

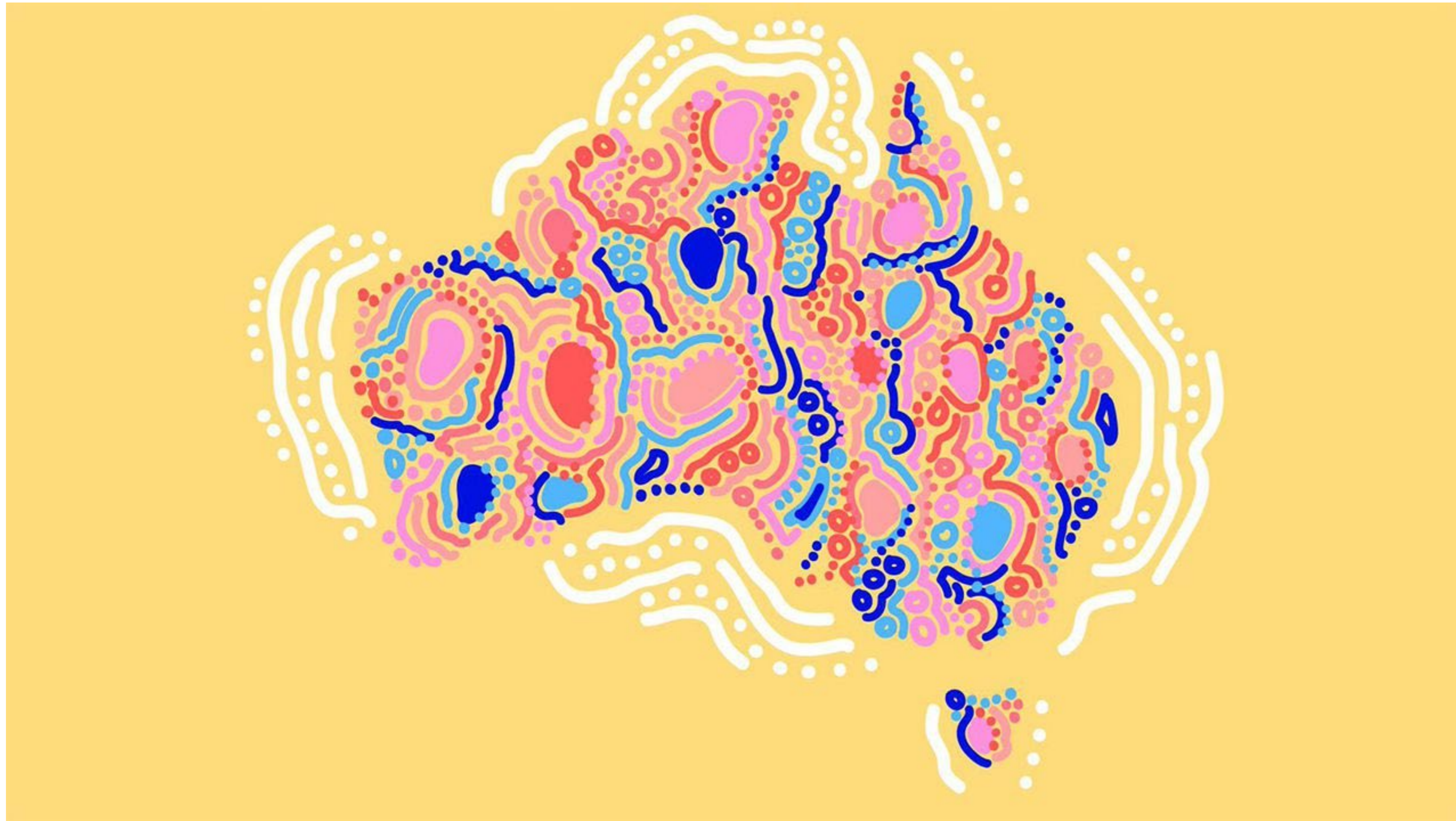


Curtin University

HDR Orientation – Overview Milestones – in a few minutes

Christopher Reid
John Curtin Distinguished Professor
Dean Graduate Studies, Curtin University

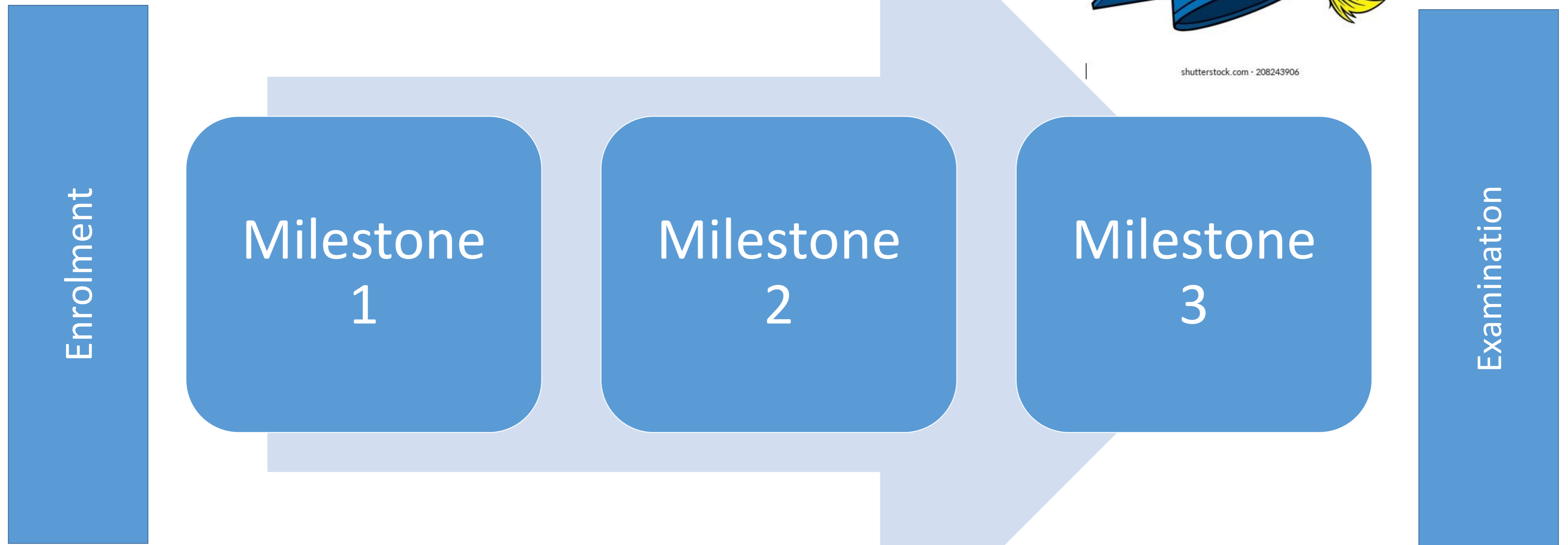
Acknowledgement of Country



Organisational Progress for HDR Students – Milestone Model for Progression



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Milestones – there for a reason!

Enrolment

2. PURPOSE

To detail, for all HDR students, the progression requirements and the consequences of progress being unsatisfactory.

3. POLICY STATEMENT

- 3.1. Procedures and processes for progression and cancellation of enrolment are to be consistent, fair and transparent.
- 3.2. Students enrolled in HDR courses at Curtin are to demonstrate progress towards the stated objectives of their research program at three designated milestones.
- 3.3. Continuity in the HDR course is to be assessed at each milestone, and student academic status is to be assigned in accordance with the student's ability to meet the required objectives of each milestone in the prescribed time.
- 3.4. HDR students must check that their milestone outcomes are correctly recorded on the student records system at all times.
- 3.5. The University is to provide structured progress management to all HDR students to ensure satisfactory progress is being made by the student, by identifying and supporting them to address progress issues which may arise during their course.
- 3.6. The University is to address unsatisfactory student progress or a failure to meet the requirements of their degree in a manner that is:
 - (a) impartial and fair to all parties involved;
 - (b) carried out with transparency;
 - (c) handled within established timelines;
 - (d) respectful of the privacy of all parties involved; and
 - (e) appropriate for managing complex and sensitive issues.



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Examination



Curtin University

Milestone Progression Timelines

2.1. Progression milestones

2.1.1. HDR students must complete three milestone reviews in accordance with the timeframes specified in the Milestones timetable (section 2.1.2).

