Milestone Review Panel Information

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| **Milestone Review Panel Meeting Date** | Click or tap to enter a date. |
| **School** | Choose an item. |
| **Degree** | Choose an item. |
| **Candidate Name** |  |
| **Student Number** |  |
| **Thesis Title** |  |
| **Principal Supervisor** |  |
| **Co-Supervisor(s)** |  |
| **Discipline Representative Name** |  |
| **HDR Coordinator/ Chair** |  |

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| **Review Written and Oral Requirements** |

Review Oral Presentation Requirements

Invite the candidate to respond to comments and suggestions made regarding their thesis at the oral presentation and record key points from the ensuing discussion with supervisors and readers.

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| **Oral Presentation Feedback** |
| *<Please provide written feedback on the development of oral presentation skills as well as the content and reception of the oral presentation where relevant.>* |

Review Written Requirements

Verify that the candidate has met the written requirements.

1. The research proposal has been submitted to iThenticate and the Similarity Report shows: HDR SUPPORT OFFICER TO COMPLETE

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| **Similarity Percentage (%)** |  % |
| **Integrity Flags for Review** | **Yes\*** add details below |[ ]  **No** |[ ]
| Integrity details from iThenticate: |
| **AI-generated content percentage (%)** |  % |
| Optional Comments by the Milestone Review Panel: |

1. Invite the candidate to respond to comments and suggestions made regarding their thesis in the discipline representative report and record key points from the ensuing discussion with supervisors and readers.
The research proposal should include information about the research project scope, budget and schedule. The Milestone Review Panel must discuss the appropriateness of the proposed project including any travel, fieldwork, experiments, etc., for the project including any risk assessments that must be undertaken before travel or fieldwork can be completed.

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| **Written Feedback from Discipline Representative Report** |
| *<Record key points from discussion and from the discipline representative’s report.>* |

Discuss the candidate’s ability to achieve completion of candidature

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| <*Replace this text with**notes, discussion points and suggestions towards the successful completion of candidature,**including**any aspects that may have been overlooked in feedback regarding**the originality and scope of the project, knowledge of theoretical and methodological approaches and literature in the field, the standard of writing, referencing, research and critical analysis skills. Also check**whether thesis structure and progress or obstacles encountered require discussion*.> |

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| **Review Candidature Requirements** |

Required Items

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| **HDR600 Induction, Orientation, HDR601 Candidature at UNE, HDR602 Project & Research Data Management modules and Supervision Agreement have been completed <*HDR Support Officer to complete>*** | Choose an item. |
| **Ethical clearance for the project:**If the project alters to include research involving human subjects or animals, then ethical clearance requirements must be reviewed at the next milestone. | Choose an item. |

**<*HDR Support Officer inserts month and year completed until Skills Forge is able to record*>**

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|  | **Completed (Yes/No) - If yes Month/Year listed** |
| Ethical clearance- if applicable |  |

Indigenous Knowledge/Participation

Does the research project examine or include Indigenous Australian knowledge or participation from Aboriginal or Torres Strait Islander people or communities? If yes, provide details and discuss support and resourcing needs.

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| **Notes:** |

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| **Review Resources** |

Funding

Following attainment of the confirmation milestone, School funds are available to support research related travel and expenses for full-time students. $3,500 p/a is available for candidates in high-cost fields of study and $2000 p/a for candidates in low-cost fields. Typically, these funds are used for conference travel, fieldwork or experiments. Aboriginal and Torres Strait Islander Scholarship holders are eligible to apply to the Graduate Research School for an additional $7,000.00 per year for cultural supervision and/or mentoring funds. *Candidates should discuss plans with their supervision team before applying for funding*. For information about how to apply for funding, please refer to the [Minimum Facilities Guideline](https://www.une.edu.au/__data/assets/pdf_file/0003/512661/Minimum-Facilities-Guideline.pdf).

