

Guidelines for Reviewers

- Please read the documents sent to you and have your questions ready for the arranged interview between the Chair, candidate, and Advisory Panel.
- If you have any major concerns about the candidate's suitability for confirmation please contact the Chair in advance of the meeting.
- Make your suggestions and requirements clear to the candidate in the interview.

Notes for External reviewers at each milestone

The purpose of each milestone process is to assure the candidate, the advisory team, the enrolling school and the university that

- the quality, originality, and amount of the research completed, and
- the oral and written presentation skills demonstrated by the candidate are at least adequate for the present stage of candidature in that discipline.

The role of the external reviewer is to give written feedback on the work presented at each stage and suggestions for improvement or for further exploration by the candidate and advisory team. Each milestone represents a different stage in the progression of the candidate's work and hence the reviewer task may be seen to be slightly different depending on the stage. Your input is greatly appreciated by the School and advisory team.

Milestone Descriptions

Confirmation is a critically important moment. At this milestone:

- the candidate receives formative advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- the school/institute reviews the human, physical, financial resources needed to sustain the candidature, in compliance with relevant university, disciplinary, and external regulatory protocols; and
- the University is assured by the school/institute's review that continuation of the candidature is likely to lead to an assessable thesis in about the period for which the candidate, school/institute, and University are funded to support the candidate's enrolment.

The role of the reviewer at this stage is to concentrate upon the study design and feasibility and judge the quality and originality of the written material as indicators of the overall ability of the candidate to complete the project proposed in a timely manner. Any suggestions for better ways to undertake the study or design issues are especially useful at this stage.

SCHOOL OF PUBLIC HEALTH

The **Mid-Candidature** review represents a mid-point between confirmation of candidature and thesis review milestones. Achievement of this milestone reassures the candidate, advisory team and school/institute that:

- the project is on track for completion within candidature duration; and
- the candidate's research and other professional skills are developing appropriately.

The external reviewer at this stage will be expected to provide written feedback on the quality of written work, review any publication plans, directions of further research and whether the project is being successful in its objectives in a timely manner.

The Thesis Review :

enables the school/institute to determine collectively that the work should be ready for assessment by the expected date;

- allows any differences of opinion among the candidate and the advisory team about the readiness of the thesis for assessment to be aired and settled collegially;
- assures the candidate and advisory team of the scope, originality and quality of the thesis;
- identifies any major concerns that need attention before submission;
- provides a forum for discussing the mix of disciplinary knowledge required among the thesis assessors to review the breadth of work contained within the thesis; and
- enables the candidate and the advisors to express any reservations or concerns about having any particular individual act as an assessor.

At this stage the external reviewer is expected to take a critical view as though they were an examiner and point to whatever faults are likely to be issues in examination and comment on the overall structure of the thesis, quality and scope, whether the candidate has addressed the broader implications of their work and readiness for examination.