
CANDIDATURE MILESTONE REVIEW GUIDELINES

- ◆ **Confirmation of Candidature Review**
- ◆ **Mid Candidature Review**
- ◆ **Towards Submission Review**

Graduate Research School

Table of Contents

Statement of Purpose	3
CONFIRMATION OF CANDIDATURE MILESTONE	4
MID-CANDIDATURE MILESTONE	4
TOWARDS SUBMISSION MILESTONE	4
Tables 1a-c: Milestone Timeline Charts	24
Table 2: Indicative Outline of the Proceedings	26
APPENDIX A	27
My Research Project: Timetable to Completion (for part-time students, 1 year EFT =2 years)	32
APPENDIX B	33
Master Degrees by Creative Project and Exegesis: Description	33
Master Degrees by Creative Project and Exegesis: Written Candidature Proposal Guidelines	34
My Research Project: Timetable to Completion (for part-time students, 1 year EFT =2 years)	38
APPENDIX C	40
PhD (by Creative project and Exegesis): Description	40
PhD by Creative Project and Exegesis: Written Candidature Proposal Guidelines	41
My Research Project: Timetable to Completion (for part-time students, 1 year EFT = 2 years)	45
Appendix D: Mid-Candidature Review & Towards Submission: Example of Synopsis Table	47
Appendix E: Checklist for submission of documents	48
Appendix F:– Conflict of Interest (Panel Appointment)	51
APPENDIX G - Graduate Research Supervision Agreement	52
References and useful links	55

Statement of Purpose

This Set of Guidelines has been developed to assist Research Students/Candidates, Supervisors and Professional Staff engaging in the Confirmation of Candidature, Mid-Candidature and Towards Submission Milestone Review processes at Victoria University to do so effectively.

[Victoria University Higher Degree by Research Procedure 3](https://www.vu.edu.au/researchers/Candidature/forms-guidelines-for-graduate-researchers) should be consulted with the associated forms/links found at <https://www.vu.edu.au/researchers/Candidature/forms-guidelines-for-graduate-researchers>.

Students/Candidates should refer to the Researcher Professional Development Calendar to identify relevant professional development to help them prepare for their Confirmation of Candidature Milestone Review.

Research students/Candidates should consult their Principal Supervisor for advice if aspects of the Milestone Review are unclear.

CONFIRMATION OF CANDIDATURE MILESTONE	MID-CANDIDATURE MILESTONE	TOWARDS SUBMISSION MILESTONE
<p>The Confirmation of Candidature Milestone is underpinned by the values of the <u>responsible conduct of research</u>:</p> <ul style="list-style-type: none"> • Honesty in the development, undertaking and reporting of research; • Rigour in the development, undertaking and reporting of research; • Transparency in declaring interests and reporting research methodology, data and findings; • Fairness in the treatment of others; • Respect for research participants, the wider community, animals and the environment; • Recognition of the right of Aboriginal and Torres Strait Islander peoples to be engaged in research that affects or is of particular significance to them; • Accountability for the development, undertaking and reporting of research; and • Promotion of responsible research practices. 	<p>The Mid-Candidature Milestone is underpinned by the values of the <u>responsible conduct of research</u>:</p> <ul style="list-style-type: none"> • Honesty in the development, undertaking and reporting of research; • Rigour in the development, undertaking and reporting of research; • Transparency in declaring interests and reporting research methodology, data and findings; • Fairness in the treatment of others; • Respect for research participants, the wider community, animals and the environment; • Recognition of the right of Aboriginal and Torres Strait Islander peoples to be engaged in research that affects or is of particular significance to them; • Accountability for the development, undertaking and reporting of research; and • Promotion of responsible research practices. 	<p>The Towards Submission Milestone is underpinned by the values of the <u>responsible conduct of research</u>:</p> <ul style="list-style-type: none"> • Honesty in the development, undertaking and reporting of research; • Rigour in the development, undertaking and reporting of research; • Transparency in declaring interests and reporting research methodology, data and findings; • Fairness in the treatment of others • Respect for research participants, the wider community, animals and the environment; • Recognition of the right of Aboriginal and Torres Strait Islander peoples to be engaged in research that affects or is of particular significance to them; • Accountability for the development, undertaking and reporting of research; and • Promotion of responsible research practices.

Background	Background	Background
The Confirmation of Candidature Milestone is the first major graduate researcher milestone at Victoria University.	The Mid-Candidature Milestone is the second of three major milestones for graduate researchers (Doctoral candidates only) at Victoria University. 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, given the timing of other milestone events in their Candidature.	The Towards Submission review is the final milestone for graduate researchers (subject to enrolled degree) at Victoria University.
The Confirmation of Candidature Milestone Review is designed to provide graduate researchers with constructive and rigorous feedback on their proposed program of research. The review considers quality and progress, and their plans for professional development to facilitate high quality, ethical and timely research, under the guidance of appropriate supervision.	The Mid-Candidature 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.	The Towards Submission Milestone Review is designed to provide graduate researchers with constructive and rigorous feedback on their developed program of research. The review considers quality and progress, and on their professional development to facilitate graduate researchers to finalise high quality, ethical and timely research, under the guidance of appropriate supervision.
Research integrity, research ethics and occupational health and safety are also reviewed in the Confirmation of Candidature Milestone Review.	Research integrity, research ethics and occupational health and safety are also reviewed in the Mid-Candidature Milestone Review.	Research integrity, research ethics and occupational health and safety is also reviewed in the Towards Submission Milestone Review.
Confirmation of Candidature Milestone must be achieved to become a 'candidate' in a research degree at Victoria University. Initial enrolment in a research degree at Victoria University is provisional and students are in the pre-candidature phase of the degree.	<i>Not applicable.</i>	All (subject to enrolled degree) candidates must achieve their Towards Submission Milestone before their thesis can be released for examination.

During pre-candidature, students undertake initial research towards a research project and prepare for their application for Confirmation of Candidature. At the same time, students will undertake the required coursework units relating to their degree.		
Conflicts of Interest	Conflicts of Interest	Conflicts of Interest
All panel members and the student must be aware of, declare and assist to manage conflicts of interests (perceived or actual) under the guidance of the Chair of the Panel. All parties should familiarise themselves with the Australian Council of Graduate Research Good Practice Guidelines: Conflicts of Interest . Other resources include the Victoria University Staff Code of Conduct and the Victoria University Student Charter .	All panel members and the candidate must be aware of, declare and assist to manage conflicts of interests (perceived or actual) under the guidance of the Chair of the Panel. All parties should familiarise themselves with the Australian Council of Graduate Research Good Practice Guidelines: Conflicts of Interest . Other resources include the Victoria University Staff Code of Conduct and the Victoria University Student Charter .	All panel members and the candidate must be aware of, declare and assist to manage conflicts of interests (perceived or actual) under the guidance of the Chair of the Panel. All parties should familiarise themselves with the Australian Council of Graduate Research Good Practice Guidelines: Conflicts of Interest . Other resources include the Victoria University Staff Code of Conduct and the Victoria University Student Charter .
See Appendix F for COI examples	See Appendix F for COI examples	See Appendix F for COI examples
Timelines	Timelines	Timelines
See Table 1a Milestone Timeline Charts below	See Table 1b Milestone Timeline Charts below	See Table 1c Milestone Timeline Charts below
Focus of Review	Focus of Review	Focus of Review
<p>The Confirmation of Candidature Milestone Review Panel will consider:</p> <ul style="list-style-type: none"> Whether the proposed research project is commensurate with the scope of the degree in which the applicant is provisionally enrolled; 	<p>The Mid-Candidature Milestone Review Panel will consider:</p> <ul style="list-style-type: none"> Whether the candidate is progressing in accordance with their approved research plan and on track for a timely completion; 	<p>The Towards Submission Milestone Review Panel will consider:</p> <ul style="list-style-type: none"> Whether the candidate is progressing in accordance with their approved research plan;

<ul style="list-style-type: none"> • The quality of the proposed research - including problem recognition, research question(s)/aim(s), conceptualisation, research design, analytical and interpretive skills, and overall scholarly standard of the research - to the extent that it is commensurate with the stage of the degree in which the student is enrolled; • The student's understanding and application of research integrity and research ethics; • OHS, including student well-being measures in place; • Intellectual property (where relevant) • Professional development/transferable skills for graduate outcomes (The relevant VU HDR MyPlan Tool should be used to identify strategic planning for priority skills/learning area); and • Provision of resources, including budget, supervision and facilities. 	<ul style="list-style-type: none"> • Whether the candidate is on track to submit their thesis in a timely manner; • the on-going development of the quality of the approved research - including problem recognition, research question(s)/aim(s), conceptualisation, research design, analytical and interpretive skills, and overall scholarly standard of the research - to the extent that it is commensurate with the stage of the degree in which the candidate is enrolled; • The candidate's understanding and application of research integrity and research ethics; • OHS, including candidate well-being measures in place; • Intellectual property (where relevant) • Professional development/transferable skills for graduate outcomes (The relevant VU HDR MyPlan Tool should be used to identify strategic planning for priority skills/learning area); • Provision of resources, including budget, supervision and facilities; and • Responses to the recommendations of the previous Milestone (if applicable). 	<ul style="list-style-type: none"> • Whether the candidate is on track to submit an examinable thesis in a timely manner; • The candidate's understanding and application of research integrity and research ethics; • OHS, including candidate well-being measures in place; • Intellectual property (where relevant) • Professional development/transferable skills for graduate outcomes (The relevant VU HDR MyPlan Tool should be used to identify strategic planning for priority skills/learning area); • Provision of resources, including budget, supervision and facilities; and • Responses to the recommendations of the previous Milestone (if applicable).
--	---	---

	<p>In the event that the candidate's research direction has significantly changed since Confirmation of Candidature, the candidate is required to submit a new research proposal for assessment by the relevant Research Institute.</p> <p>An Associate Director (Research Institute) will assess the new research proposal and determine whether the University has the resources to support the new research direction, including appropriate supervision, and if the candidate has sufficient Candidature left to undertake the research and submit in a timely manner.</p>	<p>It is unlikely that at the Towards Submission a significant change in research direction has occurred since the last Milestone. If this is the case, the candidate is required to submit a new research proposal for assessment by the relevant Research Institute.</p> <p>The Associate Director (Research Institute) will assess whether the University has the resources to support the new research direction, including appropriate supervision, and if the candidate has sufficient Candidature left to undertake the research and submit in a timely manner.</p>
Written Submission	Written Submission	Written Submission
<ul style="list-style-type: none"> Students presenting for their Confirmation of Candidature Milestone Review are required to submit their documentation as outlined in the relevant Appendix. Documents are to be submitted in PDF format to candidature@vu.edu.au no later than two (2) weeks before their scheduled Milestone Review: Research Masters Degrees, or a PhD in a traditional thesis format, or with Publication - refer to Appendix A. Professional Doctorate - refer to Appendix A. Master degrees by creative project and exegesis - refer to Appendix B. 	<p>Candidates presenting for their Mid-Candidature Milestone Review are required to submit the following documentation to candidature@vu.edu.au no later than four (4) weeks before their scheduled Milestone Review:</p> <ul style="list-style-type: none"> A draft abstract (no more than 200 words); A comprehensive Table of Contents of the thesis (generated with Word, or similar); A table with a synopsis of all chapters and the progress made in each chapter (no more than two pages); At least one substantially completed chapter (such as a Methods/Methodology or the Data Analysis/Results/Findings chapter). <p>While the Panel will recognise that chapters are a work in progress until</p>	<p>Candidates presenting for their Towards Submission Milestone Review are required to submit the following documentation to candidature@vu.edu.au no later than four (4) weeks before their scheduled Milestone Review:</p> <ul style="list-style-type: none"> A draft abstract (no more than 200 words); A comprehensive Table of Contents of the thesis (generated with Word, or similar); A table summarising progress compared to what was planned for since the last Candidature Milestone Review; All chapters substantially completed to date, noting that candidates are expected to submit <i>at least</i> two substantially completed chapters. For PhD candidates- these chapters are in addition to that which was submitted at the Mid-Candidature Review Milestone.

