

# APPLICATION FOR MID CANDIDATURE REVIEW

This application is for **Doctor of Philosophy** candidates only.

A full set of the completed documents must lodged via [candidature@vu.edu.au](mailto:candidature@vu.edu.au) **20 working days** prior to the scheduled presentation date

1. Candidate and Supervisor Details	
Name:	Student ID:
Thesis Title:	
Principal Supervisor:	

2. Enrolment Details	
Institute:	
Initial Enrolment Date	
Current Confirmed Completion date	
Date Candidature Confirmed	
Study Mode	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Approved thesis format	<input type="checkbox"/> Traditional <input type="checkbox"/> By Creative <input type="checkbox"/> With Publication

### 3. Higher Degree By Research End-User Engagement Code

A HDR candidate who is: (candidate may select more than one code)

Code:	Meaning:	Select Code: (mark with X)
01	Not undertaking a type of research end-user engagement listed below	
03	Jointly supervised by a research end-user	
08	Research internship undertaken with a research end-user that was <u>not agreed</u> within the relevant period	

#### Definitions:

##### Research end-user

A research end-user is defined as an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research.

Examples of end users includes businesses, governments, non-governmental organisations, communities and community organisations.

Specific exclusions of research end-user are:

- Other higher education providers
- Organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of a higher education provider
- Equivalents (international or domestic) of the above exclusions

##### 03 code

Jointly supervised by a research end-user is defined as an HDR student that has at least two HDR supervisors, with at least one supervisor from a research end user organisation. The supervision arrangements must be endorsed by the HDR student's HEP and the research end user supervisor must be actively engaged in the student's HDR

##### 08 code

- Student can indicate an internship at any time throughout the timely duration of their candidature
- Internship is for a minimum of 3 months
- Does not have to be related to the candidate's Doctorate area of research
- For further information, refer to [Doctoral Industry Placements](#) webpage

**IF YOU INDICATE CODE 08, YOU MUST COMPLETE THE INFORMATION BELOW AND ATTACH THE SIGNED AGREEMENT TO YOUR APPLICATION.**

Research end-user			
1)	Provide the name(s) of the Research end-user <input style="width: 80%;" type="text"/>		
2)	Indicate the development activities with the Research end-user: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
3)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Start Date of Period of work <input style="width: 80%;" type="text"/></td> <td style="width: 50%; border: none;">End Date of Period of work <input style="width: 80%;" type="text"/></td> </tr> </table>	Start Date of Period of work <input style="width: 80%;" type="text"/>	End Date of Period of work <input style="width: 80%;" type="text"/>
Start Date of Period of work <input style="width: 80%;" type="text"/>	End Date of Period of work <input style="width: 80%;" type="text"/>		
4)	Please indicate the total number of full time equivalent days of research:		
5)	<p>You <u>must</u> attach a copy of the Written Agreement to your application</p> <p><i>A written agreement between you and the research end-user must be attached which includes:</i></p> <ul style="list-style-type: none"> <li>• <i>The Research &amp; Development activities to be undertaken by you with the research end-user</i></li> <li>• <i>Duration of the internship</i></li> </ul>		
6)	<p>Is a research contract or other agreement in place?</p> <p>YES                      NO</p> <p><i>If 'yes', please attach a copy of the contract/agreement to your application</i></p>		
7)	<p>Is there an IP agreement in place?</p> <p>YES                      NO</p> <p><i>If 'yes', please attach a copy of the agreement to your application</i></p>		

#### 4. Achievements Since Confirmation of Candidature

	No	Yes	Please provide the details.
Submitted a paper(s) for publication in a peer-reviewed publication?			
Have a paper(s) accepted for publication in a peer-reviewed publication?			
Presented (oral presentation or poster) at a conference external to Victoria University?			
Attended Researcher Development Programs at VU and/or external to the University?			You may wish to submit your VU Develop List of Attendance as part of your submission.
Other (please elaborate)			

#### 5. Ethics & Intellectual Property Approval

	N/A	Yes	No
If applicable, has Ethics Approval been granted? Insert No. here			Please elaborate as to why ethics approval has not been finalised in your submission.
If applicable, have Intellectual Property agreements been finalised between Victoria University and the Industry Partner?		Date of Approval	Please elaborate as to why Intellectual Property agreements have not been finalised in your submission.
Has there been a significant change of approved research direction which will require the University's approval or a modification of your ethics application via this review process?		Please elaborate in your submission as to the nature of the changes.	

**6. Candidate’s and Supervisor’s Assessment of Progress (To Be Completed by Both Candidate and Supervisor to Panel’s Consideration)**

**Candidate’s self-assessment of progress towards completion**

Please Tick	Assessment	
	Expected to submit in 4.0 years.	
	Not expected to submit in 4.0 years.	Please ensure you outline the reasons for your assessment in your submitted documentation.
	No progress and unsure whether completion is possible at all.	Please ensure you outline the reasons for your assessment in your submitted documentation.

