

HDR12 - Confirmation of Candidature - Part 2

The Confirmation of Candidature (COC) milestone will require the submission of the following documents;

- Research Proposal
- Detailed written statement of the work to be completed in the next year, demonstrating backward mapping
- Gantt Chart
- iThenticate report on your research proposal or any other piece of writing

Oral Defence Preparation:

- Only submit this form and your final Research Proposal when you are ready for the Oral Defence.
- Your principal supervisor will need to nominate 3 panel members.

Panel members will need to receive the documents at least 2 weeks before the scheduled Oral Defence presentation date. (Please keep this in mind when selecting your presentation date/ submitting your form)

CONFIDENTIAL QUESTIONS:

Kindly note that this form contains two confidential questions. If your response is yes to either, your answers will be forwarded directly to the research office and escalated to the Dean of Graduate Studies (DGS).

If the DGS is on your supervisory panel, your response will instead be escalated to the Deputy Vice Chancellor Research and Innovation (DVCRI).

Your supervisor will not have access to this information.

If you prefer not to share this on the form, feel free to reach out to the Candidate Progression Coordinator - research.degrees@cdu.edu.au, DGS - Professor Tara Brabazon - tara.brabazon@cdu.edu.au or DVCRI - Professor Steve Rogers steve.rogers@cdu.edu.au

- All relevant answers must be completed. Depending on your response to a given answer, additional information may be required. You will be unable to continue until the required answers have been completed.
- Progress on this form can be saved and completed at a later stage.
- When selecting 'save and continue later', a link will be emailed to you, that enables you to return to complete the form.

Workflows:

Workflows have been enabled with this form to facilitate authorisations and signatures as follows:

1. Candidate completes Section 1- submits to Principal Supervisor
2. Principal Supervisor completes Section 2 - submits to Faculty / School administration office
3. Faculty / School administration office completes section 3 – submits to Faculty / School Delegate
4. Faculty / School Delegate completes section 4 – Submits to Faculty / School administration office
5. Faculty / School administration office completes section 5 - Submits to Panel Chair
6. Panel Chair completes section 6 – Submits to Faculty / School administration office
7. Faculty / School administration office completes section 7 - submits to Faculty / School Delegate
8. Faculty / School Delegate completes section 8 – submits to Research Degrees
9. Research Degrees Office completes section 9– submits to Dean of Graduate Studies
10. Dean of Graduate Studies completes section 10– submits to Research Degrees Office
11. Research Office to process request and advise Candidate by email.

A copy of the form will be sent to the Principal Supervisor once the Dean of Graduate has endorsed. The Supervisor can then share the feedback with the student.

For queries about the process, or difficulties using the form, please contact the Candidate Progression Coordinator by phone at +61 8 8946 7289 or by email at research.degrees@cdu.edu.au

Section 1a: Details of the Candidate

Name of Candidate *

Student Number *

Candidate Email Address *

Faculty or School name *

Course * Doctor of Philosophy Masters by Research

Principal Supervisor Name *

Principal Supervisor Email *

Section 1b: Supervisory Panel Details

If you have recently updated your supervisor panel - please complete the [HDR11 - Change of Supervisory Panel \(snapforms.com.au\)](https://snapforms.com.au/HDR11-Change-of-Supervisory-Panel)

Associate Supervisors Details

Associate Supervisors must be registered supervisors who are paid by CDU or Menzies—or who dedicate substantial time to CDU or Menzies.

Press **"Add Supervisor"** for each separate Associate Supervisor

Other members of the supervisory panel

Specify end users or industry partners, academic advisors from other universities, and anyone else on your panel.

Press **"Add Advisor"** for each separate Advisor

Section 1c: Research Proposal Submission

The research proposal will usually comprise between 5000 and 7000 words at Masters level and 7000 and 10000 words at PhD level.

The research proposal should

- outline the research questions and aims—and include a literature review to justify these aims
- describe and justify the methods that will be used to fulfil these aims
- specify a timetable of when the various research activities are likely to be completed
- discuss risks around ethics, safety, legal issues, and intellectual ownership, if applicable
- specify the budget that will be needed to complete this research and the source of funds if needed
- include a list of references

Thesis Title *

Please upload final research proposal *

Section 1d: Written Statement & Gantt chart

Please provide a detailed written statement of the work to be completed in the next year, demonstrating backward mapping.

