

## Higher Degree by Research (HDR) Milestones Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Higher Degree by Research \(HDR\) Milestones Policy](#)

Strategic Plan Theme: [Research and Innovation](#)

### 2. PROCEDURAL DETAILS

HDR candidates will complete milestone reviews in accordance with the timeframes specified in the following table.

#### 2.1. Milestones timetable

Milestone	Milestone date:			
	Measured from either: i) date of enrolment; or; ii) following successful completion of the assessed coursework component where required to the satisfaction of the Thesis Committee.  Excluding periods of leave of absence.			
	PhD and Professional Doctorate		Masters by Research	
	Full-time student	Part-time student	Full-time student	Part-time student
1.	6 months	12 months	3 months	6 months
2.	18 months	36 months	12 months	24 months
3.	45 months*	90 months*	22 months*	44 months*

\* or earlier at the request of the Thesis Committee as per section 2.8.

#### 2.2. Milestone reviews will consist of:

##### 2.2.1. Milestone 1

- Milestone 1 Application Form
- Written research proposal
- Oral presentation of the research proposal

##### 2.2.2. Milestone 2

- Milestone 2 Application Form
- Written output from the HDR research
- Completion and Dissemination Plan
- Oral presentation of the research project

##### 2.2.3. Milestone 3

- Oral presentation of the research project.

#### 2.3. For Milestone 1 Faculty Graduate Studies Committee (FGSC) will assess the progress of the candidate and will take into account the recommendations of the reviewers, the Thesis Committee and the Director of Graduate Research (DGR) and make a determination on the progression of the student:

2.3.1. Candidates making satisfactory progress and likely to complete the research program as prescribed will be accorded the status of good standing.

2.3.2. Candidates whose progress raises concerns as to their ability to complete the research program as prescribed will be accorded Conditional Status as per section 9 in [Rule 10](#) and [11](#).

- 2.3.3. Candidates whose progress is unsatisfactory and who are unable to complete the research program will have their enrolment terminated in accordance with section 16 in [Rule 10](#) and [11](#) and/or advised regarding alternative pathways. A candidate will normally be accorded Conditional Status prior to having their enrolment terminated.
- 2.3.4. Candidates with an academic status of 'Conditional' are encouraged to use the support services available at Curtin including the Student Transition and Retention Team (START), University Counselling Service and the Student Guild's Student Assist Officers as per the [Guidelines for the Assignment of Conditional Status](#).
- 2.4. Complaint, grievance, termination and appeals (and other such matters) in respect of milestone decisions will be dealt with as per provisions in [Rule 10](#) and [Rule 11](#) to Statute 12.
- 2.5. For Milestone 2 and 3 the DGR will assess the progress of the candidate and will take into account the recommendations of the reviewers, the Thesis Committee and the Director of Graduate Research (DGR) and make a recommendation to the GRS on the progression of the student as per section 2.3.1, 2.3.2 and 2.3.3.

## **2.6. Milestone 1 (Candidacy)**

- 2.6.1. If major revisions to the proposal are recommended by the Thesis Chair, the Thesis Chair will be provided with a revised copy of the research proposal along with a cover letter that clearly sets out how the proposal was revised in response to the comments. The Thesis Chair will make a recommendation to the DGR.
- 2.6.2. The DGR will consider the recommendations of the reviewers and Thesis Chair and recommend that the application for Milestone 1 be:
  - Outcome A: Approved
  - Outcome B: Approved subject to ethics approval
  - Outcome C: Conditionally approved (following minor revisions to the research proposal)
  - Outcome D: Re-Submitted (this recommendation may only be made on a candidate's first application for candidacy)
  - Outcome E: Rejected
- 2.6.3. When the DGR recommends the application for Milestone 1 to be approved or approved subject to ethics approval, the DGR (or nominee) will send the Milestone 1 Application form, research proposal and reviewer reports to the FGSC.
- 2.6.4. When the DGR recommends the application for Milestone 1 be conditionally approved or re-submitted, the DGR (or nominee) will advise the candidate and thesis committee in writing. These candidates will revise their proposal and resubmit for assessment to the DGR. The DGR will advise the candidate on the timeline and the enrolling area's process for evaluating the revisions.
- 2.6.5. After reviewing a re-submitted proposal the DGR will recommend to the FGSC that the application for candidacy be:
  - Outcome A: Approved
  - Outcome B: Approved subject to ethics approval
  - Outcome E: Rejected
- 2.6.6. The FGSC will determine if the application for Milestone 1 be:
  - Outcome A: Approved
  - Outcome B: Approved subject to ethics approval
  - Outcome E: Rejected

## **2.7. Milestone 2 (Mid Candidacy Review)**

- 2.7.1. The DGR will recommend to the GRS that the application for Milestone 2 be:
  - Outcome A: Approved
  - Outcome C: Conditionally approved (following minor revisions to the research proposal)

- Outcome E: Rejected

## 2.8. Milestone 3 (Pre-Submission)

- 2.8.1. Following the presentation, and after consultation with the thesis committee, the DGR will advise the GRS if the candidate has achieved the requirement of Milestone 3 or if they have failed to demonstrate that they have made sufficient progress in their program. Candidates that have not made sufficient progress in their program will have their enrolment status changed to conditional.

## 3. RESPONSIBILITIES

Responsibilities are as set out in section 2.

## 4. SCOPE OF PROCEDURES

These procedures apply to all staff, University Associates and students involved with HDR programs.

## 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Any term in these procedures that is defined in [Rule No. 10 Made Pursuant to Statute 12](#) has the meaning as defined in the Rule.

## 6. SCHEDULES

*Nil*

## 7. RELATED DOCUMENTS/LINKS/FORMS

[Curtin University Act 1966 \(WA\)](#)

[Statute No. 10 – Student Disciplinary Statute](#)

[Statute No. 12 - Enrolment](#)

[Rule No. 10 Made Pursuant to Statute 12 – Enrolment: Degree of Doctor by Research](#)

[Rule No. 11 Made Pursuant to Statute 12 – Enrolment: Degree Master by Research](#)

[Higher Education Support Act 2003 \(Cth\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[Competition and Consumer Act 2010 \(Cth\)](#)

[Course Approval and Quality Manual](#)

[Guidelines for Higher Degree by Research \(HDR\) Milestones](#)

[Guidelines for the Assignment of Conditional Status](#)

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<b>Review Date</b>	1 <sup>st</sup> April 2022

**REVISION HISTORY**

<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes &amp; Notes</b>
New	Approved	18/09/2018	Deputy Vice-Chancellor, Research	EM1820	Unconditional