

**Research Proposal for Postgraduate Studies  
&  
Review of Candidature**



**1. Requirements for all Higher Degree by Research Students**

All higher degree by research students are required to:

- 1) **Complete the Structured Program within the first six\* months of candidature.**
- 2) **Submit their Research Proposal within the first six\* months of candidature.**
- 3) **Have a Major Review of Progress at twelve\* months of candidature.**
- 4) **Participate in the Annual Review held in October each year.**

\* For part time students the periods are doubled.

**2. Procedures**

The requirements will be implemented as described below. **It is the responsibility of the student to ensure that the required procedures are completed by the specified deadlines.** Failure to comply may result in your candidature being suspended.

- 1) **Structured Program** – Details of the Structured Program are described in a separate document. Students are required to complete the “Structured Program Checklist” (a copy is on the web page) and present this to the Postgraduate Coordinator at the same time as the **“Completion of Core Component of Structured Program”** form.
- 2) **Research Proposal** – As part of the Structured Program, candidates are required to submit a Research Proposal to the Graduate Centre at the same time as the **“Completion of Core Component of Structured Program”** form. A proforma for the Research Proposal has been developed and candidates are required to use the prescribed format (see below). [Candidates are now required to submit their Research Proposal to the Postgraduate Committee, but it still requires the endorsement of the candidate’s supervisor].
- 3) **Major Review of Progress** – Candidature is reviewed just before the expiry of 12 months of full time candidature. This is required for confirmation of candidature beyond the first year. The candidate is required to present a technical seminar on the work achieved to date and future plans. A written submission is not required. The EEE Postgraduate Committee and the supervisor will meet following the seminar to discuss confirmation of candidature. Circumstances in which confirmation of candidature might not be approved would include a clear lack of progress, an unsatisfactory seminar presentation, or any other reason to suggest that the student was not fit to continue as a candidate. If confirmation of candidature is not approved, then there may be provisions for the student to be placed on probation for a period, or the candidature may be terminated.
- 4) **Annual Review** – All postgraduate students are required to participate in the Annual Review which takes place near the end of the academic year. This is in addition to the Major Review of Progress described in 3). The Annual Review is carried out by the Postgraduate Coordinator in consultation with the candidate and supervisor, and is to confirm that the candidate is making satisfactory progress and to identify and resolve any difficulties being encountered. If the candidate’s progress is not regarded as satisfactory, the candidate may be placed on “conditional enrolment” for a period (normally 6 months) with specified tasks to be completed, and progress will be reviewed at the completion of that period.

### 3. Upgrading Procedures for Masters Students

With the approval of their supervisor, Masters students (by research) may seek to upgrade to PhD candidature. This will normally occur at the same time as the Major Review of Progress at 12 months of candidature.

The procedures are as follows:

- 1) The student will normally have already completed the Structured Program and submitted a Research Proposal for their Masters degree.
- 2) The student is required to present a technical seminar on the work achieved to date and future plans and to prepare a modified Research Proposal appropriate to the PhD. The EEE Postgraduate Committee and the supervisor will meet following the seminar to confirm candidature and to determine whether the upgrading should be approved. If approved, an application to upgrade and the revised Research Proposal may be submitted to Graduate Studies. Circumstances in which upgrading might not be approved would include a lack of progress, failure to convince the EEE Postgraduate Committee that the topic was suitable for a PhD, or any other reason to suggest that the student was not fit to be upgraded to PhD candidature. If candidature has been confirmed, but upgrading is not approved, the student would continue as a Masters candidate.
- 3) In exceptional circumstances, MEngSc or MAppSc students may be permitted to apply for upgrading at an earlier stage of candidature. However the candidate will still be required to participate in the Major Review of Progress at 12 months of candidature.

### 4. The Research Proposal

- As part of the Structured Program all postgraduate students are required to submit a **Research Proposal** and this must be within **six months** of the commencement of candidature for full time students. The Research Proposal must be endorsed by the candidate's supervisor. The requirements are similar for Masters and PhD students, and in both cases the Research Proposal (usually from 5-10 pages) should follow the format in the ECMS proforma available on the Postgraduate (Research) website.

### 5. EEE Postgraduate Committee

Members of the Electrical & Electronic Engineering Postgraduate Committee are:

Prof Derek Abbott, Prof. Peter Cole, Dr Said Al-Sarawi, Dr Rastko Zivanovic, Dr. Andrew Allison, and A/Prof. Christophe Fumeaux (Convenor).

### 6. Seminar Arrangements

Seminars for the Major Review of Progress will be scheduled at a date close to the completion of 12 months of candidature (usually either in February or August). Please consult the School Office for details of the assigned time and date for your seminar to ensure that you are available at that time.

Christophe Fumeaux,  
Postgraduate Coordinator.