |
| Name: | Signature: | Date: |
| **Independent Academic (Doctoral Candidates only).** | | |
| Name: | Signature: | Date: |
| **Primary Advisor** | | |
| Name: | Signature: | Date: |
| **Secondary Advisor** | | |
| Name: | Signature: | Date: |
| Name: | Signature: | Date: |
| **Additional Advisors including Advisor Mentor** | | |
| Name: | Signature: | Date: |
| Name: | Signature: | Date: |

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| **GRS Use Only** | | | |
| **Subject Coordinator RD7003** | | | |
| I confirm that I have evaluated the Professional Development recorded in SkillsJCU. | | | |
| 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: | | | |
| ☐ | The Candidate’s Pre-Completion Evaluation should be recorded as satisfactory | | |
| ☐ | The Candidate should undergo Progress Support in accordance with HDR Progress Support Procedure. | | |
| ☐ | The Candidate should be placed Under Review in accordance with HDR Under Review Procedure. | | |
| ☐ | 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. **THIS IS FOR SECOND ATTEMPT ONLY regardless of whether the Candidate is or has been Under Review.** | | |

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| Name | Signature: | Date: |
| Comments / course of action (if required): | | |