

Candidature Milestones

Panel Responsibilities

Victoria University Research values the contributions of its candidature Panel Members, particularly those experts who are external to Victoria University.

Panel members are required to:

- Declare and assist to manage Conflicts of Interest prior to the convening of the Review Panel;
- Familiarise themselves with the student's/candidate's research project and progress prior to the presentation;
- Pose questions to the candidate to help them clarify aspects of their research as required; and
- Provide feedback notes to the Chair either prior to - or within 5 business days from the date of the presentation.
- Panel feedback will enable the Chair to finalise the Panel Report for the student/candidate within the required 10 business day timeline.

Indicative Outline of the Proceedings

Proceedings	Approx. Time (60 min)
Acknowledgement of Country & Introductions	1 minute
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 (with the option for the Panel to be present at the discretion of the Chair)	2 minutes