<ul style="list-style-type: none"> • PhD by creative project and exegesis - refer to Appendix C. <p>It is expected that the body of the candidature proposal (Sections 1-8) will provide sufficient detail for the Review Panel to make a full assessment of the academic merit of the proposed research. This includes the feasibility of the proposed project, whilst also exhibiting scholarly discipline in its focus and precision.</p> <p>Refer to Appendix E: Document Submission Checklist</p>	<p>thesis submission, they will expect to see a chapter which is substantially completed; and</p> <ul style="list-style-type: none"> • 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). <p>Refer to Appendix E: Document Submission Checklist.</p>	<p>While the Panel will recognise that chapters are a work in progress until thesis submission, they will expect to see chapters which are substantially completed;</p> <ul style="list-style-type: none"> • For Thesis with Publication, Candidates are expected to submit at least two manuscripts that under review for publication and/or finalised publications, and a draft of their additional framing and linking material; • A table/Gant chart summarising a schedule of planned work required on each chapter between the time of the Towards Submission Milestone and the time of submission of the thesis for examination (no more than two pages). <p>Refer to Appendix E: Document Submission Checklist</p>
<p><i>Not applicable.</i></p>	<p>Note that candidates may wish to submit a manuscript, either under review or published, however, the Review Panel will be looking for evidence of the production of the Candidate's thesis and professional development, commensurate with the stage of their Candidature</p>	<p><i>Not applicable.</i></p>

<p><i>Not applicable.</i></p>	<p>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:</p> <ul style="list-style-type: none"> • The candidate's understanding and application in their thesis of research ethics, if applicable, and research integrity; • OHS, including candidate well-being, measures in place; • Intellectual property (where relevant); • 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); • Provision of resources, supervision and facilities; and • Responding to the recommendations of the previous Milestone, if applicable, (no more than two pages) 	<p>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:</p> <ul style="list-style-type: none"> • The candidate's understanding and application in their thesis of research ethics, if applicable, and research integrity; • OHS, including candidate well-being, measures in place; • Intellectual property (where relevant); • Professional development/transferable skills for graduate outcomes (The relevant VU HDR MyPlan Tool should be used to identify strategic planning for priority skills/learning area); • Provision of resources, supervision and facilities; and • Responding to the recommendations of the previous Milestone, if applicable, (no more than two pages).
-------------------------------	---	--

<p><i>Not applicable.</i></p>	<p>Candidates enrolled on the 1st March 2020, including those on leave of absence, may wish to advise (in no more than one page) how the quality and/or progress has been materially impacted by COVID-19, based on the following (no more two pages):</p> <ol style="list-style-type: none"> How the research quality and/or progress was materially impacted. Mitigation strategies adopted to respond to the impacts on quality and progress (such as changes to research questions, data collection methods). Provision of any Victoria University Higher Degree by Research Small Grant, or other funds, received to assist to mitigate the impact. 	<p>Candidates enrolled, including those on leave of absence, on the 1st March 2020, may wish to advise (in no more than one page) how the quality and/or progress has been materially impacted by COVID-19, based on the following (no more two pages):</p> <ol style="list-style-type: none"> How the research quality and/or progress was materially impacted. Mitigation strategies adopted to respond to the impacts on quality and progress (such as changes to research questions, data collection methods). Provision of any Victoria University Higher Degree by Research Small Grant, or other funds, received to assist to mitigate the impact.
<p>Written material must be:-</p> <ul style="list-style-type: none"> On A4 using 11 or 12 font in Times New Roman or Arial; 1.5 line spacing; Left and right margins must be a minimum of 3cm and pages must be numbered; All diagrams, tables etc. must contain a number and caption and be referred to in the text and placed as near as possible to relevant text; and Submissions for Confirmation of Candidature are limited to 16 pages in total, excluding references 	<p>Written material must be:</p> <ul style="list-style-type: none"> On A4 using 11 or 12 font in Times New Roman or Arial; 1.5 line spacing; Left and right margins must be a minimum of 3cm and pages must be numbered; and All diagrams, tables etc. must contain a number and caption and be referred to in the text and placed as near as possible to relevant text. 	<p>Written material must be:</p> <ul style="list-style-type: none"> On A4 using 11 or 12 font in Times New Roman or Arial; 1.5 line spacing; Left and right margins must be a minimum of 3cm and pages must be numbered; and All diagrams, tables etc. must contain a number and caption and be referred to in the text and placed as near as possible to relevant text.

Oral Presentation	Oral Presentation	Oral Presentation
Students are required to undertake a 20-minute oral presentation for the Review Panel and members of the University community who are in attendance.	Candidates are required to undertake a 20-minute oral presentation for the Review Panel and members of the University community who are in attendance.	Candidates are required to undertake a 20-minute oral presentation for the Review Panel and members of the University community who are in attendance.
The oral presentation must provide a summary of all aspects as Confirmation of Candidature.	<p>The oral presentation must focus on:</p> <ul style="list-style-type: none"> • One aspect of research undertaken to date. This should be clearly situated within the context of the overall research and indicate future work that will be done on this aspect of the research; • Overall progress in the degree since the last Milestone Presentation (as appropriate for their degree): e.g., in data collection, analysis, and drafting of thesis chapters, as well as presentations, journal publications, industry engagement (placements) and disciplinary/university citizenship; and • Include information for the Panel on research ethics and integrity, OHS, transferable skills development (including internships) and timeliness of completion. 	<p>The oral presentation must focus on:</p> <ul style="list-style-type: none"> • One aspect of research undertaken to date (this should be clearly situated within the context of the overall research and indicate future work that will be done on this aspect of the research); • Overall progress in the degree since the last Milestone Presentation (as appropriate for their degree): e.g., in data collection, analysis, and drafting of thesis chapters, as well as presentations, journal publications, industry engagement (placements) and disciplinary/university citizenship; and • Include information for the Panel on research ethics and integrity, OHS, transferable skills development (including internships), graduate aspirations and goals, and timeliness of completion.
<i>Not applicable.</i>	<i>Not applicable.</i>	If the candidate considers that a timely submission of the thesis cannot be achieved, they must indicate a revised submission date. This will be considered by the Panel and a recommendation will be made to the Associate Director (Research Institute), or nominee, with regard to support, enrolment mode and/or extension to candidature.

<i>Not applicable.</i>	Candidates who have presented at an external conference may wish to consider using their presentation as the basis of their external presentation - or vice versa - and use it as an opportunity to prepare for their presentation at the external conference.	<i>Not applicable.</i>
Composition of the Milestone Review Panel	Composition of the Milestone Review Panel	Composition of the Milestone Review Panel
<p>The Confirmation of Candidature Milestone Review Panel will normally be comprised of:</p> <ul style="list-style-type: none"> • One academic who is a Level 2 or 3 Principal Supervisor and who has undertaken Panel Chair training, will act as the Chair of the Review Panel. In the case of research that involves Indigenous students and/or topic, the Confirmation of Candidature Milestone Review should include a member of Moondani Balluk. A list of Chairs is available from the Research Institute; • At least one academic who has expertise relevant to the student's research area, but who is not part of the supervisory team: and • At least one active researcher with appropriate qualifications and supervisory experience. This person may, but does not necessarily have to be an expert in the specific field of research, provided they have broad knowledge and expertise in relation to research in the field. 	<p>The Mid-Candidature Review Milestone Review Panel will normally be comprised of:</p> <ul style="list-style-type: none"> • One academic who is a Level 2 or 3 Principal Supervisor and who has undertaken Panel Chair training, will act as the Chair of the Review Panel. In the case of research that involves Indigenous candidates and/or topic, the Mid-Candidature Milestone Review should include a member of Moondani Balluk. A list of Chairs is available from the Research Institute; • At least one academic who has expertise relevant to the candidate's research area, but who is not part of the supervisory team; and • At least one active researcher with appropriate qualifications and supervisory experience. This person may, but does not necessarily have to be an expert in the specific field of research, provided they have broad knowledge and expertise in relation to research in the field. 	<p>The Towards Submission Milestone Review Panel will be normally be comprised of:</p> <ul style="list-style-type: none"> • One academic who is a Level 2 or 3 Principal Supervisor and who has undertaken Panel Chair training, will act as the Chair of the Review Panel. In the case of research that involves Indigenous candidates and/or topic, the Towards Submission Milestone Review should include a member of Moondani Balluk. A list of Chairs is available from the Research Institute; • At least one academic who has expertise relevant to the candidate's research area, but who is not part of the supervisory team: and • At least one active researcher with appropriate qualifications and supervisory experience. This person may, but does not necessarily have to be an expert in the specific field of research, provided they have broad knowledge and expertise in relation to research in the field.

<p>They may be internal to Victoria University, but including a panel member external to the University should also be considered - noting that panel members who are external to the University cannot be used as thesis examiners in the future.</p> <ul style="list-style-type: none"> An external Panel Member may include a non-academic or researcher who is a subject matter expert. 	<p>They may be internal to Victoria University, but including a panel member external to the University should also be considered - noting that panel members who are external to the University cannot be used as thesis examiners in the future.</p> <ul style="list-style-type: none"> An external Panel Member may include a non-academic or researcher who is a subject matter expert. 	<p>They may be internal to Victoria University, but including a panel member external to the University should also be considered - noting that panel members who are external to the University cannot be used as thesis examiners in the future.</p> <ul style="list-style-type: none"> An external Panel Member may include a non-academic or researcher who is a subject matter expert.
<p>The Principal Supervisor and Associate Director (Research Institute) will give consideration to diversity in the composition of the Review Panel and where possible, provide opportunities for early career researchers to be involved in the milestone process and promote gender equality.</p>	<p>The Principal Supervisor and Associate Director (Research Institute) will give consideration to diversity in the composition of the Review Panel and where possible, provide opportunities for early career researchers to be involved in the milestone process and promote gender equality.</p>	<p>The Principal Supervisor and Associate Director (Research Institute) will give consideration to diversity in the composition of the Review Panel and where possible, provide opportunities for early career researchers to be involved in the milestone process and promote gender equality.</p>
<p>Consideration should be given to identifying panel members that will be suitable and available for all of the Candidate's Milestone Reviews.</p>	<p>Where possible, the panel should have the same membership as that for the candidate's other Milestones.</p>	<p>Where possible, the panel should have the same membership as that for the candidate's other Milestones.</p>

Roles and Responsibilities	Roles and Responsibilities	Roles and Responsibilities
Students	Candidates	Candidates
<p>Students are required to engage in the administrative processes for their Milestone in collaboration with their Principal Supervisor, with the Chair of the Review Panel, Associate Director (Research Institute) and with staff from the Graduate Research School in a professional manner.</p> <p>They should familiarise themselves with Victoria University Higher Degree by Research Procedure 3 for further details about the Milestone Process. Students should participate in workshops offered by Researcher Professional Development on the Milestone Process.</p>	<p>Candidates are required to engage in the administrative processes for their Milestone in collaboration with their Principal Supervisor, with the Chair of the Review Panel, Associate Director (Research Institute) and with staff from the Graduate Research School in a professional manner.</p> <p>They should familiarise themselves with Victoria University Higher Degree by Research Procedure 3 for further details about the Milestone Process. Candidates should participate in workshops offered by Researcher Professional Development on the Milestone Process.</p>	<p>Candidates are required to engage in the administrative processes for their Milestone in collaboration with their Principal Supervisor, with the Chair of the Review Panel, Associate Director (Research Institute) and with staff from the Graduate Research School in a professional manner.</p> <p>They should familiarise themselves with Victoria University Higher Degree by Research Procedure 3 for further details about the Milestone Process. Candidates should participate in workshops offered by Researcher Professional Development on the Milestone Process.</p>
<p>Students are required to submit their Confirmation of Candidature Milestone documentation, in PDF format, no later than two weeks prior to the scheduled presentation date to enable the Graduate Research School to distribute the documentation to the Panel members and advise the Victoria University community of the Presentation.</p> <p>Candidates do not need to include their PowerPoint presentation with their submission</p>	<p>Candidates are required to submit their Mid-Candidature Milestone documentation in PDF format, no later than four weeks prior to the scheduled presentation date to enable the Graduate Research School to distribute them to the invited Panel members and advise the Victoria University community of the Presentation.</p> <p>Candidates do not need to include their PowerPoint presentation with their submission</p>	<p>Candidates are required to submit their Towards Submission Milestone documentation, in PDF format, no later than four weeks prior to the scheduled presentation date to enable the Graduate Research School to distribute them to the invited Panel members and advise the Victoria University community of the Presentation.</p> <p>Candidates do not need to include their PowerPoint presentation with their submission.</p>
<p>Students are required present their PowerPoint (or similar format) presentation and respond - via the Chair - to questions from the audience or Panel members.</p>	<p>Candidates are required present their PowerPoint (or similar format) presentation and respond - via the Chair - to questions from the audience or Panel members.</p>	<p>Candidates are required present their PowerPoint (or similar format) presentation and respond - via the Chair - to questions from the audience or Panel members.</p>

