**MILESTONE REPORT**

**FORM**

This form is used for the purposes of reporting on a HDR milestone. The completed form must be sent to - [graduate-school@une.edu.au](mailto:graduate-school@une.edu.au). More information about this form is available in the Candidature Milestone Policy and Candidature Milestone Procedure.

# **Section 1: Candidate Details – Candidate to Complete**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate Name** |  | | | | |
| **Student Number** |  | | **Status** (Domestic/International) | |  |
| **School/Unit** |  | | **Degree** | |  |
| **Date of Milestone Review Panel** |  | | | | |
| **Thesis Title** |  | | | | |
| **Principal Supervisor** |  | **Co-Supervisor(s) and Adjunct/End User** | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Review Documents Submitted** | | **Yes** | **No** |
| 1. | A research proposal (Milestone 1 - Confirmation of Candidature)  OR  summary document (Milestones 2 and 3) |  |  |
| 2. | Submission of a completed, or updated, supervisor agreement with all sections completed, signed off by the candidate and supervisors. |  |  |
| 3. | Budget and completion timeline |  |  |
| 4. | Evidence of completion of compulsory Inductions and Training. (Milestone 1 - Confirmation of Candidature Only) |  |  |
| 5. | Evidence of completion of optional training including Human Ethics, Animal Ethics, Lab Safety etc., if optional training is to be completed on the recommendation of the supervisory team (Milestone 1 - Confirmation of Candidature Only) |  |  |
| 6. | A research data management plan |  |  |
| 7. | Evidence of required ethics and institutional biosafety approvals (Milestone 1 - Confirmation of Candidature)  OR  Evidence of maintaining required ethics and biosafety approvals (Milestones 2 and 3) |  |  |
| 8. | Review of any other legislative impacts such as Working with Children Checks, Autonomous Sanctions, Foreign Interference |  |  |
| 9. | Evidence of consideration of the likely and actual impact, positive and negative, of the proposed research engagement of stakeholders, where appropriate |  |  |
| 10. | A publication plan including evidence of any pending or completed research outputs and timelines |  |  |
| 11. | An updated review of literature and references, and any changes to candidature since the last milestone review – include in summary document (Milestones 2 and 3 Only) |  |  |
| 12. | Draft chapters of the thesis, or equivalent in draft or published papers, as deemed appropriate for the discipline  OR  A portfolio of work, as appropriate to the discipline, which includes a draft of the dissertation – (Milestones 2 = draft dissertation required OR at least two chapters, Milestone 3 = draft dissertation required) |  |  |
| 13. | Research documents should be submitted to Turnitin Selfcheck prior to submission. The research document and the Turnitin Self-check report should be submitted to the panel for review. |  |  |
| 14. | Any other requirements the school deems necessary. |  |  |
| Additional comments: | | | |

# **Section 2: Quality of Research Proposal – Principal Supervisor to Complete**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Yes** | **No** |
| 1. | Is the overall research proposal feasible? |  |  |
| 2. | Are the aims of the overall research proposal achievable and appropriate? |  |  |
| 3. | Is the overall research proposal indicative of significant research? |  |  |
| 4. | Is the overall research proposal original work |  |  |
| 5. | Is the scope of the research appropriate for the degree? |  |  |
| 6. | Are the research design and methods appropriate to the project? |  |  |
| 7. | Does the candidate demonstrate a sound knowledge of the field of research? |  |  |
| 8. | Is the draft thesis outline appropriate, given the stage of research? |  |  |
| 9. | Are draft timelines appropriate and achievable? |  |  |
| 10. | If relevant, has statistical advice been sought and the approach planned? |  |  |
| 11. | Have IP issues been identified and addressed? |  |  |
| 12. | Have ethical issues associated with the research been considered? |  |  |
| 13. | Overall research proposal accepted?  If relevant, please indicate below what conditions have been applied. |  |  |
| Additional comments: | | | |

# **Section 3: Critical Review of Recent Work in the Field**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Yes** | **No** |
| 1. | Has the candidate employed robust strategies in the sourcing and identification of relevant literature? |  |  |
| 2. | Does the candidate’s literature review demonstrate an adequate understanding of the research area? |  |  |
| 3. | Is the preliminary literature review or annotated bibliography complete or well developed? |  |  |
| 4. | Has the candidate demonstrated a gap in the literature or area of neglect that indicates the need for the study? |  |  |
| Additional comments: | | | |