2.1.2. Milestones timetable:

Milestone	Milestone date: Measured from date of enrolment in the HDR course, excluding periods of leave of absence.					
	Doctoral Course		Master of Philosophy		Master of Research	
	<i>Full-time student</i>	<i>Part-time student</i>	<i>Full-time student</i>	<i>Part-time student</i>	<i>Full-time student</i>	<i>Part-time student</i>
1	6 months*	12 months*	3 months*	6 months*	waivered	waivered
2	18 months*	36 months*	12 months*	24 months*	2 months*	4 months*
3	45 months*	90 months*	22 months*	44 months*	9 months*	18 months*

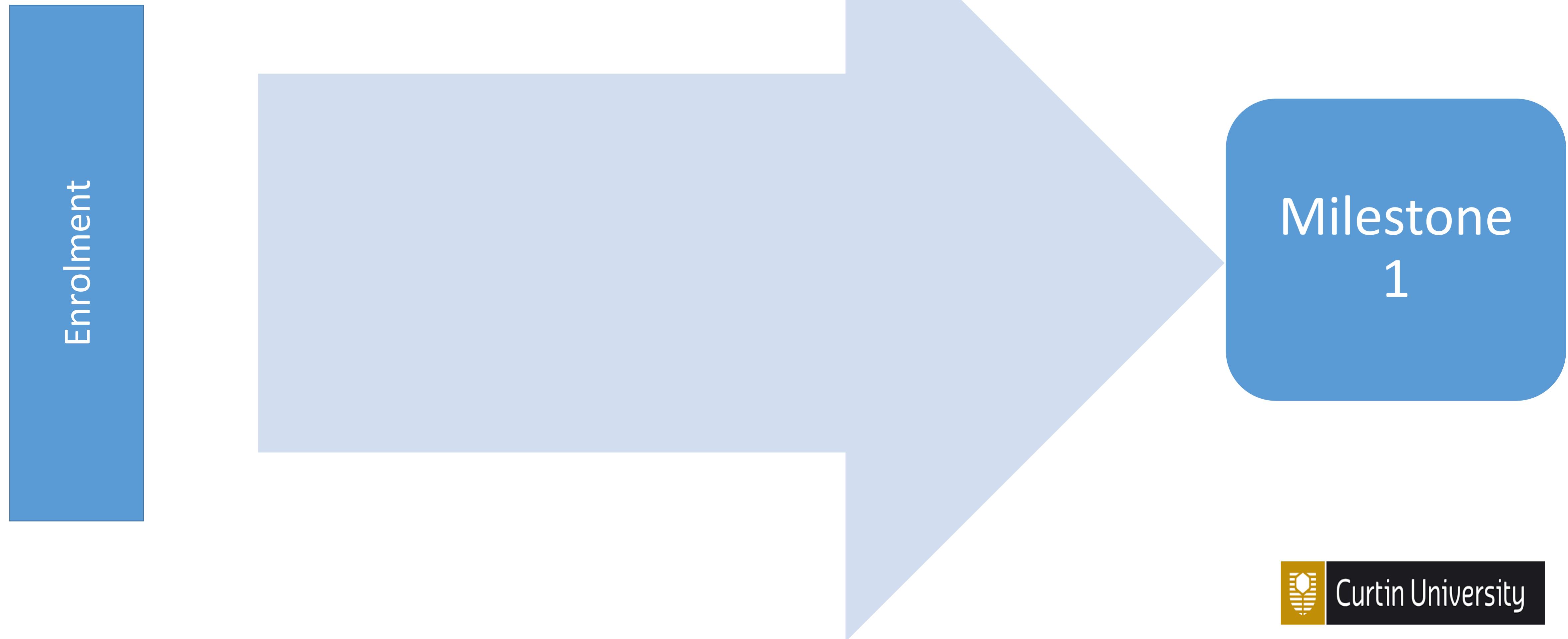
* or earlier at the request of the supervisors or the Director of Graduate Research for the Enrolling School (DGR).

Enrolment

Examination



Enrollment to Milestone 1?



Key Requirements – Research Integrity Training

Research Integrity

Research integrity training



Human research ethics



InfoEd user guides and templates - human research ethics



Clinical trials training



Animal research ethics



InfoEd user guides and templates - animal research ethics



Resources available from Curtin University library



Elements training



Defense Trades Control



Informal Research Risk Assessment



Complete before
Milestone 1

Curtin Values

**Integrity,
Respect,
Courage,
Excellence,
Impact**

Requirements – Management of Data

- [Research Data and Primary Materials P&P](#) – covers collection; storage; ownership; access; data sharing; retention periods; confidentiality; destruction.
- The Library: [Research Data Management Planning Tool](#) – to help you create a data management plan. Your supervisor can then request R:drive storage on your behalf
- [Research Data Management LibGuide](#)
- Retention and disposal of data should be in line with WA State government [Disposal Authorities](#).



Requirements – Understand Academic Integrity

Universities Australia (2017) definition: ‘Academic integrity means acting with the values of honesty, trust, fairness, respect, and responsibility in learning, teaching and research’.

Principles of academic integrity align with Curtin’s core values (integrity, respect, courage, excellence and impact).

“Plagiarism is presenting the work or property of another person as your own without appropriate acknowledgement or referencing...”

For more info see [Academic Integrity Governance](#) and

[Academic Integrity student essentials](#)

[Management of Academic Integrity Warnings for New to Curtin Students Procedure](#)



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[Academic Integrity student essentials](#)

[Management of Academic Integrity Warnings for New to Curtin Students Procedure](#)



Developing Your Research Proposal

- Planning with your Supervisors
- Understanding what's been done and what needs to be done



Framing the research question



- Methods
- Resources

Equipment

Write it all down!!

M1 – Other essentials

- Field of Research
 - Select one [six digit FoR](#) that best defines the research thesis.
- Apply for an ORCID (open researcher and contributor ID).
 - Register via the [ORCID website](#)
 - All Curtin Research Staff and HDR students MUST have an ORCID.
- Complete the [Research Initiation Guide](#)
- Research Integrity training (on Blackboard)
- Complete a [Research Data Management Plan](#)
 - (see also Library [RDM Libguide](#))
- **Complete Milestone 1 Application Form - See [Milestones](#)**



Our organizational members make ORCID possible!

ORCID is a non-profit organization supported by a global community of member organizations, including research institutions, publishers, funders, professional associations, service providers, and other stakeholders in the research ecosystem.

Curious about who our members are?
See our complete list of member organizations

Milestone Application Forms

Application for Milestone 1 MPhil and Doctorate Students ONLY



The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. A full privacy statement is available on the website [here](#).

This form should be completed and submitted electronically

STUDENT ID	SURNAME	GIVEN NAME/S
<input type="text"/>	<input type="text"/>	<input type="text"/>

ENROLLING SCHOOL	Are you apply for course coversion?
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Specify the course in which you are applying for Milestone 1:

COURSE CODE (UDC)	COURSE NAME
<input type="text"/>	<input type="text"/>

Thesis Title (please ensure this matches the title listed on the attached project proposal)

Field of Research Code

Please provide the Field of Research code that **most accurately** describes your research topic. **You must use the 6-digit Field code** as this information will be used for government reporting. The Field of Research codes are available at the Australian Bureau of Statistics website via: [ABS - FoR Codes](#).

Name of Field of Research

6 Digit Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

ORCID

ORCID provides a persistent digital identifier that distinguishes you from every other researcher. An ORCID can be obtained, at no cost, by registering via <https://orcid.org>.

16 digit ORCID

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Ethics and Research Practice Clearance

Approval of the Application of Milestone 1 will require the student and the Supervisor to conduct the research program according to the [Australian Code for the Responsible Conduct of Research](#). Additional regulations may be required depending on the type of research being undertaken.

As a provisional candidate, it is essential that you examine the ethics and safety guidelines related to your field of study to determine whether it is necessary to seek approval from any University Ethics and/or Safety Committees. Retrospective approvals will not be considered in the application process.

You must now complete a Research Initiation Guide (RIG) to identify other permissions that you will need to gain before you can start your research project. rig.curtin.edu.au

PLEASE NOTE: That if you do not obtain all of the appropriate permissions before you commence your research, you will be in breach of the Australian Code for the Responsible Conduct of Research, and will not be able to publish your findings.

Once you have filled in the RIG, you will receive RIG feedback by email. You will need to read through the RIG Feedback to find out which permissions you need to apply for. Then attach the RIG Feedback to your Milestone 1 Form.

