MID-TERM REVIEW
Criteria and Procedures for HDR students
School of History, RSSS

The mid-term review includes an oral presentation before the supervisory panel, followed by a discussion and report. It normally takes place 18 to 24 months into the student’s candidature (FTE) for PhD students, or 9 to 12 months for MPhil students. Its object is to evaluate candidates’ progress by acknowledging their achievements, identifying any challenges, and proposing means to overcome them. It may also determine a shift in their candidature.

In advance of the review the candidate should:

- submit evidence of work completed (normally several draft chapters)
- provide a short progress report (several pages) summarising the progress to date and the projection of the project's completion

To complete the mid-term review the candidate must:

- present an overview (10 to 15 minutes) to the full panel on the progress of the thesis thus far, covering: its evolution since the thesis proposal review; the principal research findings and their impact on the project's development; and the anticipated scholarly contribution of the thesis

Following the presentation the panel members will typically pose questions and provide suggestions. The panel may need to confer privately to assess the student’s progress and to reach a recommendation. The review panel may recommend that the student:

- continue in the course and scholarship
- transfer to a masters degree with appropriate shortening of course
- undergo a second review
- discontinue the course and scholarship

The chair of the supervisory panel should write a brief report of the review, noting the panel's recommendation. Irrespective of the mid-term’s outcome, the student reviews the report (with the opportunity to comment on it) and signs it. Completed reports are then submitted (ideally within two weeks of the review meeting) to the Head of School and may be discussed with the Graduate Director.

As the due dates for students' reviews approach the Graduate Administrator will notify the chairs of their supervisory panels. Panel chairs are responsible for arranging the meeting of the full supervisory panel on the day of their students' mid-term presentations. The School's Graduate Director will also attend the review (with the Head of School as alternate).

Please note: mid-term reviews do not substitute for the Annual Report, which remains an official milestone students must complete (normally 30 September annually).