

Guidelines for Higher Degree by Research (HDR) Milestones

Higher Degree by Research Students and Supervisors

These guidelines should be considered in conjunction with Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research. These documents are available on the Curtin Compliance, Legislation and Policy website at https://policies.curtin.edu.au/legislation/statutes_rules.cfm.

For Higher Degree by Research (HDR) Students

These guidelines should be read in conjunction with the Higher Degree by Research (HDR) Milestones Policy and Higher Degree by Research (HDR) Milestones Procedures.

Definitions

DGR means Director of Graduate Research

FGSC means Faculty Graduate Studies Committee

GRS means the Graduate Research School

1. Milestone 1 (Candidacy)

- 1.1. Candidates are required to submit to their DGR (or delegate), via their supervisor, a research proposal along with a Turnitin similarity report. The candidate is also required to submit the Milestone 1 Application form with the relevant sections completed.
- 1.2. Candidates enrolled at Curtin Non-Australian campuses will have their candidacy review process managed by their faculty or host unit, and need to submit their Milestone 1 application form to the appropriate contact officer.
- 1.3. A candidate's school will arrange for the research proposal to be reviewed by two academic members of the Curtin staff, at least one who is external to the candidate's discipline or research group.
- 1.4. When a candidate has submitted a research proposal of appropriate quality, the DGR (or delegate) will set the date and venue for the oral presentation of the research proposal.
- 1.5. The School may arrange for the candidate to be provided with feedback on their research proposal before the oral presentation or after the oral presentation.
- 1.6. The supervisors and the reviewers must attend the oral presentation.
- 1.7. If required, and where suitable resourcing is available, members of the thesis committee, the reviewers or the candidate can use Information and Communications Technologies (ICT) to attend the oral presentation.
- 1.8. The DGR (or delegate) will provide to the supervisors the combined feedback from the reviewers promptly and a recommendation about changes required to the research proposal. If required, the supervisors will then invite the candidate to revise the research proposal.
- 1.9. For recommendations regarding the candidate's revised proposal, refer to the Higher Degree by Research (HDR) Milestones Procedure.
- 1.10. For recommendations from the DGR refer to the Higher Degree by Research (HDR) Milestones Procedure.
- 1.11. For recommendations made by the FGSC refer to the Higher Degree by Research (HDR) Milestones Procedure.
- 1.12. The FGSC will review each candidacy submission and pay particular attention to the fulfilment of the conditions outlined in Rule 1- section 6(d), Rule 11 section 6(d) and the following aspects:
 - 1.12.1. The scope of the study and project design
 - 1.12.2. Feasibility of the study, including the budget and timeline
 - 1.12.3. Acknowledgement of the requirements for the ethical conduct of research
- 1.13. The FGSC will also consider the constitution of the supervisory team, and may suggest changes in line with University or Faculty policies and strategies.
- 1.14. The GRS will notify applicants of the outcome of their application for Milestone 1.
- 1.15. Applicants that have their application approved subject to ethics approval (Outcome B), will be provided with 6 months (pro-rata) to have their ethics application approved. Candidates must forward notification of ethics approval to the GRS within 6 months of receiving notification of their conditional candidacy approval. Candidates who fail to notify the GRS will have their enrolment status changed to conditional.

2. Milestone 2 (Mid Candidacy Review)

- 2.1. The application for Milestone 2 requires candidates to complete, to the approval of their DGR, the Milestone 2 Application form, a written output from the HDR research, a Completion and Dissemination Plan, and an oral presentation within 18 months of full-time equivalent enrolment for Doctoral students and within 12 months of full-time equivalent enrolment for Masters by Research students.
- 2.2. The candidate is required to submit to their DGR (or delegate), via their supervisor, the Milestone 2 application form.
- 2.3. Candidates enrolled at Curtin Non-Australian campuses will have their Milestone 2 review process managed by their faculties or host unit, and need to submit their Milestone 2 application form and supporting materials to the appropriate contact officer.
- 2.4. The candidate must submit a Completion and Dissemination Plan which sets out a timeline for the major tasks remaining for the study and provides a summary of the candidate's plan for disseminating the research.
- 2.5. The candidate must also submit a sample of written work for review. The sample of written work should be a minimum of 3000 words and be based on the work undertaken as part of the HDR project to date. It may be a draft chapter of the thesis, journal article, research report or any other appropriate format. For unpublished work, a Turnitin similarity report for the sample of written work is to be submitted.
- 2.6. When the DGR (or delegate) receives a completed Milestone 2 Application form, along with an appropriate sample of written work, the DGR (or delegate) will set the date and venue for the oral presentation.
- 2.7. If required, and where suitable resourcing is available, members of the thesis committee, the reviewers or the candidate can use ICT to attend the oral presentation.
- 2.8. Following the oral presentation, the two reviewers will complete an assessment of the Milestone 2 application, considering the oral presentation and documents submitted as part of the application and submit to the DGR.
- 2.9. The DGR will consider the reviewer comments and produce a written assessment and recommendation for the GRS.
- 2.10. For recommendations made by the DGR refer to the Higher Degree by Research (HDR) Milestones Procedure.
- 2.11. The GRS will notify applicants of the outcome of their application for Milestone 2. Applicants who had their application for Milestone 2 rejected will have their enrolment statuses changed to conditional.

3. Milestone 3 (Pre-Submission)

- 3.1. The application for Milestone 3 requires a doctoral candidate to complete, to the approval of the DGR, an oral presentation within 45 months of full-time equivalent enrolment or within 3 months of the anticipated completion date (whichever comes first). For a Masters by Research candidate, they are required to complete the requirements of Milestone 3 within 22 months of full-time equivalent enrolment or within 2 months of the anticipated completion date (whichever comes first).
- 3.2. The oral presentation enables the supervisor team and DGR to identify if the candidate has made sufficient progress in their course.
- 3.3. The DGR (or delegate) will set the date and venue for the candidate to provide an oral presentation of the research project. The presentation should set out the aims, methods and findings of the study and articulate the contribution the research makes to the field of study.
- 3.4. Candidates enrolled at Curtin Non-Australian campuses will have their Milestone 3 process managed by their faculty or host unit.
- 3.5. If required, and where suitable resourcing is available, members of the thesis committee, or the candidate, can use ICT to attend the presentation.
- 3.6. The GRS will notify applicants of the DGR's recommendation.

In all cases, the candidate should be formally notified through the GRS about the outcome of their milestone application.