**PANEL REQUEST FORM**

Version date: June 2023

All HDR candidates must attend a confirmation panel. The panel must be convened for masters students **after no more than 6 months of study** (full time equivalent); for doctoral students **after no more than 12 months** of study (full time equivalent). Masters students may request an upgrade to doctoral candidature once their candidature has been confirmed.

This form must be sent six weeks prior to the beginning of the confirmation period.

Following materials are required to submit three weeks prior to the beginning of the confirmation period:

1. statement of (if doctorate, original) research question / aims and objectives of the project

2. thesis / chapter outline / structure

3. statement of research methodology (including details of any human subject research)

4. sample chapter (5,000 words for masters students; 10,000-12,000 words for doctoral students)

5. indicative bibliography

6. timeline

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| --- | --- | --- | --- | --- |
| **Personal details** | | | | |
| Name |  | | | |
| Student ID |  | | | |
| College |  | | | |
| **Panel details** | | | | |
| Degree | | |  | |
| Panel type (confirmation, upgrade) | | |  | |
| Dates & Times  (any dates/times during which you are unavailable?) | | |  | |
| Suggested Readers (to be completed by supervisors) | | | | |
|  | | | Name | Email address |
| List **FOUR** in order of preference. Readers should normally be internal to the University, and research active in candidate’s discipline. They will be appointed by School of Graduate Research. Please provide their list of publications for past five years. | | 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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| --- | --- |
| **Thesis Title** | |
|  | |
| **Ethical Clearance** | |
| Do you require ethical clearance for your research project?  *Consult the information provided in the Guidelines before giving your answer*. <http://www.divinity.edu.au/study/research/human-research-ethics/> | |
|  | Yes I require ethical clearance for my research project. |
|  | No I do not require ethical clearance for my research project. |
| If the answer to the above was ‘no’ please explain below why the research project will not require ethical clearance. | |
|  | |

The Confirmation process seeks to examine four main things:

a) That the candidate has been able to identify and articulate a research question sufficient to develop an appropriate thesis argument appropriate to the degree program in which the candidate is enrolled;

b) If a doctoral project, that the research question / argument displays an original research topic or perspective on a topic and / or on an existing body of academic literature;

c) That the candidate has been able to demonstrate that appropriate progress has been made in the project suitable to the length of candidature to that point in time;

d) That the scope of the research project is such that it can be managed within the projected time of the candidature.

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| **SUPERVISOR’S CERTIFICATION** | | | |
| **Declaration**  I confirm that this candidate is ready for presentation to the panel. | | | |
| Supervisor Name |  | | |
| College |  | | |
| Signature |  | Date |  |
| **RESEARCH COORDINATOR CERTIFICATION** | | | |
| Name |  | | |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Office of the Vice-Chancellor use only*** | | | |
| Date received |  | Date of panel |  |
| Panel outcome |  | | |

**Please submit this form and all other required documents to:**

Registrar, School of Graduate Research

Email [skashyap@divinity.edu.au](mailto:skashyap@divinity.edu.au)

|  |  |
| --- | --- |
| **CHECKLIST** | |
|  | Statement of (if doctorate, original) research question / aims / objectives - attached |
|  | Thesis outline / structure – attached |
|  | Statement of research methodology - attached |
|  | Sample chapter – attached |
|  | Indicative bibliography – attached |
|  | Timeline – attached |
|  | Supervisor has signed the form |
|  | Research Coordinator has signed the form |