



Research Proposal Review - Timeline and Instructions

Faculty of Law, Humanities and the Arts

In line with the Government guidelines regarding social distancing due to the COVID-19 situation, all Research Proposal Reviews will now be conducted online to a small panel via Zoom. These online presentations will be closed and only accessible to the nominated review panel. The Faculty Research Unit will work with HDR candidates, supervisors and Heads of Postgraduate Studies to ensure technological requirements are sufficient.

All HDR candidates are required to complete a COVID-19 contingency plan. This should be added to the Research Plan for discussion with the review panel.

1. Timeline

	Start of session	6 – 8 weeks prior to scheduled oral presentation	6 – 8 weeks prior to scheduled oral presentation	3 – 4 weeks prior to scheduled Oral Presentation	2 weeks prior to scheduled Oral Presentation	1-2 weeks prior to scheduled Oral Presentation	1-2 weeks prior to scheduled Oral Presentation	1 week – 2 days prior to scheduled Oral Presentation	2 – 3 weeks post scheduled Oral Presentation
Faculty Research Unit (FRU)	Contact HPSs for preferred RPR dates. Contact HDR supervisors with proposed dates for oral presentation.	Contact HDR candidate and review panel with proposed date for oral presentation.				Distribute Research Plan to all review panel members.	Arrange a suitable time to undertake a 'test' presentation with HDR candidate.	Undertake 'test' presentation.	HDR candidate receives written notification of the RPR outcome via email.
HDR candidate		Accept proposed date.	Consult with principal and co-supervisor(s) with regards to preparation for the RPR.	Submit Research Plan paperwork to principal supervisor for feedback.	Submit research plan and summary form to the FRU.				

2. Instructions for conducting online Research Proposal Reviews

Faculty Research Unit

- Liaise with the Heads of Postgraduate Studies for preferred dates.
- Contact HDR supervisors with proposed dates and seek recommendation for external panel member.
- Contact HDR candidate with proposed date for oral presentation, with copy of the LHA Research Proposal Review guidelines and the Zoom technology cheat sheet for HDR student. Request HDR Student Representative.
- Assist with technology requirements if needed.
- Seek HDR Student Representative if required and check technology requirements.
- Send Zoom invite to all review panel members and set up the HPS as the alternative host.
- Distribute HDR candidate's research plan to all review panel members, with a copy of the Research Proposal Review Report form to be completed following the presentation.
- Complete a 'test' presentation with HDR candidate and HPS
- Email the Research Proposal Review Report to the GRS via fcx@uow.edu.au

HDR Candidate

- Email the Faculty Research Unit with acceptance of proposed oral presentation date and an indication of technology requirements (if any). Recommend a HDR Student Representative (if possible).
- Consult with Principal and Co-supervisor(s) with regards to preparation for Research Proposal Review, including expectations for a research plan.
- Submit research plan to Principal Supervisor for feedback. *Candidates who prefer more than one round of feedback should submit a draft early than this timeframe.*
- Submit research plan including summary form to FRU via lha-research@uow.edu.au in Microsoft Word or PDF format.
- Complete a 'test' presentation with FRU representative to ensure technology is adequate and in working order.
- Undertake oral presentation.

HDR Supervisors

- Confirm the proposed date for oral presentation with the FRU and recommend an external panel member.
- Provide advice to the HDR candidate on the expectations of the Research Plan.
- Provide feedback to the HDR candidate on their Research Plan.
- Review the final Research Plan and summary form.
- Attend oral presentation.
- Takes notes during the panel meeting and drafts the Research Proposal Review Report.



Head of Postgraduate Studies

- Provide the FRU with preferred dates for oral presentations.
- Review Research Plan and summary form.
- Attend oral presentation.
- Complete the final Research Proposal Review Report in consultation with the review panel and email to the HDR candidate, (cc FRU lha-research@uow.edu.au) 2 – 3 weeks post scheduled oral presentation.

3. Process for the oral presentation

- The Faculty Research Unit will coordinate the Zoom meeting and provide the panel, HDR candidate and HDR Student Representative information on how to access Zoom.
- The Zoom meeting will be scheduled for 1.5 hours.
- HDR candidate will speak for approximately 20 minutes about their research
- Following the presentation, the Chair will conduct a question and answer session, where the panel members will provide constructive criticism and feedback to the candidate (approx. 20mins).
- The candidate and HDR Student Representative will then be asked to leave the online meeting so the panel can discuss their recommendation (approx. 20mins).
- The HPS will contact the candidate and HDR Student Representative via email and invite them to rejoin the online meeting to receive feedback and outcome of their presentation (approx. 10mins).
- The Head of Postgraduate Studies will email the Research Proposal Review Report to the HDR candidate (cc lha-research@uow.edu.au) 2 - 3 weeks post scheduled oral presentation.