The goal is to complete your PhD in three years full time equivalent and your Masters in two years full time equivalent. In your Mid Thesis Review Milestone, you will need to demonstrate the work you have completed since your CoC, and the timetable to your completion.

A Gantt chart is available for your use here: [Gantt Software | monday.com](#).

Please upload written statement & Gantt chart *

Section 1e: iThenticate report

Please run a similarity report in iThenticate of your research proposal, or any other piece of writing, to check for potential plagiarism.

Check each instance of similarity in the report to ensure all work is correctly attributed and edit if and as required to avoid any potential plagiarism. Then, generate a similarity report on the FINAL version of your research proposal, or any other piece of writing, through iThenticate and upload here.

Please upload an iThenticate report *

Browse

Having difficulty accessing iThenticate?

1. Visit [Plagiarism Detection Software | iThenticate](#)
2. Choose "Forget Password."
3. Enter your student email, which is based on your student number (e.g., if your number is 107107, your email is s107101@students.cdu.edu.au).
4. Click submit.

Additionally, check your junk mail for the reset email. For further assistance, contact research.degrees@cdu.edu.au

Section 1f: Oral Presentation details

Following submission of your Research Proposal, you are now ready to organise your Oral Defence Presentation.

Please discuss with your principal supervisor and faculty administration team about booking a date/time and venue.

If you have a specific reasons why a synchronous presentation is not possible, then a pre-recorded presentation may be permitted. Students will still be required to answer live and synchronous questions from the assessors. Reasons for this recorded presentation may include time zone differences between the student and assessors, or a disability or impairment that renders such presentations difficult to deliver through the added stress of a live event.

Please confirm if you wish to request permission to submit a pre-recorded presentation

Yes No

Please can you provide the following:

- Proposal presentation paragraph of your research/ Abstract
- Biography
- Photo

The details here are used in the invitation for your CoC presentation, and once you have completed your confirmation of candidature, a profile will be created for you on the [CDU research webportal](#).

Proposal presentation paragraph of the Candidate's research/ Abstract *

Candidates Biography *

Please upload a photo of yourself *

Browse

Max file size: 1 MB. Accepted file types: jpg, jpeg, png, bmp, gif

Research web portal *

- I hereby give my consent for my photo and details to be uploaded to the CDU Research Portal (following successful completion of Confirmation of Candidature)
- I do not give consent for my photo and details to be uploaded to the CDU Research Portal

Please note, you will be notified by Research.degrees@cdu.edu.au once your profile has been created. After your profile is created, please contact Research.degrees@cdu.edu.au to make any changes to the wording.

Section 1e: Additional Questions and Signature

Have you confronted difficulties with your supervision?

- Yes No

CONFIDENTIAL QUESTION1: Please be advised, your supervisors will have no visibility to this question or your response. The Dean of Graduate Studies will also have no visibility to this question, if they are on your panel.

Do you require the assistance of the CDU Wellness Centre

- Yes No

[Wellness Centre | Charles Darwin University \(cdu.edu.au\)](#)

Do you require a private and confidential meeting with the Dean of Graduate Studies *

- Yes No

CONFIDENTIAL QUESTION 2: Please be advised, your supervisors will have no visibility to this question or your response. If the Dean of Graduate Studies is on your supervisor panel, your request for a confidential meeting will be escalated to the Deputy Vice-Chancellor Research & Innovation.

To complete the confirmation of candidature, additional to submitting a research proposal and presentation, candidates must:

- Agree to the HDR Student and Supervision Charter
- Complete the Epigeum - Research Integrity Training (8 core modules)

Have you completed your Supervisor Charter and Epigeum - Research Integrity Training modules certificate? *

- Yes No

Candidate Signature *

Date *

Please scroll to the bottom of the form and click **'submit'**, the form will then be sent to your Principal Supervisor

Once your supervisor has completed section 2 of this form and endorsed, you will receive a copy of the form.

