

Milestone and Annual Report Requirements: Information for Students in Joint or Collaborative Programs

Higher Degree by Research Students

Milestones

At Curtin University, Higher Degree by Research (HDR) students are asked to complete three defined Milestones as part of their course. The Milestones are designed to support the progress of HDR students in their course.

The Milestones are:

1. Milestone 1 (candidacy). Doctoral students are to complete Milestone 1 in the first 6 months of enrolment and Masters students are to complete this in the first 3 months of enrolment.
2. Milestone 2 (mid candidacy). Doctoral students are to complete Milestone 2 in the first 18 months of enrolment and Masters students are to complete this in the first 12 months of enrolment.
3. Milestone 3 (pre-submission). Doctoral and Masters students are to complete Milestone 3 at least three months prior to the thesis submission date.

Who Needs to Complete Milestones

All HDR students enrolled at Curtin need to complete each milestone as they fall due during their enrolment period. Partner institution home students enrolled in a joint or collaborative program may be able to complete one or all of the Milestones via an abridged process.

For Curtin Home Students

You need to complete all three Milestones as per Curtin's relevant Policy, Procedures, Guidelines and School practices.

For Partner Institution Home Students

If your home institution does not have a milestone progression policy equivalent to Curtin, you will need to complete any milestones which fall due during your enrolment at Curtin as per the relevant Policy, Procedures, Guidelines and School practices. Your Supervisor and Director of Graduate Research will be able to provide you with details.

If your home institution does have a Milestone (or equivalent) student progression policy, you will need to complete Curtin's Milestones which are due during your enrolment as per the following abridged processes set out below.

Abridged process for Milestone 1:

1. Complete the relevant section of Milestone 1 application form. For this you will need to:
 - a. Complete the Research Integrity Training
 - b. Identify your ORCID (you may need to apply for one if you do not already have one)
 - c. Identify your Field or Research classification number (relevant links are on the application form)
 - d. Complete the Copyright and Intellectual Property Deed Poll
 - e. Certify that you have completed a Data Management Plan
 - f. Certify that you have read and understood Curtin's policy on plagiarism (relevant links are on the application form).

2. Submit your completed form to your Curtin supervisor along with your approved research proposal and evidence of you having completed an equivalent Milestone 1 assessment at your home institution.
3. Your supervisor will complete the relevant section on the Milestone 1 application form and, along with your supporting documents, send to your DGR for assessment.
4. The DGR will assess the submitted document to ensure that you have satisfied the requirements of Milestone 1 and will complete the application form, confirming your thesis committee.
5. The DGR will forward your documents to the Graduate Research School who will update your student profile accordingly.
6. If your study was identified as requiring Ethics or Hazards approval at either your home institution or Curtin, you will need to arrange the appropriate approvals at Curtin via Research Integrity. Even if you have secured Ethics approval at your home institution, you will also need to secure approval at Curtin.

Abridged process for Milestone 2:

1. Complete relevant section of Milestone 2 application form.
2. You will not need to submit a written sample of work or present an oral presentation reporting on your progress if you have already completed a similar process at your home institution.
3. Submit your application form along with your completion and dissemination plan to your Curtin supervisor.
4. Your supervisor will complete the relevant section on the Milestone 2 application form and, along with your supporting documents, send to your DGR for review.
5. The DGR will forward your documents to the Graduate Research School who will update your student profile accordingly.

Abridged process for Milestone 3:

1. Complete relevant section of Milestone 3 application form and submit to your Supervisor.
2. You will not be required to present an oral presentation, but you are warmly welcomed to do so.
3. Your supervisor will complete the relevant section on the Milestone 3 application form and send to your DGR for processing.
4. The DGR will forward your completed form to the Graduate Research School who will update your student profile accordingly.

Annual Reports

At Curtin University, all HDR students are required to complete an annual report during their enrolment at Curtin. In the first quarter of each year students who are enrolled at Curtin will be sent an email inviting them to complete their annual report. A link to the online report will be provided.