Mid Candidature Review
Chair of the Panel Responsibilities

Statement of Purpose

The Mid-Candidature Milestone is the second of three major milestones for graduate researchers at Victoria University.

Given the timing of other milestone events for Candidates enrolled in research Masters degrees, Doctor of Philosophy (Integrated) and the Doctors of Education and Business are not required to present for the Mid-Candidature Milestone Review.

This Milestone Review is designed to further provide graduate researchers with constructive and rigorous feedback on their approved program of research. The review considers quality and progress, and plans for professional development to facilitate high quality, ethical and timely research, under the guidance of appropriate supervision.

Victoria University values the contributions of Chairs of the Panels. This is an important role and should normally be undertaken by a VU academic who is a Level 3 Supervisor.

- The Chair is responsible for the appropriate conduct of the meeting. Tasks they should focus on include:

  o Assisting the applicant with setting up of the equipment, lighting, audio etc.

  o Activating the online (eg Zoom/Webex etc) connection with Panel member(s) as required.

  o Check with candidate before commencing presentation that there is no perceived conflict of interest with any of the nominated panel members.

  o Acknowledgement to Country (refer to Page 5)

  o Introducing members of the Panel to each other and to the applicant.

  o Confirming that Panel members have the appropriate documentation required for the presentation.

  o Postponing the meeting if more than one of the panel members isn't able to attend the meeting. Arrangements will be made by ORTQI for an alternative meeting time.

  o Provide a brief summary highlighting purpose of the presentation for the applicant, Panel members and audience.

  o Outline the meeting's proceedings and the timing allowed for each stage of the session (see above).

  o Keeping applicants, panel members and the audience members to time.

  o Fielding and confirming as required, questions and responses from applicants, panel members and the audience members. Questions should be restricted to question time so the applicant can have the opportunity to present uninterrupted.

  o Ensuring all questions and responses are communicated to the applicant in a clear and professional manner.

  o Consolidate all panel comments into one final report.

  o Prepare a Panel Report for the candidate that is clear and concise with feedback that can be actioned.

  o Ensure that the Panel Report and recommendation on the candidature's milestone is submitted via the application within 10 working days of the oral presentation.

NB: Candidate's are advised that they will receive their formal feedback, regardless of outcome, no later than 15 working days after the oral presentation.

CHECKLIST:	TICK BOX:
A minimum of 2 panel members in attendance, in addition to the Chair. (Please refer to Guidelines)	
All panel members to receive a copy of the application: 1. **A draft abstract (no more than 200 words);** 2. **A comprehensive Table of Contents of the thesis (generated with Word, or similar);** 3. **A table with a synopsis of all chapters and the progress made in each chapter (no more than two pages);** 4. *One substantially completed chapter (such as a Methods/Methodology or the Data Analysis/Results/Findings chapter).* **While the Panel will recognise that chapters are a work in progress until thesis submission, they will expect to see a chapter which is substantially completed; and** 5. *A table/Gant chart summarising a schedule of planned work and timing on each chapter between the time of the Mid-Candidature Milestone Review and the Towards Submission Milestone (no more than two pages).* **Candidates are required to provide a statement (no more than two pages) that specifically responds to the following - noting that the candidate may be asked questions in relation to these in the Presentation:** 1. **The candidate's understanding and application in their thesis of research ethics, if applicable, and research integrity;** 2. **OHS, including candidate well-being, measures in place;** 3. **Intellectual property (where relevant);** 4. **Professional development/transferable skills for graduate outcomes (The relevant VU HDR MyPlan Tool should be used to to identify strategic planning for priority skills/learning area);** 5. **Provision of resources, supervision and facilities; and** 6. **Responding to the recommendations of the previous Milestone, if applicable, (no more than two pages)**	
Principal Supervisor in attendance	
Associate Supervisor in attendance (If not in attendance, please note the reason on the chair report)	
Chair to advise those in attendance of the order of proceedings: 1. **Acknowledgement of Country*** (see page 4) 2. **Introductions** 3. **Ask candidate if there is a potential COI with any panel member?** 4. **Student's oral presentation** (20 min)	

5. **Open discussion and questions** (5-10 min) 6. **Closed discussion (optional): Student with Panel members, and Supervisor(s) present** (5-10 min) 7. **Closed discussion: Panel members** (10 min) 8. **Outcomes: Student with Panel members, and Supervisor(s) present** (10 min)**)**	
The Chair to ask Candidate to leave the room (add to Zoom breakout room) so the panel may discuss the proposal and reach an agreed outcome. **The Principal and/or Associate Supervisor may be invited by the Chair to remain present for this discussion <u>or</u> ask to leave the room/add to Zoom breakout room) whilst the panel deliberates.** **All invited guests are to leave presentation.**	
The Chair to request the Candidate and Supervisors to return to the room/ Zoom whereby the Candidate will be advised of the outcome. **Audience members are <u>not</u> invited to return.**	
The Chair to request panel members to submit any written feedback (directly to the Chair) within 5 days. **In accordance with the guidelines, written Chair of The Panel feedback to be submitted to candidate within 10 working days.**	

QUESTIONS FOR CONSIDERATION TO THE CANDIDATE
Has the candidate had sections of their work reviewed externally? Eg: peer-reviewed journal, conference presentation?
Has the candidate finalised any reports that are due? Eg: Ethics reports or grant reports.
If applicable, have all obligations been met to the Industry Partner or Stakeholders
Does the candidate plan to publish papers beyond the submission of their thesis for examination?
Recommend the Candidate participate in the 3 Minute Thesis Competition to enhance communication and presentation skills?

*ACKNOWLEDGEMENT TO COUNTRY

"We/I acknowledge the Ancestors, Elders and families of the Boonwurrung, Waddawurrung and Woiwurrung of the Kulin who are the traditional owners of University land.

As we share our own knowledge practices within the University may we pay respect to the deep knowledge embedded within the Aboriginal community and their ownership of Country.

We/I acknowledge that the land on which we meet is a place of age old ceremonies of celebration, initiation and renewal and that the Kulin people's living culture has a unique role in the life of this region.

VU is committed to building better relationships and fostering greater understanding between the wider Australian community and Aboriginal and Torres Strait Islander peoples.