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| <Replace this text with discussion points of the candidates planned budget and funding requirements for the project.> |

UNE RTP and IPRA Scholarship Holders Only

The RTP Scholarship Policy (clause 23) states that the University requires HDR Candidates in receipt of a full-time scholarship to work full-time, that is, 38 hours per week on their research. Any paid work outside of this must be disclosed and approved by the Principal Supervisor and Head of School or delegate. Students must not be in receipt of an equivalent award, scholarship or salary related to their course of study that provides a benefit greater than 75% of their annual RTP stipend rate. Work must not interfere with your research and progress. Income from part-time work will not be tax-exempt.

Please state the number of hours per week that you undertake paid work for UNE (e.g., tutoring, marking, research assistance):

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| **Total Number of Hours of Paid Work For UNE Per Week** |  |

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| **Notes:**  |

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| **External Engagement** |

Does the research involve activities that are being, or will be, undertaken with an external organisation (i.e., an industry partner or organisation that is not a university) such as:

* An internship,
* External supervision,
* Working on a collaborative or embedded research project,
* Employment that is aligned to your research project;
* Access to facilities, resources or other project-related arrangements (excluding research participant interviews),
* Employment that is aligned with your research project.

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|[ ]  None of the above categories apply to me (no further action required) |

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|[ ]  I have provided this information to the University previously (e.g., ‘As per admission application’, ‘as per scholarship agreement’, ‘as per internship approval’ etc.)Comments: |
|[ ]  I intend to undertake an internship/placement. Include details of where you intend to undertake a internship / placement: |
|[ ]  My research project includes one of the below activities and I will spend at least 60 full-time (or equivalent) days with the external organisation undertaking the activity (either in person or remotely). Indicate the applicable activity/activities below, including only activities for which arrangements have been made/discussed with all parties.  |  |
|  |[ ]  Accessing facilities or other resources  |  |
|  |[ ]  Working on a collaborative or embedded project |  |
|  |[ ]  Other project related arrangements |  |
|  |[ ]  I am employed in a role that is related to my research project |  |
|  |[ ]  Other activity  |  |
|  | **Provide additional information**Please attach a copy of the agreement or arrangement (e.g., a formal agreement, contract or similar. An email between you and the external organisation may be sufficient providing it details the agreed activity) or provide details on the status of the arrangement. |  |
|  | Organisation (name and type) |  |  |
|  | Type/nature of the activity |  |  |
|  | Approximate Start date | Click or tap to enter a date. |  |
|  | Number of days of activity to be undertaken with the external organisation during your program. Eligible internships must be sixty (60) full-time (or equivalent) days or more. |  |  |

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| **Goal Setting**  |

Goals for Next Milestone

**Written requirement**

By Mid-Point Review or Annual Review the candidate should be mid-way through the writing and research for their thesis and the supervisors will be asked to verify this. The candidate must also submit evidence that they have received feedback on their written research from scholars outside the supervision team (e.g., discipline representative report or referees’ reports for an article submitted to a peer reviewed publication).

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| **Specify agreed goal for written requirement for next the milestone (plans for peer review and chapter drafts to be completed, experiments or fieldwork to be completed and due dates)** |
| **Goal Description** | **Month/Year Goal is to be Completed**  |
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**Oral requirement**

Evidence that the candidate has presented research and received feedback from scholars outside the advisory team (e.g., program for Research Pathways conference/ Three Minute Thesis competition/ research event)

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| **Goal Description** | **Month/Year Goal is to be Completed**  |
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| **Review Supervision and Support**HDR Support Officer to TRIM whole report but please remove confidential supervision and support section prior to sending milestone report to candidate, supervisors, and HDRC/Chair.  |

During the discussion, the candidate or the supervisor(s) may request that the panel discusses and records agreed changes to supervision (e.g., need for more written feedback, more frequent meetings, temporary change of supervision while supervisor is on SSP).

Confidential: Supervisors and Milestone Review Panel

Candidate exits and the supervisors have the opportunity to discuss the supervisory relationship in confidence.

