



# Confirmation of Candidature Process in the Faculty of Arts

## Information for PhD and MPhil Candidates

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The purpose of **Confirmation of Candidature** is to provide **PhD and MPhil Candidates** with an early peer review and substantial feedback on their progress, in a supportive environment. Graduate research candidates must satisfy the requirements for Candidature Confirmation (CoC) to continue in their degree. If Candidates do not satisfactorily meet Confirmation requirements, their candidature will be subject to review as outlined in the [Macquarie University Graduate Research Continuation Policy](#) and [Procedure](#).

PhD and MPhil Candidates who commence their program on or after 1 February 2023 are required to complete their Confirmation of Candidature as per the below process.

### STEP 1: SUBMISSION OF COC DOCUMENTS AND EXPERT REVIEW

At 6 months Full Time Equivalent (FTE)<sup>1</sup>, you will need to submit the following Confirmation of Candidature documents to your Research Training Director<sup>2</sup>:

- CoC Form (which confirms completion of essential requirements and ethics if required)
- [Essential Funding Application Form](#) (if required)
- [Budget Spreadsheet](#)
- Revised Research Proposal and a sample of written work – this may be a draft chapter or article, or a sample of creative work, as is appropriate for the individual research project<sup>3</sup>:
  - **PhD:** 7-8000 words
  - **MPhil:** 4-5000 words

The Research Training Director will share the documents and forms with the supervisors and an internal independent reviewer within the discipline.

### STEP 2: COC PANEL MEETING AND SUBMISSION OF DOCUMENTS

Your Research Training Director will convene and chair a meeting with the HDR candidate, the supervisors, and the independent reader to discuss feedback. You (the HDR candidate) will have an opportunity to raise any concerns with the Research Training Director confidentially at this meeting.

At the conclusion of the meeting the Research Training Director will recommend an outcome:

- i. **Progress Satisfactory:** Candidate has demonstrated that their PhD/MPhil progress meets all requirements and proceeds to **Step 3**.  
*Some minor revisions may still be required, and outcome may be conditional upon ethics approval.*
- ii. **Progress Marginal:** Candidate has demonstrated capability and dedication to their research, but further work is required to ensure a viable project that contributes to knowledge in their discipline. Refer to **Step 4(a)**.



- iii. **Progress Unsatisfactory:** Research Training Director and supervision team have serious concerns about the candidate's capacity to complete a viable PhD/MPhil project. Refer to **Step 4(b)**.

Your Research Training Director will provide you with feedback and will inform the Associate Dean of Research Training and Performance (AD/RTP)<sup>4</sup> of outcomes.

### STEP 3: COC SEMINAR PRESENTATION

Following a Progress Satisfactory outcome, you will be required to deliver a ten minute presentation on the PhD project, followed by five minutes of discussion at a one-day CoC seminar presentation.

Presenting your research and responding to questions is a crucial part of research training, and the more opportunities you have to do this, the better for the development of your research and your skills at presenting.

Your Department/School CoC seminar will be organised by the Research Training Director and attended by AD/RTP, Research Training Director and supervisors. Graduate researchers (MRes Y2, MPhil, and PhD) within the Dept/School will also be expected to attend.

Following the presentation, the AD/RTP will confirm candidature and budget, in accordance with advice from Research Training Director and supervisors.

### STEP 4: REVIEW OF CANDIDATURE

*Applies only in the case of Marginal or Unsatisfactory outcome.*

#### STEP 4(A): PROGRESS MARGINAL OUTCOME

If your progress is deemed marginal, the Interim Progress Review stage of the [Graduate Research Continuation Procedure](#) is invoked, and you will have the opportunity to revise your Research Proposal and written work, in consultation with your supervisors, to address the concerns raised at the CoC Panel Meeting, and re-submit your work to the Research Training Director.

- **PhD:** 3 months FTE from the date of the CoC meeting (Step 2)
- **MPhil:** 2 months FTE from the date of the CoC meeting (Step 2)

The Research Training Director will consult with supervisors and determines outcome:

- Progress Satisfactory:** candidate submits an Interim Progress Report to the GRA to confirm that they have received a satisfactory outcome, and is booked in to present at the next available CoC Presentation Seminar.
- Progress Unsatisfactory:** candidate submits Interim Progress Report to the GRA regarding outcome of the review. Proceed to **Step 4(b)**.

#### STEP 4(B): PROGRESS UNSATISFACTORY OUTCOME

Panel Review of Progress stage of the [Graduate Research Continuation Procedure](#) is invoked.

Your Research Training Director, your supervision team, and an independent experienced supervisor<sup>5</sup> will work with you to develop a progress plan with clear objectives, geared toward preparing you to pass your CoC:



- **PhD:** 3 month FTE progress plan
- **MPhil:** 2 month FTE progress plan

At conclusion of the designated time, a new Panel is convened, consisting of AD/RTP, Research Training Director, the independent experienced supervisor<sup>4</sup>, and at least one academic staff member external to your Dept/School. This Panel will review your revised work and consult with you and your supervisors to determine an outcome:

- Progress Satisfactory:** You will present at the next available CoC Presentation Seminar.
- MPhil downgrade recommended (*PhD only*):** The candidate has met CoC requirements for MPhil, but not PhD. In this case, you are required to submit Transfer eForm to GRA. You will be booked to present as an MPhil candidate at the next available CoC Presentation Seminar.
- Progress Unsatisfactory:** The candidate withdraws from candidature in accordance with this recommendation, *or* if they wish to continue their candidature, A Formal Review of Candidature commences, in accordance with the [Continuation of Candidature Procedure](#).

## END NOTES

<sup>1</sup> **Full Time Equivalence and CoC Due Dates:** For Full Time candidates, “6 months FTE” means six calendar months from enrolment. Part Time candidates will commence CoC 12 calendar months after enrolment. Candidates who reach the 6 month FTE mark on 1 January will be permitted to submit their CoC documents on 1 February due to the University end-of-year shutdown and high levels of staff leave during January.

<sup>2</sup> **The Research Training Director** may appoint a qualified delegate to perform any “Research Training Director” functions related to Confirmation of Candidature on their behalf.

<sup>3</sup> **Writing Sample:** Word count of writing sample does not include footnotes or bibliography; there may be overlap between revised research proposal and sample of written work.

<sup>4</sup> **The Associate Dean, Research Training and Performance (AD/RTP)** may appoint a delegate to perform “AD/RTP” functions related to Confirmation of Candidature on their behalf.

<sup>5</sup> **The independent supervisor** appointed in case of Panel Review will have expertise in a relevant discipline, and will be internal to Macquarie University.

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## FIND OUT MORE

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