# **Section 4: Presentation of Proposed Research**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Yes** | **No** |
| 1. | Has an oral presentation such as a seminar or conference presentation been given? |  |  |
| Additional comments: | | | |

# **Section 5: Ethics, Safety and General Requirements**

Please complete the below sections answering all questions. For any answers of “No” the Principal Supervisor must ensure the candidate is aware of the requirements and a timeframe for approval?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | | **Yes** | **No** | **Not Applicable** |
| 1. | Has the Research Degree Supervision Agreement form been completed and submitted to Research Services? |  |  |  |
| 2. | Has an induction been completed? |  |  |  |
| 3. | Have all safety courses and site inductions been undertaken? |  |  |  |
| 4. | Has the candidate received the appropriate training in lab & field equipment? |  |  |  |
| Additional comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Human Ethics | | **Yes** | **No** | **Not Applicable** |
| 1. | Human Ethics Research application has been approved? |  |  |  |
| 2. | Is the ethics application awaiting COC feedback? |  |  |  |
| Additional comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Animal Ethics | | **Yes** | **No** | **Not Applicable** |
| 1. | Animal ethics application has been approved? |  |  |  |
| 2. | Is the ethics application awaiting COC feedback? |  |  |  |
| 3. | Animal Ethics Course completed? |  |  |  |
| 4. | Specific animal handling training required?  (provide details below) |  |  |  |
| Additional comments: | | | | |

# **Section 6: Chair of Milestone Review Panel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Yes** | **No** |
| 1. | Are the responses to questions from the Confirmation Panel satisfactory? |  |  |
| Additional comments: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Resource Implications | | **Yes** | **No** | **Not Applicable** |
| 1. | Laboratory access is appropriate? |  |  |  |
| 2. | Adequate infrastructure and funding is available? |  |  |  |
| 3. | If relevant, has a provisional budget been submitted? |  |  |  |
| 4. | Adequate technical support is available? |  |  |  |
| 5. | Other resources are needed?  (provide details below) |  |  |  |
| 6. | Further training or assistance required?  (provide details below) |  |  |  |
| Additional comments: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Retention and Management** | | **Yes** | **No** |
| 1. | Please confirm that data storage provisions meet the guidelines as outlined in: *UNE Code of Conduct for Research Rule*  <https://policies.une.edu.au/document/view-current.php?id=106>  *Management and Storage of Research Data and Materials Policy* [*https://policies.une.edu.au/view.current.php?id=00208*](https://policies.une.edu.au/view.current.php?id=00208)  *Management and Storage of Research Data and Materials Procedures*  <https://policies.une.edu.au/view.current.php?id=00375> |  |  |
| Additional comments: | | | |

# **Section 7: Outcome**

|  |  |  |
| --- | --- | --- |
| **Outcome (select one option)** | | |
| 1. | Passed |  |
| 2. | Conditions; milestone is not achieved until certain conditions are met with a specified timeline |  |
| Conditions and timeline for conditions: | | |
| 3. | Candidate is asked to redo milestone |  |
| Tasks for Redo Milestone and Redo Milestone Review Panel Date; | | |
| 4. | Milestone is not achieved and a recommendation is made by the Associate Dean, Research to the Director of Graduate Research, that the candidature be terminated. |  |

# **Section 8: Milestone Review Panel**

By signing this form, all parties acknowledge that they are bound by confidentiality, and agree to maintain the confidentiality of the Confirmation of Candidature meeting

|  |
| --- |
| **Milestone Review Panel Chair** |
| **Print Name** |
| **Signature Date** |

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| **Principal Supervisor** |
| **Print Name** |
| **Signature Date** |

|  |
| --- |
| **Co-Supervisor** |
| **Print Name** |
| **Signature Date** |

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| --- |
| **Discipline Representative** |
| **Print Name** |
| **Signature Date** |

|  |
| --- |
| **Additional Expertise (if applicable)** |
| **Print Name** |
| **Signature Date** |