



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 the Higher Degree by Research (HDR) Milestones Policy and the Higher Degree by Research (HDR) Milestones Procedures. These documents are available on the [Curtin Compliance, Legislation and Policy website](#).

1. Milestone 1 (Candidacy)

- 1.1. Candidates are required to submit to their DGR (or delegate) 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. It is suggested that candidates submit their completed Milestone 1 application 4-6 weeks before the Milestone due date to allow sufficient time for School review and any required amendments.
- 1.3. 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 to the appropriate contact officer.
- 1.4. Candidates in Collaborative or Joint HDR programs should review the [information for Collaborative and Joint HDR students](#) on Curtin's Current Students website.
- 1.5. Candidates in the Master of Research (MRes) program should review the [information for Master of Research](#) on Curtin's Current Students website.
- 1.6. Candidates must complete the Research Integrity Training (accessed via Blackboard) prior to submitting their Milestone 1 application.
- 1.7. When a candidate submits their completed Milestone 1 application, their school will arrange for the candidate to provide an oral presentation. This oral presentation should be within three weeks of the application being received.
- 1.8. The presentation must be held at a time agreed by the candidate and supervisors.
- 1.9. The research proposal and presentation will be reviewed by two academic members of the Curtin staff who are active HDR supervisors and who have appropriate familiarity with the research topic and methods.
- 1.10. The reviewers will pay particular attention to: the scope of the study and project design; feasibility of the study, including the budget and timeline; acknowledgement of the requirements for the ethical conduct of research, and; overall quality of the Milestone application.
- 1.11. The Thesis Chair should attend the oral presentation and may take a role in moderating questions.
- 1.12. 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.
- 1.13. The DGR, Thesis Chair or other academic 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.
- 1.14. The DGR will make a recommendation line with the provisions of the *Higher Degree by Research (HDR) Milestones Procedure*.
- 1.15. The Graduate Research School will inform the student and supervisor panel of the final outcome of the Milestone 1 application.
- 1.16. Candidates that have their application approved subject to Ethics approval, must apply for Ethics approval through the appropriate processes. Notwithstanding the recommendation of the FGSC regarding the Ethics requirements, it is the candidate's responsibility at all times to ensure they have the correct Ethics approval.

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, sample of written work and Completion and Dissemination Plan. 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. The Completion and Dissemination Plan should set out a timeline for the major tasks remaining for the study and provide a summary of the candidate's plan for disseminating the research.
- 2.3. Any required authorship agreements should be reviewed as part of Milestone 2.
- 2.4. 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.
- 2.5. Candidates in Collaborative or Joint HDR programs should review the [information for Collaborative and Joint HDR students](#) on Curtin's Current Students website
- 2.6. Candidates in the Master of Research (MRes) program should review the [information for Master of Research](#) on Curtin's Current Students website
- 2.7. When a candidate submits their completed Milestone 2 application their school will arrange for the candidate to provide an oral presentation. This oral presentation should be within three weeks of the application being received.
- 2.8. The presentation must be held at a time agreed by the candidate and supervisors.
- 2.9. The presentation and Completion and Dissemination plan will be reviewed by two academic members of the Curtin staff who are active HDR supervisors and who have appropriate familiarity with the research topic and methods.
- 2.10. The reviewers will pay particular attention to the progress of the project against the timeline and budget set out at Milestone 1 and the feasibility of the Completion and Dissemination plan.
- 2.11. 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.
- 2.12. Following the oral presentation, the two reviewers will provide their feedback to the Thesis Chair who will produce a written recommendation for the DGR.
- 2.13. In considering the material submitted in the Milestone 2 application and the Chairs' report, the DGR will make a recommendation to the GRS. For information about the recommendations made by the DGR refer to the Higher Degree by Research (HDR) Milestones Procedure.
- 2.14. 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. The GRS will notify applicants of the DGR's recommendation.

- 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 must be held at a time agreed by the candidate and supervisors.
- 3.4. 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. The candidate should make clear any co-authorship of the work, and clearly articulate their understanding of their attribution requirements for the thesis.
- 3.5. At Milestone 3 candidates should clarify how they will address remaining obligations under Curtin's Data Management Plan and, if relevant, their Ethics Approval.
- 3.6. Candidates enrolled at Curtin Non-Australian campuses will have their Milestone 3 process managed by their faculty or host unit.
- 3.7. Candidates in Collaborative or Joint HDR programs should review the [information for Collaborative and Joint HDR students](#) on Curtin's Current Students website.
- 3.8. Candidates in the Master of Research (MRes) program should review the [information for Master of Research](#) on Curtin's Current Students website
- 3.9. If required, and where suitable resourcing is available, members of the thesis committee, or the candidate, can use ICT to attend the presentation.

RELATED DOCUMENTS/LINKS/FORMS

[Curtin University Act 1966 \(WA\)](#)

[Rule No. 10 made pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research](#)

[Rule No. 11 made pursuant to Statute No. 12 – Enrolment: Degree of Master by Research](#)

[TEQSA Higher Education Standards Framework](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[Competition and Consumer Act 2010](#)

[Course Approval and Quality Manual](#)

[Universities Australia Principles for Respectful Supervisory Relationships](#)