



Confirmation of Candidature Process

Faculty of Arts

The purpose of **Confirmation of Candidature (CoC)** is to provide **PhD and MPhil students** with early peer review and substantial feedback on their progress, in a supportive environment. Graduate research students must satisfy the requirements of CoC to continue in their degree.

STEP 1: SUBMISSION OF DOCUMENTS

At 6 months Full Time Equivalent (FTE), graduate research students will submit their CoC documents to their [department/school Research Training Director \(RT Director\)](#). The submitted documents should include:

- CoC form and supporting [documents](#)
- Essential Funding Application Form (if required)
- Budget Spreadsheet
- Revised research proposal
- Sample of written work – draft chapter or article, sample of creative work, as is appropriate for the individual research project.
 - **PhD:** 7-8000 words
 - **MPhil:** 4-5000 words

STEP 2: PANEL MEETING AND PRESENTATION

All confirmation documents will be sent to the RT Director who will:

1. Share the documents and forms with the supervisors and an internal independent reviewer within the discipline, which make up the panel.
2. Convene and chair a meeting with the panel and the graduate research student to discuss feedback.
3. The student will be provided an opportunity to raise any concerns with the RT Director confidentially at this meeting (the RT Director can request that other panel members leave the room).
4. The CoC must include a presentation component that may be held during the panel meeting or held at a department/school research seminar.

STEP 3: OUTCOME

Once the student has submitted all required documents, completed the panel meeting, and presented their research, an outcome will be determined and recommended to the Associate Dean of Research Training and Performance for final endorsement. The graduate research student will be advised of the outcome and any feedback by the RT Director in accordance with the [Macquarie University Graduate Research Continuation Policy](#) and [Procedure](#). If students do not satisfactorily meet the CoC requirements, their candidature will be subject to review as outlined in the [Graduate Research Continuation Policy](#) and [Procedure](#).