

School of Physiotherapy The University of Melbourne

The Seminar Program: Confirmation and Completion Processes for PhD candidates

Seminar program

The Seminar Program, held fortnightly on a Tuesday at 4pm, is a forum for Masters by Research and PhD candidates to present their Progress, Confirmation, Conversion and Completion Seminars. The audience will consist of the School of Physiotherapy Research Higher Degree candidates, staff, the candidate's supervisors and members of the School's Research Committee. Following each Seminar, a social gathering with wine and cheese will occur. Each candidate will be advised of the date of their seminar by email from the Postgraduate Team Leader. The candidate should then advise their supervisors of this date. In addition, it is a School requirement that all Research Higher Degree candidates attend the Seminar Program. Full time students are expected to attend every Seminar and part-time candidates to attend on a pro-rata basis. Attendance will be recorded by the Postgraduate Team Leader.

Probationary status and confirmation

Normally PhD candidates enrolled at The University of Melbourne are first admitted as 'probationary' candidates. Exceptions include those who have converted from a Masters by Research, or in some cases, those who have transferred from another institution. Probationary candidature is usually for a period of 6 - 12 months (or 12 - 24 months for part-time students) except where an extension is officially approved. After 6 months (full-time) enrolment, the School of Graduate Studies (SGS) will send the candidate the Confirmation Report Form. The candidate should discuss their Confirmation with their supervisor and is required to complete the Confirmation process. This involves submission of a written report, presentation of their Confirmation seminar and an oral defense of their research. The Postgraduate Team Leader will notify the candidate of the date of their seminar and the composition of their Confirmation Committee via email. Candidates are required to bring their completed Confirmation Report Form to their seminar so that it can be signed off by the Confirmation Committee.

More information can be found on the SGS website at:

<http://www.sgs.unimelb.edu.au/phd/enrolcandid/phdhbk/candidature/status.html>

<http://www.sgs.unimelb.edu.au/phd/managecandidature/guideline/>

If no application for confirmation is received by the due date by School of Graduate Studies, the candidature and any scholarship held terminates at the end of the probationary period.

The Confirmation process at the School of Physiotherapy

At least one week prior to the Confirmation seminar, candidates must submit a written report to the Postgraduate Team Leader, which supports their progress. The report should be no more than 3000 words. The report should be in a minimum font size of 11, and include:

- a concise statement of the research question(s),
- a critical summary and analysis of relevant literature,
- an explanation of the conceptual framework being used and/or a summary of experimental methods and equipment requirements,
- a summary of progress to date including preliminary data, resources developed etc,
- an argument for the relevance and importance of the study,
- proposed schedule and timeline for the phases of the study, based on date of submission,
- a brief bibliography,
- a list of publications produced or presentations made during the candidature.

Candidates will then give a 20 minute oral presentation, in the Seminar Program. In the presentation, the candidate should justify and detail studies which have been undertaken and those that are planned. Following the oral presentation the candidate will answer questions from the audience. In addition, they will meet with their Confirmation Committee to provide an oral defense of the proposed research project. The Confirmation Committee will consist of up to 4 members of the Research Committee.

During the presentation and oral defense, the Confirmation Committee will assess the feasibility, format and resource requirements of the project and may offer suggestions towards its successful completion.

Any suggestions made by the Confirmation Committee must be documented by the candidate in point form (maximum of one page) and copies submitted to the student's Supervisors, the Confirmation Committee and the Postgraduate Team Leader. Following the defense, the Confirmation Committee will make a recommendation to the Head of School regarding the progress of the candidate.

Completion Seminars

It is a SGS requirement that all PhD candidates give a completion seminar before submitting their thesis. The Postgraduate Team Leader will notify the candidate of the date of their seminar via email. The 45 minute presentation should detail the methodologies used and the results of the research undertaken during the candidature. In addition, candidates are required to provide the Postgraduate Team Leader with brief abstract (no more than one page) of their thesis and hard copies of any publications that have arisen from their research at least one week in advance of their seminar.

More information can be found on the SGS website at:

<http://www.sgs.unimelb.edu.au/phd/enrolcandid/phd/bk/phdthesis/public.html>

<http://www.sgs.unimelb.edu.au/phd/managecandidature/guideline/>