Principal Supervisors	Principal Supervisors	Principal Supervisors
<p>Four weeks prior to the student's Candidature Milestone Review, the Principal Supervisor is required to propose the members of the Review Panel using the online Composition of Panel e-Form.</p> <p>Principal Supervisors are responsible for ensuring that all members are available for the proposed presentation date and time. To avoid confusion, use AEST in correspondence.</p> <p>The Panel document distribution will not be actioned until the nominated Panel has been approved by the Associate Director (Research Institute).</p>	<p>Four weeks prior to the candidate's Mid-Candidature Milestone Review, the Principal Supervisor is required to propose the members of the Review Panel using the online Composition of Panel e-Form.</p> <p>Principal Supervisors are responsible for ensuring that all members are available for the proposed presentation date and time. To avoid confusion, use AEST in correspondence.</p> <p>The Panel document distribution will not be actioned until the nominated Panel has been approved by the Associate Director (Research Institute).</p>	<p>Four weeks prior to the candidate's Towards Submission Milestone Review, the Principal Supervisor is required to propose the members of the Review Panel using the online Composition of Panel e-Form.</p> <p>Principal Supervisors are responsible for ensuring that all members are available for the proposed presentation date and time. To avoid confusion, use AEST in correspondence.</p> <p>The Panel document distribution will not be actioned until the nominated Panel has been approved by the Associate Director (Research Institute).</p>
As part of their supervisory role, the Principal Supervisor should guide the student to prepare and submit high quality documentation in a timely manner to the Graduate Research School.	As part of their supervisory role, the Principal Supervisor should guide the candidate to prepare and submit high quality documentation in a timely manner to the Graduate Research School.	As part of their supervisory role, the Principal Supervisor should guide the candidate to prepare and submit high quality documentation in a timely and comprehensive manner to the Graduate Research School.
Supervisors who are proposing that their students undertake research that may be deemed as high risk from an ethical perspective, i.e. there is any possibility of harms greater than discomfort, or research which is ineligible for low or negligible risk review (NHMRC National Statement on Ethical Conduct in Human Research (2007 updated 2018), Chapter 2.1), are encouraged to meet with Chair of the Victoria University Human Research Ethics	<i>Not applicable.</i>	<i>Not applicable.</i>

Committee, so as to advise their student on critically relevant aspects of the proposal.		
The Principal Supervisor must attend the presentation - and encourage the Associate Supervisor(s) to also attend, - as well as other colleagues and higher degree by research students/candidates.	The Principal Supervisor must attend the presentation - and encourage the Associate Supervisor(s) to also attend - as well as other colleagues and higher degree by research students/candidates.	The Principal Supervisor must attend the presentation - and encourage the Associate Supervisor(s) to also attend - as well as other colleagues and higher degree by research students/candidates.
As part of their supervisory role, the Principal Supervisor should guide the student to negotiate the feedback received and integrate it into any revised documentation, plans and their thesis as appropriate.	As part of their supervisory role, the Principal Supervisor should guide the candidate to negotiate the feedback received and integrate it into any revised documentation, plans and their thesis as appropriate.	As part of their supervisory role, the Principal Supervisor should guide the candidate to negotiate the feedback received and integrate it into any revised documentation, plans and their thesis as appropriate.

Panel Members	Panel Members	Panel Members
<p>The panel members are required to:</p> <ul style="list-style-type: none"> • Declare and assist to manage Conflicts of Interest prior to the convening of the Review Panel; • Familiarise themselves with the student's research project and progress prior to the Presentation; • Pose questions to the candidate to assist them to clarify aspects of their research as required; and • Provide notes to the Chair either prior to - or within five working days from the date of the presentation - to enable them to finalise the Panel Report for the student within the required ten working day timeline 	<p>The panel members are required to:</p> <ul style="list-style-type: none"> • Declare and assist to manage Conflicts of Interest prior to the convening of the Review Panel; • Familiarise themselves with the candidate's research project and progress prior to the Presentation; • Pose questions to the candidate to assist them to clarify aspects of their research as required; and • Provide notes to the Chair either prior to - or within five working days from the date of the presentation - to enable them to finalise the Panel Report for the candidate within the required ten working day timeline 	<p>The panel members are required to:</p> <ul style="list-style-type: none"> • Declare and assist to manage Conflicts of Interest prior to the convening of the Review Panel; • Familiarise themselves with the candidate's research project and progress prior to the Presentation; • Pose questions to the candidate to assist them to clarify aspects of their research as required; and • Provide notes to the Chair either prior to - or within five working days from the date of the presentation - to enable them to finalise the Panel Report for the candidate within the required ten working day timeline
Milestone Review Panel Chair	Milestone Review Panel Chair	Milestone Review Panel Chair
<p>The Chair is responsible for the overall professional conduct of the Confirmation of Candidature Milestone Review including:</p> <ul style="list-style-type: none"> • An Acknowledgement of Country; • Ensuring the Review Panel is constituted correctly. (If there are any deviations to the Guidelines, the student must be consulted and informed of the deviation and rationale. The Dean Graduate Research should be 	<p>The Chair is responsible for the overall professional conduct of the Mid-Candidature Review Milestone Review including:</p> <ul style="list-style-type: none"> • An Acknowledgement of Country; • Ensuring the Review Panel is constituted correctly. (If there are any deviations to the Guidelines, the candidate must be consulted and informed of the deviation and rationale. The Dean Graduate Research should be consulted on this 	<p>The Chair is responsible for the overall professional conduct of the Towards Submission Milestone Review including:</p> <ul style="list-style-type: none"> • An Acknowledgement of Country; • Ensuring the Review Panel is constituted correctly. (If there are any deviations to the Guidelines, the candidate must be consulted and informed of the deviation and rationale. The Dean Graduate Research should be consulted on this

<p>consulted on this matter);</p> <ul style="list-style-type: none"> Managing Conflicts of Interests prior to convening the Panel with the Dean, Graduate Research to be consulted as required on this matter; and Advising the Graduate Research School via candidature@vu.edu.au if the presentation needs to be postponed, or if more than one of the panel members is not able to attend the presentation. 	<p>matter);</p> <ul style="list-style-type: none"> Managing Conflicts of Interests prior to convening the Panel with the Dean, Graduate Research to be consulted as required on this matter; and Advising the Graduate Research School via candidature@vu.edu.au if the presentation needs to be postponed, or if more than one of the panel members is not able to attend the presentation. 	<p>matter);</p> <ul style="list-style-type: none"> Managing Conflicts of Interests prior to convening the Panel with the Dean, Graduate Research to be consulted as required on this matter; and Advising the Graduate Research School via candidature@vu.edu.au if the Presentation needs to be postponed, or if more than one of the panel members is not able to attend the presentation.
<p>On the day of the Confirmation of Candidature Milestone Review Presentation, the Chair should in advance of the scheduled commencement time:</p> <ul style="list-style-type: none"> Arrive at the campus venue and/or log on to Zoom to welcome the student; Assist the student to set up their presentation; Introduce Panel members and student to each other; and Confirm that members of the Panel have the appropriate documentation. 	<p>On the day of the Mid-Candidature Review Milestone Review Presentation, the Chair should in advance of the scheduled commencement time:</p> <ul style="list-style-type: none"> Arrive at the campus venue and/or log on to Zoom to welcome the candidate; Assist the candidate to set up their presentation; Introduce Panel members and candidate to each other; and Confirm that members of the Panel have the appropriate documentation 	<p>On the day of the Towards Submission Milestone Review Presentation, the Chair should in advance of the scheduled commencement time:</p> <ul style="list-style-type: none"> Arrive at the campus venue and/or log on to Zoom to welcome the candidate; Assist the candidate to set up their presentation; Introduce Panel members and candidate to each other; and Confirm that members of the Panel have the appropriate documentation

<p>During the Presentation, the Chair is responsible for:</p> <ul style="list-style-type: none"> • Managing the proceedings (see Table 2: Milestone Review Presentation Agenda); • Fielding, and confirming, as required, questions from Panel or audience members and responses from the student; • Keeping the student, Panel members and the audience members to time; and • Summarising the feedback and indicating the outcome of the Confirmation of Candidature Milestone Review. 	<p>During the Presentation, the Chair is responsible for:</p> <ul style="list-style-type: none"> • Managing the proceedings (see Table 2: Milestone Review Presentation Agenda); • Fielding, and confirming, as required, questions from Panel or audience members and responses from the candidate; • Keeping the candidate, Panel members and the audience members to time; and • Summarising the feedback and indicating the outcome of the Confirmation of Candidature Milestone Review. 	<p>During the Presentation, the Chair is responsible for:</p> <ul style="list-style-type: none"> • Managing the proceedings (see Table 2: Milestone Review Presentation Agenda); • Fielding, and confirming, as required, questions from Panel or audience members and responses from the candidate; • Keeping the candidate, Panel members and the audience members to time; and • Summarising the feedback and indicating the outcome of the Confirmation of Candidature Milestone Review.
Refer to Table 2: Outline of the Proceedings	Refer to Table 2: Outline of the Proceedings	Refer to Table 2: Outline of the Proceedings
<p>After the Confirmation of Candidature Milestone Review Presentation, the Chair is responsible for collating the Panel's feedback to prepare a clear and concise Panel Report. This is to be forwarded to the Graduate Research School at candidature@vu.edu.au within 10 working days of the presentation and will include the Panel's recommendation on the outcome of the Milestone Review.</p>	<p>After the Mid Candidature Milestone Review Presentation, the Chair is responsible for collating the Panel's feedback to prepare a clear and concise Panel Report. This is to be forwarded to the Graduate Research School at candidature@vu.edu.au within 10 working days of the presentation and will include the Panel's recommendation on the outcome of the Milestone Review.</p>	<p>After the Towards Submission Milestone Review Presentation, the Chair is responsible for collating the Panel's feedback and preparing a clear and concise Panel Report. This is to be forwarded to the Graduate Research School at candidature@vu.edu.au within 10 working days of the Milestone presentation and will include the Panel's recommendation on the outcome of the Milestone Review.</p>

