Written and Oral Requirements for Confirmation
Guidelines
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Executive Summary

These Guidelines are complementary to the Confirmation of Candidature Procedure and outline the oral and written components of the Confirmation requirements.

More information

For further information, contact the Graduate Research Office

Email: graduate.research@utas.edu.au

Written requirements

The purpose of the written document is to provide the supervisory team and subsequently the Confirmation of Candidature Committee with evidence that the candidate has the ability to write English at a Higher Degree by Research standard (within the relevant discipline).

The written component must be of sufficient length to make this assessment. It should be presented in a format and style, with correct referencing, as determined by the requirements of the School or Institute and following advice from the supervisory team.

The written component should be accepted by peer review (at least through the Confirmation Committee) and be a piece of work that is appropriate to the discipline. It could, but is not required to, be treated as a first or pre-draft of introductory chapters of a thesis or an exegesis.

Oral requirements

Oral competence, presentation skills and the ability to respond to questions are all essential professional skills for candidates and higher degree by research graduates.

A candidate is expected to provide a public oral presentation usually within the School prior to Confirmation of Candidature. Members of the supervisory team are expected to attend this presentation.

The oral presentation may serve a variety of functions: It provides the candidate with the opportunity to discuss aspects of their research to a group of peers and academic staff members and receive expert and constructive advice on the proposed project, its scope, feasibility and originality at the appropriate level. It is also an opportunity for comment on the theoretical approach, method and/or design of the project.

In some Schools, the oral presentation is already a standard and integral feature of the early stages of an HDR and is often intrinsically connected to the preparation of the written component.

It is encouraged that feedback from the oral presentation is utilised when finalising the written requirement for Confirmation, and that; the oral presentation is treated as an opportunity to clarify issues arising from the drafting process.
Success with the oral presentation, as with candidature as a whole, is a collective sharing of responsibility between staff and candidate.

The presentation should be followed by a time for questions and answers.

The supervisory team must deem the candidate’s verbal and presentation skills, demonstrated in the oral component, to be at an appropriate standard for their level of study and the chosen discipline.

**Unsatisfactory Performance**

If assessed as inadequate in either the verbal or the written Confirmation component, the Confirmation Committee may grant a Confirmation extension period during which the candidate may be required to undertake specific training (where possible in the Graduate Certificate in Research) to develop the necessary skills for successful Confirmation.

Consideration may be given to having the candidate re-present an oral presentation or written component following this training to ensure Confirmation requirements are met.

**Additional School requirements**

A School/Institute with Confirmation requirements that are additional to the standard Confirmation requirements, i.e. a particular coursework unit, must advise a candidate of these in writing at the commencement of their candidature.