

HDR12 - Confirmation of Candidature - Part 2

The Confirmation of Candidature (COC) milestone will require submitting the following documents and completing an Oral Defence Presentation.

Documents to submit:

- Detailed written statement of the work to be completed in the next year, demonstrating backward mapping
- Gantt Chart
- iThenticate report on your research proposal or any other piece of writing

Additional Information:

- Please discuss your proposed presentation date with your supervisor before submitting this form.
- Only submit this form once you are ready for the Oral Defence presentation.
- Your principal supervisor must nominate three panel members and the presentation date/time. Please review policy: [Higher Degree by Research - Progression Procedure / Governance Document Library \(cdu.edu.au\)](#) clause 17-19 for the panel's composition details.
- Panel members must receive the documents at least two weeks before the Oral Defence presentation date. (Please keep this in mind when selecting your presentation date/ submitting your form)
- **Note:** The review panel's recommendation is not final and remains subject to the endorsement of the Faculty and the Dean of Graduate Studies.

If you are facing any issues, please feel free to reach out to our counseling team for support. You can contact them via the link below.

[Counselling | Charles Darwin University \(cdu.edu.au\)](#)

If you require a confidential meeting with the Dean of Graduate Studies, please email the Research Degrees Team at research.degrees@cdu.edu.au to arrange it.

GUIDE TO COMPLETING THIS FORM

- All relevant answers must be completed. Additional information may be required depending on your response to a given answer. You will be unable to continue until the required answers have been completed.
- Progress on this form can be saved and completed at a later stage.
- When selecting 'save and continue later,' a link will be emailed to you that enables you to return and complete the form.

Workflows:

Workflows have been enabled with this form to facilitate authorisations and signatures as follows:

1. Candidate completes Section 1- submits to the Principal Supervisor
2. The Principal Supervisor completes Section 2 - and submits to the Faculty / School administration office
3. Faculty / School administration office completes section 3 – submits to Faculty / School Delegate
4. Faculty / School Delegate completes section 4 and submits to Faculty / School administration office
5. Faculty / School administration office completes section 5 and submits it to the Panel Chair
6. The Panel Chair completes section 6 and submits to the Faculty / School administration office
7. Faculty / School administration office completes section 7 - submits to Faculty / School Delegate
8. Faculty / School Delegate completes section 8 – submits to Research Degrees
9. Research Degrees Office completes section 9– and submits to the Dean of Graduate Studies
10. The Dean of Graduate Studies completes section 10– and submits to the Research Degrees Office
11. Research Office to process request and advise Candidate by email.

A copy of the form will be sent to the Principal Supervisor once the Dean of Graduate has endorsed it. The Supervisor can then share the feedback with the student.

For queries about the process or difficulties using the form, please get in touch with the Candidate Progression Coordinator by phone at +61 8 8946 7289 or by email at research.degrees@cdu.edu.au

Section 1a: Details of the Candidate

Name of Candidate *

Student Number *

Candidate Email Address *

Faculty or School name *

Course *

☒ Doctor of Philosophy ☐ Masters by Research

Principal Supervisor Name *

Principal Supervisor Email *

Section 1b: Supervisory Panel Details

If you have recently updated your supervisor panel - please complete the [HDR11 - Change of Supervisory Panel \(snapforms.com.au\)](https://snapforms.com.au/HDR11-Change-of-Supervisory-Panel)

Associate Supervisors Details

Associate Supervisors must be registered supervisors paid by CDU or Menzies—or who dedicate substantial time to CDU or Menzies.

Press **"Add Supervisor"** for each separate Associate Supervisor.

Associate Supervisor Name

Other members of the supervisory panel

Specify end users or industry partners, academic advisors from other universities, and anyone else on your panel.

Press **"Add Advisor"** for each separate Advisor.

Name

Section 1c: Research Proposal Submission

The research proposal will usually comprise between 5000 and 7000 words at Masters level and 7000 and 10000 words at PhD level.

The research proposal should

- outline the research questions and aims—and include a literature review to justify these aims
- describe and justify the methods that will be used to fulfil these aims
- specify a timetable of when the various research activities are likely to be completed
- discuss risks around ethics, safety, legal issues, and intellectual ownership, if applicable
- specify the budget that will be needed to complete this research and the source of funds if needed
- include a list of references

Thesis Title *

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Please upload final research proposal *

Other attached files: Testing.docx

Section 1d: Written Statement & Gantt chart

Please provide a detailed written statement of the work to be completed in the next year, demonstrating backward mapping.

The goal is to complete your PhD in three years full-time equivalent and your Masters in two years full-time equivalent. In your Mid Thesis Review Milestone, you must demonstrate the work you have completed since your CoC and the timetable for your completion.

