

# THE JCU CONFIRMATION OF CANDIDATURE (COC) GUIDELINE

The purpose of these Guidelines is to assist and guide candidates preparing to meet Confirmation of Candidature (COC) requirements including:

Research Proposal (5-20 pages) and Seminar (RD/RM7001)

Literature Review (5- 20 pages)

Professional Development Compulsory Components and Audit and Training Plan (RD/RM7002)

The work (project proposal and literature review) must be developed with your Advisory Panel.

Project proposal: Once you and your advisory team have finalised the project proposal using the COC-Proposal Template, it will be submitted for external review via your Advisory Panel, 6 weeks prior to the seminar. Once the reviewer comments are addressed, the following must be submitted to the candidature committee:

- Completed COC-Proposal Template and all appendices
- Literature Review
- Completed COC-Assessment Form
- Revised CAA-FORM-01 Candidate Advisor Agreement

The body of work and the seminar will then be evaluated by the Candidature committee as part of the seminar process.

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# OVERVIEW OF REQUIREMENTS

## Why is Confirmation of Candidature a requirement?

The purpose of Confirmation of Candidature is to provide you with a scaffolded approach to starting your research studies. It forms the basis of your first discussions and work with your advisory team and ensures that the scope and focus of your study will meet the requirements of your enrolled award (e.g., Masters or Doctorate).

The Candidature Committee in reviewing your work on behalf of the university is asked to comment on your progress toward completion of your award. In doing this they will be assessing

- (1) If your proposed research is feasible and achievable in the time available and if the outcomes of that work are likely to meet the award requirements.
- (2) If in your presentation of the work to date you are demonstrating appropriate progress in developing the research skills and capacities that are needed to conduct the research at the level commensurate with the award requirements. This will include consideration of your capacity to deliver the work in a timely way.

It is an opportunity for experts beyond your advisory team to provide:

- (1) **Formative feedback** to support you and your research. This type of review is part of the life of the researcher and your capacity to engage with and respond to feedback is designed to contribute to your research training experience, and
- (2) **Summative feedback** to verify that you have met requirements of the two component subjects and the overall confirmation milestone. For the majority of students this will result in progressing in the degree reassured that your research topic, skills and capacity will serve you well as you progress. However if the Committee has concerns you may be required to complete additional work, failure to provide work of a suitable standard would lead to your discontinuation from your current award.

Further information on Confirmation of candidature is available [here](#).

## Two components

There are two components to the completion of Confirmation of Candidature, RD7001 (Research Proposal) and RD7002 (Literature Review). While preparing these separate assessments be aware that together they form the basis for assessing your eligibility for confirmation of candidature. The work in each is complementary and together represent the outcomes that are reasonable to expect from a candidate after 6 months of full time study or 12 months of part time study in a Higher Degree by Research.

## RD/RM7001 PLANNING THE RESEARCH

### Assessment Requirements

For full details of the requirements of the subject please review the outline ([RD7001/RM7001](#)). In brief the assessment requirements for this subject are:

1. **A research proposal.** (4,000-8,000 words) This should be prepared in conjunction with your advisory team and submitted for Expert Review via your advisory team 6 weeks prior to the seminar, with the document amended in response to the review and provided to the Candidature Committee at least 1 week prior to the seminar. The research proposal should be prepared using the COC-Proposal Template.
2. **Presentation of a seminar** within 6 months of commencement of your degree (12 months for part time candidates). The seminar must be delivered in person or with ADRE approval via video conference and viewed by all members of the Candidature Committee. Others should be encouraged to attend unless such an arrangement is precluded by a confidentiality agreement. The presentation should be approximately 30 minutes excluding questions and should detail the research proposal.

### Assessment

The assessment outcome of the above two items will be a grade of Pass/ Conceded Pass or Fail. A Pass is required in order to meet the Confirmation of Candidature requirements.

## RD/RM7002 SITUATING THE RESEARCH

### Assessment Requirements

For full details of the requirements of the subject please review the subject outline ([RD7002/RM7002](#)). In brief, the assessment requirements for this subject are:

1. **A literature review**, critical reflection and or analysis of an appropriate body of literature or creative process or systematic review. (4,000-8,000 words) This should be prepared as a word document and provided to the Candidature Committee for assessment.
2. **Submission of a Professional Development Audit and Plan.** A template for this is found in COC-Proposal Template Appendix 1. **For Doctoral candidates only there are also compulsory components to be completed.** For a current list of these please search "GRS Professional Development Workshops" on the JCU website.

### Assessment

The outcome of submission of the assessment for RD/RM7002 will be a grade of Pass/ Conceded Pass or Fail. A Pass is required in order to meet the Confirmation of Candidature requirements.

## PROCESS TIMELINE CHECKLIST

Below is a brief descriptor of key steps and workflow:

### RD/RM7001

Timing	Task/Action
As soon as possible after course enrolment	Setting the seminar date and appointment of Expert Reviewer, download and review the COC-Proposal Template.
6 weeks prior to seminar	Research proposal using the COC-Proposal Template submitted to Expert Reviewer by Advisory team
4 weeks prior to seminar	Candidate makes amendments to research proposal in accordance with Expert Reviewer's report
2 weeks prior to seminar	Advisors complete RD7001/RM7001 Advisory Panel Report on COC-Assessment Form
1 week prior to seminar	Completed COC-Proposal Template and COC-Assessment Form submitted to Candidature Committee

### RD/RM7002

Timing	Task/Action
As soon as possible after course enrolment	Setting a timeline for preparation of the literature review and professional development
Compulsory Components	Review the GRS emails and website to ensure you complete the required compulsory training components progressively
4-6 weeks prior to seminar	Literature Review submitted to Advisory Panel for comment
2-4 weeks prior to seminar	Complete the Professional Development Audit and Plan in Appendix 1 of the COC-Proposal Template in discussion with your Advisory Panel accounting for your skills development needs and research activities involved through the remainder of the degree and to align with your future employment expectations
1 week prior to seminar	Finalise the Literature Review and submit with COC-Proposal Template, COC-Assessment Form and revised CAA-FORM-01 Candidate Advisor Agreement (6-week check in) submitted to Candidature Committee

# COC-PROPOSAL TEMPLATE

## Use of the Template

The COC-Proposal Template is intended to provide a guide and format for the preparation of the Research Proposal and associated documents including the Professional Development Audit and Plan, Response to Expert Review and Budget as required.

The Research Proposal that will be sent to the expert reviewer does not require inclusion of any appendices.

The Final version of the Template to be submitted with COC-Assessment Form one week prior to the Seminar must include all required appendices. The Literature review does not form part of the template but must be attached to the COC-Assessment Form.

## OUTCOMES OF COC

### Next steps

Where your COC outcome is positive (i.e., you receive passing grades for the two subjects and Confirmation is recommended and approved) your next step is to continue working with your Advisory Panel to progress your [work](#).

Where your COC outcome on the first attempt is not positive you will be given guidance and feedback to support you and your Advisory Panel to prepare for a second attempt. It is important that you work closely with your Advisors and focus your attention on the feedback provided drawing on all JCU [services](#) (e.g. StatsHelp, librarians, etc) to ensure you meet requirements.

Where your COC outcome on the second attempt is not positive you will be discontinued from your current course. Where possible the committee will recommend an exit award if there is sufficient work of quality to support this recommendation. If you believe the assessment of the committee is in error there is an option for you to appeal the process within 20 days. You are strongly encouraged to work closely with relevant support [services](#) in progressing your appeal.

## **NOTES FOR THE ADVISORY PANEL**

Please be aware that in working with your Candidate toward Confirmation of Candidature it is your role to help them ensure they frame their topic to ensure that its scope and focus is achievable within the time and resources available. To assist you in this work there are a series of compulsory components that all candidates must undertake intended to ensure they are aware of degree requirements, they have access to services to support their skills development and that they are aware of their responsibilities in working with you.

Working from day one we envisage the planning for the first milestone, Confirmation of Candidature will begin and that the Research Proposal and Literature Review will inform your work together. Considering a realistic date for the Seminar accounting for student progress and availability of panel members is for you to work on with the candidate and College ASO.

The key materials to be aware of can all be viewed here including subject outlines, the template and the form. If you have any questions or concerns please contact your College ASO or the GRS. These questions may include the candidate needing leave or an extension.

In order to prepare the Research Proposal we ask that you identify an appropriate external reviewer and ensure they are able to review the work within two weeks. The reviewer must have no conflicts, and be appropriately qualified and trained to be able to assess the work independently, accounting for the requirements of the Confirmation of Candidature. The elements of this work are spelt out in the COC-Proposal Template. Only the template and none of the appendices are to be sent to the External reviewer using the email proforma provided.

Your work with the candidate will culminate at least one week prior to the seminar with your approval by signature of COC-Assessment Form.