

Major Review of Progress (at 11 months into candidature)

Major Review: 12 steps to complete it on time

1. First contact your designated PGC, who will then organise and chair a candidature confirmation Review Panel comprising your Independent Advisor, supervisors and a senior academic in your Research Group (usually the Group Convenor).
2. You prepare a 1-2 page summary of progress to date and milestones for the coming year using the relevant form (including a GANTT chart): <http://www.adelaide.edu.au/graduatecentre/forms/milestones/major-review/> , and forward this to your principal supervisor.
3. Your principal supervisor uses the same form to prepare a 1-2 page summary of progress on behalf of all supervisors, and circulates it to the Review Panel at least 48 h before it meets.
4. You present a short seminar (approximately 15-20 minutes) on your progress to the Research Group and answer questions from the audience.
5. You and the Review Panel then withdraw for further discussion and to consider the written reports. You may bring a support person to this meeting.
6. The Chair will then ask you (and support person) to leave while the Review Panel discusses your progress.
7. If necessary, the Review Panel will meet again with you in the absence of your supervisors to explore any issues with you.
8. The Chair will then meet alone with you (and support person if necessary) separately from the Review Panel to allow any other issues to be raised.
9. The Chair will then make a decision about confirmation of candidature and arrange for the Major Review form to be completed and signed before the meeting concludes.
10. The Chair will subsequently write a short report to the AGC, incorporating comments from the Independent Advisor if s/he does not provide a written report, and setting out the recommendations of the Review Panel and then forward all documents to the Deputy Head of School for ratification and submission to the AGC, and will also report the outcome to the School Postgraduate Committee.
11. The AGC usually confirms the decision by email within 24 hours after receipt.

NB: These reviews go smoothly when the reports have been circulated to the Review Panel well in advance, so please ensure the reports get circulated at least 48 h before your interview.