Research students enrolled in the Master of Philosophy and the Doctor of Philosophy courses are required to submit this notice when they have met their probationary requirements. The notice should be signed by your supervisor and committee, and then lodged at the Student Administration Centre, Room 212, Level 2 of the Wilkinson Building.

HDR candidates are admitted to their degrees on a probationary basis for a period not exceeding one year. The Faculty may terminate the candidature of a candidate who has not completed probationary requirements within 12 months of admission.

<table>
<thead>
<tr>
<th>Candidate Details</th>
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<tr>
<td>Family Name:</td>
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<td>Student Number:</td>
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<tr>
<th>Degree Details</th>
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<tr>
<td>Course:</td>
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<tr>
<td>Research Supervisor:</td>
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<tr>
<td>Auxiliary Supervisor 1:</td>
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<td>Auxiliary Supervisor 2:</td>
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<tr>
<td>Working thesis title:</td>
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All higher degree research students must complete the following probationary requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completion Date</th>
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<tr>
<td>Completion of <em>ARCF9001 Modes of Enquiry</em></td>
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<tr>
<td>Satisfactory completion of confirmation, and any follow ups as requested</td>
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Student’s Comments (if any):

___________________________________________________________________________________________
___________________________________________________________________________________________

For Staff Use only

<table>
<thead>
<tr>
<th>Committee Comments / Recommendations (e.g Pass Confirmation/Show Cause/Other):</th>
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<tr>
<th>Supervisor Name:</th>
<th>Auxiliary Supervisor Name:</th>
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<tr>
<td>Signature:</td>
<td>Signature:</td>
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<tr>
<th>Associate Dean (Research Graduate Studies) Name:</th>
<th>Panel Member Name:</th>
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<td>Signature:</td>
<td>Signature:</td>
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</table>

*Please return this form to the Student Administration Centre. Room 212, Level 2, Wilkinson Building.*

*If the candidate is an MPhil student whom you would like to recommend for an upgrade to a PhD, the student will need to lodge an upgrade request through Sydney Student. Please ask them to contact the SAC Research Training Support Officer if assistance is needed.*
Initiation of Process
1. As a general rule, students will be notified three months in advance of the need to complete a Confirmation of Candidature meeting by the Research Liaison Officer in the Student Administration Centre (SAC). Alternatively, a student’s supervisor, with the support of the Head of Discipline, can request a Probation Confirmation of Candidature meeting to proceed.

2. The supervisor of the student wishing to undertake a Confirmation of Candidature meeting shall agree on a time for the convening of the Confirmation of Candidature Committee (the ‘Committee’) with the Associate Dean, Research Graduate Studies, and let Committee members know of the proposed time, composition and place of the hearing. If the student is wishing to apply to upgrade from an M.Phil to a PhD (or vice versa), this should be made clear in the invitation.

Composition of Committee
3. The Committee shall comprise at a minimum the Associate Dean, Research Graduate Studies (Committee Chair), the student’s supervisor (representing the student’s discipline), the auxiliary/associate supervisor, and at least one other academic Faculty (or external) representative who is not a member of the discipline in which the student is based. For the meeting of the Confirmation of Candidature to proceed at the agreed time, there must be a quorum of the four members of the Committee as above. As per Faculty resolutions, the Confirmation of Candidature is a public seminar, so attendance will not be restricted.

Requirements
4. The student subject to the Confirmation of Candidature shall present to the Committee, on the day and time agreed, an oral outline of their research proposal, which shall not exceed 25 minutes. The Faculty Confirmation of Candidature form shall be completed as much as possible and lodged with the Committee Chair at the beginning of the meeting.

5. With the supervisor’s endorsement, the student shall: (i) circulate a summary of the research proposal not exceeding 7,000-12,000 words to the Committee members no later than seven working days before the Confirmation of Candidature hearing, and (ii) provide hard copies of the PowerPoint (or equivalent), as to be presented to the Committee to each member, at the beginning of the meeting.

