# Faculty of Arts Confirmation of Candidature Form

*For candidates who commenced PhD or MPhil on or after 1 February 2023.*

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 to continue in their degree. For more information, please review the [Confirmation of Candidature Procedure](https://students.mq.edu.au/study/hdr/managing-candidature/confirmation/?a=1249682) document.

When you reach 6 months full time equivalent, you will need to submit the following documents to your [School or Department Research Training Director](https://www.mq.edu.au/research/phd-and-research-degrees/hdr-academic-advice) (cc: your supervision team):

* This **Confirmation of Candidature Form**, with any required attachments
* Your [Candidature Budget Spreadsheet](https://students.mq.edu.au/__data/assets/excel_doc/0010/1284337/FoA_GR_Budget_Spreadsheet_Last_Updated_15Dec2023.xlsm) (compulsory) and your Graduate Research Essential [Funding Scholarship Application Form](https://students.mq.edu.au/__data/assets/word_doc/0011/1284338/FoA_GRS_Funding_Application_Form_15Dec2023.docx) (if required)
* A revised research proposal and a sample of written work toward your thesis:
	+ **PhD Candidates:** 7-8,000 words
	+ **MPhil Candidates:** 4-5,000 words

When your Confirmation of Candidature documents are approved, you will complete the Confirmation of Candidature process by delivering a presentation to your School or Department.

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| SECTION 1: Your Candidature Details |
| Full Name  |  |
| Student number |  | **School/Dept** |  |
| Degree | [ ]  PhD | [ ]  MPhil | **Study Load** | [ ]  Full Time | [ ]  Part  Time |
| Location | [ ]  On Campus | [ ]  Off  Campus | **Domestic/****International** | [ ]  Dom | [ ]  Intl |
| Scholarship Holder | [ ]  Yes | [ ]  No | **Name of Scholarship** |  |
| Principal Supervisor |  | **Date Degree Commenced** |  |
| Associate Supervisor |  | **Expected Work Submisssion Date** |  |
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| Additional Information |
| *Did you complete the MRes at Macquarie?* | [ ]  Yes | [ ]  No |
| *Have you upgraded from MPhil to PhD within the last 6 months* | [ ]  Yes | [ ]  No |
| *Did you commence your current research project at another Australian University?* | [ ]  Yes | [ ]  No |
| *Are you a Cotutelle/Joint PhD Candidate?* | [ ]  Yes | [ ]  No |

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| SECTION 2: Macquarie University Requirements*These requirements apply to all Macquarie University PhD and MPhil Candidates, and are essential to the completion of Confirmation of Candidature.* |
| Have you completed the online [Graduate Research Induction](https://ilearn.mq.edu.au/course/view.php?id=72870)?  | [ ]  Yes – *By ticking this box, you confirm that you have accessed and completed either the* [*Graduate Research Induction*](https://ilearn.mq.edu.au/course/view.php?id=72870) *(preferred)* *or**the* [*Graduate Research Central Commencement Program*](https://ilearn.mq.edu.au/course/view.php?id=62470) *(permitted only if candidate enrolled prior to 2024 – use passcode grccp to access the program)* |
| Have you completed the online [*Faculty* Commencement Program](https://ilearn.mq.edu.au/course/view.php?id=46105)? | [ ]  Yes -- *By ticking this box, you confirm that you have accessed and completed the online Faculty Commencement Program via the* [*Arts Graduate Research Online Precinct*](https://ilearn.mq.edu.au/course/view.php?id=46105) |
| Faculty Commencement Program Feedback*Please briefly comment on which parts of the FCP you found most useful, and where you feel there is room for improvement.* |
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| Data Management Planning | [ ]  I confirm that I have completed the compulsory [Research Data Management Online Training](https://ilearn.mq.edu.au/course/view.php?id=62285), and my certificate is attached.[ ]  I confirm that I have prepared a Data Management Plan in consultation with my supervisor, and it has been uploaded to [FoRA](https://fora-form.mq.edu.au/Account/Login?ReturnUrl=%2fActivityForm%2fIndex). |
| Respect Now Always | [ ]  I confirm that I have completed the [Respect Now Always training](https://ilearn.mq.edu.au/course/view.php?id=71195). |
| Does your Associate Supervisor appear on your Research Student Profile (available via [eStudent](https://student1.mq.edu.au/)) | [ ]  Yes |
| [ ]  No – *Please discuss with your Principal supervisor immediately, and submit a Change of Supervisor eForm via* [*eStudent*](https://student1.mq.edu.au/) *to appoint your agreed Associate.* |