Student Declaration (please tick to confirm each item has been completed)

- I have developed my research proposal in consultation with my Principal Supervisor and have been advised by my Principal Supervisor that it is sufficiently developed and appropriately prepared to be submitted for School review.
- I have completed all coursework I was required to complete prior to achieving Milestone 1.
- I have discussed with my Principal Supervisor issues relating to joint authorship of any research outputs arising from my research and have read and understood the Guidelines on Authorship Attribution.
- I have completed the Research Integrity Training and achieved a grade of at least 80%.
- I have submitted my research proposal through Turnitin, have discussed the results of the originality/similarity report with my Principal Supervisor and have attached the research proposal and Turnitin report to this application.
- I have completed a research data management plan.
- I have read and understood Curtin's policy on plagiarism <http://academicintegrity.curtin.edu.au/students/>
- I have discussed the submission of the relevant application/s for ethics approval with my Principal Supervisor. Utilised the Research Initiation Guide (RIG) if applicable and intended steps for required Ethics approvals.

Please sign below to confirm that the information provided by you on this application form is accurate.

Signature of Student

Date

Copyright and Intellectual Property: Student Deed Poll

I (insert full name)

in consideration of Curtin University (the "University") allowing me to undertake research in the

School of

hereby declare that:

- I shall ensure that the thesis contains no material which shall infringe the copyright^[1] of any person or persons.
- I shall obtain, where necessary, permission for third-party copyright material^[2] reproduced in the thesis from the copyright owners.
- I have read the Intellectual Property Policy and Intellectual Property Procedures^[3].
- I understand the provisions of the Intellectual Property Policy and the requirements of the supporting Intellectual Property Procedures as they relate to me as a Student.
- I undertake to be bound by the provisions of the Intellectual Property Policy and Intellectual Property Procedures.
- I understand that all intellectual property created by me in the course of the aforementioned research will belong to me UNLESS it arises from participation in a University Project^[4] (in which case it will be owned by the University, and I as the Student will be required to enter into an agreement with the University in respect of the Intellectual Property that is so generated).

Signature of Student

Date

Note: When a student submits their thesis, they are asked to grant to Curtin University, or its duly authorised agents, the right to archive and to make available their thesis, at the required/ desired level of access, in whole, or in part, in the University Libraries in all forms of media, now or hereafter known.

On completion of all student sections, please forward this application form along with your research proposal and Turnitin report to your Principal Supervisor. If your Principal Supervisor is satisfied that the application has been satisfactorily completed and the research proposal has been suitably developed and prepared, the application will be forwarded your Director of Graduate Research (or delegate) to commence the School review process.

^[1] Curtin students and staff are subject to the provisions of the Commonwealth of Australia Copyright Act 1968. For additional information on copyright refer to <http://copyright.curtin.edu.au>.

^[2] Third-party copyright material is content where the copyright is owned by someone other than the student, e.g. questionnaires, images, notes.

^[3] The Intellectual Property Policy and Intellectual Property Procedures pdf are available from <http://policies.curtin.edu.au/findapolicy/index.cfm>.

^[4] **University Project** means a self-contained program of work or research administered by or on behalf of the University which:
i. is funded wholly or in part by a sponsor;
ii. is funded wholly or in part by a specific contribution (in relation to the creation of IP means funding or resources which are contributed by the University, but excludes a scholarship awarded by the University as a contribution to a specific University project); or
iii. is a collaborative project, which is either:
(a) a program of work conducted by more than one originator, where each originator's contribution to the IP cannot be separated from that of the other originators; or
(b) a program of work that originates from, or is an improvement to, University IP, whether registered or not.

Milestone Application Forms

Principal Supervisor's Declaration

- This Milestone 1 proposal has been prepared with my input. I believe it represents a scholarly and achievable project for the award level and is presented to an acceptable standard.
- I have sighted evidence that the student has completed the Research Integrity Training and achieved a grade of at least 80%.

Signature of Principal Supervisor Date

If, as Principal Supervisor, you are satisfied that this candidacy Milestone 1 application has been appropriately prepared, the application and relevant attachments should be forwarded to the Director of Graduate Research (or delegate) to commence the School review process.

Director of Graduate Research (DGR) must complete this section

The Director of Graduate Research (DGR) shall nominate a Thesis Committee of at least three members, comprising a Thesis Chair, Principal Supervisor and a Co and/or Associate Supervisor

Thesis Committee

Thesis Chair (must be a member of Curtin salaried academic staff and registered at Level 1 on the Register of Supervisors)

Name
Professional Position
School

Principal Supervisor (must be a member of Curtin salaried academic staff and registered at Level 1 on the Register of Supervisors)

Name Contribution %
Professional Position
School

Co-Supervisor (must be a University Associate if external).

Name Contribution %
Professional Position
School

Associate Supervisor or Co-Supervisor

Name Contribution %
Professional Position

School

If Co-Supervisor, Status Academic Staff or Adjunct/Emeritus

Is A/Supervisor, Status Adjunct/Emeritus or External Associate

Declaration of the Director of Graduate Research (DGR)

- The applicant has submitted a research proposal which has been assessed as satisfactory by two reviewers.
- The applicant has satisfactorily provided an oral presentation of their research proposal and a seminar report is attached.
- The proposed research can be adequately supported by the School.
 - I recommend that the application for Milestone 1 be approved;
 - I recommend that the application for Milestone 1 be conditionally approved subject to ethics approval; or
 - I recommend that the application for Milestone 1 be rejected.

Post Entry Language Assessment (PELA) will be fully implemented in 2020. However, some areas have already implemented PELA assessment. In the areas where PELA has been implemented, address the followings:

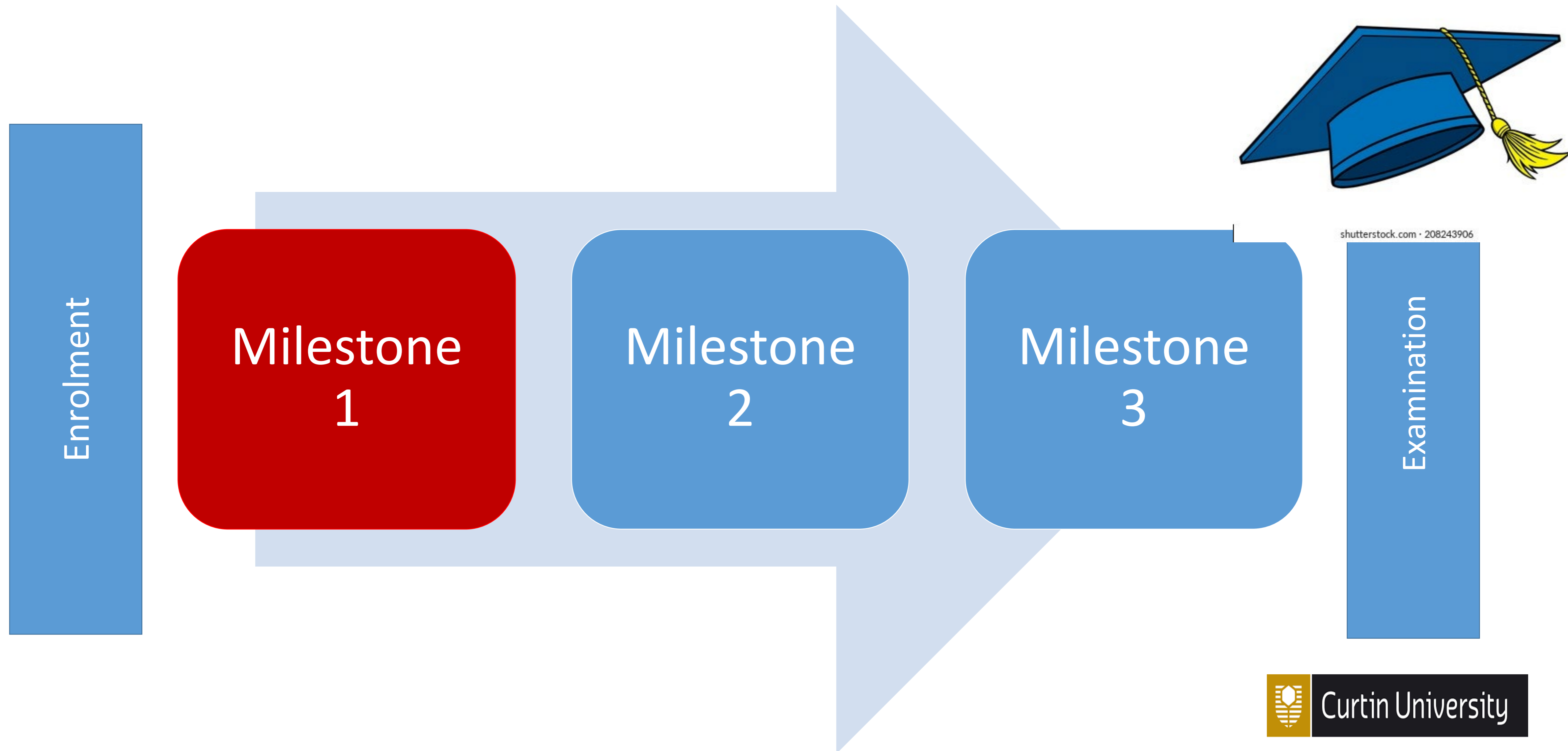
- I confirm that the student has met the requirements of PELA; or
- The student has not met the requirements of PELA and will be placed on Conditional status (DGR to email the conditions and due date to the Graduate Research School).
- I have saved this application in accordance with Curtin's record keeping procedures in the School for future reference. Please ensure that each Milestone form includes a clear instruction for the DGR to store the student's application reviewer's forms on a dedicated School drive, and only send the finalised Milestone application form to the GRS

Signature of DGR Date

The DGR signatory is required to ensure the original copy of this form along with any supporting documents are stored within the enrolling school in accordance with the [Information Management Procedures](#).