Section 2: Endorsement from Principal Supervisor

Principal Supervisor Name *

Section 2a: Supervisor evaluation

Is the Faculty or School able to provide the necessary facilities the candidate needs to support this research? *

Yes No

Has the supervision panel been finalised? *

Yes No

Has the candidate *

Dedicated enough time to this research thus far

Definitely Moderately Negligibly

Demonstrated the ability to write effectively

Definitely Moderately Negligibly

Demonstrated the capacity to think critically

Definitely Moderately Negligibly

Demonstrated they have acquired or could acquire the necessary knowledge

Definitely Moderately Negligibly

If not, please specify your concerns here—such as which skills the candidate will need to develop

If applicable, please specify your main concerns about the project here—such as safety issues, ethical issues, or feasibility of data collection

Section 2b: Intellectual Property

Intellectual property at CDU

Is the project subject to a funding agreement? *

Yes No

Does this project affect a larger ongoing or planned research project at CDU? That is, if nobody except the candidate could access the results or outcomes of this project, would other researchers at CDU be disadvantaged? *

Yes No

Please note:

- the candidate may need to assign their Intellectual Property to the University
- the Office of Research and Innovation will organise this assignment of Intellectual Property to the University

Section 2c: HDR Panel – Oral Defence Presentation

Please ensure you have contacted each member and confirmed they are available to participate in the panel on your nominated day/ time prior to submitting this form.

If you are not sure on the day/time/ location details for the presentation - please discuss with your student and or Faculty/ Menzies administration staff prior to completing this form.

Name of Chair *

Chair email address *

Is the chair a supervisor? *

Yes No

Name of Assessor 2 *

Assessor 2 email address *

Is assessor 2 a supervisor? *

Yes No

Name of Assessor 3 *

Assessor 3 email address *

Is assessor 3 a supervisor? *

Yes No

Presentation date

Presentation time *

Location (Darwin Campus or online)

Darwin Campus Online Other

Section 2c: Principal Supervisor Signature

Principal Supervisor Signature *

Date Principal Supervisor signed *

Please select the applicable email address from the dropdown box below.

Once you click 'submit' the form will be sent to the relevant HDR Administrator who will request the delegates endorsement.

Your Faculty/ Menzies Administration team will be in contact with you following submission of this form to confirm the presentation details.

Faculty / School HDR Administrator Email *

Section 3: Faculty / School Administration

Now that the student has submitted their Research Proposal, please contact the principal supervisor/student to confirm the details for the Oral Presentation.

HDR Administrator / Coordinator name *

Please add any additional comments here

Upload any documents - incl revised Proposal

Browse

Please complete the applicable email address below.

Once you click 'submit' the form will be sent to the relevant HDR delegate for review.

Faculty / School Delegate email *

Section 4: Faculty /School Endorsement

Faculty / School Delegate Name *

Research Proposal Approved *

Yes No

Panel members approved? *

Yes No

Faculty / School Delegate Signature *

Date Faculty signed *

Once you click 'submit' the form will be sent to the HDR administrator who will confirm and send the paperwork to the panel members

Section 5: Faculty / School administration office - Panel confirmation

Please provide the names and email address of the approved panel members.

Then confirm the date/ time and location, including online details if applicable

The research proposal / documents and details of the presentation will then be sent to each panel member once you process submit to this workflow.

Confirmed Chair name *

Chair email address *

Confirmed Assessor 2 name *

Assessor 2 email address *

Confirmed Assessor 3 name *

Assessor 3 email address *

Presentation date *

Presentation time *

Location *

- Darwin Campus Online Other

Room location or Online details *

Section 6: Chair Assessment

a. Assessment

To pass the confirmation of candidature, the panel need to be confident that

- the supervision panel can offer the requisite feedback on the discipline, the methodology, and the methods
- the candidate has developed capabilities that are essential to the project but hard to acquire, such as English grammar
- the candidate has been able to devote enough time to this project
- the project is potentially feasible within the timeline, budget, and ethical constraints
- the scope of this project is appropriate—roughly equivalent to 3 or 4 ordinary papers if a PhD and 1 to 2 ordinary papers if a Masters by Research

As a panel, decide whether the candidate and project demonstrates the following attributes.