Graduate Research School	Graduate Research School	Graduate Research School
<p>The Graduate Research School provides administrative support for the Confirmation of Candidature review including:</p> <ul style="list-style-type: none"> • Reminding students and supervisors - at least three months in advance - of the timeframe for the Milestone; • Distributing the documentation/reports once received; • Arranging calendar invites and room/Zoom bookings; and • Promoting the Milestone Presentation to the University community. (The student's research proposal is not circulated to the wider University community.) 	<p>The Graduate Research School provides administrative support for the Mid-Candidature Milestone Review including:</p> <ul style="list-style-type: none"> • Reminding candidates and supervisors - at least three months in advance - of the timeframe for the Milestone; • Distributing the documentation/reports once received; • Arranging calendar invites and room/Zoom bookings; and • Promoting the Milestone Presentation to the University community. (The candidate's research proposal is not circulated to the wider University community.) 	<p>The Office for Researcher Training, Quality and Integrity provides administrative support for the Towards Submission Milestone Review including:</p> <ul style="list-style-type: none"> • Reminding candidates and supervisors, at least three months in advance, of the timeframe for the Milestone; • Distributing the documentation/reports once received; • Arranging calendar invites and room/Zoom bookings; and • Promoting the Milestone Presentation to the University community. (The candidate's research proposal is not circulated to the wider University community.)
Outcome of the Confirmation of Candidature Milestone Review	Outcome of the Mid-Candidature Milestone Review	Outcome of the Towards Submission Milestone Review
<p>The Chair, on behalf of the Confirmation of Candidature Milestone Review Panel, may recommend that the Milestone:</p> <ul style="list-style-type: none"> • Has been Achieved • Is Pending: Minor - Subject to revisions • Is Pending: Deferred – Subject to revisions • Has Not been Achieved 	<p>The Chair, on behalf of the Mid-Candidature Milestone Review Panel, may recommend that the Milestone:</p> <ul style="list-style-type: none"> • Has been Achieved • Is Pending: Minor • Is Pending: Deferred • Has Not been Achieved 	<p>The Chair, on behalf of the Towards Submission Review Panel, may recommend that the Milestone:</p> <ul style="list-style-type: none"> • Has been Achieved • Is Pending: Minor • Is Pending: Deferred • Has Not been Achieved

<p>Where the outcome is Pending: Minor - Subject to Amendments, the student will be required to:</p> <ul style="list-style-type: none"> • Submit a revised Proposal and Summary of Responses to the Chair of the Review Panel within 20 (EFT) working days from when they receive their Milestone Review Report. • The Chair of the Review Panel - on behalf of the Panel - will make a recommendation on the outcome of the Milestone Review as either 'Achieved' or Not Achieved. 	<p>Where the outcome is Pending: Minor, the candidate will be required to:</p> <ul style="list-style-type: none"> • 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. 	<p>Where the outcome is Pending: Minor, the candidate will be required to:</p> <ul style="list-style-type: none"> • 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 Towards Submission Milestone has been achieved • An unsatisfactory Plan will result in the Chair of the Review Panel - on behalf of the Panel - recommending that the Towards Submission Review has not been achieved.
<p>Where the outcome is Pending: Deferred, students will have one further opportunity to present (if requested by the Chair of the Panel) for their Confirmation of Candidature. In this instance, students will be required to:</p> <ul style="list-style-type: none"> • Submit a revised Proposal and Summary of Responses to the Chair of the Review Panel within 40 (EFT) working days from when they receive their Milestone Review Report. • The Chair of the Review Panel, on behalf of the Panel, will make a recommendation on the outcome of the Milestone Review as either 'Achieved' or 'Not Achieved'. 	<p>Where the outcome is Pending: Deferred, the candidate will be required to:</p> <ul style="list-style-type: none"> • 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'. 	<p>Where the outcome is Pending Deferred, the candidate will be required to:</p> <ul style="list-style-type: none"> • Contact the Associate Director (Research Institute) within 10 (EFT) working days once they have the outcome of their Milestone Review to make a time to meet with them and their Principal Supervisor • 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 Confirmation of Candidature Milestone Review lies with the Associate Director (Research Institute) or nominee.	Final outcome of the Mid-Candidature Review Milestone Review lies with the Associate Director (Research Institute) or nominee.	Final outcome of the Towards Submission Milestone Review lies with the Associate Director (Research Institute) or nominee.
Research students who do not apply for Confirmation of Candidature within the timelines specified by the University - and/or do not achieve Confirmation of Candidature - will have Unsatisfactory Progress proceedings invoked in accordance with Higher Degrees by Research Procedure 4 Progress.	Candidates who have not submitted for Mid-Candidature Review within the timelines specified by the University - and/or do not achieve their Mid-Candidature Milestone Review - will have Unsatisfactory Progress proceedings invoked in accordance with Higher Degrees by Research Procedure 4 Progress.	Candidates who have not submitted for Towards Submission within the timelines specified by the University - and/or do not achieve their Towards Submission Milestone Review - will have Unsatisfactory Progress proceedings invoked in accordance with Higher Degrees by Research Procedure 4 Progress.
Recipients and Victoria University HDR and RTP HDR Stipend Scholarships	Recipients and Victoria University HDR and RTP HDR Stipend Scholarships	Recipients and Victoria University HDR and HDR RTP Stipend Scholarships
<p>The continuation of stipend scholarship is subject to satisfactory progress being made in their degree in which the student is enrolled. Stipends will normally be suspended under either of the following conditions:</p> <ol style="list-style-type: none"> 1. The student does not present for Confirmation of Candidature Milestone Review within the normal progress schedule; and/or 2. The Research Institute commences formal Unsatisfactory Progress proceedings in accordance with the Higher Degree by Research Policy and Procedure: Progress. 	<p>The continuation of stipend scholarship is subject to satisfactory progress being made in their degree in which the candidate is enrolled. Stipends will normally be suspended under either of the following conditions:</p> <ol style="list-style-type: none"> 1. The candidate does not present for Mid-Candidature Milestone Review within the normal progress schedule; and/or 2. The Research Institute commences formal Unsatisfactory Progress proceedings in accordance with the Higher Degree by Research Policy and Procedure: Progress. 	<p>The continuation of stipend scholarship is subject to satisfactory progress being made in their degree in which the candidate is enrolled. Stipends will normally be suspended under either of the following conditions:</p> <ol style="list-style-type: none"> 1. The candidate does not present for Towards Submission review under the timelines stipulated above; and/or 2. The Research Institute commences formal Unsatisfactory Progress proceedings in accordance with the Higher Degree by Research Policy and Procedure: Progress.

Tables 1a-c: Milestone Timeline Charts

Table 1a: Confirmation of Candidature* Milestone Review Timeline

Master of Research Practice	Between 4-6 months (EFT) of initial enrolment.
Master of Applied Research	No later than 6 months (EFT) of initial enrolment
Master of Research	No later than 6 months (EFT) of initial enrolment
Masters by Research	No later than 6 months (EFT) of initial enrolment
Doctor of Philosophy	No later than 9 months (EFT) of initial enrolment
Doctor of Philosophy (Integrated)	No later 15 months (EFT) of initial enrolment

Confirmation of Candidature is subject to the HDR Research Integrity Modules Phase 1 and coursework also being successfully completed as required:

- Doctoral students must have completed any prescribed coursework for their program to the required level (normally 70% minimum average) prior to presenting for candidature confirmation.
- PhD (Integrated) students must have successfully completed Year 1 of the program (70% minimum average across 5 coursework units and 70% minimum for the Year 1 Thesis).
- All students should attend a Towards Confirmation Workshop, prior to presenting for candidature confirmation.
- Master degree students must have successfully completed their required coursework units (normally 70% minimum average) and HDR Research Integrity Modules Phase 1 prior to presenting for candidature confirmation

Table 1b: Mid-Candidature Milestone Review Timelines

Master of Research Practice	Not required
Master of Applied Research	Not required
Master of Research	Not required
Masters by Research	Not required
Doctor of Philosophy	2.0 years (EFT)
Doctor of Philosophy (Integrated)	Not required
Doctor of Education	Not required
Doctor of Business	Not required

Table 1c: Towards Submission Milestone Review Timeline

Master of Research Practice	Prior to Release of Thesis
Master of Applied Research	1.5 years (EFT)
Master of Research	1.25 years (EFT)
Masters by Research	1.5 years (EFT)
Doctor of Philosophy	3.0 year (EFT)*
Doctor of Philosophy (Integrated)	3.0 years (EFT)*
Doctor of Education	3.0 years (EFT)
Doctor of Business Administration	3.0 years (EFT)

* In exceptional circumstances, this may be extended to no more than 3.5 years (EFT), after approval by an Associate Director (Research Institute) or nominee, and applied prior to the 3.0 year (EFT) milestone deadline.

All Candidature Milestone Presentations

If exceptional circumstances prevent the student/candidate from presenting on the nominated date, an alternative date may be requested.

Exceptional circumstances will be considered on a case-by-case basis and include medical, personal or family circumstances (evidence required). The request would normally need to be made no fewer than **10 working days prior** to the scheduled Candidature presentation.

Table 2: Indicative Outline of the Proceedings

Stage	Approximate Time (One Hour in Total)
Acknowledgement of Country	1 minute
Introductions	
Candidate's oral presentation	20 minutes
Open discussion and questions (Panel members, candidate and audience)	15 minutes
Chair to thank applicant and audience members: 1. Audience members asked to leave the meeting 2. Candidate placed in a 'breakout room' (Zoom), or asked to leave the meeting room	1 minute
Closed discussion with Panel members and Supervisor(s)	3 minutes
Chair to place Supervisor in 'breakout room' (Zoom) or asked to leave the meeting room with candidate	
Closed discussion: Panel members only	8 minutes
Outcomes: Student/Candidate with Panel members, and Supervisor(s) present	10 minutes
Closed discussion between Chair and Candidate	2 minutes

APPENDIX A

Written Candidature Proposal Guidelines (Master and PhD/PhD (Integrated) degrees by traditional thesis or with publication, or Professional Doctorate)

1. Title

The title of thesis should be clear, indicate key ideas to be explored and contain no more than 150 characters. Abbreviations are discouraged.

2. Abstract

This section should provide the reader with a broad overview of your research: what it is; why it should be undertaken; the rationale for the research; how it will be conducted; and its contribution to knowledge. This statement should be 150 words. In the case of PhD (Integrated) candidates, this should make explicit reference to the integration of the research from Year 1 Thesis within the doctoral project.

3. Aims of the Project

- Describe the aims and background to your proposal.
- Briefly refer to earlier or related research on which your research will build.
- State the overarching research question and any sub-questions your research will seek to answer. What is the research problem you are seeking to solve?

4. Contribution to Knowledge and Statement of Significance (Impact)

Contribution to Knowledge (Academic Contribution): Explain the benefits of the research in terms of generating new knowledge that can be disseminated to the academic community..

Statement of Significance (Non-academic Contribution): Describe how the research is significant and explain the benefits of its findings for the community, or a particular section of the community, such as industry or business processes or practices.

Pathway to impact: Describe the steps you will need to take to maximise the impact of your research in the academic community and/or society. Consider the potential users of, and audiences for, your research and explain how you intend to reach them.

Please note that the nature and level of contribution to knowledge and practice must be commensurate with the HDR program in which you are enrolled (refer to B and C for more detail).

5. Literature Review

The purpose of the brief literature review is to demonstrate where your proposed research fits within what is already known through existing literature about your field of research. It should achieve the following:

- Analyse critically the major approaches in the research literature that you have identified, including theoretical traditions and key findings:
- Indicate any gap(s) within the literature, in knowledge or approaches to the field; and
- Indicate how your research relates to and extends the existing literature, and show that your research topic has not been undertaken previously. You should be specific in your selection of literature to include.

NOTE: DO NOT include literature to support the methodology of your study here. This should be discussed in the Methodology section.

6. Methodology and Conceptual Framework

The research methodology and the conceptual (or theoretical) framework informing the methodology cover the design of the research and the methodology/methodologies for collecting and analysing information. The methodology (that is, the research paradigm, design or approach) and the proposed methods should be identified and justified in the context of your field(s) of study.

You should explain how and why your methods are appropriate and feasible for the research question/topic. For example, if they have produced reliable results in similar studies or, if not, how a new or different methodology illuminates the study. Any sampling technique and sample size should be described and justified as appropriate for the study and the data collected. For qualitative studies it is important to briefly explain how the conceptual framework will inform the approach to qualitative data analysis.