A Gantt chart is available here: [Gantt Software | monday.com](#).

Please upload written statement & Gantt chart *

Other attached file

Section 1e: IThenticate report

Please run a similarity report in iThenticate of your research proposal or any other piece of writing to check for potential plagiarism.

Check each instance of similarity in the report to ensure all work is correctly attributed and edit if and as required to avoid any potential plagiarism. Then, generate a similarity report on the FINAL version of your research proposal, or any other piece of writing, through iThenticate and upload it here.

Visit our [iThenticate page](#) for more information.

Please upload an iThenticate report *

Other attached files:

Are you having difficulty accessing iThenticate?

1. Visit [Plagiarism Detection Software | iThenticate](#)
2. Choose "Forget Password."
3. Enter your student email based on your student number (e.g., if your number is 107107, your email is s107101@students.cdu.edu.au).
4. Click submit.

Additionally, check your junk mail for the reset email. For further assistance, contact research.degrees@cdu.edu.au

Section 1f: Oral Presentation details

After submitting your Research Proposal, you are ready to organise your Oral Defence Presentation.

Please discuss with your principal supervisor and faculty administration team about booking a date/time and venue.

Unless the Principal Supervisor organises a face to face presentation (including room bookings etc), Teams will be the medium of delivery.

In exceptional circumstances, a pre-recorded presentation may be possible with Supervisor, ADR and DGS approval.

Please confirm if you wish to request permission to submit a pre-recorded presentation

☒ Yes ☐ No

Please provide your justification to your reason? *

Please can you provide the following;

- Proposal presentation paragraph of your research/ Abstract (200-300 words)
- Biography (100-200 words)
- Photo

The details here are used in the invitation for your CoC presentation.

Once you have completed your confirmation of candidature, a profile will be created for you on the [CDU research webportal](#).

Proposal presentation paragraph of the Candidate's research/ Abstract (200-300 words) *

Candidates Biography (100-200 words) *

Please upload a photo of yourself *

Max file size: 1 MB. Accepted file types: jpg, jpeg, png, bmp, gif

Research web portal *

- ☒ I hereby give my consent for my photo and details to be uploaded to the CDU Research Portal (following successful completion of Confirmation of Candidature)
- ☐ I do not give consent for my photo and details to be uploaded to the CDU Research Portal

Please note, you will be notified by Research.degrees@cdu.edu.au once your profile has been created. After your profile is created, please contact Research.degrees@cdu.edu.au to make any changes to the wording.

Have you confirmed a presentation date with your supervisor? *

☒ Yes ☐ No

Tentative presentation date? *

Section 1e: Additional Questions and Signature

Are you completing an internship during your Candidature? *

☐ Yes
☒ No

Are you interested in an internship opportunity? *

☒ Yes
☐ No

Please complete the 2025 HDR Internship EOI form [2025 HDR Internship - EOI](#)

For more information about Internships please visit the link below:

[Higher Degree by research student internships | Charles Darwin University](#)

To complete the confirmation of candidature, in addition to submitting a research proposal and presentation, candidates must:

- Agree to the HDR Student and Supervision Charter
- Complete the Epigeum - Research Integrity Training (8 core modules)

Have you completed your Supervisor Charter and Epigeum - Research Integrity Training modules certificate? *

☒ Yes ☐ No

Candidate Signature *

Date *

Please scroll to the bottom of the form and click '**submit.**' the form will then be sent to your Principal Supervisor.

Once your supervisor has completed section 2 of this form and endorsed it, you will receive a copy of the form.

Section 2: Endorsement from Principal Supervisor

Principal Supervisor Name *

Section 2a: Supervisor evaluation

Is the Faculty or School able to provide the necessary facilities the candidate needs to support this research? *

☒ Yes ☐ No

Has the supervision panel been finalised? *

☒ Yes ☐ No

Do you agree the budget proposed is accurate and achievable for this research? *

☒ Yes ☐ No

Is Ethics approval required for the Research? *

☒ Yes - Human ☐ Yes - Animal ☐ No - Neither

Has the candidate *

Dedicated enough time to this research thus far

☒ Definitely ☐ Moderately ☐ Negligibly

Demonstrated the ability to write effectively

☒ Definitely ☐ Moderately ☐ Negligibly

Demonstrated the capacity to think critically

☒ Definitely ☐ Moderately ☐ Negligibly

Demonstrated they have acquired or could acquire the necessary knowledge

☒ Definitely ☐ Moderately ☐ Negligibly

If not, please specify your concerns here—such as which skills the candidate will need to develop

If applicable, please specify your main concerns about the project here—such as safety issues, ethical issues, or feasibility of data collection

