|  |  |  |
| --- | --- | --- |
| **MCR-FORM-01**  **Mid-candidature Review** | | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS)  See [HDR Mid-Candidature Review Procedure](https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-mid-candidature-review-milestone-procedure) | |  |
| **Section** | **To be completed by:** | |
| **Section 1:** Presentation Evaluation | **NOT REQUIRED if Candidate has submitted a paper to a peer-reviewed publication or made a comparable presentation at a conference external** 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: |  |  |
|  | PhD | Professional Doctorate |
| Date of Mid-Candidature Review |  | |
| Completing RD7003 | The Flexible component of RD7003 Professional Development (previously known as the Elective Component) must be completed by Mid-Candidature Review. Doctoral candidates should have completed a minimum of 40 hours of Flexible professional development activities, or achieved 10 points in the Leadership and Initiative category, to the satisfaction of their advisory team.  Note that candidates must reach the threshold of either 40 hours of training activities OR 10 points in Leadership and Initiative, even if they are listing activities in both categories. Candidates may choose to continue with further professional development activities until the Pre-Completion Evaluation, which they may do under the optional Recommended category. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.** | | | | | |
| **If presentation exemption requested by the candidature committee, please use section below to document any feedback and response from external sources, e.g. conference or journal reviewers:** | | | | | |
|  | | | | | |
| **Theoretical background** | | | **Appropriate** | | **Inadequate** |
| * Clear statement and justification of aims | | |  | |  |
| * Understanding of theoretical / historical context | | |  | |  |
| * Hypotheses/research question(s) | | |  | |  |
| * Overall comprehensiveness | | |  | |  |
| **Methodology** | | | **Appropriate** | | **Inadequate** |
| * Appropriateness of method to study | | |  | |  |
| * Understanding of methods | | |  | |  |
| **Data analysis (may be marked as “not applicable”)** | **Appropriate** | | **Inadequate** | | **N/A** |
| * Appropriateness of analysis |  | |  | |  |
| * Comprehension of analytical techniques used |  | |  | |  |
| * Relation of outcome to hypothesis / research question(s) |  | |  | |  |
| **Interpretation and analysis of results** | | | **Appropriate** | | **Inadequate** |
| * Interpretation | | |  | |  |
| * Appreciation of strengths and limitations of study | | |  | |  |
| **Conclusions** | | | **Appropriate** | | **Inadequate** |
| * Summary | | |  | |  |
| * Appreciation of significance | | |  | |  |
| * Contribution to professional knowledge (Prof Docs only) | | |  | |  |
| **If any of the above were considered inadequate, please detail concerns.** | | | | | |
| **Quality of presentation** | | **Appropriate** | | **Inadequate** | |
| Overall organisation, clarity, conciseness | |  | |  | |
| Quality of presentation | |  | |  | |
| Capacity to answer questions | |  | |  | |
| **If inadequate, please detail concerns:** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2 – Evaluation of Written Work** | | | | |
| Candidature Committee to complete this section. | | | | |
| **The quality and quantity of written work, e.g. thesis drafts to date, papers, exegesis etc, supplied by the Candidate is:** | | | | |
| Adequate | Inadequate | 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 | | |  |  |
| Plans for publishing the work | | |  |  |
| Contractual obligations to Industry Partners | | |  |  |
| Scholarship or grant conditions | | |  |  |
| Intellectual Property/Authorship issues | | |  |  |
| Updates to CAA-FORM-01 Candidate & Advisor 6 Week Check-In are attached | | |  | NA |
| Necessary permits and clearances for the research have been obtained (e.g. ethics, government authorities) | | |  |  |
| A \*[Research Data Management Plan](https://www.jcu.edu.au/rdim/step-1-plan) (RDMP) in [*Research Data JCU*](https://research.jcu.edu.au/data/default/rdmp/home)has been updated to reflect project changes. Appropriate data management practices (i.e. [file names/structures, file formats, version control](https://www.jcu.edu.au/rdim/step-2-manage/organise-data) etc) been applied and “active” data are appropriately stored and backed up regularly.  Notes: If no, advise candidate to update RDMP and/or to meet minimum [JCU data management requirements](https://www.jcu.edu.au/rdim/step-2-manage) before progressing this form further.  \**only required if CoC in 2021 onwards* | | |  |  |
| 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** | | |
| All doctoral candidates should finalise the Flexible component of RD7003 in this document. Please fill in the Flexible component table or alternatively the Leadership and Initiative table. If you have completed activities in both areas, you are welcome to note them all here, although you must achieve the threshold of either 40 hours of training OR 10 points in Leadership and Initiative to fulfil this part of RD7003. | | |
|  | | |
| The Flexible Component of RD7003 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](https://www.jcu.edu.au/graduate-research-school/workshops-training-and-events/professional-development-program/rd7003-professional-development-workshops) 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.  Professional development activities must be matched to a relevant Graduate Attributes Code. In most cases, GRS activities will have Graduate Attribute Codes indicated in their online and registration information. For external activities, please assess which code best fits the activity. These codes assist the GRS in providing relevant information on the Australian Higher Education Graduation Statement. Please select from the following list, according to the activity undertaken:   * **Discipline Expertise (DE):** developing disciplinary/interdisciplinary knowledge at the forefront of the field, developing understanding of methodologies, theoretical perspectives, practice and technical capabilities to enable ethical collection, analysis, synthesis and evaluation of data. * **Engagement and Influence (EI):** professional networking, research collaboration, teamwork, articulation of scholarly arguments and ability to communicate research to communities of peers and of non-experts. * **Innovation and Impact (II):** developing abilities in innovative evidence-based solutions to problems. * **Career Capability (CC):** building skills favoured by employers, particularly problem solving, critical thinking, time management, written and oral communication, project management and budgeting, and strong personal qualities such as autonomy, resilience and adaptability. * **Integrity and Social Responsibility (IS):** activities that assist in developing social and environmental responsibility and cultural competence. * **Leadership and Initiative (LI):** activities that demonstrate a commitment to professional leadership and achievement, with an emphasis on career building. | | |