**Candidate’s self-assessment of progress towards completion**

Please Tick		
	Progress and expected to submit in 4.0 years.	
	Progress but not expected to submit in 4.0 years.	Supervisors may wish to outline the reasons for their assessment to the Panel via their notes at the Milestone. Please ensure that you have discussed these with your student and ensure that confidentiality is respected.
	No progress and unsure whether completion is possible at all.	

**7. Facilities and Support (to be completed by the Candidate and Principal Supervisor)**

	Yes	No	Candidate to elaborate as appropriate, or elaborate in submission.	Supervisor comment, if applicable.
Are the facilities/equipment required for your research project available within the Institute?				
Are there any OHS (physical, chemical, health and well-being, personal safety) issues that are relevant for progress in candidature?				
Have you discussed your career/employment goals with your supervisor and developed a plan to achieve those goals?				

## 8. Panel Evaluation – Doctoral Degrees

The information collected in this report is for the sole purpose of documenting the candidate's Mid-Candidature Review. Following the oral presentation, the feedback collected will be forwarded to the candidate and supervisory team, indicating an outcome.

AQF Level 10 Graduate Outcomes	Disagree	Agree	Comments
Given the stage candidature and the progress made, the candidate is satisfactorily working towards being able to systematically and critically understand a complex field of learning and specialised research skills for the advancement of learning and/or for professional practice.			
<b>Knowledge</b>			
Given the stage candidature and the progress made, the candidate is satisfactorily working towards systemically and critically understanding a substantial and complex body of knowledge at the frontier of their discipline or area of professional practice.			
<b>Skills</b>			
<p>Given the stage candidature and the progress made, the candidate is satisfactorily working towards becoming an expert, with specialised cognitive, technical and research skills in a discipline area to independently and systematically:</p> <ul style="list-style-type: none"> <li>• engage in critical reflection, synthesis and evaluation</li> <li>• develop, adapt and implement research methodologies to extend and redefine existing knowledge or professional practice</li> <li>• disseminate and promote new insights to peers and the community</li> <li>• generate original knowledge and understanding to make a substantial contribution to a discipline or area of professional practice</li> </ul>			
<b>Application of knowledge and skills</b>			
Given the stage candidature and the progress made, the candidate is satisfactorily working towards being able to apply knowledge and skills to demonstrate autonomy, authoritative judgement, adaptability and responsibility as an expert and leading practitioner or scholar.			

Specific recommendations from the Panel for the candidate to work on to improve the quality of the thesis while ensuring that they complete their degree in a timely manner.

Potential Areas for Comment:

- Research: Aims of the Project, Statement of Significance, Literature Review, Methodology and methods, Analysis and interpretation, Conclusion.
- Ethics and integrity, Intellectual Property, Health and Safety
- Transferable skills: written and oral communication skills, problem solving, project= management, leadership, collaboration, doctoral industry experience (APRIntern, VU ROP8003)

*Comments:*

## 9. Classification of the Mid-Candidature Review

The Chair, on behalf of the Panel has classified that the milestone is:

### Achieved

Candidate will continue to work with their supervisors to make progress towards their next Milestone. There will be no need to prepare a response to the Milestone Report.

### Pending – Minor

Submit a Plan to address the feedback received from the Review Panel to the Chair of the Review Panel **within 10 (EFT) working days** from when they receive their Milestone Review Report.

- A satisfactory Plan will result in the Chair of the Review Panel - on behalf of the Panel - recommending that the Mid-Candidature Milestone has been achieved.
- An unsatisfactory Plan will result in the Chair of the Review Panel - on behalf of the Panel - recommending that the Mid-Candidature Review has not been achieved.

### Pending – Deferred

Candidate will be required to contact the Associate Director (Research Institute) within **10 (EFT) working days** from when they receive their Milestone Review Report.

- An agreed program of study for the candidate, with clearly defined hurdles to be achieved in the next **three months of enrolment (EFT)** will be developed. After which time, the Associate Director (Research Institute) will assess whether the hurdles set have been achieved or not achieved.
- Final outcome of the Mid-Candidature Review Milestone Review lies with the Associate Director (Research Institute) or nominee.

### Has Not Been Achieved

Unsatisfactory Progress proceedings invoked in accordance with [Higher Degrees by Research Procedure 4 Progress](#).

Panel Composition	Name
Chair of Panel:	
Discipline Leader or Academic:	
An Academic and Active Researcher/s:	

### Chair Signature:

Name	Signature	Date



**10. Research Institute Associate Director Approval**

**Final outcome of the Mid-Candidature Review Milestone Review lies with the Associate Director (Research Institute) or nominee:**

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Associate Director Name

Signature

Date

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PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy).

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