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Student Family Name _____
Student Given Name/s _____
Enrolling Area _____
Faculty _____
Course _____

The headings listed below are those expected to have been addressed by a Higher Degree by Research Candidate. Please ensure that each area has been completed at a level appropriate to, and within the expectations of, the Degree and Enrolling Area in which the Candidate is applying.

Abstract

The normal expectation is that the abstract will be a half-page explanation of the program in plain English.

Does the Abstract adequately fulfill the expectations of the Enrolling Area? Yes No

Please comment:

Objectives

The objectives should be a clearly defined statement of the objectives of the research program.

Are the objectives clear, achievable and within the standards expected of the level of a Higher Degree by Research? Yes No

Please comment:

Background Including the Literature Review

Has the Candidate provided appropriate background to the research problem and a comprehensive review of the relevant literature? Yes No

Please comment:

Significance

The significance of the proposed research program should be clearly articulated stating why such research should be completed and what it will contribute to the body of knowledge in the field.

Is the significance of the proposed research program clearly expressed and at an appropriate level for the Higher Degree by Research? Yes No

Please comment:

Research Methodology

The section should indicate that the Candidate has a clear understanding of the proposed research design and be able to justify its use. It should also describe the sample selection, instrumentation, data collection and data analysis.

Has the Candidate presented a satisfactory explanation of the research method and its implementation? Yes No

Please comment:

Ethical Issues

The Candidate should be clear about his/her understanding of the ethical issues arising from the research design. The Candidate will have completed the Ethics and Research Practice Clearance section of the Application for Candidacy form. Does the Candidate understand the import of this Clearance and is the Candidate aware that an application for ethics approval must be submitted for all research involving humans? If questionnaires or surveys are being conducted, has the Candidate prepared in advance for administration of these instruments? Is the Candidate aware of the University's data retention requirements, such as where and for how long the data are to be retained and who has final ownership?

Has the Candidate satisfied these issues? Yes No

Please comment:

Apart from the facilities and resources provided to Higher Degree by Research students, does this project require any additional resources? Has the Candidate been realistic in his/her expectations of the requirements and have these required resources been discussed with the Supervisor?

If the project requires substantial additional resources beyond those already provided, can and will the Enrolling Area be able to support these requirements? Yes No

Please comment:

Time Schedule

The Candidate is required to have a realistic time-line indicating the duration of the expected stages of the research.

Has the Candidate provided a realistic time-line? Yes No

Please comment:

Summary (Compulsory)

Before forwarding the Application for Candidacy form to the Faculty Graduate Studies Committee, please provide a brief summary of the main points discussed during the Candidacy presentation. These points should include any suggestions/instructions given to the Candidate. Additionally, has the Candidate been required to make any changes to the application and if so, what were they? If changes have been made as a result of the Candidacy presentation, what was the mechanism used to review these changes?

Approval of Chairperson (or Alternate)

As Chairperson of the Thesis Committee I am satisfied that:

- (a) this Research Proposal is of a standard expected by the Enrolling Area in which the research is to be undertaken and falls within the research focus of the Faculty and the University; and
- (b) the Candidate will be provided with the appropriate academic, physical and financial resources necessary to complete this degree.

Signature of Chairperson _____ Date _____

Signature of Supervisor _____ Date _____

Signature of Candidate _____ Date _____

Chairperson's Confirmation

I confirm that the Candidate has completed all amendments and revisions requested by the Candidacy Seminar panel.

Signature of Chairperson _____ Date _____