When complete, please submit this form to Graduate Research School at ROC.GRS@curtin.edu.au

Organisational Progress for HDR Students – Milestone Model for Progression



Developing Your Research Proposal

- Masters Students x 5 pages; Doctoral x 10 pages for (not including references and appendices)
 - Must include:
 - Title and Abstract
 - Background, which situates the project in the scholarship.
 - Detailed description of methodology and methods
 - Detailed project timeline – recommend a monthly Gantt chart
 - Full budget – including, but not restricted to, how the project will use the Research Support Fund allocation (Reimbursable items).
- Expected Publication Standard - well edited
- uploaded to Turnitin ('Originality Checking' link in Research Integrity training on Blackboard)

Milestone 1 Requirements – Oral Presentation (6 months)

- Formal presentation to the School
 - Background
 - Research Question and Protocol
 - Address Feasibility / Budget etc
- Supervisors and reviewers attend
- You will receive feedback, revision may be required
- Your Supervisor will advise DGR when changes have been made
- The GRS will advise when your M1 has been approved



Tip
Apply for ethics after
M1 is approved and
finalised

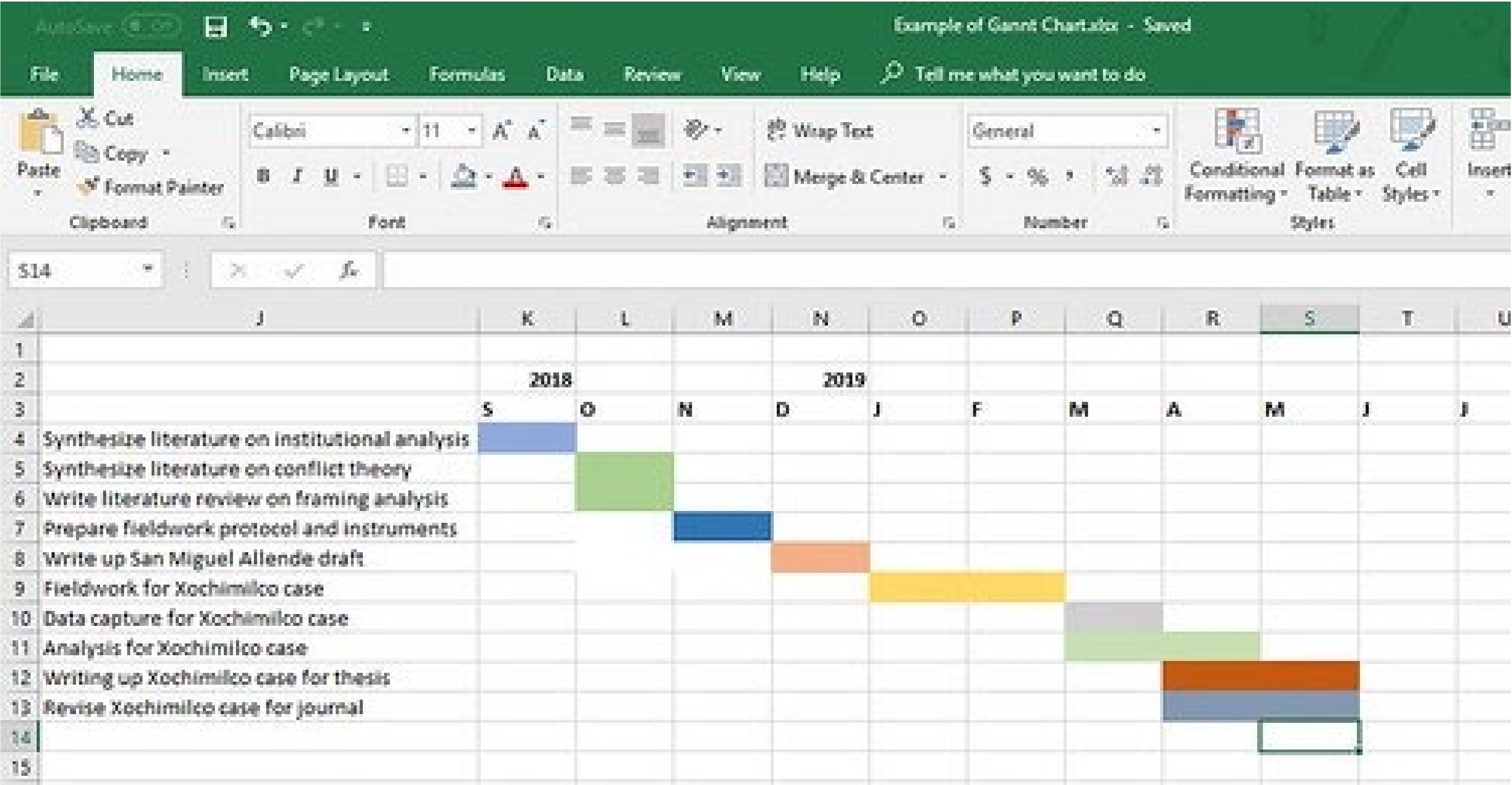
Available facilities/resources for undertaking the research

- [Essential Facilities](#) information – for links to Guidelines for Essential Facilities; and Research Support Fund Reimbursement List
- High cost courses Doctoral up to \$ \$3,325 at M1 & M2
- Low cost courses Doctoral up to \$ 2,450 at M1 & M2;
 - Masters up to half above as relevant
- Eligible Expenses include;
 - research related travel
 - Books/texts
 - Thesis production
 - Research participant costs
 - Publication costs
 - Creative production costs
- Students must use Concur to claim reimbursements.

Schools

- Computer / printer/
- basic software
- Desk/Chair
- Access to facilities

Milestone 1



Milestone 1 Reviewers Report

Reviewer's Report on the for Milestone 1 Higher Degree by Research

STUDENT ID SUI

ENROLLING SCHOOL

COURSE CODE (UDC)

This form can be used by reviewers oral presentation at the same time

Research Proposal and Oral Presentation

Research Proposal's Aims and Objectives

Are the aims and objectives clear, Higher Degree by Research? Please comment.

Research Proposal's Background

Has the student provided appropriate sufficient knowledge of the relevant area?

Research Proposal's Significance

Is the significance of the proposed research the Higher Degree by Research? Please comment.

Research Proposal's Methodology and Methods

Has the student presented a satisfactory explanation of the methodology suitable for the proposed study? Please comment.

Research Proposal's Milestone Plan

Has the student identified clear milestones for measuring the progress of tasks which can be reported against for Milestone 2? Please comment.

Research Proposal's Ethical and Safety Issues

Has the student demonstrated adequate consideration of safety and ethics to complete the Hazard Identification Tool? Please comment.

Research Proposal's Timeline and Budget

Is the timeline and budget for the proposed project appropriate? Please comment.

