

## FACULTY OF ARTS & SOCIAL SCIENCES (FASS)

### Qualifying Assessments to Proceed with PhD

Candidates pursuing a PhD in any of the programmes within the Faculty of Arts & Social Sciences are required to fulfill and pass two assessments after 12 months of candidature (full-time study) or 18 months of candidature (part-time study). Assessment 1 is the Written Proposal and Assessment 2 is the Oral Candidature Defence. The added Oral candidature defence is to ascertain that the study is indeed the student's original work. Both assessments may be conducted concurrently between 12 and 13 months (full-time candidature) or 18 and 19 months (part-time candidature) into the PhD programme of study.

The purposes of the assessments are to:

- to determine whether the candidate is working at a level and pace that is expected of a PhD student having completed 12 or 18 months of a full-time or part-time programme respectively and that the candidate's submission and responses provide evidence of their potential to complete a full PhD degree within the period of candidature.
- to determine whether the candidate is not working at a level and pace that is expected of a PhD student having completed 12 or 18 months of a full-time or part-time programme respectively and that the candidate's submission and responses provide evidence of their inability to complete a full PhD degree within the period of candidature.
- to determine whether the candidate, after having completed 12 or 18 months of a full-time or part-time programme, is not working at a level and pace expected of a doctoral student but whose submission and responses have provided sufficient evidence of their potential to be awarded a Master of Philosophy (MPhil).

#### Assessment 1: Written Proposal

The candidate will submit a proposal of his/her study for assessment. At least two members of the academic staff other than the supervisor(s) will read the work submitted. The two readers will evaluate the work separately and produce written reports. They will then meet to discuss their reports and may, if they have concerns about the submission, consult with the relevant Programme Leader.

The written proposal to be submitted should include all of the following:

1. a record of the research work undertaken by the candidate to date and a plan of the research work to be undertaken in the future;
2. a Gantt chart indicating the timeline for carrying out the research and completing the doctoral thesis (including work already completed);
3. additional material of minimum 15,000 words to include:
  - a. an *Introduction* chapter with a working title and clear outline of the research study;
  - b. a *Literature review* chapter presenting a critical review of the relevant literature in the field of study;

- c. a *Methodology* chapter showing a detailed discussion of the methodology, and may include some preliminary analysis (if available at this stage).

Assessment 2: Oral candidature defence

The candidate will do a 30-minute oral presentation of his proposal to a panel consisting of the Dean and/or Deputy Dean and three members of the academic staff, two of whom will be the two readers of the candidate's written proposal. The candidate's presentation should include the rationale and significance of his/her study. The candidate will be asked questions by the panel after his/her presentation.

Finally, the candidate will be invited to attend an interview with the two members of staff who have read the written submission. This interview provides an opportunity for the candidate to receive feedback and/or discuss his/her work with the two readers. The supervisor may be present but is not expected to take an active role in the interview unless invited to do so by the readers. The panel will be chaired by the Programme Leader.

Based on the results of the assessments, the Dean will notify the candidate in writing of the recommendation of the faculty whether the candidate should proceed or not. The candidate may make a written request for a review of the case.