Email states pre-submission is due 13 June 2021 (doc submission by 3 June), submission 12 Dec, 2021  
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email: See email from FIT GR on 27 April.

**You are required to:**

1. Once a date/time has been selected, create a Calendar booking and invite your Milestone Review Panel Chair, Independent members and supervisors and include the following:
   * Calendar title is to specify your Department and review type, eg. "HCC Confirmation Seminar - Your Name"
   * In the Calendar body (Add description) list your Chair, Panel and Supervisors
   * Invite as a guest  [fit-graduate.research@monash.edu](mailto:fit-graduate.research@monash.edu) and your Department ([fit-hcc@monash.edu](mailto:fit-hcc@monash.edu) , [fit-ssc@monash.edu](mailto:fit-ssc@monash.edu) or [fit-dsai@monash.edu](mailto:fit-dsai@monash.edu)) .
   * Set up Zoom details, include your Chair as an alternate Host, and insert Zoom meeting details into the Calendar booking.
2. Start working on your written report and oral presentation. For guidance on this please refer to the [**HDR Milestone Moodle site**](http://moodle.vle.monash.edu/course/view.php?id=19818)**.**
3. Contact FIT's Academic Language Specialist (Graduate Research), [**Julie Holden**](mailto:julie.h.holden@monash.edu)**,** to cross-check your report, thesis title and abstract prior to your Seminar.
4. Allow sufficient time for your supervisors to review and provide feedback on your report before you submit it.
5. Email [fit-graduate.research@monash.edu](mailto:fit-graduate.research@monash.edu) to create a link to your MILESTONE DASHBOARD record. In this record, **no later than 10 days**prior to your scheduled seminar you must:

* Complete Section 2: Student section. Upload your Milestone report in pdf format.
* Attach your FIT5144 training plan *(refer to the*[*FIT5144 Moodle site*](https://lms.monash.edu/course/view.php?id=43866)*for further instructions)*
* Attach your unofficial study statement from[**WES**](https://my.monash.edu.au/wes/)

Note: your Chair and panel will not receive a copy of your written submission unless your supervisor approves the dashboard.  Therefore, it is also advisable to send a copy of your seminar report, and the previous years panel report (if applicable), to all panel members at least a week before the seminar.

**On the day of, or day prior to,**your Final Review seminar, you need to email **your presentation slides to the panel and supervisors.**

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moodle: FIT HDR Milestones: [https://lms.monash.edu/course/view.php?id=19818](https://www.google.com/url?q=https://lms.monash.edu/course/view.php?id%3D19818&sa=D&usd=2&usg=AOvVaw1GS3CSETO55greioIYlfzo)  
FIT milestone reqs: [https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-twelve/j#c7c](https://www.google.com/url?q=https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-twelve/j%23c7c&sa=D&usd=2&usg=AOvVaw2854Soqgajj-r0Tynf7Iyw) :  
  
Report length (1000-3000 words, 2-6pgs)^1, 3000 words max^2

There is no formal template for the pre-submission report, but it should include the following elements:

1. Summary of the research project and scope
2. Research questions (and/or objectives and/or aims)
3. Impact and original contribution to knowledge
4. Publications arising from the thesis – published or planned (linked to the contributions)
5. Results and Analysis to support the contributions
6. Limitations and further research
7. A timeline to completion
8. Any issues that have impacted progress

In addition, the report can contain an appendix with material the candidate and a supervisor deem to be ready for the review. It can come in the form of a draft thesis chapter (could be an excerpt of the chapter). The candidate can also attach a conference paper, or any draft paper written by the student.

This report is to be submitted at least TWO weeks (10 days above) before the presentation.