Overall Assessment of the Research Proposal

Assessment Key

1	2	3	4	NA
Excellent	Sound	Passable	Poor	Not Applicable

Matters of Substance *Please assess the extent to which the proposal:*

	1	2	3	4	NA
Makes clear the aims, objectives and scope of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to make an original, scholarly contribution to the discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complements and/or extends the research expertise of the enrolling area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes a concisely stated problem/question/argument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summarises the significance <i>and</i> likely impact of the work being undertaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes clear and justifies the theoretical framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes clear and justifies the background and context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes clear and justifies the methodological framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlines the specific methods to be used in data collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an appropriate timeline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is designed to be completed within the allocated time permitted for the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies clearly defined milestones for monitoring progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an appropriate budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Title and Abstract *Please assess the extent to which the proposal:*

Has an unambiguous title that fittingly describes the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes an abstract that accurately describes the content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Writing Style, Structure and Length *Please assess the extent to which the proposal:*

Is well written in clear, grammatical English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is of an appropriate length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is logically structured using clear, self-explanatory headings and sub-headings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Referencing *Please assess the extent to which the proposal:*

Makes adequate and intelligent reference to other works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Summary

Please provide a brief summary of the main points discussed during the Milestone 1 presentation. These points should include any suggestions/instructions given to the student. Please Comment.

Further Comments

Please provide clear comments to the candidate about any recommended changes to the research proposal

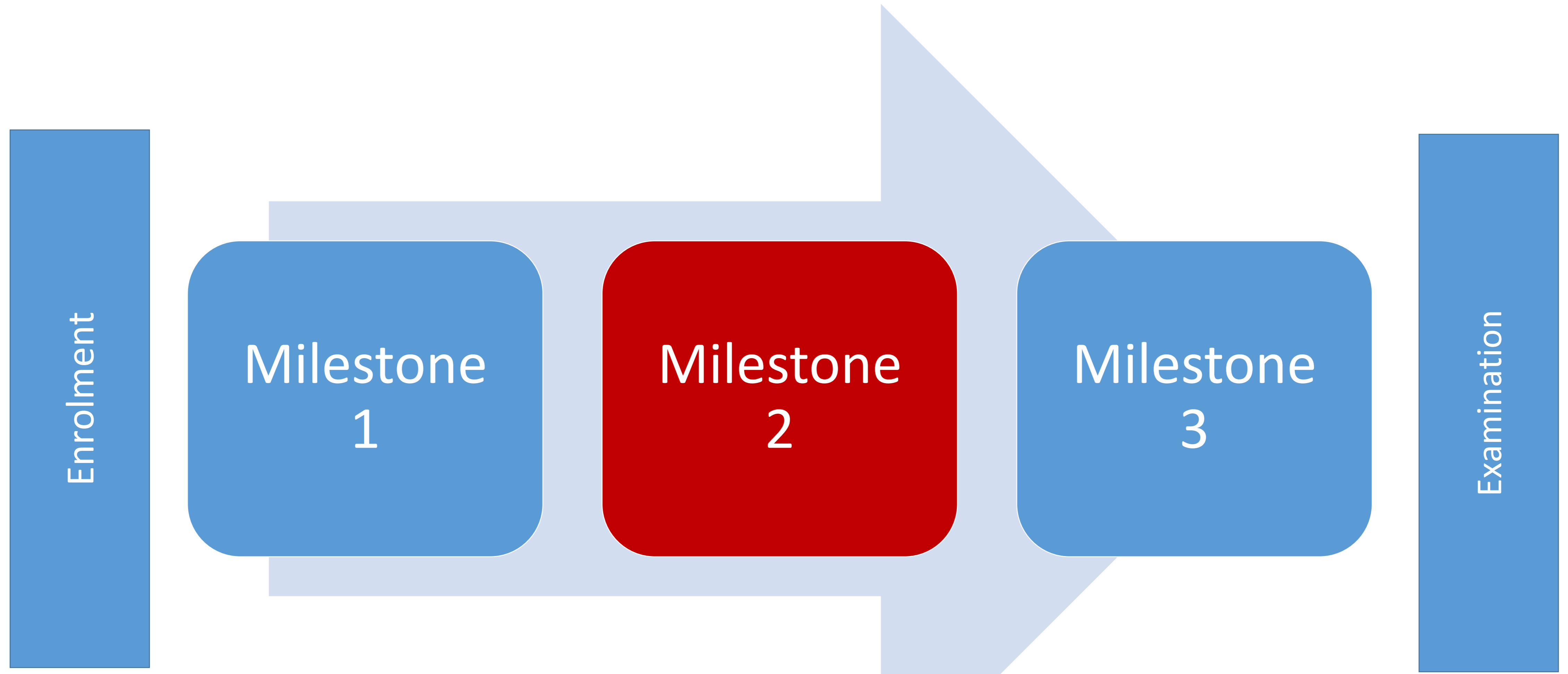
Signature of Reviewer

Date

(DD/MM/YY)

Please forward the completed report to your School's Director of Graduate Research (or delegate).

Organisational Progress for HDR Students – Milestone Model for Progression



Milestone 2 Assessment Policy

2.3. Milestone 2

2.3.1. The Milestone 2 application is to consist of:

- (a) Milestone 2 application form;
- (b) written output of at least 3000 words from the HDR research;
- (c) completion and dissemination plan;
- (d) mobility plan;
- (e) authorship agreements; and
- (f) oral presentation reporting the progress made in the research project.

2.3.2. The Milestone 2 application is to be submitted by the student to their supervisor. The supervisor is to consider if the application has been appropriately completed, and, if so, submit the application to the DGR in sufficient time before the student's Milestone 2 due date to allow the Enrolling School to review the application.

2.3.3. When the DGR receives a completed Milestone 2 application, the school is to arrange for the student to provide an oral presentation.

2.3.4. The application and presentation is to be reviewed by two supervisors listed on the Register of who have appropriate familiarity with the research topic and methods. The reviewers are to pay particular attention to:

- (a) the progress of the project against the timeline and budget set out at Milestone 1; and
- (b) the feasibility of the completion and dissemination plan and mobility plan.

2.3.5. Following the oral presentation, the two reviewers are to provide their feedback on the application to the Thesis Chair who is to make a recommendation to the DGR that the application for Milestone 2 be:

- (a) approved; or
- (b) rejected.

2.3.6. The DGR is to consider the Milestone 2 application and the recommendation of the Thesis Chair and make a determination based on the outcomes listed at section 2.3.5 (a) and (b). If the DGR is not able to determine a clear outcome based on the results of the School review process, the DGR should refer the application to another DGR or the Dean of Research of the Faculty who is to consider the application and recommendation and make a determination based on the outcomes listed in section 2.3.5 (a) or (b). The determination is to be recorded on the application form and submitted to the GRS. All other materials are to be retained by the Enrolling School.

2.3.7. The determination to reject the Milestone 2 application automatically results in the student being accorded conditional status.

2.3.8. The GRS is to inform the student and supervisors of the outcome of the Milestone 2 application.

Milestone 2 Application Form

Supervisor to Complete

Please comment on the progress the student has made in their research project to date. Is the student on track to complete their project in the required timeframe?

Please comment on the quality of the written work submitted by the student. Is it of the appropriate standard for the degree being undertaken?

Is the Completion and Dissemination Plan provided by the student appropriate and achievable? Please comment.

Comment on the mobility plan that has been made. Confirm your approval and that the travel (if any) will be completed prior to the Milestone 3 deadline.

Supervisor Declaration *(please tick to confirm each item has been completed)*

- The student has access to the resources required to complete the project.
- The student has obtained any necessary ethics approval for their research project.
- I have discussed the issue of joint authorship and when required have come to an agreement with the student on this matter.

Signature of Supervisor

Date

Declaration and Recommendation of the Director of Graduate Research

- I confirm the student has presented completed their oral presentation and I have reviewed the Reviewers Report on the student's Milestone 2 oral presentation.
- I accept the application for Milestone 2 and recommend that the student be continued on Good Standing status; or
- I recommend that the student's Milestone 2 application be declined and the student's academic status be amended to Conditional. I will confirm any conditions and due dates to be placed on the students enrolment in the email with this application to ROC.GRS@curtin.edu.au
- I have saved this application in accordance with Curtin's record keeping procedures in the School for future reference. Please ensure that each Milestone form includes a clear instruction for the DGR to store the students' application and reviewer forms on a dedicated school drive, and only send the finalised Milestone application form to the GRS

Signature of Director of Graduate Research

Date

When complete, please submit this form only to the Graduate Research School ROC.GRS@curtin.edu.au

Milestone 2 Assessment Form



Reviewer's Report on Milestone 2 Oral Presentation Higher Degree by Research Students

Student Details

Student Name

Student ID Number

School

Course

Aims, Objectives and Methods

Has the student demonstrated a clear understanding of the aims, objectives and research methods of their study and demonstrated that their project is being conducted in a manner that will enable them to meet the aims and objectives?

Please Comment:

Milestone Plan

As part of Milestone 1, the student identified specific milestones (or tasks) that were to be achieved within the first year after Milestone 1(or by Milestone 2). Has the student demonstrated that they have made sufficient progress in achieving the specific milestones (or tasks)?