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| **Is ethics clearance required for your project?***Please consult your supervisor* | [ ]  Yes | [ ]  No |
| **If If YES to the question above: has the project received the relevant MQ Ethics Clearance?** |
| [ ]  Yes*Please attach your approval letter and indicate your reference number below* | [ ]  No*Please provide details below on the timeframe for ethics approval and any issues.* | [ ]  Pending*Please provide below an indication of the timeframe.*  |
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| **SECTION 3: Canditature Progress and Planning** |
| **Thesis Summary/Abstract***Describe in plain English what you are proposing to do and why. The project summary should be expressed in a manner that is accessible to any intelligent reader.* |
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| **Candidature Progress to Date**Explain what progress you have made since commencing your project. You may wish to address:* *Refinement/further development of your research question*
* *Literature read/reviewed*
* *Development of thesis structure*
* *Fieldwork design and planning, including approval to undertake fieldwork in accordance*
* *Status of your ethics application, if applicable*
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| **Timeline for Research Completion***Please provide a* ***TIMELINE FOR RESEARCH COMPLETION****, between Confirmation of Candidature and your Expected Work Submission Date.* |
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| **Contingency Planning***Please provide a brief outline of the contingency plans you have developed, in consultation with your supervisors, to allow you to continue your research in the event of disruptions such as library/archive closures, interruptions to inter-library loan systems, disruption to national and/or international travel.* |
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| **Resources Required***Please provide an assessment of the resources, skills, equipment and facilities required to complete the thesis project within the required candidature period. Please include information on:** *Skills already gained via the Faculty and the Graduate Research Academy training skills workshops;*
* *Further research training and developmental needs required, and how they would support a successful in-time completion;*
* *Essential travel, field research activity, accessing material and data collection, etc.*

*Any “value added” resources, travel, conference attendance, that is not essential to your research, but may broaden its scope or impact, and improve your own understanding via peer review*. |
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| **Budget Spreadsheet and Application for Graduate Research Essential Funding Scholarship** |
| [ ]  I have completed the **compulsory** [Faculty of Arts Budget Spreadsheet](https://students.mq.edu.au/__data/assets/excel_doc/0010/1284337/FoA_GR_Budget_Spreadsheet_Last_Updated_15Dec2023.xlsm), and will submit it with my Confirmation documents. |
| **I am applying for a** [**Graduate Research Student Essential Funding Scholarship**](https://students.mq.edu.au/study/graduate-research/managing-candidature/grants-and-funding/pdfs/Faculty-of-Arts-Graduate-Student-Essential-Research-Funding-Scheme_13Dec2023.pdf) **to support essential research costs** | [ ]  Yes*Please ensure that you submit your* [*Funding Application Form*](https://students.mq.edu.au/__data/assets/word_doc/0011/1284338/FoA_GRS_Funding_Application_Form_15Dec2023.docx) *with your Confirmation of Candidature Documents* |
| [ ]  No*Funding for essential research activity should be applied for at Confirmation of Candidature. If you do not submit an application for essential research funding and you later require it, you will need to present a strong case as to why these funds were not anticipated at Confirmation of Candidature.* |
| **Research Partnerships and Industry Engagement***Research engagement with external organisations, such as other academic institutions, community groups, government, NGOs, and/or industry can greatly increase the impact of your research. This engagement may take the form of an ongoing research collaboration/partnership, or a shorter term internship organised by the GRA or a third party such as* [*APR Intern*](https://aprintern.org.au/about-apr-intern/) *or* [*iPrep*](https://www.biodesign.au/iprepbiodesignstudentinformation)*.*  |
| ***Are you conducting your research in partnership with an academic or industry partners*** | [ ]  Yes – I am a cotutelle/Joint PhD candidate[ ]  Yes – I am conducting research or planning an internship with an indstrusy partner, which may inclue community group, government office, NGO, and/or any other non-academic institution. *Please tell us a bit about your research partnership below.* |
| [ ]  No – Please discuss with your Supervision Team whether an Internship or Professional Mentorship program might be suitable for your candidature and document the outcome of your discussion below. The Graduate Research Academy can assist if you have further questions: gr.industry@mq.edu.au |
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| SECTION 4: Candidate Declaration |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare:* I have read and understood
	+ The [Faculty of Arts Confirmation of Candidture Procedure](https://students.mq.edu.au/study/hdr/managing-candidature/confirmation/?a=1249682)
	+ The [Graduate Research Essential Funding Scholarship Guidelines](https://students.mq.edu.au/study/graduate-research/managing-candidature/grants-and-funding/pdfs/Faculty-of-Arts-Graduate-Student-Essential-Research-Funding-Scheme_13Dec2023.pdf)
* I have read and understood:
	+ The Macquarie University [Human Research Ethics Policy](https://policies.mq.edu.au/document/view.php?id=206)
	+ The [Macquarie University Code for the Responsible Conduct of Research](https://policies.mq.edu.au/document/view.php?id=258)
	+ The [Australian Code for the Responsible Conduct of Research](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018)
* I have read and understood:
	+ The [Macquarie Graduate Research Continuation Policy](https://policies.mq.edu.au/document/view.php?id=344) and [Procedure](https://policies.mq.edu.au/document/view.php?id=166)
	+ The [Macquarie University Graduate Research Supervision Policy](https://policies.mq.edu.au/document/view.php?id=175)
* I understand that University correspondence, including formal notices and other communications, may be issued to me electronically via MQ student email addresses (firstname.lastname@students.mq.edu.au AND/OR firstname.lastname@hdr.mq.edu.au). I agree to check my MQ student email addresses on a regular basis, at least once a week.
* I acknowledge that failure to update my mailing address and contact details in [eStudent](https://student1.mq.edu.au/) will not be an acceptable reason for failing to respond to any correspondence from the University as required.
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| Signature |  | Date |  |

