

STAGE 2 CHECKLIST for Student, Faculty and RDC

Candidate's Name: _____

RDC Decision:

Approved Provisional – further info requested Reject - Return to Faculty

Reviewer: _____

Reviewer's comment: Satisfactory Unsatisfactory Further clarification required

		Yes	No	Comment
1	PROPOSED TITLE & THESIS TYPE			
	Clear title that includes keywords featured through document. Should be clear relationship to research problem. Nominate proposed thesis type (i.e., monograph, publication or creative work) at this stage. Thesis type should be reflected in timeline.			
2	PROPOSED SUPERVISORS & CREDENTIALS			
	Whether Principal Supervisor has supervised other PhD candidates to completion			
	MOU if including External Associate Supervisor/s			
	CV for Supervisor/s who has never supervised			
3	INTRODUCTION			
	Explain in lay language the significance of the research and demonstrate the scientific merit.			
4	PROGRAM OF RESEARCH AND INVESTIGATION			
4.1	Research Problem			
	A clear statement of the research problem and key research question/s (and sub-questions as appropriate;) or hypothesis; or key issue/s; to be tested / addressed.			
4.2	Original Contribution to Knowledge			
	The relationship of this project to other projects in the general area within the research program / Centre			
	If APAI or Industry project registered project title included, and relationship explained.			
5	DESIGN OF THE PROPOSED RESEARCH			
5.1	Methodology & Research Plan			
	Well argued methodology and research design matching the objectives in 4.1			
	Clearly identifies tasks to be undertaken			
	Clear statement of theoretical framework underpinning approach design/plan			
	Design of study consistent across theoretical and methodological frameworks with adequate discussion/argument			
	Statement of how method/plan will be resourced/funded			
5.2	Collaborative Arrangements			
	Explanatory statement regarding any collaborative arrangements with Hospital, Industry, public sector depts., QIMR which includes: agreement by authorised person; access to facilities, equipment and data; terms; duration; & contact person. APA(I) students should include copy of ARC Agreement. Explanation of progress to obtaining if not yet available and details of a fall back plan should collaboration fall through.			

5.3	Preliminary Literature Review			
	Evidence within submission of preliminary literature review (25-30) including current references			
	Coursework to be completed (ref Regulation 6.3)			
5.4	Coursework			
	AIRS course requirement			
	Expected educational outcomes for other courses included.			
		Yes	No	Comment
6	TIMELINE FOR COMPLETION			
	Follows the same sequence and headings used in the steps of the methodology and research plan in 5.1			
	Incorporates PhD significant milestones incl. Stage 2, annual progress reports, Confirmation Seminar and Final Seminar			
	Incorporates coursework requirements			
	Incorporates any anticipated publications/conferences/seminars			
	Incorporates any travel or data collection activities required			
	Reflects appropriate time allocation to tasks required incl. final stage of write-up and thesis preparation incl. The Final Seminar within the QUT expected submission timeline of 3 years equiv. full-time			
7	RESEARCH ETHICS			
	Copy of Research Ethics Review Checklist attached if relevant, or explanation of progress to receiving approval as required.			
8	INTELLECTUAL PROPERTY			
	Copy of Intellectual Property Agreement attached if relevant, or explanation of progress to finalising as required.			
9	REFERENCES / BIBLIOGRAPHY/			
	Comprehensive and current references since 1998 which reflects level of progress required			