**COMPLETION SEMINAR REVIEW FORM**

**DOCTOR OF PHILOSOPHY / MASTERS BY RESEARCH**

**INSTRUCTIONS**

1. This form is to be used by the panel of four members, including one external who will all be independent of the supervisory team.
2. Supervisors and College ADR will nominate panel members with CVs to the Research Office for HDRC approval for the panel membership.
3. Completion Seminar conforms to the FNU Higher Degrees by Research Policy and Procedure.
4. Completion report submitted by the candidate to the panel must not exceed 5,000 words for Masters by Research and 6,000 words for PhD.
5. In addition, candidates are required to attach publication/s (if any), all draft chapters, including the discussion of the findings chapter and any other material relevant to the study outcomes.
6. The completion seminar presentation will be for 60 minutes followed by questions from the review panel members.

**DETAILS**

**HDR Candidates Name**: Click here to enter text.

**Student ID No**: Click here to enter text.

**Programme**:  Doctor of Philosophy  Masters by Research

**Mode of Study**:  Part-time  Full-time

**College**: Choose an item.

**Senior Supervisor**: Click here to enter text.

**Co-Supervisor** (if applicable): Click here to enter text.

**Secondary Supervisor**: Click here to enter text.

**Advisor** (if applicable): Click here to enter text.

**Thesis Title:** Click here to enter text.

**COMPLETION SEMINAR REVIEW: WRITTEN WORK AND ORAL PRESENTATION ASSESSMENT**

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| **COMPILATION AND ANALYSIS OF DATA** | **Analysis of Findings** | **Written Work** | **Oral Presentation** | **Scale**  **Award rating on a scale of 1 to 10 based on the candidate's presentation** |
|  | **Appropriate/ Inadequate**  **(comments)** | **How well organised**  **(Comments)** | **How well presented**  **(Comments)** | **1=least - 10= highest** |
| Completed a full set of data collection and analysis related to the aim and objectives of the study | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Analysed and organised the data using figures, graphs, and other illustrative techniques to augment text data | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **PROGRESS ON THE INTERPRETATION AND DISCUSSION OF THE FINDINGS** | **Discussion Analysis** | **Written Work** | **Oral Presentation** |
|  | **Appropriate/ Inadequate (Comments)** | **How well organised**  **(Comments)** | **How well presented**  **(Comments)** |
| Demonstrates skills in interpreting the findings and relating to the hypothesis/ research questions | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Ability to address findings by critical and logical discussion/ arguments with support of literature or previous research | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **PROGRESS AND JUSTIFICATION FOR THE NEXT PHASE OF RESEARCH** | **Tasks Accomplished to date** | **Written Work** | **Oral Presentation** | **Scale**  **Award rating on a scale of 1 to 10 based on the candidate's presentation** |
|  | **Comments** | **Comments** | **Comments** | **1=least - 10= highest** |
| Summary of the research findings to date | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Appreciation of significance of the research | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Addresses the strengths and limitations of the study | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| Ability to justify the similarities and differences of the findings in relation to previous research/ literature | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **ANTICIPATED COMPLETION TIMEFRAME** | **Written Work** | **Use of Gantt Chart or an acceptable** | **Scale**  **Award rating on a scale of 1 to 10 based on the candidate's presentation** |
|  | **Comments** | **Comments** | **1=least - 10= highest** |
| **Timetable**  Candidate provided a timetable to complete the remaining works/ key activities and timelines | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **Submission of Thesis Chapters**  Candidate submitted draft chapters | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **References**  Candidate provides a whole list of citations compiled in EndNote | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Evidence of Research Outputs**  Candidate provides evidence of publication/s either in draft form, submitted, being peer-reviewed, and/or accepted for publication. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **The quality and quantity of work provided by the candidate are:**  Adequate  Partially adequate  Inadequate |
| **Comments on partially adequate work and future directions:**  Click here to enter text. |
| **Comments on inadequate work completed and future directions for the candidate:**  Click here to enter text. |

**ASSESSORS WRITTEN REPORT**

The assessor may provide brief additional comments on the status of work completed at the Completion Seminar level:

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| Click here to enter text. |

**ASSESSORS RECOMMENDATION**

The assessor's recommendation will be used by the ADR to provide a report to Research for HDRC to endorse the panel’s assessment. Please Tick one of the recommendations based on your assessment.

Based on my assessment:

1. The candidate progress to the next stage of finalising his/her thesis.
2. The candidate may upgrade and progress to a PhD and forego the Masters **(for Masters by Research candidates only)**
3. The candidate progress to the next stage of his/ her research programme, subject to completing amendments to the candidate's progress report within 2 months of the presentation. Comments and suggestions for improvements to be used by the Chair to provide a written report to Research Office and HDRC for the candidate.

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| Click here to enter text. |

1. That the candidate will not progress on the Doctoral programme (**for Masters Candidates only**). Comments and suggestions to be used by the ADR to provide a written report to Research Office and HDRC for the candidate.

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| Click here to enter text. |

**Assessors Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_