6. The student shall ensure that, at a minimum, the following matters are addressed in the research proposal presented in the meeting to the Committee:

   i. research title and degree for which the student is seeking candidature confirmation
   ii. names of student, supervisor and auxiliary/associate supervisor(s)
iii. contextual setting of topic - general theme, issues, concerns  
iv. key research areas of inquiry, as contained in the literature  
v. preliminary assessment of literature, including gaps and shortcomings  
vi. research objective(s)  
vii. research questions  
viii. scope of research methodology  
ix. rationale of research approaches  
x. research timeframes and key milestones  
xii. research risks, resource implications, and any mitigation strategies

7. The members of the Committee may ask questions to the student about the research proposal, and the student will be expected to respond at that time.

8. At the conclusion of comments and questions by the members of the Committee, the student shall be excluded from the meeting and members shall assess any concerns and queries raised, including the overall worthiness of the research proposal.

Decision on the Students Candidature

9. The Committee shall agree on a position on the Confirmation of Candidature based on the following criteria:

i. the quality of the research proposal as presented, including ability to address any queries raised in the meeting
ii. the significance of the research
iii. the ability of the student to execute the proposed research
iv. alignment with Faculty and discipline research goals and objectives
v. any adverse resource implications including supervision capacity, and
vi. any other relevant matter, including English proficiency.

The Committee will then make a recommendation, namely, (a) the student’s candidature be confirmed; (b) the student be asked to present in another Confirmation of Candidature meeting, or (c) the student be required to show good cause, explaining why he or she should be permitted to continue the candidature.

10. When the student’s candidature is recommended to be confirmed contingent on modifications to the research proposal or other requirements, comments shall be collated in writing after the meeting by the student’s supervisor and confirmed by all members (with any additions or deletions included). When the student is recommended to show good cause explaining why he or she should be permitted to continue the candidature, the process as set out in the HDR Rule shall be followed.

11. When the Committee is unable to make a decision at that time, the Committee Chair and the student’s supervisor shall confer and make a recommendation to be circulated and ratified by members.

12. The Confirmation of Candidature form shall be signed by all Committee members, with details of required modifications to the research proposal attached, and lodged with the Associate Dean, Higher Degree Research (Committee Chair), who will liaise with SAC on the recommendation and its formalisation.
13. The student seeking Confirmation of Candidature shall be advised on the probation outcome by the student's supervisor at the earliest opportunity, preferably within one week of the hearing. Where the student's candidature is to be confirmed and includes required modifications, it is expected such changes by the student will be reflected in their Annual Progress Review.

The following are extracts from the University HDR Rule (2011) Policy and Faculty of Architecture, Design and Planning Handbook 2014, which have informed the creation of these guidelines:

**Higher Degree by Research) Rule2011 (as amended):**

**M.Phil:**
**2.05 Probationary admission to candidature**

. (1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Master's degree on a probationary basis for a period not exceeding one year.

. (2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Associate Dean that:

. (a) the student's candidature be confirmed; or

. (b) the student be required to show good cause why he or she should be permitted to continue the candidature.

. (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:

. (a) confirm the student's candidature; or

. (b) require the student to show good cause why he or she should be permitted to continue the candidature.  **Note:** See clause 2.13 for details of the ‘show cause’ process.

. (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student’s probationary admission to candidature.

**PhD:**
**4.04 Probationary admission to candidature**

The Dean or Associate Dean may admit a student to candidature for the degree of Doctor of Philosophy on a probationary basis for a period not exceeding one year.

On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student’s work and recommend to the Associate Dean that:

*University of Sydney (Higher Degree by Research) Rule 2011 24*
. (a) the student’s candidature be confirmed; or

. (b) the student be required to show good cause why he or she should be permitted to continue the candidature.

. (3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:

. (a) confirm the student’s candidature; or

. (b) require the student to show good cause why he or she should be permitted to continue the candidature. **Note:** See clause 4.12 for details of the ‘show cause’ process.

. (4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student’s probationary admission to candidature.

**Faculty Handbook extract:**
http://sydney.edu.au/handbooks/architecture/postgraduate/research/m_architecture.shtml

**M.Phil Resolutions**

**10 Probation**

(1) A candidate is normally accepted for candidature on a probationary basis for a period not exceeding one year according to the provisions of the HDR Rule.
(2) In the probationary period each candidate must:

(a) complete the 6 credit point core unit of study;

(b) complete any structured program specified by the Dean or Associate Dean;

(c) develop and present a refined research proposal at a public seminar, to the satisfaction of the candidate’s supervision committee; and

(d) demonstrate adequate English language competency for the completion of the degree to the candidate’s supervision committee.