You also need to demonstrate that the proposed study design is feasible and appropriate for what you aim to discover, and that can be achieved with the time, with the facilities and support that is available. It should not be too broad or too narrow.

At Master degree level, the task is to conduct original research. The problem being addressed is often the prime focus and the study may be exploratory or descriptive, and does not necessarily innovate conceptually or methodologically.

At Doctoral level, the theoretical focus and the nature of the contribution to new knowledge is more important. You will need to specify whether you are using an existing (pre-tested) framework for your study (where the research is replicated and results compared with previous findings), or developing your own framework.

This section should take into account the following:

- Describe the research design in a manner that enables disciplinary experts to assess its appropriateness, the scale of the research and its feasibility.
- Justify your methodology e.g. you may describe how the study will be framed (for instance, a positivist or interpretivist approach) and then discuss your methods in this context. Show how the methods you have chosen match the research questions and propositions or hypotheses you have generated in your conceptual framework.
- Data Collection: Identify what data is to be collected and what collection techniques are being used. What are their advantages/ disadvantages? If there are possible alternative techniques that are not being used, indicate why (for instance, why use a survey for a particular section of the study instead of interviews, or focus groups?).
- How will the data be analysed? If you are analysing statistics be clear as to what statistical procedures you will be using and how they might provide answers (for instance, a statement such as "SPSS will be used to analyse the data" is not sufficient).
- Be clear about how the data will be used to address research questions, propositions or hypotheses;
- If possible, outline different phases of your study and how the completion of one phase leads logically into the next. This should match with your timeline.
- Indicate how your study will address the aims of the project that you have identified.
- Address the 'generalisability' of your findings. A limited sample size or focus of your study may limit the applicability of your findings. This is not necessarily a problem but it is important to relate it back to the earlier contributions that you stated your study would make.

7. Ethics Approval

Specify whether Ethics Committee approval will be required for the project and if so, whether an Ethics application has been submitted. Candidates are reminded that Ethics approval is needed for **ANY** study involving people such as interviews, surveys or observations. This also includes studies involving animal experimentation or genetically modified organisms that have implications for biosafety.

A brief statement outlining the ethical risks associated with the proposed research should be included in the proposal together with a justification for the approach and the proposed risk mitigation. We recommend that, if in any doubt as to whether an application is required, further advice be sought from VU Research Services. Visit <https://www.vu.edu.au/researchers/research-lifecycle/conducting-research> or contact researchethics@vu.edu.au.

Generally, PhD, Professional Doctorate and Master Degree candidates need to obtain Confirmation of Candidature before submitting their project for Ethics Approval. In special cases, the relevant Ethics Committee (HREC) will review projects before Confirmation of Candidature; however, researchers will need to make a strong case for seeking early ethical approval. Specific examples are when candidates are undertaking a pilot study, or because approval in an ethically complex project will determine the approach the project takes. Note that in such cases, if changes are required at Confirmation of Candidature for projects already approved by the Ethics Committee, the Chief Investigator (Principal Supervisor) is required to submit a request for amendment to the approving committee. Candidates who believe that their project may constitute such a case should discuss the matter with their Principal Supervisor very early in the process.

If human participants are involved, students are requested to meet with the Chair of the Human Research Ethics Committee, prior to candidature confirmation to discuss the ethical issues relevant to their projects.

8. Researcher Development

All research projects require the building and extension of skills – both those particular to the research itself and as part of a candidate's development toward becoming a professional researcher. Use the **VU My HDR Plan** to determine your contextualised researcher development needs. Your confirmation proposal will require you to nominate the **3 priority areas of researcher development** which have been identified through the **VU My HDR Plan** discussion with your supervisors. Please indicate:

- a) What those development areas were?
- b) How you have addressed them to date?
- c) How effective the skill development has been?
- d) How you will continue to use and embed those 3 priority areas of skill development?

9. Occupational Health & Safety Risks

All projects involve aspects of occupational health and safety, even if it is just the layout of your workstation. It is imperative that as the project is developed, all health and safety issues are identified. Ensure appropriate risk assessments are conducted and where required by Occupational Health & Safety policy, a comprehensive induction is undertaken prior to accessing the relevant equipment, materials or research techniques. You should discuss any issues and requirements with your supervisor (and Institute Occupational Health & Safety officer or Laboratory Manager), to ensure early identification of the risks associated with the research project. This will allow identification, and purchase if necessary, of the appropriate protective equipment, as well as the time required to eliminate or minimize the risks.

Please provide details of health and safety issues related to the conduct of your research covering: 1) Identification of hazards associated with the research activities; 2) Assessment of risk; 3) Any safeguards or controls implemented, or to be implemented. Please note that in cases where there are significant risks, a risk identification and management plan may be required to be submitted and approved prior to candidature being confirmed. Further clarification of requirements is available from the Graduate Research School, or through your supervisors.

10. Conclusion

To conclude your proposal, make a statement about the study's expected contribution to knowledge and its significance to the field. You should focus on its theoretical significance and not just the potential implications of the study. PhD (Integrated) candidates are additionally asked to demonstrate the connection between the research undertaken in Year 1 of their degree and the doctoral research for which they are seeking approval.

It is not expected that PhD (Integrated) candidates deviate significantly from their proposed research directions of which the Year 1 research was a part, unless the originally proposed research is now considered to be fundamentally flawed, or not practicable. Candidates completing a Professional Doctorate should make a statement about its contribution to the profession. Candidates completing Master degrees may find that the significance of their work is through replication of other studies in a new field, context or setting.

11. Budget

Each Research Institute has funding available to support the completion of the research and thesis. Consult your supervisor to determine what level of funding (e.g. high cost or low cost) relates to your discipline area of study. Refer to the [Budget Guide](#) that correlates to your initial enrolment date.

The [Budget Template form](#), can include expenses not covered by the Research Institute. These expenses must include information on how they are going to be funded (e.g. self-funded or via an industry sponsor).

If your Principal Supervisor has agreed to provide additional funding for your project, this must be indicated in the Budget form and a cost centre code provided.

Both the Candidature and Professional Development Budgets are two separate funds. If there is surplus in one fund, it cannot be used to top-up the other.

Professional Development related expenses cannot be claimed via the Candidature Budget.

Once your budget has been approved by the Research Institute, you cannot expect to be granted additional funding. Please ensure that you have carefully costed what will be required to undertake your research project.

Please insert the Candidature Budget form either as an appendix item in your proposal, or as a separate document with your submission.

Refer to the yearly Budget Guides and Candidature Budget template form on the [Preparing for Candidature](#) webpage

12. Timeline

When representing your project plan and timeline please use a Gantt-chart. Along with the activities normally associated with conducting research, also include your plan for further training in specific research skills and knowledge and participation in the research community (such as attendance or presentation at research conferences or seminars at VU, locally, nationally or internationally).

Candidates who will be completing their thesis by creative product involving an exhibition or performance, need to include the timing of this event and final completion of the thesis.

Candidates who will be completing their thesis with publication, need to include the timing of submissions for publication in the timeline.

A sample and template is provided in the following pages.

Timelines (sample)

	200?				200?				200?			
	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
PhD core coursework												
Candidature Proposal												
Ethics Approval												
Literature Review (Ch. 2 -1 st and updated drafts)												
Conference Attendance/Participation												
Additional Coursework/ methodology training												
Phase 1 Data collection												
1 st Draft – Chapter 3												
Training to support outcomes (pubs, conferences, 3MT etc.												
Phase 2 Data collection												
1 st Draft – Chapter 4												
Phase 3 Data collection												
1 st Draft – Chapter 5												
1 st Draft – Chapter 1												
1 st Draft – Chapter 6												
1 st Draft – Conclusion												
Thesis Revision of drafts and finalisation												
Submission												

13. Reference List

Only include references here that are cited in the proposal document. The panel understands that there are many accepted methods of referencing. Please ensure that, whichever method you choose to use, you are consistent throughout the document.

My Research Project: Timetable to Completion (for part-time students, 1 year EFT =2 years)

	20XX				20XX				20XX				20XX			
	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4
PhD core coursework																
Proposal																
Ethics Approval																
Literature Review (Ch. 2 – 1st updated drafts)																
Conference attendance/participation																
Additional Coursework/Methodology training																
Phase 1 Data Collection																
1st Draft – Chapter 3																
Training to support outcomes (publications, conferences, 3MT etc.)																
Phase 2 Data collection																
1st Draft – Chapter 5																
1st Draft – Chapter 1																
1st Draft – Chapter 6																
1st Draft – Conclusion																
Thesis Revision of drafts and finalisation																
Submission																

Please adapt this table (using Word Table tools) to reflect any additional elements which may be required by your research project, plus any variations to time (e.g. intermissions, part-time status)

APPENDIX B

Master Degrees by Creative Project and Exegesis: Description and Written Candidature Proposal Guidelines

The Master degrees by Creative project and Exegesis is comprised of two interrelated components:

1. The Creative Component (in whichever discipline)
2. The Critical Exegesis (or written analytical component)

Master Degrees by Creative Project and Exegesis: Description

The Master Degrees by Creative Project and Exegesis should contribute to knowledge by 1) the production of a creative Component and 2) through the scholarly Exegesis which situates that project. The Master degrees as a whole should demonstrate the development of new approaches or the innovative re-interpretation of existing ideas, theories or approaches.

1. The Creative Component (written, performed, and exhibited):

A Creative Component is a fully conceptualised and stylistically developed creative work of international publishable/performable standard. It must:

- Be presented in a format which provides a durable record of the work undertaken for the creative Component. It must represent no more than 70% of the total work submitted for examination.
- Demonstrate understanding of the creative discipline.
- Provide evidence of the skills required to produce a coherent and professional standard piece of work.
- Present a creative undertaking which is in dynamic relation to the theoretical ideas explicitly developed within the Exegesis.
- Be of publishable standard/merit public display or presentation.

2. The Exegesis (or written analytical component):

- An Exegesis is the scholarly work which explicitly speaks to the concerns of the Creative Component (stylistic, theoretical, aesthetic, historical etc.).
- The Exegesis is a theorised and analytical discourse which presents new and authoritative contributions to knowledge within the discipline by discussing and situating the Creative Component, thereby providing the broad context for the ideas and precedents which inform the development of the overall project.
- While more flexible in its form than a conventional thesis, an Exegesis should still produce a Research Question which serves the function of providing a conceptual overview of the discussion, situating the creative work within relevant fields of knowledge and debate.
- As scholarly discussion which functions to situate the Creative Component, the Exegesis:
 - Might be produced in a standard academic style.
 - Might develop a hybrid discourse of analytical/creative research method and expression.
 - Might utilise a practice-led research methodology.
- For the Master degrees by Creative, the Exegetical component must comprise no less than 30% of the total work (e.g. 12-20,000 words). The precise ratio (30/70 – 50/50) to be explicitly negotiated between the graduate researcher and supervisor.

The research at examination should demonstrate:

- A thorough understanding of the relevant techniques in the field of research (both creative and scholarly) by both a thorough review of the literature and by application.
- Competence in the chosen field through judicious selection and application of methods to yield a significant body of work.
- Capacity to critically evaluate and effectively present this body of work.

Master Degrees by Creative Project and Exegesis: Written Candidature Proposal Guidelines

Please note there are 2 components to your Confirmation of Candidature Proposal:

- The written proposal, according to the headings below. For most disciplines, the length of this Candidature Proposal should be at least 10 and no more than 16 pages (excluding references).
- The Oral presentation, which will involve speaking to a series of slides for 15-20 minutes and reading/presenting a short section of your creative work (5 minutes).

For a full-time Master degree student, Confirmation of Candidature will take place approximately 4-6 months after commencement.

1. Title

- a. What is the overall title of your Master degree by Creative Project and Exegesis?
- b. What are the sub-titles of your (i) Creative Component and (ii) Exegesis?

