HDR Milestones
Requirements and processes

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What we will cover in this session

- Overview of the HDR Milestone Policy and Procedures
- Overview Milestones 1, 2 and 3
- Step by step: What you need to know and do for each
- Where to get help

- Have questions: please ask as we go
Overview of the Research Degree Path

Application for admission

Milestone 1 (Candidacy)
• Application form
• Written research proposal
• Oral presentation

Milestone 2 (Mid-term)
• Sample of written work
• Oral presentation on progress and completion/dissemination plan (conference planning, authorship agreement)

Milestone 3 (Pre-submission)
• Oral presentation – celebratory; supervisors nominate examiners

Submission of Thesis & Examination

Graduation
• Research Integrity
• ORCID
• RIG, DMP
Essential things you need to know for Milestone 1

- Australian Code for the Responsible Conduct of Research
- Student Charter
- Rule 10: Degree of Doctor by Research
- Rule 11: Degree of Master by Research
- UA Principles for Respectful Supervisory Relationships
- Essential Facilities for HDR Students
- Milestones – see also Forms/Info sheets
- Research Ethics and Safety & Research Initiation Guide
- Research Integrity Training – on Blackboard – see instructions handout.
Essential things you need to know cont…

- **Curtin’s Research Management Policy:**

  2.1.1. … *A strong research culture will demonstrate:*
  
  (a) honesty and integrity;
  (b) respect for human research participants, animals and the environment;
  (c) good stewardship of public resources used to conduct research;
  (d) appropriate acknowledgment of the role of others in research; and
  (e) responsible communication of research results.

  2.1.2. Responsible research is demonstrated through the adoption of Curtin’s Guiding Principles, **Values and Signature Behaviours** and the **Curtin University Code of Conduct**.

- **Curtin Values – Integrity, Respect, Courage, Excellence, Impact**
UA Principles for Respectful Supervisory Relationships

- **Agreed Principles for Australian Unis** – make sure you know them

1. A sexual or romantic relationship between a supervisor and their student is NEVER appropriate.

2. Universities recognise there is a power imbalance in the supervisor-student relationship and that the greater power rests with the supervisor.

3. The professional relationship between a supervisor and their student is characterised by mutual respect and trust.

4. Expectations, roles and responsibilities or students and their supervisors are clear.

5. Safeguards are used to protect students from situations of risk and unwanted advances from their supervisors.
Milestones

- **Milestone 1** – is the project scope and timeline appropriate? Are there sufficient resources? Have the hazard and ethics implications been appropriately considered?

- **Milestone 2** – is progress sufficient? Has the project changed, and if so why and are the changes appropriate? Are authorship agreements in place? Have hazard and ethics implications been appropriately considered?

- **Milestone 3** – time to let your School hear what you found and get any last minute tips/suggestions; also, what are your plans for the data storage and Ethics approval closeout
Milestones

During your enrolment your progress will be formally monitored at three points. These points are known as milestones. The defined milestones are: Milestone 1 (candidacy), Milestone 2 (mid candidacy) and Milestone 3 (pre-submission).

You need to formally apply to your school to have your progress reviewed for each milestone. For each milestone there is an application form which you will need to complete and submit to your supervisor along with the required supporting documentation to commence the milestone review process within your school. You will also need to provide an oral presentation on your progress for each milestone review.

Please note that for milestone information relating to the unique MRes program, please refer to the MRes page.

For more information see:

- HDR Milestones Implementation Information Sheet [pdf 146KB]
- Higher Degree by Research (HDR) Milestones Policy
- Higher Degree by Research (HDR) Milestones Procedures
- HDR Milestones Guidelines [pdf 143KB]

Milestone 1 (Candidacy)

On receipt of your official notification of enrolment, you will be considered a provisional candidate until your application for Milestone 1 (Candidacy) is approved by your School and Faculty Graduate Studies Committee. The Graduate Research School will notify you once your Milestone 1 application has been approved by your Faculty Graduate Studies Committee.

Important note: Data collection (e.g. surveys, questionnaires or interviews, etc.) must not be conducted by provisional candidates.

Milestone 1 reviewer report

- What are the conditions for Milestone 1 (candidacy)?
- When is Milestone 1 due?
- What is required for my Milestone 1 application?
- What is the review process for Milestone 1?
- Supporting information for Milestone 1
Milestone 1

The Details
Milestone 1

- **Due date:**
  - Final outcome, after FGSC approval, is due to the GRS no later than 6 months from commencement for FTE (Doctoral) and 3 months FTE (Masters).
  - It is not the case that you need to submit M1 at 6 months.

