

Confirmation/Completion information – Myra Malcolm

Progress reports for graduate researchers are generated by the system approximately 3 months in advance of when they are due.

For example, for a full time candidate, this is how it would work:

Report	When generated/sent out	When due
6 Month Pre-confirmation	3 months from commencement	6 months from commencement
Confirmation	9 months from commencement	12 months from commencement

A great link for information about **Confirmation** is available here:

<https://gradresearch.unimelb.edu.au/being-a-candidate/confirmation>

If you have candidates approaching their **completion seminar**, I'd recommend this link:

<https://gradresearch.unimelb.edu.au/examination/submitting-my-thesis>

- Some information about the completion seminar is provided
- 2 months before submission, candidates need to submit their intention to submit – which they can do from the above link. They need to scroll down to the heading: “How to submit” and use the link for: *register your intention submit*

More about completion seminar

- There is no paper form or electronic form that specifically needs to be signed off at the completion seminar. There used to be. There isn't now.
- There are lots of unknowns in the build up to submission and not everything about thesis submission is solely in the control of the candidate. For example, this includes how long they will need to wait to get advice from their supervisor/s about their thesis/draft chapters/updates, who themselves will be having the sorts of delays and issues of life which can delay their response/s.
- So will they/won't they be able to submit on time, (and what happens if they don't) can become a big issue/stressor for candidates.
- If it's not completely sure that a candidate will submit on time, then I'd recommend to either apply for an extension on their progress report, or apply to lapse if possible.
 - o To read about lapsing, please see the information here:
<https://gradresearch.unimelb.edu.au/being-a-candidate/making-changes/lapse>
- I bring this up in the context of talking about the completion seminar, as both the principal supervisor and advisory committee chair must be present in order to have it and this provides an opportunity to also have a meeting for progress and to sign off the relevant progress form.

Thesis with publication

If a candidate has published, they may be using this in the thesis and so need to get extra paperwork signed off and ready before submission. This may be a co-author authorization, declaration of thesis with publication. For information about this, please refer to the information here:

<https://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-publication>

iThenticate

As part of submission a candidate will need to submit an iThenticate report of their thesis. For information on this, please see the information here: <https://staff.unimelb.edu.au/research/ethics-integrity/research-integrity/ithenticate> looking under the heading "Mandate for graduate researchers to use iThenticate prior to thesis submission."

Promotion for Confirmation/Completion Seminar flyers – Ruth Hentschel

Once you have set a date/time and booked a room/zoom for your Confirmation/Completion Seminar the next step is contacting [Ruth Hentschel](#). (Please contact at least 3 weeks before Seminar.) Ruth will require the following information.

1. PhD Confirmation/Completion – select, then add your name
2. Title:
3. Supervisors (including- unit, centre, dept, organisation they are affiliated to)
4. Date of seminar:
5. Time of seminar:
6. Venue: Rm/Zoom info including password
7. Abstract: No more than 80 words
8. Photo – in a separate document >100kb
9. Bio – no more than 80 words

Once the flyer is approved, Ruth will place this on the CHE website, Twitter and on the School newsletter.