

Completion Review

The Completion Review is due to the Adelaide University Graduate Research School (AUGRS) at 36 months FTE for PhD candidates and 21 months FTE for Master of Philosophy candidates. The Completion Review is not required for Master of Research candidates.

The purpose of the Completion Review is to ensure that the graduate researcher's thesis is on track for timely submission within the maximum timeframe for the degree program. The Completion Review provides the graduate researcher with the opportunity to receive constructive advice from a broad range of academic staff in the research area on the remaining preparation required for timely submission of the thesis. Such advice can be invaluable for clarifying the final tasks to be completed, including any additional methodological scaffolding which can deflect objections from examiners antagonistic to the researcher's approach.

Preparing for the Completion Review

Graduate researchers and supervisors will be notified by email [45 days] prior to the due date for the Completion Review. The candidate must submit an electronic copy of the Completion Review (Section A completed), together with a chapter-by-chapter thesis outline, and a completed Completion Plan to their Principal Supervisor.

Once all parties have completed and signed the review, this form should be emailed to the AUGRS at graduate.research@adelaide.edu.au

The Completion Review Panel

The Panel will normally comprise the same staff members as the Confirmation of Candidature Review Committee who conducted the Confirmation of Candidature Review. Notwithstanding, the Panel will comprise at a minimum:

1. All members of the supervisory panel (including external supervisors, if applicable); and
2. The Graduate Research Coordinator.

In addition, it is recommended that at least one independent discipline expert is a member of the Committee.

The Chair of the Committee will normally be the Graduate Research Coordinator. Note however, that the Chair of the Committee **MUST NOT** be a supervisor and therefore, if the Graduate Research Coordinator is also a supervisor, another senior member of the School's academic staff should be appointed as the Chair. Where the Dean of School is appointed to the Chair, another senior member of academic staff of the School, who is not a supervisor should sign in the capacity of the Dean of School. This is to ensure the impartiality of the progress assessment.

Guidelines for the Completion Review Panel

The Panel's role is to:

- Assess whether the proposed thesis is likely to satisfy the academic standards necessary for submission and examination.
- Provide constructive criticism and advice on any areas of concern brought to light during the review of written information provided by the graduate researcher.
- Assess whether the graduate researcher's thesis will be ready for submission within the scholarship time (if applicable) or within the maximum time allocated for the degree (4 years FTE for a PhD and 2 years FTE for a Master of Philosophy).

Following the Review, the Panel will convene to discuss the graduate researcher's performance and their readiness for thesis submission. The Chair of the Panel will then complete Section C of the form based on the Panel's discussion.

Completion of a final, public seminar approximately 2-3 months prior to thesis submission is strongly encouraged.

Section A (to be completed by the graduate researcher)

Complete this section and leave the remainder of the form blank. Email the form, with Section A completed and the Completion Plan attached to your Principal Supervisor no later than three weeks prior to your Completion Review due date.

Your Principal Supervisor will complete Section B before circulating this form to all Panel members prior to your Review Panel date. During the Review Panel meeting, the Chair of the Panel will complete Section C of this form.

The completed form must be submitted to the Graduate Research School by the due date for your Review.

Student Name	
Student ID	
School	
Degree Program	
Date of Completion Review Panel	
Expected date of Thesis Submission	
Expiry date of Candidature	
Are you an International Student?	Yes No
Are you enrolled in a jointly awarded PhD degree	Yes No
Please indicate your thesis format	Conventional Publication (or combination) Creative Work & Exegesis

1.1. Thesis progress to date: Completion Plan

Please attach a completed Completion Plan to this form prior to submitting the form to your Principal Supervisor, ensuring that progress for each chapter is clearly indicated.

2.1. Please provide details of your progress on the thesis to date

Please provide details of progress on your project to date together with your thesis completion plan (up to two A4 pages). For each chapter include indications of percentage complete, together with outstanding tasks.

2.2. Please provide details of any problems and/or disagreements/grievances you may have experienced since your last progress review and quantify any delays to your research that were beyond your control.

Attach additional page(s) if the space provided is insufficient

Number of research days lost (full-time equivalent) for reasons beyond my control: _____

(Please note that “research days lost” is based on a 7-day week not a 5-day week)

The University has a process to assist in the resolution of student grievances. For further information, see the “Resolving Issues” section of the Graduate Research Handbook and the University’s [Student Complaints Resolution Procedure](#).

Section B (to be completed by the Principal Supervisor)

Please provide comments below, clearly highlighting the strengths and weaknesses of the candidate's thesis progress to date and identifying the work required prior to submission. Leave the remainder of the form blank. Circulate the form to all Panel members, together with the candidate's Completion Plan prior to the Completion Review Panel meeting.

(Attach additional pages if required)

Section C Evaluation (to be completed by the Chair of the Panel)

The Panel is asked to evaluate, based on the candidate's responses in Section A, the supervisors' comments in Section B and the Completion Plan presented by the candidate, whether the development of the thesis to date is on track to be:

- a) of a standard acceptable for submission;
- b) submitted within scholarship time (if applicable) or – at maximum - four years full-time equivalent in the case of a PhD or two years full-time equivalent in the case of a MPhil, and if not;
- c) what timeframe to completion might be expected.

During the Review Panel meeting, the evaluation section of this form is to be completed by the Chair and the form signed by the Chair and the Principal Supervisor on behalf of the Panel, and by the graduate researcher.

1. Evaluation by the Completion Review Panel.

2. Panel Evaluation of progress

<p>Is the thesis on track to meet the academic standards that make it suitable for submission and examination? If no, please specify areas of concern.</p>	<p>Yes No</p>
<p>Is the scope of the research project as detailed in the attached Thesis Completion Plan realistic? If no, please comment below.</p>	<p>Yes No</p>
<p>Will the thesis be ready for submission within six months FTE for doctoral candidates or 3 months FTE for MPhil candidates? If no, what is the realistic timeframe until submission? Please provide a detailed plan on how the candidate will be supported until submission</p>	<p>Yes No</p>

3. Review Panel feedback for the candidate including details of issues/concerns related to timely completion and response to any graduate research student comments in Section A.

Does the Panel identify any issues/concerns that might have affected progress or may affect progress toward a timely completion? Please provide details below.	Yes	No

4. Overall Completion Review Evaluation

Unsatisfactory Satisfactory with concerns Satisfactory

Chair of Completion Review Panel Signature Date

name

Principal Supervisor name Signature Date

Graduate Researcher's acknowledgment of the Panel's evaluation

I agree with the Panel's evaluation

I disagree with the Panel's evaluation above. Details are attached separately.

Graduate Research Student signature Date