Please Comment:

Ethical and Safety Issues

Has the student obtained the appropriate level of ethics approval for their study? Has the research project altered in a way that may require a revised consideration of ethics and safety?

Please Comment:

Dissemination Plan

Is the dissemination plan (including proposed academic papers and conferences, media engagements and workshops/ forums) appropriate and have the authorship and attribution arrangements for all proposed publications be thoroughly considered?

Please Comment:

Completion Plan

Is the completion plan appropriate?

Please Comment:

Summary

Please provide a brief summary of the main points discussed during the presentation. These points should include any suggestions/instructions given to the student.

Please Comment:

Signature of Reviewer

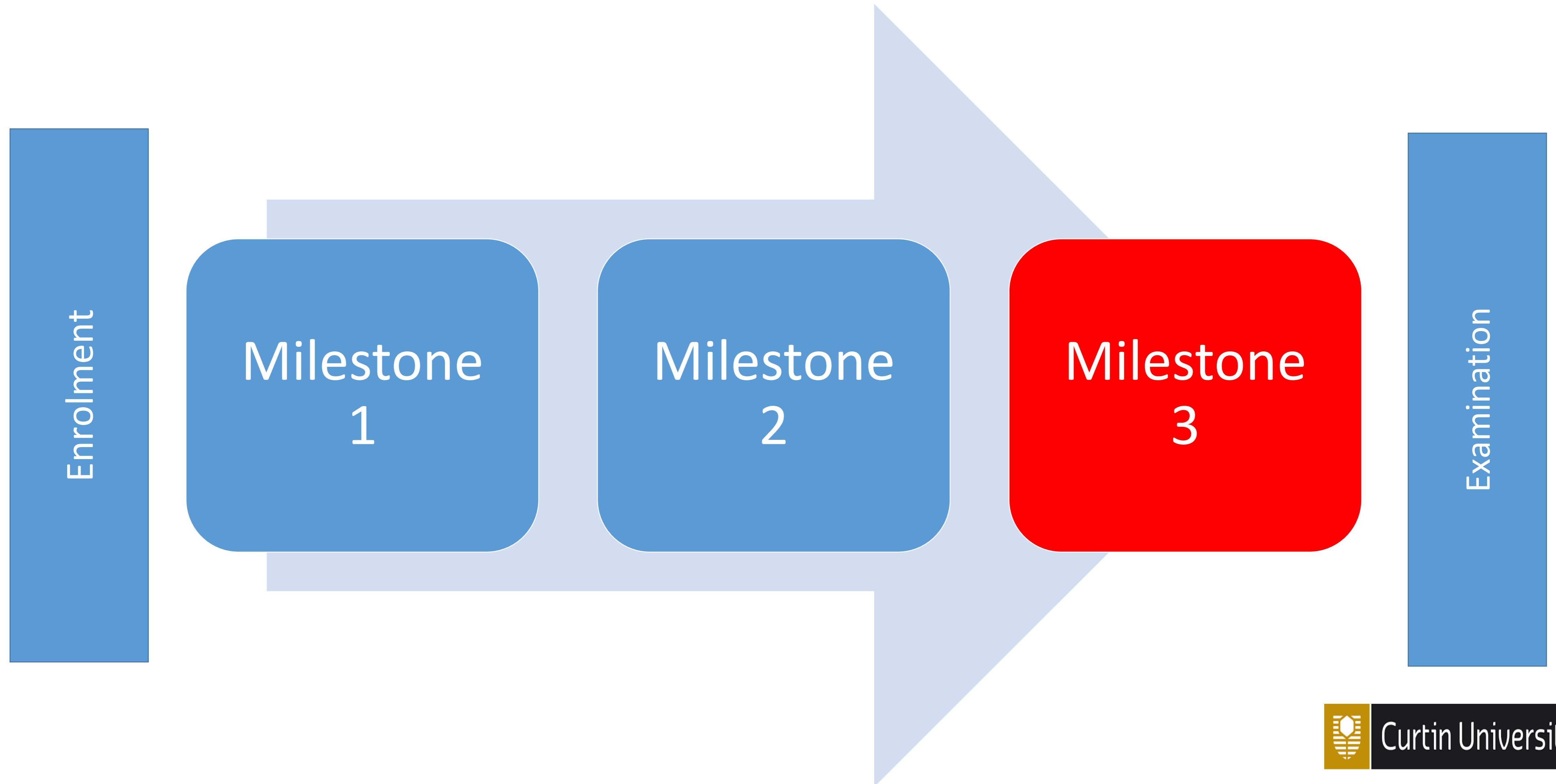
Date

(DD/MM/YY)

Please forward the completed report to your School's Director of Graduate Research (or delegate)



Organisational Progress for HDR Students – Milestone Model for Progression



Milestone 3

The pre-submission presentation of the thesis work

- Completed around 3 months prior to submission.
-
- Supervisor will nominate examiners at this time
- Submit thesis >> 'Under Examination'

Milestone 3 Application Form



Application for Milestone 3 Higher Degree by Research Students

The personal information collected on this form will be used by Curtin University for the sole purpose of providing you with the services you have requested and related services. A full privacy statement is available on the website [here](#).

This form should be completed and submitted electronically.

STUDENT ID SURNAME GIVEN NAME/S

ENROLLING SCHOOL

Specify the course in which you are enrolled

COURSE CODE (UDC) COURSE NAME

Thesis Title Please confirm the title of the thesis you will submit for examination.

ORCID

If you have not already provided your ORCID to the GRS, please provide your ORCID. ORCID is a persistent digital identifier that distinguishes you from every other researcher. An ORCID is free of cost, by registering via <https://orcid.org>

16 digit ORCID

Anticipated Thesis Submission Date

Please provide the date at which you estimate you will submit your thesis for examination

Anticipated Submission Date

Student Close out information

1. Please provide details about what authorship agreements you have in place for the thesis and any future work that might arise from your HDR study.

2. Please describe how you will address issues of attribution in your thesis (such as the inclusion of an attribution statement):

3. Please provide details about your data storage plan for after you complete your study at Curtin. If you plan to use your data for future research or papers, please describe how you will access the data.

4. Please provide details about how you have addressed the conditions of your ethics approval. Also, if you have collected data that, as a condition of your ethics approval, needs to be destroyed in some years' time, please set out how you will ensure that condition of your ethics approval is addressed.

Please sign below to confirm that the information provided by you on this application form is accurate.

Signature of Student Date

Once completed please forward this application to your Principal Supervisor.

Principal Supervisor Declaration (please tick to confirm each item has been completed)

- I confirm I have commenced the process of identifying and inviting appropriate examiners for this student's thesis.
- I have sighted the student's ethics approvals (if required) and can confirm an appropriate data management plan is in place.

Signature of Principal Supervisor Date

Please forward this to your School's Director of Graduate Research

Director of Graduate Research (DGR) Declaration (please tick to confirm each item has been completed)

- I confirm the student has conducted an oral presentation as required for Milestone 3.
- I confirm I have discussed my recommendation with the student's Thesis Chair and Supervisors.

I recommend the following for this student:

- Milestone 3 application be accepted; or
- Milestone 3 application be declined and the student's academic status be amended to Conditional. I will confirm any conditions and due dates to be placed on the student's enrolment in the email with this application to ROC.GRS@curtin.edu.au

Signature of DGR Date

The DGR signatory is required to ensure the original copy of this form along with any supporting documents are stored within the enrolling school in accordance with the [Information Management Procedures](#).

