

## Milestone 1 (Candidacy) Information for Students

Higher Degree by Research Students

---

### Milestone 1 – What you need to know

#### Purpose

Milestone 1 provides candidates with the opportunity to gain feedback on their proposed research project from members of their discipline group, School or Faculty. This process is designed to assist candidates to refine their research project and plan as well as to broaden their research support networks at Curtin.

Comprehensive information is available on the [Milestones](#) page of the Graduate Research School website. This includes the prescribed format for the written research proposal as well as the criteria on which the reviewers will assess your application for Milestone 1 (Candidacy). Important points to note at the beginning of your enrolment are:

#### Your Milestone 1 (Candidacy) due date

Your Milestone 1 (Candidacy) due date is the date when your finalised application is due for assessment by the Faculty Graduate Studies Committee. This occurs after the School review process, so you need to allow at least 4 – 6 weeks before your due date for the School review process.

- **Doctoral students** – 6 months of full time\* enrolment after commencement of the thesis or completion of coursework units included as a course requirement.
- **Masters students** – 3 months of full time\* equivalent enrolment after commencement of the thesis or completion of coursework units included as a course requirement.

\*this time frame is doubled for part time students.

You can check all of your Milestone due dates on the *Research Student Profile* sent to you upon initial enrolment. You can also request a Research Student Profile by emailing [ROC.GRS@curtin.edu.au](mailto:ROC.GRS@curtin.edu.au).

#### Restrictions on provisional candidates

Please be aware that prior to your candidacy being approved the following limitations apply to your enrolment:

- You cannot commence any data collection. This includes the conduct of surveys, questionnaires and interviews.
- You cannot access Research Support Funds or Conference Support funding for your project.

### Milestone 1 - What you need to do

#### 1. Prepare your written Research Proposal

Please refer to the *Research Proposal Information Sheet* on the [Milestones](#) website for guidance on preparing your written research proposal. It is located under the heading 'Supporting information for Milestone 1'.

#### 2. Submit your written proposal to Turnitin

Follow the instructions located under the 'Turnitin' section of the [Milestones](#) website to access Turnitin. You will need to produce an originality report on your research proposal and discuss the results with your Interim Supervisor. Please ensure you produce an originality report for the final version of your research proposal so this can be attached to the documents submitted for Faculty Graduate Studies Committee review.

#### 3. Successfully complete the online Research Integrity Training module

This is located in the Blackboard section of your Oasis account. Log in to Oasis, click Blackboard, click on the My Organisations tab at the top, and then select *Research Integrity – HDR*. You need a score of 80% or above to pass this unit.

#### **4. Data Management Plan**

You will need to create a plan for the management of the data you collect as part of your research, including data collection and storage. For further information see the Library's [Research Data Management](#) webpage. The University provides the [Research Data Management Planning Tool](#) to assist you in creating your plan and accessing the University's data storage facilities.

#### **5. Complete any required coursework**

If you are required to complete any coursework units as part of your course you need to successfully complete these units before submitting your application for Milestone 1 (Candidacy).

#### **6. Complete the *Application for Milestone 1 (Candidacy)* form**

This form can be downloaded from the [Forms and Information Sheets for Research Students](#) page. When completing this form you will need undertake a few external tasks such as finding a suitable Field of Research code from the Australian Bureau of Statistics website; obtaining an ORCID; and completing the online Research Initiation Guide (RIG) to assess your need for ethics and/or safety approval.

#### **7. Submit your candidacy documentation to your supervisor:**

The following three documents need to be submitted to your interim supervisor at least 4 – 6 weeks before your Milestone 1 due date:

1. *Application for Milestone 1 (Candidacy)* form
2. Written research proposal
3. Turnitin Originality Report

After signing your interim supervisor will forward these on to the Director of Graduate Research (DGR) or delegate.

#### **8. Conduct an oral presentation of your research proposal**

The DGR (or delegate) will organise a School review of your written proposal and the scheduling of your oral presentation (also referred to as a candidacy seminar). This seminar will be attended by the reviewers of your written proposal, as well as your Interim Thesis Committee, at a minimum.

## **What Next?**

### **Feedback and revisions**

The DGR (or delegate) will collate the feedback on your presentation and written proposal. This will be supplied to your supervisor to discuss with you. You can then work with your supervisor to make the required amendments.

### **Faculty Review**

Once the DGR (or delegate) is satisfied that the appropriate review process within the School has occurred, they will forward their recommendation and your documentation to the Faculty Graduate Studies Committee for their consideration.

### **Outcome**

You will be informed of the outcome of your Milestone 1 (Candidacy) application by the Graduate Research School (GRS). Please note you are not considered to have candidacy approval until you receive a notification from GRS indicating that your candidacy is approved. At this time you will also be advised of any other approvals required before you can commence data collection, such as Ethics approval.