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. |
| **HDR Candidate** |  |
| **Student Number** |  |
| **Thesis Title** |  |
| **Principal Supervisor** |  |
| **Co-Supervisor(s)** |  |
| **Discipline Representative** |  |
| **HDR Coordinator/ Chair** |  |

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| **Review Written and Oral Requirements** |

Review Oral Presentation Requirements

Verify that the candidate has met the oral presentation requirements.

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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

Verify that the candidate has met the written requirements.

The thesis should be ready to be submitted for examination in three to six months (for full-time PhD candidates) or in three months (for full-time Master by Research candidates).

1. The draft thesis 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. The Principal Supervisor and Co-Supervisor(s) confirms:

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| The supervisors confirm that a full draft is in place or at least 75% of the dissertation is complete in draft form and feedback from the supervisors has been received. | Choose an item. |
| The Principal Supervisor verifies that the candidate’s Research Data Management Plan has been submitted to RUNE. | Choose an item. |

1. Record of completed/drafted chapters and other research such as fieldwork or publications that provide evidencethat the HDR candidate has progressed at least 75% of the way to completion of their thesis:

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| < *Replace this text with**a**record of completed/drafted chapters and other research such as fieldwork or publications that provide evidence.*> |

1. Since confirmation of candidature, the candidate has received written feedback on written work from a scholar outside the supervision team

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| <*Record details of the peer review of 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). Record feedback from the peer reviewer/discipline representative.>* |

Discuss the candidate’s ability to achieve completion of candidature

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| <*Record the milestone panel’s appraisal of the candidate’s progress, the argument and structure of the thesis, the quality of the writing, obstacles encountered and challenges remaining*.> |

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| **Review Candidature Requirements** |

FoR (Field of Research) Codes

<***HDR Support Officer*** *inserts current FOR and Percentage until Skills Forge auto-fills:* ***Chair*** *to check and amend in meeting in the meeting if necessary*>

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| **FOR Code** | **Description** | **Percentage (%) must equal 100%** |
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In consultation with supervisors, candidates select up to 3 codes and allocate percentages totalling 100%. FoR codes are:

<https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release>

SEO (Socio-Economic Objectives) Codes

<***HDR Support Officer*** *inserts current SEO and Percentage until Skills Forge**auto-fills:* ***Chair*** *to check in the meeting and amend if necessary*>

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| **SEO Code** | **Description** | **Percentage (%) must equal 100%** |
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In consultation with supervisors, candidates select up to 3 codes and allocate percentages totalling 100%. SEO codes are:

<https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release>

Ethical Clearance

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| **Since the last milestone, ethical clearance for the project: (select one option)** | Choose an item. |
| **Notes:** | |

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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| <*Record how the research funding has been used.*> |

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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,
* 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 industry engagement 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.). | | | | |
|  | 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 candidature. Eligible internships must be sixty (60) full-time (or equivalent) days or more. | | |  |  |

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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 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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| **Thesis Assessment** |

**Chair of Examiners**

Normally the Chair of Examiners will be an experienced academic from a cognate discipline who is not a member of the supervision team. The HDR Coordinator or Head of School may be nominated as Chair of Examiners if a discipline representative is not available.

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| **Nominate a Chair of Examiners** |  |

**Thesis Examiners**

Discuss the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work contained within the thesis.

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| **Potential Examiners** | **Institutional Affiliation** |
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**Conflict of Interest Check**

Please refer to the UNE [Conflicts of Interest](https://policies.une.edu.au/document/view-current.php?id=1) Policy and the [ACGR Conflict of Interest in Examination Guidelines](https://www.acgr.edu.au/wp-content/uploads/2018/09/ACGR-Conflict-of-Interest-in-Examination-Guidelines.pdf) for examples of potential conflicts of interest that may arise between examiner and various parties including the candidate, the supervisor, the University, the subject matter and another examiner. Common forms of CoI may involve: personal and social relationships, working relationships including employment, mentorship, supervision, co-authorship within the past five years, holding a grant together, or if the examiner graduated from UNE within the past five years or is in a close relationship with another examiner (e.g., works in the same University faculty as another nominated examiner).

Determine whether the candidate or the supervisors have reservations or concerns about a particular individual acting as a thesis assessor (veto list).

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| **Name of Examiner(s) Not Appropriate for Examination** | **Justification** |
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| **Confidentiality Agreement** | |
| A confidentiality agreement is required for examination (E.g., commercial in confidence, patent pending, IP held by industry partner/project) | Choose an item. |
| **Thesis Restriction/Embargo** | |
| A delayed or restricted access to the thesis following award of degree is required (E.g., national or industry security, copyright law or licensing agreement, publication pending, privacy/confidentiality, if released would pose a risk to author, University or any third party). | Choose an item. |

**Anticipated date of thesis submission:** Click or tap to enter a date.

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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** | |  |