

**SCHEDULE A: CONFIRMATION OF CANDIDATURE STANDARDS** (Approved by Academic Board on 15 September 2015 and includes administrative amendments to 29 March 2018)

This schedule is pursuant to the [Higher Degrees by Research Academic Progress Procedure](#).

**HDR confirmation**

1. The confirmation process described in this Schedule relates to doctoral and masters programs except for masters programs identified in *Schedule C: Academic Progress Requirements for Specified Masters Degrees*.

**Confirmation requirements**

2. Students except for those enrolled in the Doctor of Psychology must satisfy the following requirements:
  - a) present to a confirmation panel a written document which comprises draft chapters on the introduction, literature and methodology appropriate to the discipline. It must contain at least:
    - i) a critical review of recent work in the field
    - ii) an updated research proposal and/or research question
    - iii) a statement about the status of any relevant ethics approvals and/or intellectual property agreements, including ownership, location and storage of data
    - iv) if the project involves human research, a statement about compliance with Victorian and Commonwealth privacy law, including management of identifiable information
    - v) an updated plan of research, including progress made to date
    - vi) an updated timetable for completion of the thesis
    - vii) a statement of the resources and facilities required to complete the project within the appropriate candidature period
    - viii) a plan setting out the publications expected to be produced during candidature.
  - b) deliver an oral presentation and verbal defence of the research proposal to the confirmation panel.
  - c) complete compulsory training in research integrity
  - d) complete compulsory Deakin Research induction.
3. In the case of creative arts disciplines, the student will present to the panel for endorsement a proposal on an integrated format appropriate for a thesis of this nature. In the confirmation process a weighting will be given to the written dissertation/exegesis and the creative work. The faculty or institute will provide specific details to students on requirements.
4. Faculties or Institutes will determine the specific requirements of oral presentations and written submissions.
5. Doctor of Psychology students must satisfy the following requirements:
  - a) deliver an oral presentation and verbal defence of the research proposal to a meeting of a confirmation panel and other staff and students, accompanied by a one-page written summary of the hypotheses, method and proposed analyses for their thesis. The School of Psychology will determine the specific requirements of oral presentations and written submissions.
  - b) present for examination a complete a set of introductory chapters. Students will:

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- i) present the bound chapters to the Professional Programs Officer
  - ii) achieve a distinction standard
  - c) complete compulsory training in research integrity as determined by Deakin Research.
6. Doctor of Psychology students may be given an opportunity to make minor revisions to the examination chapters if initially unsuccessful.

**Composition of confirmation panel**

7. The confirmation panel composition will be determined by the Head of Academic Unit or nominee and will typically include:
- a) the Head of Academic Unit or Associate Head of Academic Unit (Research) or nominee
  - b) Academic Unit HDR coordinator
  - c) principal or executive supervisor and co-supervisor
  - d) associate supervisor[s]
  - e) one or two senior researchers and
  - f) an active researcher from outside the Academic Unit.
8. The panel will appoint a Chair, who will be the Head of Academic Unit or Associate Head of Academic Unit (Research) or nominee. Faculties and Institutes may modify the composition to suit discipline-specific requirements.

**Responsibilities of faculties and institutes**

9. Faculties and Institutes, or the School of Psychology in the case of the Doctor of Psychology, will:
- a) ensure that staff and students adhere to University guidelines and minimum requirements
  - b) communicate in writing to students any specific requirements including:
    - i) additional discipline-specific requirements
    - ii) objectives, timelines and process of confirmation
    - iii) the consequences and procedures if candidature is not confirmed
  - c) determine whether the thesis is examinable according to Deakin's usual processes.

**Process of confirmation**

10. The Chair of the confirmation panel, or the Chair of the thesis units for the Doctor of Psychology, will advise students in writing of the membership of the panel, the date of their presentation and the details of the format of their presentation.
11. Following the presentation, the student will leave the room and the panel will determine an outcome under clause 10 of the *HDR Academic Progress procedure* following the presentation and consideration of the written submission (and advise the Head of Academic Unit of the outcome if they were not a member of the panel).

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12. The Chair of the confirmation panel will write to the student to inform them of the outcome and reason for decision and include a copy of the panel report. The student is required to acknowledge receipt of the report to the Chair. The Faculty or Institute will keep a copy of the documentation and student's acknowledgement in the student's file.
13. The Chair of the confirmation panel will also provide a copy of the report and outcome to Deakin Research.

**Process of second confirmation**

14. Where candidature is not confirmed but the student is given an opportunity to revise their work and undertake a second confirmation process, the confirmation panel will document any aspects of the student's work that it considers were inadequate in the first confirmation. The confirmation panel must also advise the student of the possible consequences of unsuccessful confirmation.
15. The student will normally be required to undergo the confirmation process again within three months equivalent full-time. The confirmation panel will ensure appropriate academic support for the student to prepare for the second confirmation attempt.
16. The student must repeat the confirmation process and must address the confirmation panel's comments in the second confirmation process. The process of confirmation according to the above clauses 8-11 will be repeated. Where possible, the confirmation panel members should be the same as at the first confirmation.