| **I have fulfilled the Flexible component of RD7003 by:** | **Yes** | **No** |
| Professional development courses, seminars, mentored teaching or other activity for a minimum of 40 hours |  |  |
| Leadership and Initiative (and have reached the threshold of 10 points) |  |  |
| **For candidates who commenced before September 2019. NOTE THAT YOU MUST COMPLETE RESPECTFUL RELATIONSHIPS TRAINING (OR HAVE RECEIVED AN OFFICIAL EXEMPTION) BEFORE YOU CAN PASS YOUR MID-CANDIDATURE REVIEW:** | **Yes** | **No** |
| I confirm I have completed/been exempted from the compulsory Respectful Relationships for HDRs workshop |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional Development courses, seminars, mentored teaching or other activity** | **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 Professional Development Program). Written evidence should be attached to this form** | **Number of hours** | **Framework code (DE, EI, II, CC or IS).** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total of hours** |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Development: Conditional components**  Some candidates are required to complete Conditional components, if these are specified in their conditions of candidature. Candidates who have undertaken Conditional components must indicate them here. The hours undertaken in Conditional components will be added to your Flexible component hours to produce an overall total for Flexible activities. | | | | |
| **Conditional component** | **Date/s of activity (if a series indicate start and end dates** | **Evidence of completion (e.g. SKIP or AWE Certificate)** | **Number of hours** | **Framework code (DE, EI, II, CC or IS).** |
| Skills for International Postgraduates (SKIP) or Academic Writing and Editing (AWE) |  |  |  |  |
| 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 |  |  |  |  |
| **Sub-total of hours for conditional components** | | |  | |
| **TOTAL FLEXIBLE HOURS** | | |  | |

|  |  |  |
| --- | --- | --- |
| **Leadership and Initiative**  Points are allocated on a sliding scale, where some activities, such as undertaking a formal internship (7 points) or being an HDR Ambassador (3 points) attract more points than attending a conference (1 point). Please see <https://www.jcu.edu.au/graduate-research-school/Workshops-and-training/leadership-and-initiative> for details. | | |
| **Activity** | **Points** | **What type of evidence has been provided?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Professional Development Career Statement**  Candidates are required to summarise their professional development in a statement addressing how they acquired skills in accordance with the Graduate Attribute codes shown below. The activities you have undertaken will determine which attributes you choose to discuss in this section – you do not have to write about all the codes. This statement is intended to be used in a Curriculum Vitae/Resume.  [Example Professional Development Career Statements can be found here](https://www.jcu.edu.au/graduate-research-school/formstemplates/professional-development-career-statement-examples).   * **Discipline Expertise (DI):** developing disciplinary/interdisciplinary knowledge at the forefront of the field, developing understanding of methodologies, theoretical perspectives and practice, and technical capabilities to enable ethical collection, analysis, synthesis and evaluation of data. * **Engagement and Influence (EI):** professional networking, research collaboration, teamwork, articulation of scholarly arguments and ability to communicate research to communities of peers. * **Innovation and Impact (II):** developing abilities in innovative evidence-based solutions to problems. * **Career Capability (CC):** building skills required by employers, particularly problem solving, critical thinking, time management, written and oral communication, project management and budgeting, and strong personal qualities such as autonomy, resilience and adaptability. * **Integrity and Social Responsibility (IS):** activities that assist in developing social and environmental responsibility and cultural competence. * **Leadership and Initiative (LI):** activities that demonstrate a commitment to professional leadership and achievement, with an emphasis on career building. |
| *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? | | | Yes | ☐ No |
| **Recommendation - Assessment of Written Work and Public Presentation (Doctorate and Research Masters Candidates)** | | | | |
| **Satisfactory**  Pass | | | |  |
| **Mid-candidature Review Provisionally Completed.**  The candidate must complete additional requirements as outlined below by the following date: | | | | **Date:** |
| With Progress support |  | Without Progress Support | |  |
| **Additional requirements** | | | | |
| **Unsatisfactory**  Candidate placed Under Review if 1st attempt or discontinued if 2nd attempt.\* | | | |  |
| 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 fulfilled the requirements of the subject | | | |
| Name: | | Signature: | Date: |
| **Dean, Graduate Research or Nominee** | | | |
| I have sighted the information and recommendations above in relation to the Candidate’s Mid-Candidature Review and approve the following: | | | |
|  | The Candidate’s Mid-Candidature Review and RD7003 should be recorded as satisfactory. | | |
|  | The Candidate’s Mid-Candidature Review Provisionally Completed and is pending completion of additional requirements. | | |
|  | The Candidate should be placed Under Review in accordance with HDR Under Review Procedure. Only 1 reattempt allowed. | | |
|  | **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): | | | |