

Doctoral - Confirmation of Candidature Policy and Procedures

Doctoral candidates with provisional candidature status and their supervisors, and **staff members** involved in the confirmation review process.

Purpose

To specify the confirmation of candidature policy and procedures that apply to doctoral candidates, their supervisors and staff members involved in the confirmation review process.

Policy

1. Candidature is provisional until confirmed.
2. The time limit for provisional candidature is 12 months **FTE (Full Time Equivalent)** unless extended under clause 15.
3. Initial review of provisional candidature, in accordance with the University's Doctoral Confirmation of Candidature Policy and Procedures, must take place by the 12-month FTE anniversary of enrolment
4. The Confirmation Review Committee must comprise 2 to 4 academic staff members appointed by the DVC Research.
5. The DVC Research must appoint one member of the Confirmation Review Committee to act as Chair.
6. The Confirmation Review Committee will consist of one member from or on behalf of the academic unit (Department) or Faculty in which the candidate is enrolled, but may include members from the wider University.
7. Neither the DVC Research nor any member of the supervision team, other than an adviser, may be a member of the Confirmation Review Committee.
8. For a candidate to be confirmed in the programme, they must (i) achieve the confirmation milestones prescribed at clause 9, subject to the provisions for alteration and removal at clause 14, (ii) achieve any additional confirmation milestones approved by the Board of Research Development Office pursuant to clauses 11 and 14 of this policy, and (iii) satisfy the University's confirmation procedures.
9. The following confirmation milestones are required for all candidates:
 - a) Approval of the full thesis proposal by the Confirmation Review Committee.
 - b) A substantial piece of written work, completed to the satisfaction of the supervisors and the Confirmation Review Committee.
 - c) Discussion with the Confirmation Review Committee of the full thesis proposal, written work, research plan and other thesis-related work, to the satisfaction of the Committee.
 - d) An oral presentation on their doctoral work to the satisfaction of the Confirmation Review Committee.
 - e) Ethics approval and/or permissions, if required for the initial period of candidature.
 - f) Completion of the central University induction, within the first 2 months of candidature.
 - g) Successful completion of the University's academic integrity training.
 - h) A training and development needs analysis, within the first 6 months of candidature.
 - i) Completion of a health and safety risk assessment and training for any laboratory/studio/field and related work, if required for the initial period of candidature.

10. Candidates for named doctorates must satisfy the regulatory requirements for confirmation in their programmes.
11. Confirmation milestones, in addition to those prescribed under clause 9, may be proposed by the supervisor/s and/or by the Academic Head(s) and/or by the Dean/Director (Postgraduate Research) for approval by the Board of Graduate Studies up to the time of enrolment. Confirmation milestones must be:
 - clear and measurable
 - appropriate to the timeframe for provisional candidature
 - directly related to progress within the doctoral programme
12. Subject to clauses 11 and/or 14 of this policy, the supervisor/s may propose, for approval by the Board of Graduate Studies, the inclusion of up to 60 points of Maldives National University course/s as a confirmation milestone.
13. Subject /s included under clause 12 will normally be at postgraduate level. However, an undergraduate level subject recommended by the supervisor may be undertaken. Candidates will normally be required to pass any topic-related subject with a grade of at least B+. Candidates will normally be required to pass any generic skills course with a grade of at least B
14. Confirmation milestones may be altered, supplemented or removed with the approval of the Board of Graduate Studies during the period of provisional candidature.
15. An extension of provisional candidature, up to a maximum of 6 months FTE, may be approved by the Board of Graduate Studies.
16. Where an extension to provisional candidature is approved, a candidate may be required to meet with the Confirmation Review Committee a second time for the purposes of assessment under clause 9c of this policy.
17. Candidature may be confirmed with milestones, as approved by the Board of Graduate Studies. Post-confirmation milestones must be:
 - clear and measurable
 - appropriate to the specified timeframe
 - directly related to the candidate's programme

Performance in relation to post-confirmation milestones may inform assessment of progress in the continuation of candidature review and/or result in a **candidature intervention** process in the period between review dates.

18. Where the requirements for confirmation of candidature are not met, the Confirmation Review Committee, DVC Research or the Dean/Director (Postgraduate Research) may recommend termination of the doctoral enrolment or termination of the doctoral enrolment and enrolment in another degree.
19. Where the requirements for confirmation of candidature are not met, the Board of Graduate Studies may terminate candidature.
20. The outcome of the confirmation review will be determined by the Board of Graduate Studies (or delegate)

Procedures

21. No more than 2 months and no less than 2 weeks before the 12-month FTE anniversary of enrolment, the candidate must submit the candidate confirmation review report, and their full thesis proposal and substantial piece of written work to the Research Development Office.
22. The main or joint supervisor* must normally complete the supervisor confirmation review report within 1 week of the candidate's submission of the Candidate Confirmation Review report, full thesis proposal and substantial piece of written work.
23. Additional members of the supervisory team (excluding advisers) may comment on the review reports within 1 week of the completion of the Supervisor Confirmation Review report.
24. The completed reports, full thesis proposal and substantial piece of written work must be provided to the Confirmation Review Committee after the Proposal defense, who must review the material and meet with the candidate normally within 14 days of receipt of the material.
25. Up to 2 members of the supervisory team may attend the meeting with Confirmation Review Committee and may participate only to the extent invited by the Chair.
26. The Confirmation Review Committee must discuss with the Supervisors:
 - the full thesis proposal
 - the substantial piece of written work
 - the candidate's oral presentation
 - the candidate's progress to date
 - each of the candidate's confirmation milestones
27. If there is dispute or disagreement between Candidate and Supervisor/s, the Confirmation Review Committee may have a discussion with the candidate in the absence of members of the supervision team.
28. In the course of the meeting, the Confirmation Review Committee may have a discussion with the supervisor/s (where in attendance) in the absence of the candidate.
29. Neither the candidate nor any supervisor may be present while the Confirmation Review Committee makes its deliberations.
30. Within 1 week of the meeting with the candidate, the Chair of the Confirmation Review Committee must complete the confirmation review committee report and recommend either that candidature be:
 - i) Confirmed

or

 - ii) Confirmed with milestones

or

 - iii) Subject to clause 34, extended on a provisional basis for a period of up to 6 months FTE, where the total duration of provisional candidature must not exceed 19 months FTE

or

 - iv) Terminated and the candidate enrolled in another degree

or

v) Terminated

31.

32. Review of candidature may include consideration and/or comment and/or recommendation by the DVC Research and/or the Dean/Director (Postgraduate Research).

33. Where termination of candidature is recommended by the Confirmation Review Committee and supported by the DVC Research and/or Dean/Director (Postgraduate Research), or where termination of candidature is recommended by the Academic Head and/or Associate Dean/Director (Postgraduate Research), the candidate will be given notice of termination proceedings and allowed 14 calendar days to make a submission for the Board of Graduate Studies to take into account in making the decision as to termination of candidature.

34. The Board of Graduate Studies will consider all reports and recommendations supplied in accordance with these procedures, and any material supplied in accordance with clauses 35 and/or 36 of these procedures, and determine the outcome of the confirmation review.

* In exceptional circumstances, the supervisor confirmation review report may be completed by another member of the supervision team.

Approved by:

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