Project *

The candidate demonstrates an extensive understanding of the topic

- Definitely Moderately Negligibly

The candidate demonstrates an awareness of some complexities, controversies, or limitations in the literature

- Definitely Moderately Negligibly

This research seems to address a clear problem or limitation in the literature

- Definitely Moderately Negligibly

The methods the candidate will use to collect and to analyse data or information are appropriate

- Definitely Moderately Negligibly

The candidate has identified the benefits and limitations of the methods they propose

- Definitely Moderately Negligibly

Feasibility *

The candidate has identified the benefits and limitations of the methods they propose

- Definitely Moderately Negligibly

The candidates should be able to collect the data they seek in the designated time

- Definitely Moderately Negligibly

The candidate should be able to access all the resources they need, such as the necessary software or equipment

- Definitely Moderately Negligibly

At least one supervisor has developed expertise in the field, setting, methodology, and methods

- Definitely Moderately Negligibly

The candidate has outlined a convincing plan on how the research will be published in reputable outlets and translated to practice

- Definitely Moderately Negligibly

For qualitative or mixed methods research only

The candidate has clarified the theoretical underpinning, such as symbolic interactionism or a critical theory

Definitely Moderately Negligibly

The candidate has clarified the likely methodologies, such as grounded theory

Definitely Moderately Negligibly

For attributes that were demonstrated only moderately or negligibly, please outline your concerns and suggest improvements here

Please upload Chair's report here

Browse

Did the panel reach consensus? *

Yes No

b. Outcome

The panel has agreed to pursue one of these alternatives *

- Approval - We would like to pass the candidate after the presentation
- Approval with conditions - We would like to pass the candidate after the presentation
- Reassessment - We invite the candidate to revise the research proposal, to present the research again, or both
- Reject / Raise concerns - We do not believe the candidate will be able to pass this degree successfully

Additional information for the options listed above

Approval

- If applicable, suggest the candidate address any concerns that were raised in the future

Approval - with conditions

- If one or two of the attributes were rated negligibly, a written document should be requested to address these concerns.
- Please ensure to communicate this feedback to the student, separate to this form, and clearly outline their "conditions"
- The candidate has 2 weeks to submit this document to the chair
- Please either attach this document below before submitting the form, or submit this form, then forward the document to the faculty administration office as soon as received from the student. (within 2 weeks of the presentation)

Reassessment

- The candidate is required to address the concerns within 6 weeks full time or 12 weeks part time
- Submit this form
- Students can only resubmit once, if the result is the same a second time, you must select 'Raise Concerns' below

Reject / Raise concerns

- Usually applicable if you feel the candidate is unlikely to be able to address the concerns within 6 weeks full time or 12 weeks part time
- Submit this form
- The candidate will be asked to formulate a plan on how to address these concerns or show cause as to why they should not be discontinued

Record further comments here. For example, please provide more details on the reassessment required. Or confirm the candidate has addressed the attributes rated negligibly in a written document, submitted after the presentation.

Please upload any additional documents, if applicable

c. Signature

Chair Name *

Chair Signature *

Date *

Once you click '**submit**' the form will be sent to the relevant Faculty / School HDR Administrator who will request the delegates endorsement.

- A copy of this form and any attachments will be emailed to you (the chair) and the candidate's principal supervisor, after the faculty and DGS have endorsed the form
- The principal supervisor is then expected to discuss the feedback with the candidate.

Section 7: Faculty School Administration - Oral Presentation Assessment Review

HDR Administrator / Coordinator name *

Comments

Upload an additional documents

Please complete the applicable email address below.

Once you click 'submit' the form will be sent to the relevant HDR delegate for review.

Faculty / School Delegate email *

Section 8: Faculty School Delegate - Oral Presentation Assessment Endorsement

- I agree with the decision of this panel
 I do not agree with the decision of this panel

Record further comments here

Is Ethics approval required for the Research? *

- Yes - Human Yes - Animal No - Neither

Faculty / School Delegate Name *

Faculty / School Delegate Signature *

Date Signed *

Once you click 'submit' the form will be sent to Research Degrees for the Dean of Graduate to endorse.

The student will be advised of the outcome once all endorsements have been received.

Section 9: HDR Candidate Progression Coordinator

Add any additional comments here

Add any additional documents here

Browse

DGS or Delegates Email address *

If DGS is unable to endorse form, please choose alternative email address.

Section 10: Dean of Graduate Studies or Delegates Endorsement

Delegates name *

Any additional comments here.

Dean of Graduate Studies or Delegates Endorsement *

Date Dean of Graduate Studies or Delegate endorsed *