- **Milestone application must be reviewed by your School, prior to being sent by your DGR (Director of Graduate Research) to your FGSC (Faculty Graduate Studies Committee).**

- **PhD students should aim to submit their M1 application and research proposal to their DGR about 4 months after commencement.**
Milestone 1

- Prior to commencing your Milestone application read the Guidelines for Higher Degree by Research Milestones and associated information
  - Information sheet – click through the links
  - Consider the reviewer reports and what reviewers will be looking for
Milestone 1 (Candidacy)

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Important note: Data collection (e.g. surveys, questionnaires or interviews, etc.) must not be conducted by provisional candidates.

Milestone 1 reviewer report

- What are the conditions for Milestone 1 (candidacy)?
- When is Milestone 1 due?
- What is required for my Milestone 1 application?
- What is the review process for Milestone 1?
- Supporting information for Milestone 1
Step 1: Prepare your research proposal

Task Requirements:

1. Written research proposal – 5 pages for Masters Students, 10 pages for Doctoral (not including references)

2. Must include:
   1. Title and Abstract
   2. Background, which situates the project in the scholarship. Ensure you cite the relevant scholarly literature in your field
   3. Detailed description of methodology and methods
   4. Detailed project timeline – recommend a monthly Gantt chart
   5. Full budget – including, but not restricted to, how you propose to use the Research Support Fund allocation (Reimbursable items).

3. Ensure your research proposal is very well edited – publication standard. It should be your BEST WORK
What will your thesis look like?

- Consider what format your will present your thesis in.
  - Guideline for Thesis Preparation (all students need to read)
  - Guideline for Thesis by Publication and Hybrid Thesis
  - Guideline for Creative Production Thesis

- Consider IP and attribution requirements – particularly if you are planning to co-author publications.
  - Guideline for Attribution of Research Outputs in the HDR Thesis (all students need to read)
  - Authorship, Peer Review and Publication of Research Findings Policy (all students need to read)
  - Authorship, Peer Review and Publication of Research Findings Procedures (all students need to read)
Step 1: FAQs

- What is the best structure and how long should each section be?
  - There are significant disciplinary differences and your supervisor will clarify with you the norms for your discipline.
  - Review the Research Proposal Information Sheet – includes a budget template
  - Ask your supervisor or DGR for some examples from your school

- What will the reviewers look for?
  - Ensure you examine the Reviewer’s report template prior to writing your research proposal.

- Does my proposal need to go through Turnitin?
  - Yes – follow the link on your RIT-HDR training on Blackboard; discuss your report with your supervisor
Step 2 (RIG, Ethics Approval Considerations)

HDRs complete the Research Initiation Guide – it will

- help you to identify and obtain the permissions you need to get before you can start work, including ethics approval.
- train you about how to safely handle any hazardous research materials.
- train you about how to protect yourself, and your research participants, from the impacts of your research.

HDRs discuss RIG result with SV, fill out ‘Ethics’ section on M1 form (apply for ethics approval where required after M1 approved)
Step 3: Research Integrity Training (RIT)

Before submitting the M1 application form:

- Complete the RIT and pass the Assessment (Quiz). (Open Blackboard via OASIS - RIT sits on Organisations tab). Details in RIT [Handout](#).

- HDRs self-enrol in the RIT. Contact [ROC-Excellence@curtin.edu.au](mailto:ROC-Excellence@curtin.edu.au) if you have trouble. Submit your proposal through the Turnitin (Originality checking) links.

- It is something you can place on your CV under ‘Qualifications - additional courses’.
Step 4: Data Management Plan (DMP)

- All researchers, staff and students, need a data management plan.
- You need to take your data security seriously. Do not send your papers, thesis chapters, data to internet editing/ cleaning / analysis companies.
- Read the library guide and follow the link to the Data Management Plan Tool. HDRs create their DMP; SV will complete and request R Drive access. See DMP Tool help guide.
- RSF cannot be used to purchase portable hard drives.
Step 5: M1 Application form

- Download the [application form](#) and save to your computer.

- **Field of Research**
  - Select one [six digit FoR](#) that best defines your research.
  - This is reported to the Australian Government so please ensure it is accurate.

- **Apply for an ORCID (open researcher and contributor ID).**
  Register via the [ORCID website](#)
  You will need your ORCID for publications, to keep track of your grants over your career, to develop your international researcher profile.
Step 5… cont

- When you have completed your sections of the form, add your electronic signature.
- Save the form and send to your supervisor. Attach the required documents.
  - Do not merge all documents into one file. Ensure the application form is sent separately to your proposal, turnitin report and any other supporting information.
Oral presentation

- Opportunity for you to explain and get high quality feedback on your proposed project’s:
  - Purpose
  - Aims/ Objectives
  - Proposed methods
  - Proposed budget and timeline

- The intent is to ensure you have a viable project, which, if conducted appropriately, will enable you to achieve the award you are after.

