

## University of Canberra Higher Degree by Research Milestones 'Cheat Sheet'

Milestones	Who needs to complete this milestone?	When is the due date?	Who is responsible for what?	Who attends seminar/meeting?
<b>Mid-semester review</b>	Standard entry PhD candidates only (254LC/HC)	First 7-8 weeks of enrolment in the Doctoral Skills Portfolio Unit (9311)	Primary Supervisor is responsible for organising a mid-semester review meeting. Primary Supervisor is responsible for emailing completed <i>Doctoral Research Skills Portfolio Mid-Semester Review form</i> to Graduate Research.	Meeting: Candidate and Primary Supervisor (required) and other panel members (encouraged)
<b>Coursework requirement</b>	Standard entry PhD – 12 credit points required  Masters by Research & Professional Doctorate – as specified in the course outline	In the first 6 months full-time or first 12 months part-time	Doctoral Skills Portfolio Unit – Primary Supervisor finalises grade and provides to unit convenor. Presentation to be organised by Primary Supervisor.  Other units - unit convenors assess completion of coursework.  Standard entry PhD – Graduate Research confirms completion of coursework component for progression to thesis units	Doctoral Skills Portfolio Presentation: All members of panel should attend.  Host Faculty/Research Institute staff and research candidates should also be invited to attend.
<b>Introductory seminar</b>	All Higher Degree by Research candidates	Masters by Research – 4 months full-time or 8 months part-time  Doctoral candidates – 6 months full-time or 12 months part-time	Primary Supervisor is responsible for organising the seminar.  Attendees will be invited to provide feedback. Primary Supervisor is responsible for sending completed <i>Non-assessable Seminar Report</i> to HDR Support for recording.	Seminar: All members of panel should attend.
<b>Research integrity training</b>	All Higher Degree by Research candidates	Masters by Research – 7 months full-time or 14 months part-time  Doctoral candidates – 12 months full-time or 24 months part-time	Candidate responsible for enrolling into Research Integrity Moodle to access the online materials and quiz.  Candidate responsible for working through the course content online or attending one of the scheduled face-to-face training sessions. Candidate responsible for completing the quiz and achieved required mark to achieve this milestone.  Completion of milestone recorded by Graduate Research.	

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<b>Confirmation of Candidature</b>	All Higher Degree by Research candidates	Masters by Research – 7 months full-time or 14 months part-time  Doctoral candidates – 12 months full-time or 24 months part-time	Candidate to submit written research proposal. Primary Supervisor to organise seminar.  Supervisor to appoint panel of assessors and provide them with the 'Assessment of HDR Confirmation Seminar & Research Proposal form'.  Candidate, supervisory panel members and assessors meet post-seminar to provide feedback.  Primary Supervisor provides assessments and feedback to Associate Dean/Director, who considers recommendations and provides outcome (and relevant paperwork) to HDR Support by email.	Seminar: All members of supervisory panel, Associate Dean of the Faculty or Director of the Research Institute (or their delegate). Panel of assessors.  Meeting: Candidate, panel members and assessors.
<b>Research Plan/Review</b>	All Higher Degree by Research candidates	Developed in the first 6 months of candidature and reviewed by end of March each year	Notification email sent to candidates and supervisors by HDR Support.  Primary Supervisor and candidate should meet to discuss and review progress to date.  Research plan to be signed by candidate and Primary Supervisor. Uploaded to RGrad by candidate.	Meeting to discuss progress: Primary Supervisor and candidate.
<b>Annual Progress Report</b>	All Higher Degree by Research candidates	Submitted by end of September each year	Notification email sent to candidates and supervisors by HDR Support.  Primary Supervisor is responsible for organising a meeting to discuss progress with candidate (and other panel members) prior to completion of the APR. Candidate is responsible for completing appropriate section of report and submitting online to the Primary Supervisor.  Primary Supervisor is responsible for completing required section and submitting online for candidate to review. Candidate submits online to Associate Dean/Director.  Associate Dean/Director is responsible for reviewing the APR and providing a recommendation regarding progress. The Associate Dean/Director then submits the APR online to HDR Support.	Meeting to discuss progress: Supervisory panel and candidate.

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<b>Work-in-progress seminar</b>	Doctoral candidates only	PhD & PhD, including Clinical PhD – within the first two-thirds of the total period of candidature. Normally towards the end of second year of candidature, based on course duration of three years.	<p>Primary Supervisor is responsible for organising the seminar. Supervisory panel and candidate meet post-seminar to discuss.</p> <p>Primary Supervisor responsible for recording completion of the WIP seminar in the next Annual Progress Report or Research Plan Review.</p> <p>Primary Supervisor is responsible for sending completed <i>Non-assessable Seminar Report</i> to HDR Support for recording.</p>	<p>Seminar: Supervisory panel members, Associate Dean/Director (or their delegate).</p> <p>Meeting: Supervisory panel members and candidate.</p>
<b>Pre-submission seminar</b>	All Higher Degree by Research candidates	3-6 months prior to submission	<p>Primary Supervisor responsible for organising and chairing the seminar.</p> <p>Primary Supervisor is responsible for sending completed <i>Non-assessable Seminar Report</i> to HDR Support for recording.</p>	<p>Supervisory panel members, Associate Dean/Director (or their delegate).</p> <p>Host Faculty/Research Institute staff and members of wider research and professional communities should also be invited to attend.</p>

The milestones requirements for Higher Degree by Research candidates at the University of Canberra are detailed in the ***Higher Degree by Research Progress and Milestones Policy*** and the ***Higher Degree by Research Progress and Milestones Procedures***, available here: <http://www.canberra.edu.au/current-students/canberra-students/current-research-students/hdr-policy-and-procedures>