

Pre-Completion Seminar – College Process

Scheduling time for 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:

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

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. **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:

Completed paperwork required a minimum 1 week prior to the Pre Completion Seminar.

- To be forwarded to caseresearch@jcu.edu.au via Primary Supervisor who approves the documentation and confirms that seminar is to proceed
- ***NB: If documentation is not received 1 week prior to seminar date, the seminar may not proceed as scheduled***

Documentation Required:

- **To advertise seminar:**
 - Seminar title and abstract (abstract length guide for this purpose: approx. 100-300 words)
- **To distribute to Candidature Committee:**
 - Substantive piece (such as a chapter from thesis)
 - Pre-completion evaluation form (available at the link below).
Sections 3, 4 and 5 of evaluation form to be completed by candidate and advisory panel prior to seminar prior to seminar where applicable to include the following:
 - Plan for Completion of Candidature (Gantt Chart or Outline of the Plan for Completing the research and thesis in the candidature time remaining)
 - Plan for the publication of unpublished components of the research including the proposed authorship arrangements and the protocol for publication if the candidate does not initiate manuscript preparation within a mutually agreed time period. (advice received from GRS)
- [PCE-FORM-01 HDR Pre-Completion Evaluation Form](#)

CASE HDR Academic Services Officer Action:

- organise the availability of remaining committee members – (Independent Academic and Head of Academic Group)
- book videoconferencing
- email to staff and HDR candidates Seminar invitation

Attachment:

- Advisor Mentor List for the nomination of Independent Academic

Links to Graduate Research School website:

- Pre-completion evaluation milestone procedure
<https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-pre-completion-evaluation-milestone-procedure>
- Thesis Preparation, Submission and Examination
<https://www.jcu.edu.au/graduate-research-school/candidates/enrolled-students/thesis-preparation,-submission-and-examination>
- Nomination of Examiners Form
<https://www.jcu.edu.au/graduate-research-school/forms-and-policies>