- Please don’t take feedback personally – it is far better to hear it now than during your examination process!
School review

- **Standard arrangement**
  - Your school will arrange for a mutually agreeable time for you to provide an oral presentation of your proposal.
  - Your school will provide a suitable venue.
  - Your school will arrange for two reviewers, both who have supervision experience and are sufficiently familiar with the field.
  - You may receive feedback immediately after your presentation, oral or written, or your DGR/Thesis Chair may collate feedback and send it to you a short time later.
  - You will need to address any comments to the satisfaction of your DGR.
- There are school variations in the review process…
Milestone 1 outcomes

- **FGSC**
  - Approved
  - Approved subject to ethics
  - Rejected

- **Approved**
  - Apply for ethics (ASAP)
  - RSF allocation will appear in your Concur account

- **Rejected**
  - Conditionally enrolled
  - Condition to resubmit application within defined period
Reasons for ‘reject’

- Budget – be realistic.
- Presentation / editing
- Project scope
- Failure to address reviewer comments
- Project does not align with School/ University research priorities – leading to concerns about capacity to resource over the duration of the study.
Abridged Processes

- Collaborative Students
- Non Curtin Home Students please use the abridged processes for Milestones.
Research Support Funds for HDR Students

See Essential Facilities and Research Support funds for:

- Guidelines for Essential Facilities
- Concur claim form
- Research Support Fund Reimbursement List
- Research Support and fieldwork expense application form (if you do not have an Australian bank account)

Students must use Concur to claim reimbursements.

- complete the Concur Claim Form
  - Describe your expense.
  - Note the currency.
  - Sign the declaration that you have supervisor approval and the expense is in line with the guideline and reimbursement list.
  - Sign the declaration – this is permanently on the record… so please do not risk it by making false claims.
  - Add the receipt and upload as a PDF to Concur.
Where HDR’s can get help

- First point of contact is always your supervisor, co-supervisor
  - Supervisors are academic guides
  - If you are not getting the assistance you need, you need to consider if you have the right supervisor team for you – speak to your DGR

- If you are not getting any assistance or feedback in your school – PLEASE come and see the GRS.
  - Building 101, opposite the medical centre.
  - NB: GRS can not provide you with academic guidance
  - Student Guild are also a very helpful resource.
Questions
Please ask questions ....
HDR Milestone 2
The Details
Milestone 2

- **Due date:**
  Final outcome, after FGSC approval, is due to the GRS after 18 months FTE (Doctoral) and 12 months FTE (Masters).

- **Milestone application must be reviewed by your School, prior to being sent by your DGR.**

- **It does not require FGSC approval**

- **Prior to commencing your Milestone 2 application** read the
  - Guideline for Higher Degree by Research Milestones
  - Milestone 2 Information Sheet
  - Milestone 2 Reviewer Report Template
What is involved in Milestone 2

- Completion of the M2 Application Form
- Sample of written work (3000 words)
- Oral presentation
- Completion and dissemination plan
  - Authorship agreements if required
Step 1: Sample of written work

- Prepare a 3000+ sample of your written work from your PhD/ Masters project
  - Published journal article
  - Draft article
  - Draft chapter
  - Conference paper
  (Research proposal cannot be submitted; co-authored work may not be accepted in some Schools).

- If the work is unpublished, be sure to put it through Turnitin – make sure you select for it not to be saved in the repository

- Published work does not go through Turnitin
Step 2: Completion and dissemination plan

- There is a template you may like to use
  - Prompt to insert a Gantt chart – list each task you need to complete and assign it to a week/month.
  - List of potential publications and proposed outlet
  - Proposed conference
    - NB after Milestone 2 you will be able to access your conference funding (Doctoral students only).

- Authorship Agreements
  - Please consider your outputs – are you co-authoring? Do you need an authorship agreement?
  - Please read Authorship, Peer Review and Publication of Research Findings Procedures
Step 3: Application form

- Download the **application form** and save to your computer.
- When you have complete your sections of the form, add your electronic signature.
- Save the form and send to your supervisor. Attach the required documents.

Do not merge all documents into one file. Ensure the application form is sent separately to your written sample of work, turnitin report and completion and dissemination plan.
Step 4: Oral presentation

- School will arrange for your presentation to take place at a mutually agreed time, in a suitable venue.
- Your presentation will have two reviewers
- Your presentation should focus on reporting:
  - Your progress to date
  - Any issues you have faced and variations to your proposal, timeline, budget approved at Milestone 1
  - Your completion and dissemination plan

- Your progress is being reviewed. The reviewers want to make sure you have made satisfactory progress – in terms of your academic understandings and against your timeline
Foucault: Authors are writers, but not all writers are authors

Cartoon drawn by Jorge Cham, taken from authorder.com (this website no longer exists)
What constitutes authorship?