2. Abstract

In approximately 150-200 words, this section should provide the reader with:

- An overview of your Creative Component: what it is, why it should be undertaken, what stylistic decisions have been/will be taken and why, and what ideas/questions are raised by your Creative Component.
- An overview of your Exegesis: how it situates the Creative Component, why it is important that it should be undertaken, how it will be conducted and how you consider it will be an original contribution to knowledge.
- In what ways do you see these two components of your research to be interrelated and producing the overall conceptual and creative framework of the research?

3. Aims of the Master Degrees by Creative Project and Exegesis:

What are you aiming to achieve through your Creative research, both conceptually and creatively? What is the research problem/overarching question you are seeking to address?

In addressing this overview question, you should consider the two interrelated components of your project:

- Describe the aims and background to your Creative Component.
 - What is it aiming to achieve in stylistic and/or theoretical terms?
- Describe the aims and background to your Exegesis.
 - Briefly refer to earlier or related research on which your research will build.
 - State the overarching research question and any sub-questions your research will seek to answer.

3. Literature Review

The purpose of the brief literature review is to demonstrate where your proposed Master degree by Creative Project and Exegesis research fits in with what is already known through existing literatures about your fields of research and praxis. It should achieve the following:

- What are the other related works (creative and/or theoretical) in which your Creative Component is situated? In what ways is it in dialogue with them?
- What are the other related works and debates (creative and/or theoretical) in which your Exegetical research is situated? In what ways is your project in dialogue with them?
- Analyse critically the major approaches in the research literature that you have identified, including theoretical traditions and key findings.
- Indicate any gap(s) within the literature, in knowledge or approaches to the field.
- Indicate how your research relates to and extends the existing literature and praxis, demonstrating that your research topic has not been undertaken previously. (Remember that the Master degrees do not have the same high requirement for a new contribution to knowledge as does the PhD). You should be specific in your selection of literature to include in this section.

NB: DO NOT include literature to support the methodology of your project here. This should be discussed in the Methodology section below.

4. Methodology and Conceptual Framework

The methodology (that is, the research paradigm, design or approach) and the proposed methods should be identified and justified in the context of your field(s) of research. You should explain how and why your methods are appropriate and feasible for the over Research Question/topic.

What is your overall method or approach to addressing the Research Question in your Master degree?

- What ideas and theories have influenced your approach both to your Research Question and to decisions about structuring the Creative Component and the Exegesis?
- What methods will you use to approach your Creative Component (in terms of medium, praxis, aesthetic and conceptual approaches)? How do those decisions reflect the overall direction of your research?
- What method have you selected for your Exegesis and why? (E.g. Practice-led Research, autoethnography, mixed methods, literary studies, a more scholarly approach, the development of a hybrid form etc.)? Why? How does your method relate to the overall Research Question which your Master degree project is seeking to address?
- What decisions have you made about the structure and shape of both your Creative Component and Exegesis? What was the rationale of those decisions about style in relation to your overall Research Question?
 - How did both components relate to a) other related works in the field and b) to the overall ideas which your research is seeking to explore?

You need to demonstrate also that the proposed study design is feasible and appropriate for what you aim to discover, and can be achieved with the time, facilities and support that is available. It should not be too broad or too narrow.

5. Contribution to Knowledge and Statement of Significance (Impact):

Contribution to Knowledge (Academic Contribution): Explain the benefits of the research (both creative and exegetical) in terms of generating innovative approaches to knowledge that can be disseminated to the academic community as well as to relevant communities of practice.

Statement of Significance (Non-academic Contribution): Describe how the research is significant and explain the benefits of the research for the community or a particular section of the community, such as industry or business processes or artistic practices.

Pathway to impact: Describe the steps you will need to take to maximise the impact of your research in the academic community and/or society. Consider the potential users of, and audiences for, your research and explain how you intend to reach them.

Please note that the nature and level of contribution to knowledge and practice must be commensurate with the HDR program in which you are enrolled (refer to B and C above for more detail).

7. Professional Development

According to the **VU My HDR Plan** discussions you have had with your supervisor, what are your 3 nominated priority areas for skills/learning development? How have you addressed acquiring these skills? How successfully have you developed in these nominated areas? Using your **VU My HDR Plan** as a guide, describe the skills/learning areas you anticipate you will need to focus on post confirmation to a) further the research and b) continue your development as a professional and independent researcher?

8. Ethics Approval

Specify whether Ethics Committee approval will be required for the project and if so, whether an Ethics application has been submitted. Please supply details of any consultation which has been conducted with staff of the Ethics area of the VU Office for Research. Students are reminded that Ethics approval is needed for ANY study involving people such as interviews, surveys or observations, as well as for studies involving animal experimentation or genetically modified organisms that have implications for biosafety.

A brief statement outlining the ethical risks associated with the proposed research should be included in the proposal together with a justification for the approach and the proposed risk mitigation.

Please note, that for ethics purposes, the supervisor operates as the Chief Investigator of the research project. The prospective ethical risks/concerns should thus be fully discussed between student and supervisor, and referred to the Associate Director (Research Institute) or the Chair of the Ethics Committee for clarification. While formal ethics approval is typically granted after candidature has been confirmed, it is highly recommended that any projects which may/are likely to require ethics approval should be subject to preliminary clarification and advice in order to enable confirmation to occur and to prevent time being lost in the undertaking of the research. Visit <https://www.vu.edu.au/researchers/research-lifecycle/conducting-research> or contact researchethics@vu.edu.au.

While the research may not require a formal Ethics application, it remains the responsibility of the candidate to consider the full implications of undertaking research with ethical integrity, in areas such as:

- Situating their argument within others' words and ideas (both conceptually and structurally)
- The personal and cultural implications of making use of others' stories/experiences for the purposes of the research
- Ensuring that the proposed methodological approach is justifiable from an ethical perspective.

9. Occupational Health & Safety Risks

All projects involve aspects of occupational health and safety, even if it is just the layout of your workstation. It is imperative that as the project is developed, all health and safety issues are identified, appropriate risk assessments are conducted and, where required by Occupational Health & Safety policy, a comprehensive induction is undertaken prior to accessing the relevant equipment, materials or research techniques. You should discuss any issues and requirements with your supervisor (and College Occupational Health & Safety officer or laboratory manager), to ensure early identification of the risks associated with the research project. This will allow identification, and purchase if necessary, of the appropriate protective equipment, as well as the time required to eliminate or minimize the risks.

Please provide details of health and safety issues related to the conduct of your research covering: 1) Identification of hazards associated with the research activities; 2) Assessment of risk; 3) Any safeguards or controls implemented, or to be implemented. Please note that, in cases where there are significant risks, a risk identification and management plan may be required to be submitted and approved prior to candidature being confirmed. Further clarification of requirements is available from the Graduate Research School or through your supervisors.

10. Budget

Each Research Institute has funding available to support the completion of the research and thesis. Consult your supervisor to determine what level of funding (eg high cost or low cost) relates to your discipline area of study. Refer to the [Budget Guide](#) that correlates to your initial enrolment date.

The [Budget Template form](#), can include expenses not covered by the Research Institute. These expenses must include information on how they are going to be funded (e.g. self-funded or via an industry sponsor).

If your Principal Supervisor has agreed to provide additional funding for your project, this must be indicated in the Budget form and a cost centre code must be provided.

Both the Candidature and Professional Development Budgets are two separate funds. If there is surplus in one fund, it cannot be used to top-up the other.

Professional Development related expenses cannot be claimed via the Candidature Budget.

Once your budget has been approved by the Research Institute, you cannot expect to be granted additional funding. Please ensure that you have carefully costed what will be required to undertake your research project.

Please insert the Candidature Budget form either as an appendix item in your proposal, or as a separate document with your submission.

Refer to the yearly Budget Guides and Candidature Budget template form on the [Preparing for Candidature](#) webpage

11. Conclusion

To conclude your proposal, make a statement about the contribution to knowledge and its significance to the field of both the Creative Component and the Exegesis. You should focus on both the theoretical and creative significance.

12. Timeline

Remember, that in Creative Master Degrees, you have two related but different aspects of your project which you need to progress in tandem. When representing your project plan and timeline please use a Gantt-chart as suggested below. Along with the activities normally associated with conducting research, also include your plan for further training in specific research skills and knowledge and your plan to participate in the research community (such as attendance or presentation at research conferences or seminars at VU, locally, nationally or internationally).

Candidates who will be completing their thesis by creative product involving exhibition or performance need also to include the timing of this event and final completion of the exegesis

My Research Project: Timetable to Completion (for part-time students, 1 year EFT =2 years)

	20XX				20XX				20XX				20XX	
	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2
Reflecting and Planning with supervisor as reflected in VU My HDR Plan														
Formulation of research project/question and relationship to fields of knowledge (creative and critical)														
Confirmation of Candidature Proposal (including initial Literature Review and ethics considerations)														
Review of VU My HDR Plan (post-confirmation and post progress report/s)														
Creative Component: Draft Proposal														
Creative Component: Draft Section/elements														
Exegesis: Plan and Draft Introduction														
Exegesis: Draft and Revise sections														
Formal Ethics Application if required														
Revising Literature Review														
Additional research and professional skills training (as per VU My HDR Plan)														
Communication and Networking (publications, conferences, 3MT, Communities of Practice, etc) (as per VU My HDR Plan)														
Career planning and CV management (as per VU My HDR Plan)														
Creative Component: Complete/Perform/Exhibit														
Exegesis: Revision of drafts and finalisation														
Submission														

Please adapt this table (using Word Table tools) to reflect any additional elements which may be required by your research project, plus any variations to time (e.g. intermissions, part-time status)

13. Reference List

Only include references here that are cited in the proposal document. The panel understands that there are many accepted methods of referencing. Please ensure that, whichever method you choose to use, you are consistent throughout the document.

SAMPLE OF YOUR CREATIVE WORK:

Include a short representative section of your creative component (the equivalent of 1500 words prose, 150-180 lines of poetry, 5 minutes performance) to present at your confirmation panel. Depending on the nature of your presentation, you may like to distribute the creative work to the panel beforehand, together with the written candidature proposal (above).

APPENDIX C

PhD by Creative Project and Exegesis: Description and Written Candidature Proposal Guidelines

The PhD (by Creative Project and Exegesis) is comprised of two interrelated components:

1. The Creative Component (in whichever discipline)
2. The Critical Exegesis (or written analytical component)

PhD (by Creative project and Exegesis): Description

The PhD (by Creative Project and Exegesis) should uncover or create new knowledge by 1) the production of a creative Component and 2) through the scholarly exegesis which situates that project. The PhD as a whole should demonstrate the discovery of new information, development of new approaches or the innovative re-interpretation of existing ideas, theories or approaches.

1. The Creative Component (written, performed, exhibited):

A Creative Component is a fully conceptualised and stylistically developed creative work of international publishable/performable standard. It must:

- Be presented in a format which provides a durable record of the work undertaken for the creative Component. It must represent no more than 70% of the total work submitted for examination.
- Demonstrate understanding of the creative discipline.
- Provide evidence of the skills required to produce a coherent and professional standard piece of work.
- Present a creative undertaking which is in dynamic relation to the theoretical ideas explicitly developed within the Exegesis.
- Be of publishable standard/merit public display or presentation.

2. The Exegesis (or written analytical component):

- An Exegesis is the scholarly work which explicitly speaks to the concerns of the Creative Component (stylistic, theoretical, aesthetic, historical etc.).
- The Exegesis is a theorised and analytical discourse which presents new and authoritative contributions to knowledge within the discipline by discussing and situating the Creative Component, thereby providing the broad context for the ideas and precedents which inform the development of the overall PhD.
- While more flexible in its form than a conventional thesis, an Exegesis should still produce a Research Question which serves the function of providing a conceptual overview of the discussion, situating the creative work within relevant fields of knowledge and debate.
- As scholarly discussion which functions to situate the Creative Component, the Exegesis:
 - Might be produced in a standard academic style.
 - Might develop a hybrid discourse of analytical/creative research method and expression.
 - Might utilise a practice-led research methodology.
- For the PhD (Creative), the Exegetical component must comprise no less than 30% of total work presented (e.g. 18,000-30,000 words). The precise ratio (30/70 – 50/50) to be explicitly negotiated between the graduate researcher and supervisor.