Please submit the completed application form (**attachments not required**), to the Graduate Research School ROC.GRS@curtin.edu.au



Thesis Submission and Examination

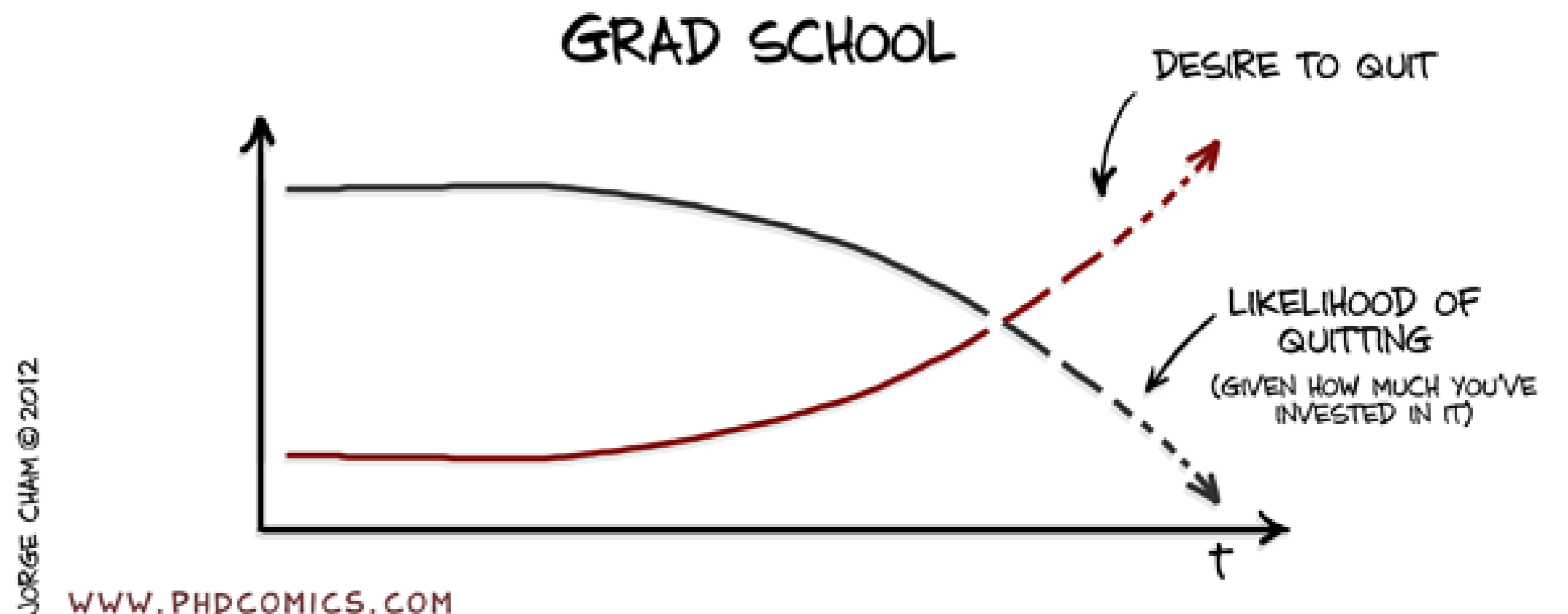
- 2 External expert Examiner
- Written review and opportunity to respond if require
- Pass or Fail
- Process (2-3 months)



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What could go wrong?

- Poor Supervision
 - Ensure regular meetings
 - Engage with Thesis Chair / Supervisory team and DGR
- Leave of Absence
 - Life happens
- Exit strategy
 - Masters option
- Conditional Status



Conditional Status

2.6. Conditional status

2.6.1. When a student is accorded conditional status:

- (a) the GRS is to notify the student via the Communication Channel or other agreed method of the student's enrolment status in a timely manner;
- (b) the principal supervisor is to monitor the student's progress against the conditions and timelines of the SMART workplan and available support services.

2.6.2. While a student is accorded conditional status, the GRS is to monitor the student's progress against the SMART workplan and recommend to the ADVCRE when the final condition is due for review:

- (a) the student has met the conditions and is recommended that they can continue their enrolment;
- (b) progress has improved but the student is still not meeting the conditions;
- (c) the student has not met the conditions and a recommendation to cancel enrolment is made.

2.6.3. The ADVCRE is to consider the DG recommendation and:

- (a) the student be accorded good standing;
- (b) conditional status be maintained; or
- (c) a recommendation to cancel enrolment be made.

2. A SMART Workplan for Conditional Enrolment

2.1 A SMART workplan will clearly set out specific tasks, and related timelines, that are designed to assist the student to satisfactorily complete their course.

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Version Date: 08/10/2020

Security Classification: PUBLIC

CRICOS Provider Code 00301J

2.2. A SMART workplan will normally have a list of 'conditions' or activities for the student to complete which are:

2.2.1 **Specific:** clear, easy to understand and defined;

2.2.2 **Measurable:** can be easily assessed as 'achieved' or 'not achieved';

2.2.3 **Achievable:** are within the scope of what should reasonably be expected from a student studying at the doctoral or master by research level;

2.2.4 **Relevant:** the conditions to be achieved are reasonable/realistic;

2.2.5 **Time-bound:** the timeline for the conditions to be achieved is explicitly stated.



Questions?

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Curtin University

Opportunities for HDR Students

- Training/workshops by [GRS](#); the [Library](#); [Curtin Challenge](#); [Game Changers](#); listings on [UniHub](#); Curtin Institute for [Computation](#) and [ResBaz](#); [IP](#); [Web of Science Academy](#) (Peer Review; citations etc); ATN Frontiers program (commencing S2, 2021)
- Competitions - [Three Minute Thesis](#) (3MT), [Visualise Your Thesis](#), FameLab
- Mobility grants, completion grants
- Mentoring, eg IMNIS and Internships ([APR Intern](#), [iPREP](#), Curtin internships)
- Library Bootcamps “shut up and write”

ATN Frontiers Program

Online training program for HDR students by the Australian Technology Network (ATN – Curtin; RMIT; UniSA; UTS)

Enhance knowledge and skills in the future of research and work

Prepare you to shape the future of innovation and productivity

Commencing S2 2021 – *Foundations of the Future* – online core learning modules with practitioner focus

**AUSTRALIAN
TECHNOLOGY
NETWORK
OF UNIVERSITIES**

Mentoring opportunities

See student [mentoring](#) (mentee or mentor) opportunities at Curtin [IMNIS](#) – Industry Mentoring Network in STEM - 12 months

- Run by [Australian Academy of Technology and Engineering](#) – EOI March/April, look out for email invitation
- Students matched with an industry mentor (Perth based)
- pragmatic advice, broad professional network,
- industry engagement; advice for industry career opportunities
- Monthly mentor/mentee meeting
- networking events in Perth



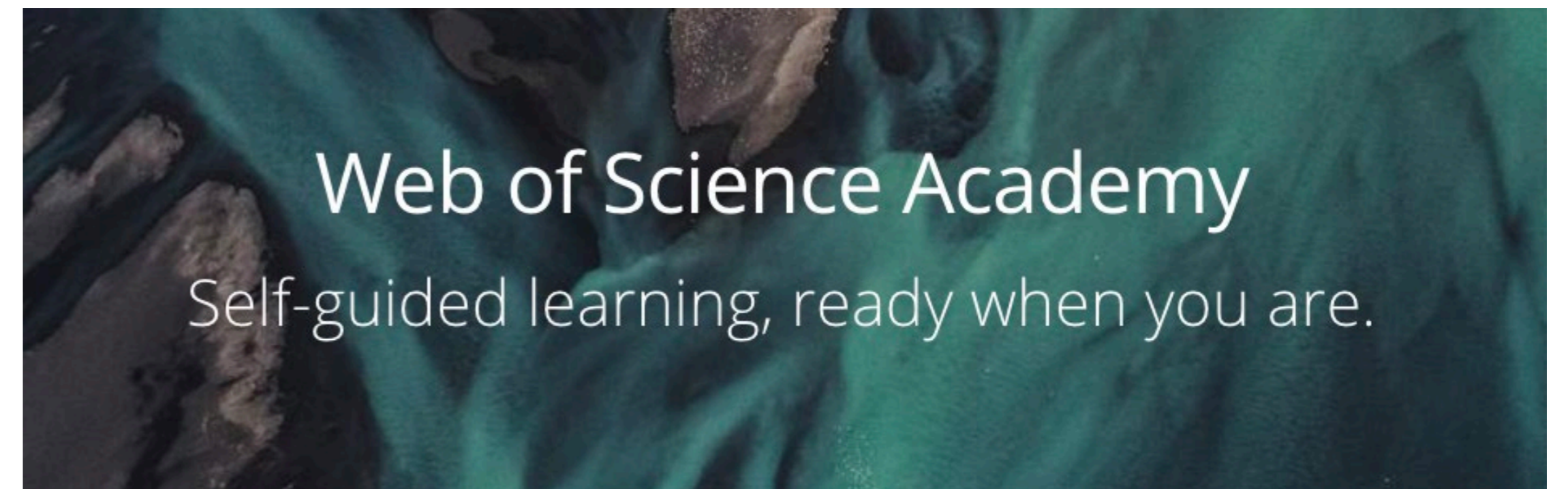
Web of Science Academy

<https://webofscienceacademy.clarivate.com/pages/29/home>

Free for students and/staff

Courses on offer:

- Good Citation Behaviour
- An introduction to peer review
- Reviewing in the Sciences
- Co-reviewing with a mentor
- Mentoring in Peer Review