Section 2b: Intellectual Property

Intellectual property at CDU

Is the project subject to a funding agreement? *

☒ Yes ☐ No

Does this project affect a larger ongoing or planned research project at CDU? That is, if nobody except the candidate could access the results or outcomes of this project, would other researchers at CDU be disadvantaged? *

☒ Yes ☐ No

Please note:

- the candidate may need to assign their Intellectual Property to the University
- the Office of Research and Innovation will organise this assignment of Intellectual Property to the University

Section 2c: HDR Panel – Oral Defence Presentation

Do you agree a pre-recorded presentation is required? *

☒ Yes ☐ No

Please provide justification to your response *

Please review policy: [Higher Degree by Research - Progression Procedure / Governance Document Library \(cdu.edu.au\)](#) clause 16-19 for the panel's composition details.

It is strongly recommended that the review panel is independent of supervisors as this provides the most objective judgment, providing feedback from a wider range of panel researchers.

While policy permits a supervisor to be on the review panel, this is primarily to avoid delay in the event a panel member doesn't show up on the day.

Before submitting this form, please ensure you have contacted each member and confirmed they can participate in the panel on your nominated day/ time.

If you are unsure about the presentation date/time/ location details, please discuss with your student and Faculty/ Menzies administration staff before completing this form.

Name of Chair *

Chair email address *

Is the chair a supervisor? *

☐ Yes ☒ No

Name of Assessor 2 *

Assessor 2 email address *

Is assessor 2 a supervisor? *

☐ Yes ☒ No

Name of Assessor 3 *

Assessor 3 email address *

Is assessor 3 a supervisor? *

☐ Yes ☒ No

Presentation date

Presentation time *

Location (Darwin Campus or online)

☐ Darwin Campus ☒ Online ☐ Other

Section 2c: Principal Supervisor Signature

Principal Supervisor Signature *

Date Principal Supervisor signed *

Please select the applicable email address from the dropdown box below.

Once you click 'submit,' the form will be sent to the relevant HDR Administrator, who will request the delegate's endorsement.

Your Faculty/ Menzies Administration team will contact you after you submit this form to confirm the presentation details.

Faculty / School HDR Administrator Email *

Section 3: Faculty / School Administration

Now that the student has submitted their Research Proposal, please get in touch with the principal supervisor/student to confirm the details for the Oral Presentation.

HDR Administrator / Coordinator name *

Please add any additional comments here

Upload any documents - incl revised Proposal

Browse

Please complete the applicable email address below.

Once you click 'submit' the form will be sent to the relevant HDR delegate for review.

Faculty / School Delegate email *

Section 4: Faculty /School Endorsement

Faculty / School Delegate Name *

Do you approved a pre-recorded presentation?

☒ Yes ☐ No

Please provide justification to your response

Pre-recorded presentations are only permitted in exceptional cases. Reasons for this recorded presentation may include time zone differences between the student and assessors, or a disability or impairment that renders such presentations difficult to deliver through the added stress of a live event.

Research Proposal Approved *

☒ Yes ☐ No

Panel members approved? *

☒ Yes ☐ No

Additional Comments

Faculty / School Delegate Signature *

Date Faculty signed *

Once you click 'submit' the form will be sent to the HDR administrator who will confirm and send the paperwork to the panel members

Section 5: Faculty / School administration office - Panel confirmation

Please provide the names and email addresses of the approved panel members.

Then, confirm the date/ time and location, including online details if applicable.

The research proposal/documents and presentation details will then be sent to each panel member once you process and submit them to this workflow.

Confirmed Chair name *

Chair email address *

Confirmed Assessor 2 name *

Assessor 2 email address *

Confirmed Assessor 3 name *

Assessor 3 email address *

Presentation date *

Presentation time *

Location *

☐ Darwin Campus ☒ Online ☐ Other

Room location or Online details *

Section 6: Chair Assessment

a. Assessment

To pass the confirmation of candidature, the panel needs to be confident that

- The supervision panel can offer the requisite feedback on the discipline, the methodology, and the methods.
- The candidate has developed capabilities essential to the project but hard to acquire, such as English grammar.
- The candidate has been able to devote enough time to this project.
- The project is potentially feasible within the timeline, budget, and ethical constraints.
- This project's scope is appropriate—roughly equivalent to 3 or 4 ordinary papers if a PhD and 1 to 2 ordinary papers if a Master by Research.

As a panel, decide whether the candidate and project demonstrates the following attributes.

