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

Not required for Annual Review for Part-Time candidates. Has the candidate done an oral presentation since the last milestone?

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| **The candidate has met the oral presentation requirements and has received constructive feedback.** | Choose an item. |
| Optional Comments: |  |

Review Written Requirements

a) Since confirmation, the candidate has completed the following chapters/components of their project, as verified by the supervision team.

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| **Completed Items** | **Details/Notes** |
| Chapters |  |
| Components |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |

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| For Mid-Point Review Milestone only - the candidate has progressed 50% of the way to completion of their thesis. | Choose an item. |

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| < *Replace this text with**a**record of completed/drafted chapters and word counts; detail other research such as experiments, fieldwork, interviews, creative work or publications that give evidence that the candidate has progressed 50% of the way to completion of their thesis*.> |

b) For Mid-Point Review Milestone only - Since confirmation of candidature, the candidate has received written feedback on written work from scholars outside the supervision team:

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| <*Record details of the feedback on written work, including the title of the paper that was reviewed, the nature of the feedback, the name and position of the reviewer (if known), and publication details (if relevant).>* |

c) Review the candidate’s research project scope, budget and schedule ensuring that all are appropriate for the project and degree. Any travel, fieldwork, experiments, etc., for the project including any risk assessments have been discussed with the candidate.

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| <*Record details of the discussion including any areas of concern in regards to the scope, budget and schedule.* |

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** |

Ethical Clearance

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| **Ethical clearance for the project: (select one option)** | Choose an item. |

If the project alters to include research involving animals or human subjects then ethical clearance requirements must be reviewed.

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

Record how School funds ($3,500 p/a is available for candidates in high-cost fields of study and $2000 p/a for candidates in low-cost fields) have been used to support research-related travel and expenses. Note any remaining projected expenditure such as proofreading or printing of the thesis:

HDR SUPPORT OFFICER: Amount of remaining funds available: $\_\_\_\_\_\_\_

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| **Funded Items** | **Costs ($AUD)** |
| Proofreading |  |
| Thesis Printing |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |
| **TOTAL Remaining Items to be Funded** |  |

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| **Remaining Items to be Funded** | **Costs ($AUD)** |
| Proofreading |  |
| Thesis Printing |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |
| **TOTAL Remaining Items to be Funded** |  |

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**

**A full draft or at least 75% of the thesis should be complete by the time of Thesis Review.**

Two weeks prior to the next milestone, the candidate must submit the following written work to the HDR Support Officer, after incorporating feedback from their supervision team:

1. thesis preliminary pages (including the Abstract and Table of Contents);
2. one-page sample of the works cited in the thesis;
3. thesis extract that has not previously been reviewed (e.g., findings or conclusion)
4. progress report and timetable for completion.

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| **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., pre-submission seminar, conference presentation).

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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 student, 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](tel:0267732897)**or Email**[studentcounselling@une.edu.au](mailto: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** | |  |