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| SECTION 5: School/Department Review |
| Research Training Director’s (or delegate’s) Recommendation, following consultation with independent reviewer, the candidate’s supervision team, and the candidate. |
| Candidate Name |  |
| Research Training Director (or delegate) |  |
| Independent Reviewer |  |
| Principal Supervisor |  |
| Associate Supervisor |  |
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| Based on the feedback from the independent reviewer and the candidate’s supervision team, it is my view that the candidate: |
|  | Strongly Agree | Strongly Disagree |
| Has formulated a clear, viable research question appropriate to the research degree. |  |  |  |  |  |
| Has demonstrated initiative and intellectual engagement consistent with the requirements of the research program and level of study. |  |  |  |  |  |
| Has developed a clearly defined, coherent, feasible research design that is well integrated with theory, methodology and proposed methods, which can be implemented in the required time frame. |  |  |  |  |  |
| Is able to explain comprehensively and defend the project’s theoretical and conceptual frameworks. |  |  |  |  |  |
| Has convincingly situated the project within the broader field within which the research is situated. |  |  |  |  |  |
| Is able to clearly explain their research to a general audience. |  |  |  |  |  |
| Has provided a well-developed Budget with (if required) a fully justified application for Essential Funding. |  |  |  |  |  |
| Has access to adequate resources to complete their project within the candidature timeframe. |  |  |  |  |  |
| Has appropriate supervisory arrangements in place for the project. |  |  |  |  |  |
| Additional Comments  |
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| Recommendation to the AD/RTP:*It is my view that the candidate’s progress is:* | [ ]  **Satisfactory** – the candidate is ready to present their research to the Dept/School. |
| [ ]  **Marginal** – the candidate will complete an Interim Progress Review |
| [ ]  **Unsatisfactory** – the candidate will complete a Panel Review |
| Essential Funding Application | [ ]  I recommend that the candidate be $AUD\_\_\_\_\_\_ Essential Research Funding, as per their application and budget[ ]  I recommend that the candidate revise their Essential Research Funding Application. |
| RT Director Signature (or delegate) |  | **Date** |  |

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| SECTION 6: Associate Dean, Research Training and Performance |
| Marginal or Unsatisfactory Outcome – leave blank if N/A |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Endorse the recommendation of the Department/School to proceed to review of candidature. | [ ]  Outcome Marginal – Proceed to Interim Progress Review[ ]  Outcome Unsatisfactory – Proceed to Panel Review |
| AD/RTP (or delegate) Comments |
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| AD/RTP Signature (or delegate) |  | **Date** |  |
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| Satisfactory Outcome: To be completed when the candidate has presented to their Department/School |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am satisfied that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has met requirements of Confirmation of Candidature. | [ ]  Yes – Candidature Confirmed[ ]  Yes – Conditional upon:[ ]  Ethics Approval[ ]  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| AD/RTP (or delegate) Comments to Candidate |
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| AD/RTP Signature(or delegate) |  | **Date** |  |