The research at examination should demonstrate:

- A deep and thorough understanding of the relevant techniques in the field of research (both creative and scholarly) by both a thorough review of the literature and by application.
- Competence in the chosen field through judicious selection and application of methods to yield a significant body of work.
- Capacity to critically evaluate and effectively present this body of work.
- Independence of thought and approach.
- An original contribution to knowledge.

Please note there are 2 components to your Confirmation of Candidature Proposal:

- The written proposal, according to the headings below. For most disciplines, the length of this Candidature Proposal should be at least 10 and no more than 16 pages (excluding references).
- The oral presentation, which will involve speaking to a series of slides for 15-20 minutes and reading/presenting a short section of your creative work (5 minutes).

Confirmation of Candidature usually takes place:

- After the successful completion of the coursework units.
- Approximately 6-9 months after commencement (for full-time students).

1. Title

- a. What is the overall title of your PhD by Creative Project and Exegesis?
- b. What are the sub-titles of your i) Creative Component and ii) Exegesis?

2. Abstract

In approximately 150-200 words, this section should provide the reader with:

- An overview of your Creative Component: what it is, why it should be undertaken, what stylistic decisions have been/will be taken and why, and what ideas/questions are raised by your Creative Component;
- An overview of your Exegesis: how it situates the Creative Component, why it is important that it should be undertaken, how it will be conducted and how you consider it will be an original contribution to knowledge.
- In what ways do you see these two components of your research to be interrelated and producing the overall conceptual and creative framework of the PhD research?

In the case of PhD (Integrated) students, PhD (Integrated) candidates are additionally asked to demonstrate the connection between the research undertaken in Year 1 of their degree and the doctoral research for which they are seeking approval.

3. Aims of the PhD by Creative Project and Exegesis:

What are you aiming to achieve through your Creative research, both conceptually and creatively? What is the research problem/overarching question you are seeking to address?

In addressing this overview question, you should consider the two interrelated components of your project:

- Describe the aims and background to your Creative Component.
 - What is it aiming to achieve in stylistic and/or theoretical terms?
- Describe the aims and background to your Exegesis.
 - Briefly refer to earlier or related research on which your research will build;
 - State the overarching research question and any sub-questions your research will seek to answer.

4. Literature Review

The purpose of the brief literature review is to demonstrate where your proposed PhD (by Creative Project and Exegesis) research fits in with what is already known through existing literatures about your fields of research and praxis. It should achieve the following:

- What are the other related works (creative and/or theoretical) in which your Creative Component is situated? In what ways is it in dialogue with them?
- What are the other related works and debates (creative and/or theoretical) in which your Exegetical research is situated? In what ways is your project in dialogue with them?
- Analyse critically the major approaches in the research literature that you have identified, including theoretical traditions and key findings.
- Indicate any gap(s) within the literature, in knowledge or approaches to the field.
- Indicate how your research relates to and extends the existing literature and praxis, demonstrating that your research topic has not been undertaken previously. (Remember that the PhD has a higher requirement for a new contribution to knowledge than does Master degrees. You should be specific in your selection of literature to include in this section.

NB: DO NOT include literature to support the methodology of your project here. This should be discussed in the Methodology section below.

5. Methodology and Conceptual Framework

The methodology (that is, the research paradigm, design or approach) and the proposed methods should be identified and justified in the context of your field(s) of research. You should explain how and why your methods are appropriate and feasible for the overall Research Question/topic.

What is your overall method or approach to addressing the Research Question in your Creative PhD?

- What ideas and theories have influenced your approach both to your Research Question and to decisions about structuring the Creative Component and the Exegesis?
- What methods will you use to approach your Creative Component (in terms of medium, praxis, aesthetic and conceptual approaches)? How do those decisions reflect the overall direction of your research?
- What method have you selected for your Exegesis and why? (E.g. Practice-led Research, autoethnography, mixed methods, literary studies, a more scholarly approach, the development of a hybrid form etc.)? Why? How does your method relate to the overall Research Question which your Creative PhD is seeking to address?
- What decisions have you made about the structure and shape of both your Creative Component and Exegesis? What was the rationale of those decisions about style in relation to your overall PhD Research Question?
 - How did both components relate to a) other related works in the field and b) to the overall ideas which your Creative PhD research is seeking to explore?

You need to demonstrate also that the proposed study design is feasible and appropriate for what you aim to discover, and can be achieved with the time, facilities and support that is available. It should not be too broad or too narrow.

6. Contribution to Knowledge and Statement of Significance (Impact):

Contribution to Knowledge (Academic Contribution): Explain the benefits of the research (both creative and exegetical) in terms of generating innovative approaches to knowledge that can be disseminated to the academic community as well as to relevant communities of practice.

Statement of Significance (Non-academic Contribution): Describe how the research is significant and explain the benefits of the research for the community or a particular section of the community, such as industry or business processes or artistic practices.

Pathway to impact: Describe the steps you will need to take to maximise the impact of your research in the academic community and/or society. Consider the potential users of, and audiences for, your research and explain how you intend to reach them.

Please note that the nature and level of contribution to knowledge and practice must be commensurate with the HDR program in which you are enrolled in (refer to B and C above for more detail).

7. Professional Development and development of Transferable Skills

According to the **VU My HDR Plan** discussions you have had with your supervisor, what are your 3 nominated priority areas for skills/learning development? How have you addressed acquiring these skills? How successfully have you developed in these nominated areas? Using your **VU My HDR Plan** as a guide, describe the skills/learning areas you anticipate you will need to focus on post confirmation to a) further the research and b) continue your development as a professional and independent researcher?

8. Ethics Approval

Specify whether Ethics Committee approval will be required for the project and if so, whether an Ethics application has been submitted. Please supply details of any consultation which has been conducted with staff of the Ethics area of the GRADUATE RESEARCH SCHOOL. Students are reminded that Ethics approval is needed for ANY study involving people such as interviews, surveys or observations, as well as for studies involving animal experimentation or genetically modified organisms that have implications for biosafety.

A brief statement outlining the ethical risks associated with the proposed research should be included in the proposal together with a justification for the approach and the proposed risk mitigation.

Please note, that for ethics purposes, the supervisor operates as the Chief Investigator of the research project. The prospective ethical risks/concerns should thus be fully discussed between student and supervisor, and referred to the Associate Director (Research Institute) or the Chair of the Ethics Committee for clarification. While formal ethics approval is typically granted after candidature has been confirmed, it is highly recommended that any projects which may/are likely to require ethics approval should be subject to preliminary clarification and advice in order to enable confirmation to occur and to prevent time being lost in the undertaking of the research. Visit <https://www.vu.edu.au/researchers/research-lifecycle/conducting-research> or contact researchethics@vu.edu.au.

While the research may not require a formal ethics application, it remains the responsibility of the candidate to consider the full implications of undertaking research with ethical integrity, in areas such as:

- Situating their argument within others' words and ideas (both conceptually and structurally).
- The personal and cultural implications of making use of others' stories/experiences for the purposes of the research.
- Ensuring that the proposed methodological approach is justifiable from an ethical perspective.

9. Occupational Health & Safety Risks

All projects involve aspects of occupational health and safety, even if it is just the layout of your workstation. It is imperative that as the project is developed, all health and safety issues are identified, appropriate risk assessments are conducted and, where required by Occupational Health & Safety policy, a comprehensive induction is undertaken prior to accessing the relevant equipment, materials or research techniques. You should discuss any issues and requirements with your supervisor (and College Occupational Health & Safety officer or laboratory manager), to ensure early identification of the risks associated with the research project. This will allow identification, and purchase if necessary, of the appropriate protective equipment, as well as the time required to eliminate or minimize the risks.

Please provide details of health and safety issues related to the conduct of your research covering: 1) Identification of hazards associated with the research activities; 2) Assessment of risk; 3) Any safeguards or controls implemented, or to be implemented. Please note that, in cases where there are significant risks, a risk identification and management plan may be required to be submitted and approved prior to candidature being confirmed. Further clarification of requirements is available from the Graduate Research School or through your supervisors.

10. Budget

Each Research Institute has funding available to support the completion of the research and thesis. Consult your supervisor to determine what level of funding (e.g. high cost or low cost) relates to your discipline area of study. Refer to the [Budget Guide](#) that correlates to your initial enrolment date.

The [Budget Template form](#), can include expenses not covered by the Research Institute. These expenses must include information on how they are going to be funded (e.g. self-funded or via an industry sponsor).

If your Principal Supervisor has agreed to provide additional funding for your project, this must be indicated in the Budget form and a cost centre code must be provided.

Both the Candidature and Professional Development Budgets are two separate funds. If there is surplus in one fund, it cannot be used to top-up the other.

Professional Development related expenses cannot be claimed via the Candidature Budget.

Once your budget has been approved by the Research Institute, you cannot expect to be granted additional funding. Please ensure that you have carefully costed what will be required to undertake your research project.

Please insert the Candidature Budget form either as an appendix item in your proposal, or as a separate document with your submission.

Refer to the yearly Budget Guides and Candidature Budget template form on the [Preparing for Candidature](#) webpage

11. Conclusion

To conclude your proposal, make a statement about the contribution to knowledge and its significance to the field of both the Creative Component and the Exegesis. You should focus on both the theoretical and creative significance.

12. Timeline

Remember, that in a PhD by Creative Project and Exegesis, you have two related but different aspects of your project which you need to progress in tandem. When representing your project plan and timeline please use a Gantt-chart as suggested below. Along with the activities normally associated with conducting research, also include your plan for further training in specific research skills and knowledge and your plan to participate in the research community (such as attendance or presentation at research conferences or seminars at VU, locally, nationally or internationally).

Candidates who will be completing their thesis by creative product involving exhibition or performance need also to include the timing of this event and final completion of the exegesis

My Research Project: Timetable to Completion (for part-time students, 1 year EFT = 2 years)

	20XX				20XX				20XX				20XX	
	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Qrt 1	Qrt 2
Reflecting and Planning with supervisor - as reflected in VU My HDR Plan														
Formulation of research project/question and relationship to fields of knowledge (creative and critical)														
Confirmation of Candidature Proposal (including initial Literature Review and ethics considerations)														
Review of VU My HDR Plan (post-confirmation and post progress report/s)														
Creative Component: Draft Proposal														
Creative Component: Draft Section/elements														
Exegesis: Plan and Draft Introduction														
Exegesis: Draft and Revise sections														
Formal Ethics Application if required														
Revising Literature Review														
Additional research and professional skills training (as per VU My HDR Plan)														
Communication and Networking (publications, conferences, 3MT, Communities of Practice, etc.) (as per VU My HDR Plan)														
Career planning and CV management (as per VU My HDR Plan)														
Creative Component: Complete/Perform/Exhibit														
Exegesis: Revision of drafts and finalisation														
Submission														

Please adapt this table (using Word Table tools) to reflect any additional elements which may be required by your research project, plus any variations to time (e.g. intermissions, part-time status)

13. Reference List

Only include references here that are cited in the proposal document. The panel understands that there are many accepted methods of referencing. Please ensure that, whichever method you choose to use, you are consistent throughout the document.

SAMPLE OF YOUR CREATIVE WORK:

Include a short representative section of your creative component (the equivalent of 1500 words prose, 150-180 lines of poetry, 5 minutes performance) to present at your confirmation panel. Depending on the nature of your presentation, you may like to distribute the creative work to the panel beforehand, together with the written candidature proposal (above.)