Project *

The candidate demonstrates an extensive understanding of the topic

☒ Definitely ☐ Moderately ☐ Negligibly

The candidate demonstrates an awareness of some complexities, controversies, or limitations in the literature

☒ Definitely ☐ Moderately ☐ Negligibly

This research seems to address a clear problem or limitation in the literature

☒ Definitely ☐ Moderately ☐ Negligibly

The methods the candidate will use to collect and to analyse data or information are appropriate

☒ Definitely ☐ Moderately ☐ Negligibly

The candidate has identified the benefits and limitations of the methods they propose

☒ Definitely ☐ Moderately ☐ Negligibly

Feasibility *

The candidate has identified the benefits and limitations of the methods they propose

☒ Definitely ☐ Moderately ☐ Negligibly

The candidates should be able to collect the data they seek in the designated time

☒ Definitely ☐ Moderately ☐ Negligibly

The candidate should be able to access all the resources they need, such as the necessary software or equipment

☒ Definitely ☐ Moderately ☐ Negligibly

At least one supervisor has developed expertise in the field, setting, methodology, and methods

☒ Definitely ☐ Moderately ☐ Negligibly

The candidate has outlined a convincing plan on how the research will be published in reputable outlets and translated to practice

☒ Definitely ☐ Moderately ☐ Negligibly

The Candidate has outlined their budget, and it is reasonable

☒ Definitely ☐ Moderately ☐ Negligibly

For qualitative or mixed methods research only

The candidate has clarified the theoretical underpinning, such as symbolic interactionism or a critical theory

☒ Definitely ☐ Moderately ☐ Negligibly

The candidate has clarified the likely methodologies, such as grounded theory

☒ Definitely ☐ Moderately ☐ Negligibly

For attributes that were demonstrated only moderately or negligibly, please outline your concerns and suggest improvements here

Please upload Chair's report here

Browse

Did the panel reach consensus? *

☒ Yes ☐ No

b. Recommended outcome

Note: The review panel's recommendation is not final and remains subject to the endorsement of the Faculty and the Dean of Graduate Studies.

Panel recommendation is: *

- ☐ Approval - the candidature should be confirmed
- ☒ Reassessment - the research proposal, oral presentation, or both should be revised
- ☐ Reject - the candidature should not be confirmed

Reassessment - Please confirm what the candidate is required to do, to be reassessed? *

- ☒ Candidate to revise the research proposal and submit it to the assessment Panel in a Word document with track changes
- ☐ Candidate to revise the research proposal - and present the research again to assessment panel

Additional information for the options listed above

Approval

- If applicable, suggest the candidate address any concerns that were raised in the future outlined below.

Reassessment

- The candidate is required to address the concerns outlined below within six (6) weeks full-time or twelve (12) weeks part-time
- Assessment panel to complete reassessment form.

Reject / Raise concerns

- Usually applicable if you feel the candidate is unlikely to be able to address the concerns within six (6) weeks full-time or twelve (12) weeks part-time.
- The candidate will be asked to show cause as to why they should not be discontinued.

Record further comments or concerns here

Please upload any additional documents, if applicable

 [Browse](#)

c. Signature

Chair Name *

Chair Signature *

Date *

Once you click '**submit**,' the form will be sent to the relevant Faculty / School HDR Administrator, who will request the delegate's endorsement.

- A copy of this form and any attachments will be emailed to you (the chair) and the candidate's principal supervisor after the faculty and DGS have endorsed the form.
- The principal supervisor is then expected to discuss the feedback with the candidate.

Section 7: Faculty School Administration - Oral Presentation Assessment Review

HDR Administrator / Coordinator name *

Comments

Upload an additional documents

Please complete the applicable email address below.

Once you click 'submit,' the form will be sent to the relevant HDR delegate for review.

Faculty / School Delegate email *

Section 8: Faculty School Delegate - Oral Presentation Assessment Endorsement

The principal has ticked Ethics is require, do you agree? *

☒ Yes ☐ No

Do you agree with the budget outlined? *

☒ Yes ☐ No

Panels Outcome *

☒ I agree with the decision of this panel
☐ I do not agree with the decision of this panel

Record further comments here

Faculty / School Delegate Name *

Faculty / School Delegate Signature *

Date Signed *

Note: The recommendation is not final and remains subject to the endorsement of the Dean of Graduate Studies

Once you click 'submit,' the form will be sent to Research Degrees for the Dean of Graduate to endorse.

The student will be advised of the outcome once all endorsements have been received.

Section 9: HDR Candidate Progression Coordinator

Do the supervisors/advisors listed in this form match our records? *

☒ Yes ☐ No

Add any additional comments here

Add any additional documents here

Browse

DGS or Delegates Email address *

If DGS is unable to endorse form, please choose alternative email address.

Section 10: Dean of Graduate Studies or Delegates Endorsement

☒ I agree with the decision of this panel
☐ I do not agree with the decision of this panel

Delegates name *

Any additional comments here.

Dean of Graduate Studies or Delegates Endorsement *

Date Dean of Graduate Studies or Delegate endorsed *