

Milestone 2 (Mid Candidacy Review) Information for Students

Higher Degree by Research Students

Milestone 2 – What you need to know

Purpose

Milestone 2 provides students with the opportunity to reflect on the progress made in their research project and finalise a strategy for the timely completion and dissemination of research findings.

Your Milestone 2 completion date

The completion date for Milestone 2 is:

- **Doctoral students** – 18 months of full time* enrolment after commencement of the thesis.
- **Masters students** – 12 months of full time* equivalent enrolment after commencement of the thesis.

*this time frame is doubled for part time students.

The completion date is when the results of your application must be forwarded by the Director of Graduate Research to the Graduate Research School.

In preparing for your Milestone 2 application, it is important that you leave an appropriate amount of time for your application to be reviewed by your School and for your oral presentation to be undertaken.

You can check all of your Milestone due dates on your *Research Student Profile*. Your supervisor and Director of Graduate Research will also be able to advise you.

Milestone 2 - What you need to do

1. Prepare a sample of written work

An important component of Milestone 2 is the submission of a sample of written work you have completed as part of your HDR studies. This must be a minimum of 3000 words and cannot be your 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. Please note, if you are submitting unpublished work (draft chapter, draft paper) you will need to submit an accompanying Originality Report from Turnitin.

2. Prepare your Completion and Dissemination Plan

You will also need to submit a plan for the completion of your project which includes details of how you will disseminate the results of your HDR study.

The Completion and Dissemination Plan should include a timeline that lists the tasks which need to be achieved at specific intervals. After a discussion with your supervisor, you may decide to set weekly tasks, fortnightly tasks or monthly tasks. Completion timelines are often presented as Gantt Charts. Some students find Microsoft Project (or similar) helpful for developing project plans.

The dissemination component of the plan needs to outline how the results of your research will be communicated to your proposed audiences (scholarly, industry, community groups, research participants, broader public). In this plan you might identify a conference you may present at, and/or the journals you intend to publish in.

3. Complete the *Application for Milestone 2 (Mid Candidacy Review)* form

The Application for Milestone 2 form should be completed in the relevant sections and emailed with all necessary material to your supervisor. Your supervisor will need to complete the relevant section on the form and then forward to the Director of Graduate Research along with the other required documents.

4. Present an oral presentation

After you have submitted your Milestone 2 documents the Director of Graduate Research will schedule a time for your Milestone 2 oral presentation. This will be attended by your thesis committee as well as 2 reviewers. At this presentation you should discuss the research progress you have made, any developments or changes to your research plan and your plans for completion and dissemination.

What Next?

Feedback and revisions

The DGR (or delegate) will collate the feedback from your presentation and will review the other documents submitted as part of your application. Feedback will be supplied to your supervisor to discuss with you. You can then work with your supervisor to make any required amendments to your application. If amendments are required, your DGR will provide you with a timeframe for the amendments.

Outcome

Following any required period for amendment to your Milestone 2 application, your DGR will make a recommendation to the Graduate Research School (GRS). The Graduate Research School will advise you of the outcome.

If your application is rejected, your enrolment status will be changed to conditional. Your supervisor and DGR will work with you to develop conditions to assist you to get your enrolment status back to good standing.