Appendix D: Mid-Candidature Review & Towards Submission: Example of Synopsis Table

A synopsis of all chapters and the progress made in each chapter (no more than two pages);

SYNOPSIS OF THESIS	
Thesis Title	
Abstract	
Chapter 1-Introduction	
Chapter 2- Literature Review	
Chapter 3- Research Methodology	
Chapter 4- Results	
Chapter 5- Summary, Conclusion, Recommendations	

Appendix E: Checklist for submission of documents

CONFIRMATION OF CANDIDATURE REVIEW	MID-CANDIDATURE REVIEW	TOWARDS SUBMISSION REVIEW
<p>Principal Supervisor</p> <p>Nomination of Review Panel membership to the Graduate Research School via Candidature@vu.edu.au: four to six weeks before scheduled Milestone Review Presentation.</p>	<p>Principal Supervisor</p> <p>Nomination of Review Panel membership to the Graduate Research School via Candidature@vu.edu.au: four to six weeks before scheduled Milestone Review Presentation.</p>	<p>Principal Supervisor</p> <p>Nomination of Review Panel membership to the Graduate Research School via Candidature@vu.edu.au: four to six weeks before scheduled Milestone Review Presentation.</p>
<p>Candidate</p> <p>Written documentation submitted to the Graduate Research School via Candidature@vu.edu.au and no later than two (2) weeks before the scheduled Confirmation of Candidature Review Presentation. Refer to Preparing for Candidature webpage for full details and to download forms:</p> <ul style="list-style-type: none"> • Application for Confirmation of Candidature form • Confirmation of Candidature proposal in accordance with the content/format guidelines for degree; • Candidature Budget Template form submitted separately to proposal) –see budget guides related to initial enrolment dates; • Graduate Research Supervision Agreement 	<p>Candidate</p> <p>Written documentation submitted to the Graduate Research School via Candidature@vu.edu.au and no later than four (4) weeks before the scheduled Mid-Candidature Milestone Review Presentation. . Refer to Preparing for Candidature webpage for full details and to download forms:</p> <ul style="list-style-type: none"> • Application for Mid Candidature Review form • A draft abstract (no more than 200 words) • A comprehensive Table of Contents of the thesis (generated with Word, or similar) • A table with a synopsis of all chapters and the progress made in each chapter (no more than two pages); • One substantially completed chapter (such as a Methods/Methodology or the Data Analysis/Results/Findings chapter). While 	<p>Candidate</p> <p>Written documentation submitted to the Graduate Research School via Candidature@vu.edu.au no later than four (4) weeks before the scheduled Towards Submission Milestone Review Presentation. . Refer to Preparing for Candidature webpage for full details and to download forms:</p> <ul style="list-style-type: none"> • Application for Towards Submission form • A draft abstract (no more than 200 words); • A comprehensive Table of Contents of the thesis (generated with Word, or similar); • A table summarising progress compared to what was planned for since the last Candidature Milestone Review; • All chapters substantially completed to date, noting that candidates are expected to submit <i>at least</i> two substantially

<ul style="list-style-type: none"> • Screen shot of Certificates of Completion for the online OH&S via VU Develop (MyVu Portal); (https://victoriauniversity.pageuppeople.com/learning/311); • Screen shot of Certificates of Completion for the online Research Integrity Modules (Phase 1, modules 1, 3, 4, 10 and 11 (if applicable) (see Student Induction Space on VU Collaborate)); and • Plagiarism software checker assessment summary report (see student Induction Space on VU Collaborate); 	<p>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;</p> <ul style="list-style-type: none"> • 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). • Screen shot of Certificates of Completion for the online Research Integrity Modules (Phase 2) Modules 2, 5, 9 and 12 (see Student Induction Space on VU Collaborate);; • Plagiarism software checker assessment report (see student Induction Space on VU Collaborate); and • Manuscripts either under review or published (optional). • A statement responding to the following (no more than 2 pages: <ul style="list-style-type: none"> ○ The candidate's understanding and application in their thesis of research ethics, if applicable, and research integrity; ○ OHS, including candidate well-being, measures in place; 	<p>completed chapters. For PhD candidates- these chapters are in addition to that which was submitted at the Mid-Candidature Review Milestone. While the Panel will recognise that chapters are a work in progress until thesis submission, they will expect to see chapters which are substantially completed;</p> <ul style="list-style-type: none"> • For Thesis with Publication, Candidates are expected to submit at least two manuscripts that under review for publication and/or finalised publications, and a draft of their additional framing and linking material; • A table/Gant chart summarising a schedule of planned work required on each chapter between the time of the Towards Submission Milestone and the time of submission of the thesis for examination (no more than two pages) • Screen shot of Certificates of Completion for the online Research Integrity Modules (Phase 3) Modules 6, 7 and 8 (see Student Induction Space on VU Collaborate)); and • Plagiarism software checker assessment report (see student Induction Space on VU Collaborate). • Statement responding to the following (no more than 2 pages: <ul style="list-style-type: none"> ○ the candidate's understanding and application in their thesis of research ethics, if applicable, and research
--	---	--

	<ul style="list-style-type: none"> ○ Intellectual property (where relevant) ○ Professional development/transferable skills for graduate outcomes. The relevant VU HDR MyPlan Tool should be used to identify strategic planning for priority skills/learning area; ○ Provision of resources, supervision and facilities; and ○ Responding to the recommendations of the previous Milestone, if applicable, (no more than two pages). • Statement on how COVID-19 has materially impacted your progress (optional) – refer to guidelines for criteria. 	<p>integrity;</p> <ul style="list-style-type: none"> ○ OHS, including candidate well-being, measures in place; ○ intellectual property (where relevant) ○ professional development/transferable skills for graduate outcomes. The relevant VU HDR MyPlan Tool should be used to identify strategic planning for priority skills/learning area; ○ provision of resources, supervision and facilities; and ○ Responding to the recommendations of the previous Milestone, if applicable, (no more than two pages). • Statement on how COVID-19 has materially impacted your progress (optional)– refer to guidelines for criteria
<p>Review Panel Chair Adopt a student-centred approach while acting on behalf of the Review Panel and the University.</p> <p>Submit the Milestone Review Report no later than 10 working days after the Presentation to the Graduate Research School via Candidature@vu.edu.au.</p>	<p>Review Panel Chair Adopt a student-centred approach while acting on behalf of the Review Panel and the University.</p> <p>Submit the Milestone Review Report no later than 10 working days after the Presentation to the Graduate Research School via Candidature@vu.edu.au .</p>	<p>Review Panel Chair Adopt a student-centred approach while acting on behalf of the Review Panel and the University.</p> <p>Submit Milestone Review Report no later than 10 working days after the Presentation to the Graduate Research SchoolGraduate Research School via Candidature@vu.edu.au .</p>

Appendix F:– Conflict of Interest (Panel Appointment)

The Conflict of Interest (COI) guidelines are developed as a tool to assist with determining if a conflict of interest(s), perceived or objective, may be present. The Guidelines should not be considered comprehensive or a substitute for obtaining advice relevant to particular circumstances:

Examples of COI include (and not limited to):

- Milestone Panel Member has, or has had, a close personal relationship or other social, legal or commercial relationship with the Supervisor(s) or candidate.
- Minor or significant power imbalance exists between the milestone panel member and candidate (e.g. line management, senior leadership roles which may materially affect the role of the milestone panel member and cannot be managed through other structures.
- Panel Member and candidate have professional association, board or committee duties which involves close collaboration and interaction (e.g. both are office bearers).
- Panel Member has co-authored a paper, or other research output with the candidate within the last five years, where there was close collaboration during the production process.
- Panel Member has worked with the candidate on matters regarding the thesis development, or provided significant input to research design and analysis (e.g. is a current or previous member of the supervision or advisory team).
- Panel Member has employed the candidate, or vice versa within the last five Years.
- Panel Member is in negotiation to directly employ the candidate or vice versa.
- Panel Member has acted as a referee for employment of the candidate or vice versa within the last five years.
- Panel Member is currently in, or has had a business relationship with the candidate within the last five years (for example, partner in a small business).
- Panel Member has a direct commercial interest in the outcomes of the candidate's work.

APPENDIX G - Graduate Research Supervision Agreement

The purpose of this agreement is to initiate discussion between the supervisory team and graduate research candidate at the beginning of the research degree. It is designed to highlight areas where graduate research candidate and their supervisors may have questions and to assist them in gaining a mutual understanding of their roles.

While not all of the issues listed here are appropriate in every situation, they should be seen as triggers for discussion to be customised for each situation. Both supervisors and graduate research candidates are responsible for the quality of the graduate research candidate's work and for meeting the timelines and academic hurdles required by the Graduate Research School (GRS) to meet the University's Policies relating to graduate research Supervision and Candidature.

It is recommended that the research candidate and supervisor/s discuss this agreement at their initial meeting.

The form must then be completed and submitted with the Confirmation of Candidature documentation when presenting for candidature.

1. Candidate Details

Name		ID	
Thesis Title/Topic			
Research Institute			

2. Supervisor Details

Name	Supervisory Status	Contribution to supervision (%)	Nature of Contribution to Supervision

3. Supervision Meeting Arrangements

To be discussed between supervisor/s and research candidate with arrangements documented below.

Items for Discussion (General):	Agreed Arrangements:
What will be the frequency of formal supervision meetings? Usual meeting time/dates? Duration of meetings (N.B.: minimum fortnightly for f/t candidates and monthly for p/t candidates)?	
How will formal meetings take place i.e.: face to face, telephone, Skype?	
Who is responsible for initiating meetings, including rescheduling?	
Who will prepare and decide on the meeting agenda and what will be discussed at the meeting?	
What are the expectations of the meeting? What role will each supervisor play?	

Are there any anticipated absences of candidate, supervisor/s over the enrolment period?	
What is the deadline for submission of draft material for review prior to the meeting?	
How will records of meetings be made and shared?	
What will be the availability of the Supervisors outside scheduled meeting times?	
What other kinds of support/knowledge/training are required for the proposed research e.g. research process, academic writing, literature review, data storage and retrieval, statistics, etc?	

4. Contact, Engagement and Feedback: Expectations and Protocols

Meetings and Communication Strategies:	Agreed Arrangements:
Are there any seminars, group or team meetings that the candidate is required to attend regularly and contribute to?	
Review of Drafts and Feedback:	
What is the agreed timeframe for supervisor feedback on drafts?	
How will feedback be provided?	
Will the Principal Supervisor provide feedback or will the responsibilities for feedback be shared across the team?	
How can the candidate raise questions about the quantity, quality or timeliness of the feedback?	

5. Supervision Process

Advice and Support:	Agreed Arrangements:
What support will be offered in developing the candidature proposal?	
What support will be offered in developing the conceptual content of the research project: e.g. resources, contacts? How much support, and of what kind, can each supervisor bring, given their respective expertise and knowledge of the topic area?	
What other kinds of support/knowledge are required for the proposed research e.g. research process, academic writing, literature review, data storage and retrieval, statistics, etc?	
What resources do the supervisors know of and how much help can they provide?	

6. Any Other Issues

Please document below any other arrangements discussed between supervisor/s and research candidate

--

7. Declaration:

We agree to abide by the arrangements outlined in this agreement other than where there is mutual agreement to amend. We understand also that the graduate researcher and supervisors are expected to review the agreement at least annually (normally as part of the main annual progress review). However, any of us have the right to request a review and amendments at any time.

--	--	--

Graduate Researcher's Name

Signature

Date

--	--	--

Principal Supervisor's Name

Signature

Date

--	--	--

Associate Supervisor's Name

Signature

Date

--	--	--

Associate Supervisor's Name

Signature

Date

References and useful links

[VU HDR Policy and Procedures](#)

[Researcher Development](#)

[Researcher Development Program – upcoming events](#)

[Research Ambassadors](#)

[Library Research Support](#)

[Research Systems, Networks & Software](#)

<https://www.vu.edu.au/researchers/Candidature/forms-guidelines-for-graduate-researchers>.

[Victoria University Student Charter](#)

[ACGR Conflict of Interest Guidelines](#)

[Victoria University Staff Code of Conduct](#)

[Conducting Research](#)