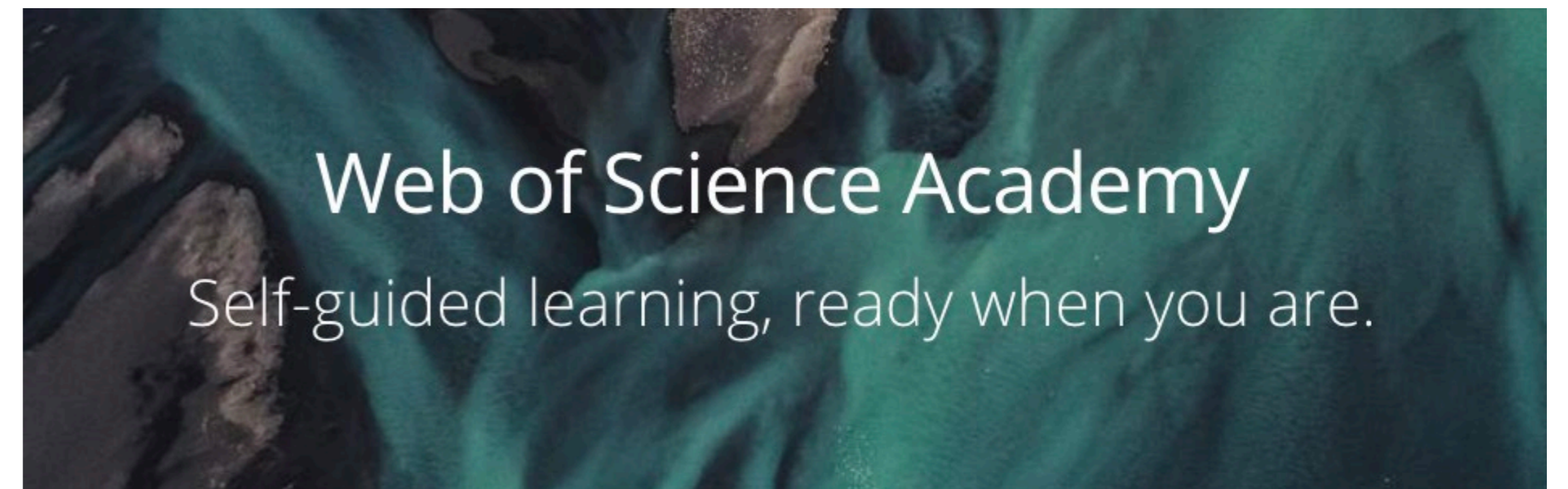
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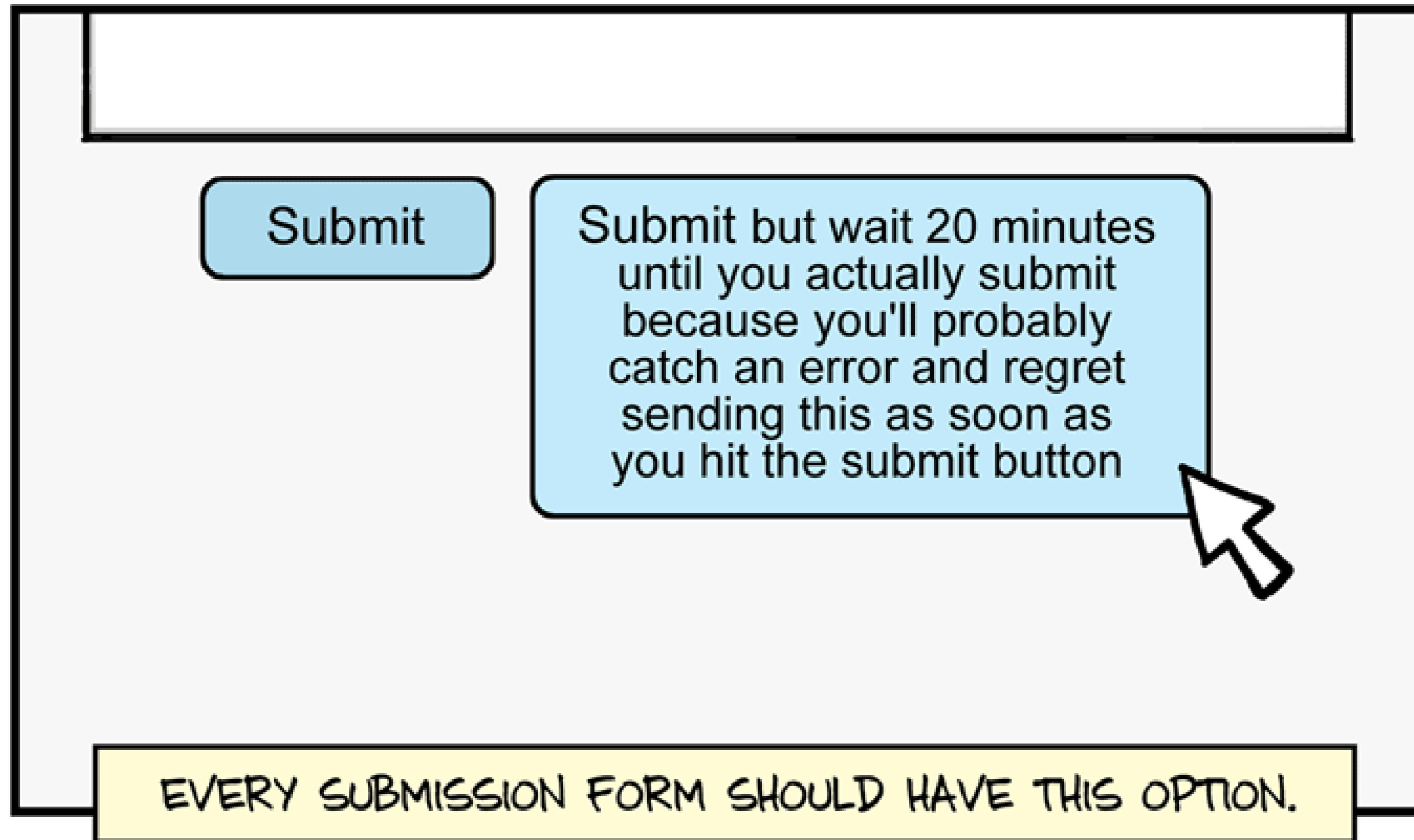
Get Involved – Competitions/ 3MT, VYT, Famelab

- Enhance communication/presentation skills
- Networking opportunities
- Curtin & global competitions, prizes to be won!
- Resource materials, mentoring and practice sessions available to support entrants
- [Famelab](#) – January-February
- [Visual Your Thesis competition](#) – 60 second slide show. Competition will run April/May
- [Curtin 3MT](#) website and [UQ 3MT](#). Opens June, heats/final in September.

Support/Resources for Graduate Students

- [Student Essentials](#) for links to: [Curtin Experience](#) [Curtin Connect](#) [Personal Support](#) (Career; Counselling; health; equity; disability; etc) and [UniHub](#) to search events/jobs/resources
- [Student OASIS](#) >> 'My Experience' tab – prompts students to complete essential/recommended quests & tasks. Eg, HDR-only: Research Preparedness, Milestones; industry engagement.
- Faculty/School: Faculty Dean, Directors of Graduate Research; Thesis Committee Members
- Library ([Faculty Librarians](#); [Library Research support](#); [GRASP](#))
- [Research ethics and safety](#) includes link to RIG
- [Health, Safety and Emergency Management](#) CHARM; Risk Assessments
- [Curtin Institute for Computation](#)
- [Student Guild](#) eg [Student Assist](#); [student clubs](#) etc

Questions?



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GRS Contacts

GRS - Building 101 (entry opposite medical centre)

- ROC.GRS@curtin.edu.au for all HDR queries or
- ROC-Excellence@curtin.edu.au for training
- Phone: +61 8 9266 3337
- Visit websites
 - [Higher degree by research](#)
 - [Milestones](#)



Thank you

Make tomorrow better.

Annual Progress Reports

Annual Progress Report (APR):

- Short, online questionnaire approx May-June
 - Enables you and your Thesis Committee to assess your progress
 - If you don't submit - your enrolment status will be changed to Absent Without Leave (AWOL).
 - You will be emailed information and reminders – check your OC once a week!
-
- End-User Survey
 - Twice per year; compulsory
 - Online survey – 4 or 5 questions (have you engaged with external-to-Curtin people/organisations related to your HDR?)
 - You will be emailed information and reminders