Rob Herbert¹ and Garry T Allison² on behalf of the Editorial Board
¹(Scientific Editor) University of Sydney; ²(Editorial Board member) University of Western Australia

“For most authors of scientific papers, writing is a struggle. Crisp Introductions, clear Methods, and informative Results and Discussion sections are usually produced only after discarded drafts and with help from colleagues. But sometimes the greatest anxiety is associated with writing the cover page, because it is there that the authors are named.....
Responsibilities of supervisors

- Set out in the Supervision Guide of the Australian Code for the Responsible Conduct of Research.

The research supervisor should guide the professional development of research trainees. This involves providing guidance in … reporting the research outcomes in appropriate forums and media.

Supervision includes oversight of the research outcomes from those under supervision.

Researchers and supervisors must ensure that research trainees receive appropriate credit for their work.
Qualification for Authorship

• The Authorship Guide of The Code states:

“While authorship conventions vary across disciplines a significant intellectual or scholarly contribution must include one and should include a combination of two or more of the following:

- conception and design of the project or output
- acquisition of research data where the acquisition has required significant intellectual judgement, planning, design, or input
- contribution of knowledge, where justified, including Indigenous knowledge
- analysis or interpretation of research data
- drafting significant parts of the research output or critically revising it so as to contribute to its interpretation.
Who does not qualify as an author

“Authorship should not be attributed solely on the basis of:

- the provision of funding, data, materials, infrastructure or access to equipment
- the provision of routine technical support, technical advice or technical assistance
- the position or profession of an individual, such as their role as the author’s supervisor or head of department (‘gift authorship’)
- whether the contribution was paid for or voluntary
- the status of an individual who has not made a significant intellectual or scholarly contribution being such that it would elevate the esteem of the research (‘guest authorship’).
Milestone 2 outcomes

- **DGR**
  - Approved
  - Rejected

- **Rejected**
  - *Conditionally enrolled*

Specific conditions are set for tasks to be undertaken to ensure that you can get back on track.
Reasons for ‘reject’

- Poor presentation / editing / quality of submission
- Project has not progressed as originally planned and, in the opinion of the reviewers, is not progressing in an academically sound and/ or timely manner.
- You have not demonstrated you have gained appropriate knowledge in your subject area
- Failure to address reviewer comments/ questions appropriately.
- Budget/ timeline miss-management leading to concerns about the project being able to be viably completed with the remaining time/ resources.
Where to get help

• First point of contact is your supervisor, co-supervisor
  • Supervisors are academic guides
  • If you are not getting the assistance you need, you need to consider if you have the right supervisor team for you – speak to your DGR

• If you are not getting any assistance, feedback in your school – PLEASE come and see the GRS.
  • Building 101, opposite the medical centre.
  • NB: GRS can not provide you with academic guidance
• Student Guild are also a very helpful resource.
Milestone 3
The Details
Milestone 3

- **Due date:**
  - Final outcome, after FGSC approval, is due to the GRS 45 months (full time) from commencement (Doctoral) and 22 months (full time) (Masters).
  - Roughly ‘3 months’ prior to intended thesis submission
  - Students receiving a stipend, and planning to submit their PhD after 3 or 3.5 years, should be pro-active about ensuring you complete your Milestone 3 about 3 months prior to your intended thesis submission date.

- Milestone application must be reviewed by your School, prior to being sent by your DGR.

- It does not require FGSC approval
Milestone 3

- Prior to commencing your Milestone 3 application read the
  - Guideline for Higher Degree by Research Milestones
  - Milestone 3 Information Sheet

- Milestone 3 – it’s a time to celebrate, and to ‘show off’ your achievements

- Milestone 3 – is also a useful point to plan for the final stages of your program, which can involve a lot of administrative tasks…
Milestone 3 Presentation

- Summarise your research project aims and objectives
- Explain your methodological approach, and briefly tell the audience about any surprising/interesting successes or 'failures'
- What is the academic relevance of your findings – how have YOU extended knowledge in your field
  - (what is your claim to fame)
- How have your/ will you disseminate your research findings?
- What is next for you
Milestone 3 Application

You need to provide comment on:

- Authorship agreements
- How authorship attribution will be addressed in your thesis
- Post completion data storage plan
- Close out details for your Ethics approval

- Your supervisor needs to confirm they have commenced the process of securing examiners
  - You ‘normally’ can not submit your thesis until your supervisors nomination of examiners has been approved by your FGSC.
Other things to consider at Milestone 3

- Guideline for professional thesis editing
- Make sure you have no outstanding claims to make for your RSF
- Instructions for preparation of the Thesis Title Page
- Submission of Thesis for Examination and Copyright Release
- Submission of Digital Thesis
Questions
Please ask questions ....