**COMMUNICATION AND ARTS HDR STUDENT ACADEMIC CV and PORTFOLIO**

This Academic CV and Portfolio should be updated and submitted at key points in your candidature:

1. at each Milestone, along with other required documents (see attachments at the end)
2. with applications for casual teaching within the School of Communication and Arts.

|  |  |
| --- | --- |
| Date (DD/MM/YYYY) |  |
| Purpose of Submission (e.g., Confirmation, MCR, Thesis Review, Completion Scholarship, Casual Teaching Application) |  |

|  |  |
| --- | --- |
| Full Name |  |
| Student Number |  |
| Candidature status (full-time or part-time) |  |
| Thesis Title |  |
| Discipline |  |
| Principal Advisor |  |
| Associate Advisor 1 |  |
| Associate Advisor 2 (if applicable) |  |
| Scholarship (type, start and end dates, if applicable) |  |
| Student Support Plan (please provide contact details for your Disability Advisor or details of your Action Plan for managing a medical condition, if applicable) |  |

Please enter dates as DD/MM/YYYY

|  |  |
| --- | --- |
| Date of Candidature Commencement |  |
| Date Research and Integrity Module completed |  |
| Date Ethical Clearance granted (if applicable) |  |
| Date of Confirmation Milestone (scheduled or completed)  A viable research project is underway: your thesis prospectus and, for PhD candidates, a chapter draft should be done now. |  |
| Date of Mid-Candidature Review Milestone (scheduled or completed)  Half way: approximately 50% of the research and writing for your thesis should be done by now. |  |
| Date of Thesis Review Milestone (scheduled or completed)  Nearly there: 80% of your thesis is done and a full draft is in place. |  |
| Scheduled date for candidature completion |  |
| Periods of interruption to candidature |  |

**Thesis statement**Provide an abstract of approximately 250 words summarising your thesis and stating your argument, methodology, and research question.

|  |
| --- |
|  |

**Thesis Structure and Progress**

|  |  |  |
| --- | --- | --- |
| Chapter number and title | Progress (e.g., not started, 1st draft, 2nd draft, completed) | Date due or finished |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Outline any significant obstacles encountered or changes to the thesis since the last milestone**

|  |
| --- |
|  |

**Nominate a Field of Research (FOR) Classification**  
This allows for categorisation of the thesis according to the field of research.

Please allocate the thesis a **maximum of 3** Fields of Research (FoR) Codes at the **4 digit level** and include the descriptor and a percentage weighting for each code. <http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument>

Example:  
FoR code: 2005, Literary Studies, 80%  
FoR code: 2002, Cultural Studies, 20%

Insert additional rows to list additional Field of Research codes, to a maximum of 3

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FOR Code |  |  |  |  | FOR % Share |  | FOR Description |  |
|  |  |  |  |  |  |  |  |  |

Note: the total % share must add to 100%

# Academic Curriculum Vitae

Postal address:

Email address:

Phone number:

# Academic Qualifications

Include the degree, discipline, and date awarded (e.g., BA Honours 1A in English), educational institution (University, City/State, Country), and thesis title (where applicable). List most recent first and include the degree for which you are currently studying.

# Awards and Grants

Include the year and a description of relevant awards, medals, prizes, honours, fellowships, grants, or scholarships. Please indicate the granting agency and the value, where relevant. Include Conference Travel Awards and Graduate School International Travel Awards (and pending applications).List most recent first.

# Publications

Listallrefereedpublications, *providing full publication details in MLA or APA format*. For pending publications, indicate whether they are in press, accepted, or submitted for review. Divide your published works into categories under the following headings, including only those that are relevant: refereed books, refereed book chapters, refereed journal articles, and refereed papers in published conference proceedings. You may also wish to include edited collections, creative works such as fiction, scripts, poetry, or performance, and unrefereed publications including reviews under an appropriate subheading that distinguishes such work from refereed academic publications. For the correct category of publication, please see: <http://www.uq.edu.au/research/rid/info-biblio-collection>. List most recent first in each category.

# Conference papers and presentations

List relevant conference and seminar presentations, readings of creative work, or performances. Provide paper title/reading/performance details, forum (name of conference or event and name of host organisation or location), and accurate dates. List most recent first.

# Tertiary Teaching Experience

List most recent first. Include teaching at UQ and any other tertiary institution, indicating year and semester, course code and name, and the number of tutorial groups, seminars, or lectures you delivered. You may wish to include formal evaluations of teaching (your overall teacher rating out of 5) and briefly note other teaching activities and outcomes such as the development of teaching or assessment materials, course coordination, Blackboard administration, or curriculum development.

# Related Experience, Professional Development, Service and Engagement

List most recent first and include only the activities that are relevant to you and your candidature:

* Research assistant work (provide dates, name of your supervisor, research project title, and details of experience with particular research methods or software tools).
* Professional development activities (provide dates and titles for activities such as seminars, workshops or master classes hosted by UQ or other academic institutions, or participation in the honours mentorship program or tutor training).
* Service to the university (for committee memberships, service positions, or projects, indicate the duration and nature of role undertaken).
* Service to the profession or discipline (editing a special issue of a journal, organising a conference, reviewing journal articles, activities such as public talks, internships, or consultancies related to your academic interests).

# Professional Memberships

Include association, year, and a brief description of your role (e.g., Modern Languages Association; Cultural Studies Association of Australasia; Postgraduate Student Association).

# Academic Referees

Title and Name:

Position and Institution:

Phone:

Email:

Title and Name:

Position and Institution:

Phone:

Email:

**Endorsement**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *This document accurately reflects the current state of affairs in regard to my thesis and my candidature more generally.* | | | | | | | | | | | | |
| **Candidate** |  | | |  |  | |  |  | | |  | |
|  | | **Name** | |  | **Signature** | |  | **Date** | | |  | |
| *I endorse the candidate’s Academic CV and Portfolio.* | | | | | | | | | | | | |
| **Principal**  **Advisor** |  | | |  |  | |  |  | | |  | |
|  | **Name** | | |  | **Signature** | |  | **Date** | | |  | |
|  | | | | | | | | | | | | |
|  | | |  | |  |  | | |  |  | |  |

**Attachments  
  
This document must be updated before each Milestone. Candidates at each Milestone should attach the following documents depending on the stage of their candidature:**

1. Confirmation of Candidature: for MPhil candidates, a Prospectus document of 2500-3000 words, and for PhD candidates, a Prospectus document of 3500-4000 words. PhD students also submit a sample thesis chapter.
2. Mid-Candidature Review: a sample chapter may be required by advisors or the HDR team. This is obligatory for students seeking to upgrade from MPhil to PhD.
3. Thesis Review: thesis preliminary pages, including Abstract and Table of Contents, plus a one-page sample of the Bibliography.

**Candidates applying for School Conference or Research Travel funding should attach:**

1. Application for Research Funding – HDR Students form (available on the School of Communication and Arts website).

**ATTAINMENT OR EXTENSION OF MILESTONES**

Candidates who commence or are confirmed from 1 January 2013 may only apply for up to three separate three-month extensions (PhD) or four and a half months total extensions (MPhil) throughout the entire duration of their candidature, including submission. Candidates who are confirmed from 1 January 2019 may only apply for up to two separate three-month extensions. Under normal circumstances a maximum of one extension will be granted for a milestone.