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|  | **Extremely Dissatisfied**  | **Dissatisfied**  | **Neither Satisfied Nor Dissatisfied** | **Satisfied** | **Extremely Satisfied** |
| How satisfied are you with the standard of research of your HDR supervisee? |  |  |  |  |  |
| How satisfied are you with the progress made of your HDR supervisee? |  |  |  |  |  |

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|  | Number of Weeks |
| On average, how many weeks are there between each meeting of the principal supervisor and supervisee? (For instance, if you meet fortnightly, please enter the number two.) |  |
| On average, how many weeks are there between meetings of the whole research team (principal, co-supervisors, and candidate)? |  |
| On average, how many weeks does it take the principal supervisor to collate feedback from the supervision team and provide written feedback on your supervisee’s written work? |  |

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| A change in the weighting or composition of the advisory team is required. (select one option) | Choose an item. |

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| **Confidential Notes:** |

Confidential Candidate and Milestone Review Panel

Supervisors exit and the candidate has the opportunity to discuss the supervisory relationship in confidence.

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|  | **Extremely Dissatisfied**  | **Dissatisfied**  | **Neither Satisfied Nor Dissatisfied** | **Satisfied** | **Extremely Satisfied** |
| How satisfied are you with the standard of supervision from your principal supervisor? |  |  |  |  |  |
| How satisfied are you with the standard of supervision from your co-supervisor(s)? |  |  |  |  |  |
| How satisfied are you with the quality and frequency of feedback from your UNE supervisors? |  |  |  |  |  |

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|  | Number of Weeks |
| On average, how many weeks are there between meetings with your principal supervisor? (For instance, if you meet fortnightly, please enter the number two.) |  |
| On average, how many weeks are there between meetings with your whole supervision team (principal and co-supervisors)? |  |
| How long does your principal supervisor usually take to provide written feedback on your work (in number of weeks)? |  |

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| A change in the weighting or composition of the advisory team is required.  | Choose an item. |

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| **Confidential Notes:** |

Study Access Plan

Counselling and Psychological Services provide a professional service in the areas of personal counselling and disability support, and a Study Access Plan can be developed with an Advisor and reviewed at future milestones. **Call**(02) 6773 2897**or Email**studentcounselling@une.edu.au or visit <https://www.une.edu.au/current-students/support/student-support/une-wellness-centre/counselling-team-and-services> for more information.

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| **A Study Access Plan is in place** | Choose an item. |
| **Confidential Notes:** |

Chair Review

Based on the confidential discussions, it is recommended that the following take place: (select as many that apply)

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| 1. | A Change of Supervision form will be submitted to the Graduate Research School prior to confirming the Milestone outcome |[ ]
| 2. | The Supervision Agreement will be updated to reflect changes in the frequency of meetings, project planning and Milestone setting, etc., and will be submitted to the Graduate Research School prior to confirming the Milestone outcome |[ ]
| 3. | Other – Please add details (e.g., update SAP, referral to CaPS).  |[ ]

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| **Milestone Recommendation**  |

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| 1. | **Passed**The candidate has met all requirements and demonstrated satisfactory academic performance. |[ ]
| 2. | **Amendments** The candidate’s work meets some of the required standards in terms of the nature and quality of work undertaken, and the Milestone can be awarded without redoing the Milestone once the candidate has made corrections and clarifications, as specified by the Milestone Chair, below. |[ ]
| **Amendment Due Date** (no later than one month): Click or tap to enter a date.**List of amendments:** |
| 3. | **Resubmit Milestone**The candidate’s work does not yet meet the required standards for the Milestone and the candidate should complete a period of research and writing as advised below in order to reattempt the milestone. |[ ]
| **Resubmit Milestone Date** (no later than three months):Click or tap to enter a date.**Requirements for the Resubmit Milestone:** |
| 4. | **Milestone is not achieved and a recommendation is made by the Chair to the Graduate Research School that candidature be terminated.**The candidate’s work does not meet the required standards for the Milestone or degree and does not warrant a further period of research and writing. |[ ]
| Comments:  |
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| **Milestone Chair** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |