**MID CANDIDATURE REVIEW INSTUCTIONS AND GUIDELINES**

**PLEASE NOTE: this form does not apply to QIMR Berghofer students. QIMR Berghofer students should use QIMR Berghofer forms and instructions for annual reviews.**

**REVIEWS TO BE SCHEDULED ON WEDNESDAYS**

**REVIEWS ARE HELD IN ROOM 234, LEVEL 2 PUBLIC HEALTH BUILDING**

**Guidelines for Reviewers**

*Please read the documents sent to you and at this stage please consider whether the candidate is:*

* *Making sufficient progress (e.g. are they at least half way? Have they collected some or most of their data? Have they been writing and publishing as they go?).*
* *Whether the quality of the work is good (e.g. if they have published as they go this is usually a good indicator. If they are writing their thesis in chapters, please read one and provide feedback)*
* *Whether the scope of their thesis is appropriate (e.g. is it going to be too large for the candidate to manage to complete in the remaining timeframe? Is it too small so that only a couple of minor publications will emerge?)*

**Mid Candidature Review Guidelines**

The Graduate School guidelines may be found at <http://www.uq.edu.au/grad-school>

**Timing:**

All RHD candidates are required to undergo a mid-candidature review (MCR) of their progress at 24 months for PhD and at 12 months for MPhil. Its purpose is to ensure the project is on track for completion within candidature duration, and that the candidate’s research and other professional skills are developing appropriately.  It will also identify any resource needs. It is the responsibility of the student and their advisory team to arrange the review at the appropriate time.

**It is recommended that at least 7 weeks before the appointed review date**, the student and advisory team meet to discuss who should be on the Review Committee.

1. The advisory team will select and obtain the agreement of a **reviewer** external to the advisory team who have relevant content or methodological expertise.
2. The advisory team and candidate must select a [**Chair**](/filething/get/2118/chairs-for-reviews.pdf) (external to the advisory team) and arrange a date and time with all participants for the review panel to meet with the candidate.
3. The panel will comprise the current advisory team, the reviewer, and the Chair.
4. The candidate/advisor will notify the PGAO of the intended date and time of the review and clarify any details of the process with them. One and a half hours should be allowed.
5. Documentation, including copies of the slides for presentation, *Mid Candidature Review Report, Attainment of Milestone* form and copy of Confirmation document must be sent to all members of the panel **two weeks before** the meeting date.
6. The student/advisory team are welcome to ask additional observers to the review, if they wish. The oral presentation will be open to the School’s Research Higher Degree students and academic staff.
7. A [**flyer**](/filething/get/2448/flyer-milestone-review-presentation.docx) is completed detailing the title, 500 word abstract, brief bio and a photo. This is emailed to the PGAO (rhd@sph.uq.edu.au) **two weeks before** your Review.

**Preparation**

* *Mid Candidature Review Report* with candidate and advisor sections completed.
* An *Attainment/Extension of Milestones* form with candidate details completed (see <http://www.uq.edu.au/grad-school/candidature-forms>)
* A brief summary setting out what has been completed and what remains to be done prior to submission (including a timeline).
* Outline of thesis structure, including chapter headings.
* Copy of confirmation feedback document.

**At least one of:**

* Completed or draft chapter (not the introduction chapter)
* Journal papers may also be provided.  If journal papers are included, the candidate and advisors must be able to justify that the candidate has contributed in a substantial way to the piece of work.
* Research poster, and/or conference presentations which are to be included in the thesis.

**The Mid Candidature Review meeting:**

1. The meeting begins with the presentation by the candidate **no longer than 20 minutes in duration**.
2. This is followed by an open discussion between the candidate and all present (including the audience)
3. The observers/audience then leave the meeting.
4. This is followed by a discussion with the candidate and the advisory team.
5. This is then followed by a discussion between the review committee and the advisory team but with the candidate absent.
6. This is then subsequently followed by a discussion with the candidate with the advisory team absent.
7. The meeting concludes with a final session (all review group present) to inform the candidate of the outcome of the review process.

**Written feedback:**

The Chair of the panel will:

* Summarise the main points raised in relation to written materials, oral presentation and interview and summary recommendations and enter these on the SPH MCR  proforma
* Complete sections 1-4 of the Milestone Attainment Form
* Email these to the PGAO

The PGC will forward the final recommendation to the Graduate School and the candidate will receive notification of the final outcome from the Graduate School.

**Outcome:**

The School may recommend:

* that the milestone has been achieved
* an extension of the due date (usually up to three months FTE) for achieving the milestone, or
* that the candidate has not achieved the milestone after more than one attempt and is liable for termination of candidature. Information can be found at <http://www.uq.edu.au/grad-school/termination>

Candidates who do not achieve this milestone after 36 months (PhD) or 20 months (MPhil) of FTE candidature may be liable for termination of candidature.