

## HDR milestones – Information on the administration procedure - SCME

### Milestone # 1 (candidacy) procedure

#### **When is Milestone #1 due:**

**Doctoral:** Full-time candidates – 6 months from enrolment (Part-time: 12 months)

**Masters by research** Full-time candidates – 3 months from enrolment (Part-time: 6 months)

#### **Procedure:**

1. Student prepares the candidacy/milestone research proposal.
2. Student and supervisor review the candidacy/milestone research proposal.
3. Supervisor sends the proposal to two independent reviewers/assessors (**External to the thesis committee**) to review the proposal (GRS recommends one reviewer from the own discipline and one from other discipline) (use the “Milestone #1 research proposal reviewer form”).
4. Reviewer completes the assessment and discuss the comments with the supervisor and provide the filled Milestone #1 research proposal reviewer form.
5. Upon receiving the comments from both reviewers, the supervisor discusses with the student on the reviewer comments and student revises the proposal as per reviewer comments.
6. Student and supervisor - fill the candidacy/milestone form – decide the required actions Ethics, HIT etc....(**especially the availability of resources, labs and technical support etc**)
7. Supervisor requests school admin staff (Mrs Cheryl Cheng) to arrange the Milestone #1 (candidacy) presentation (invite the thesis committee to attend the presentation).
8. Student conducts the oral presentation (to thesis committee and other interested audience)
9. Student receives more feedback at the presentation (Student may revise the Milestone #1 proposal as per comments/feedback)
10. At the presentation, chairperson fills the Milestone #1 oral presentation/seminar reviewer report
11. Student prepares the FINAL version of the candidacy proposal and turnitin report
12. Supervisor and student submit the Milestone #1 forms for School/DGR approval
  - Milestone # 1 form
  - Research proposal + turnitin report
  - Two research proposal reviewer forms
  - Seminar reviewer form
  - Data Management Plan
  - HIT (if required)
13. School sends the Approved milestone forms (& materials) to GRS.

#### **Supporting documents and further information**

##### **Milestone #1 Application**

<https://students.curtin.edu.au/wp-content/uploads/sites/6/2018/12/Milestone-1-Candidacy-Application-Form-03-12-18-Editable.pdf>

##### **Milestone # 1 research proposal reviewer form**

<https://students.curtin.edu.au/wp-content/uploads/sites/6/2018/09/GRS-CandProposalRpt-04-09-181-1.pdf>

##### **Milestone # 1 Oral presentation/seminar reviewer form (for Chairperson)**

<https://students.curtin.edu.au/wp-content/uploads/sites/6/2018/09/GRS-M1CandSeminarRpt-03-09-181.pdf>

Data Management Plan <https://dmp.curtin.edu.au/>

Hazard Identification Tool <https://hit.curtin.edu.au/>  
(Attach provided PDF, if required (eg, use of chemicals))

## **Milestone # 2 (Mid-candidacy) procedure**

### **When is Milestone #2 due:**

**Doctoral:** Full-time candidates – 18 months from enrolment (Part-time: 36 months)

**Masters by research** Full-time candidates – 12 months from enrolment (Part-time: 24 months)

### **Procedure:**

1. Student submits the following documents to the supervisor
  - Milestone # 2 application form
  - A sample of written work completed as part of the HDR studies.  
(Must be a minimum of 3000 words and cannot be student's research proposal. It can take the form of a draft thesis chapter, a draft or published journal article, a research report or another appropriate format).
  - Turnitin originality report for your sample of written work (this is not required if student is submitting a published paper).
  - A completion and dissemination plan. (This should include details of future work and how the student will disseminate the results of his/her HDR study)
2. Supervisor requests school admin staff (Mrs Cheryl Cheng) to arrange the Milestone #2 presentation (invite the thesis committee to attend the presentation).
3. Student conducts the oral presentation (to thesis committee and other interested audience)
4. Student receives more feedback at the presentation
5. Student should amend the sample of work and the completion plan as per comments/feedback.
6. At the presentation, chairperson fills the Milestone #2 oral presentation/seminar reviewer report
7. Supervisor completes and sign the Milestone #2 application form and submit for School approval
8. School sends the Approved milestone forms (& materials) to GRS.

### **Supporting documents and further information**

#### Milestone #2 Application

<https://students.curtin.edu.au/wp-content/uploads/sites/6/2018/09/Milestone-2-Mid-Candidacy-Application-Form.pdf>

#### Milestone # 2 Oral presentation/seminar reviewer form (for Chairperson)

<https://students.curtin.edu.au/wp-content/uploads/sites/6/2018/09/GRS-M2SeminarRpt-04-09-18-editable-1.pdf>

#### Milestone # 2 completion and dissemination plan template

<https://students.curtin.edu.au/essentials/higher-degree-by-research/milestones/>

## **Milestone # 3 (Pre-Submission) procedure**

### **When is Milestone #3 due:**

**Doctoral:** Full-time and part-time candidates – **3 months prior to the completion date.**

This must be **no later than 45 months** (full-time equivalent) from the commencement of the doctoral program.

**Masters by research:** Full-time and part-time candidates – **2 months prior to the completion date.**

This must be **no later than 22 months** (full-time equivalent) from the commencement of the masters program.

### **Procedure:**

1. Student and supervisor complete the application for Milestone #3 and collect required documents (Authorship Attribution agreements, Data management plan, IP clearances, copyright, Lab clearance..etc)
2. Supervisor discusses with the School DGR and arrange a date for milestone #3 presentation  
**\*\*\*\* As this presentation is a celebrative achievement of the HDR student, we plan to conduct Milestone # 3 presentations at the Wednesday School Seminar time and celebration of the achievements \*\*\*\*\***
3. School Admin staff reserves a time slot at the Wednesday School Seminar Schedule and invite the school academic staff and HDR students to attend the presentation.
4. Thesis committee members **MUST** attend this presentation and approve the “successful completion of the HDR research”
5. Upon the approval of the thesis committee, the DGR submits the milestone #3 application and the recommendation to GRS.  
(NOTE: If the presentation for Milestone 3 is rejected (by the thesis committee), the student’s academic status will be classified as conditional. The student will be advised of the conditions of his/her continued enrolment by the Graduate Research School).
6. Upon successful completion of milestone #3, the supervisor can arrange to submit the “Nomination of examiners form” (Before Milestone #3, supervisor must commence the process of identifying and inviting appropriate examiners for examining the student’s thesis).

### **Supporting documents and further information**

#### **Milestone #3 Application**

<https://students.curtin.edu.au/wp-content/uploads/sites/6/2018/11/Milestone-3-Pre-Submission-Form-28-11-18.pdf>

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**Emails for HDR matters should be sent to [CME-DGR@curtin.edu.au](mailto:CME-DGR@curtin.edu.au)**

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