The below information is for HDR students enrolled under the **College of Education, Psychology and Social Work** and their supervisors. It outlines the College specific requirements and processes for the HDR Milestones. This information can be used in conjunction with the Office of Graduate Research webpage and the HDR Policies and Procedures.

Milestones are a compulsory part of HDR candidature and must be completed by all HDR students and their supervisors regularly (usually annually) based on each student's individual HDR timeline. This process ensures that HDR students have an opportunity to highlight and track their HDR achievements, professional development completed and to plan the next 6 or 12 months of candidature. Milestones are a snapshot of a point in time to assess if HDR students are progressing at an appropriate rate for their stage of candidature and effectively working towards a timely completion of their degree.

**Confirmation of Candidature**

For the Confirmation of Candidature Milestone please refer to the **Confirmation of Candidature Guidelines** document produced by the **College of Education, Psychology and Social Work HDR Committee.**

**Milestone Requirements**

There are two parts to every major milestone; a presentation and the online milestone form in Inspire. Students must complete the presentation component before completing the online form and both parts should be completed before the due date.

Each milestone review requires an evaluation of progress, an assessment of the student's written work, and an assessment of the student's oral communication via a seminar or similar (such as a local, national or international conference presentation) **[*Note: Interim Milestones do not require an oral presentation*]**

To complete the milestone students will require the following mandatory materials:
- Copy of relevant **Ethics Approval**
- **Written Work -** for example Research Proposal or Draft (Confirmation of Candidature or Interim Pre-CofC), Draft Chapters (Mid Candidature and Interim Reviews) or Draft Full Thesis (Final Thesis Review & Interim Post Final Thesis Review)
- **Turnitin Report** in accordance with the Academic Integrity Policy (Access HDR Turnitin box via the REST FLO site – self enrol via the https://flo.flinders.edu.au/course/view.php?id=49767)
- **Evidence of Oral Presentation** with **Written Feedback for Confirmation of Candidature** – (further information in Oral Presentation section below) Presentation must be completed and written feedback needs to be uploaded into Inspire by the Student
- **Completion Plan –** a plan must be uploaded into Inspire. The OGR has templates available Completion Plan or GANNT planning chart

For each milestone, the student and supervisor must complete the necessary forms through Inspire. HDR students must complete and upload all requirements of the milestone **before signing off** on the milestone form in Inspire; supervisors **do not** have the ability to upload documents into milestones. Students should not sign off on their milestone until they have presented their work, and have uploaded any feedback in Inspire.

**Oral Presentation**

For the Mid Candidature Review and Final Thesis Review milestones CEPSW students must present independently on their thesis research. For these milestones any appropriate presentation can be documented (such as local, domestic or international conference, Three minute thesis competition (3MT) College HDR conference, Seminar Series or Research Workshop). Students should plan their presentation with their supervisors and must upload evidence of these presentations, such as dates and locations, acceptance letters etc. with on their Inspire Milestone form.

**NB.** For the Confirmation of Candidature Milestone please refer to the **Confirmation of Candidature Guidelines** document produced by the **College of Education, Psychology and Social Work HDR Committee.**

For Mid Candidature Review and Final Thesis Review milestones the student must present independently, students must upload evidence of these presentations, such as dates and locations, acceptance letters etc.

Once the milestone form is completed in Inspire the HDR Coordinator or HDR Academic Advisor (College Delegate) must decide whether the student should be allowed to proceed with their studies as intended, or if modifications to their research program may be necessary. In general, they will choose from one of the following recommendations based on the written feedback (for Confirmation of Candidature) and the information and documentation provided by the student and supervisor in the milestone form in Inspire:

1.  **Continuation of Candidature -** The student's progress is satisfactory, and they should continue with their studies, or, in the case of a Confirmation of Candidature, they should begin their research program as proposed (subject to minor revisions if necessary).
2.  **Recommend Upgrade to PhD** (if currently a Masters by Research) – This option is only used at the Interim Pre-Confirmation or Confirmation of Candidature Milestone. The student has demonstrated that the project has the scope and scale required of a PhD and the student is capable of completing a PhD in the expected duration of candidature. Student and supervisor will also be required to complete the 'Degree Transfer or Significant Change to Project' form in Inspire.
3.  **Recommend Downgrade to Masters** (if currently a PhD student) – The student's progress is not considered to be at the standard of a Phd, but is at the standard of a Masters by Research. The student and supervisor will be required to complete the 'Degree Transfer or Significant Change to Project' form in Inspire.
4.  **Recommend 3 Month probationary period to resubmit the milestone**: The student has been identified as experiencing difficulty progressing and significant modifications to the research program are necessary. The student may be asked to submit a revised draft, revised chapters, or a revised research proposal, as the case may be, and/or deliver another presentation within 3 months (exclusive of any leave).
5.  **Recommend Ongoing or Escalating Difficulty Progressing** (only once a student has already had a 3 month probationary period). The student's progress is unsatisfactory. The student will receive an ongoing or escalating difficulty progressing letter from the Office of Graduate Research and will be given 10 working days from the date the letter is issued to arrange a meeting with the Office of Graduate Research and your supervisor/s to discuss actions that can be completed by you within a specified timeframe to rectify your ongoing or escalating difficulty progressing.

The student will get a notification from Inspire with details of the HDR Academic Advisor's recommendation and a link to view their completed milestone. Typically, the HDR Academic Advisor will also meet briefly with this student and supervisor to discuss progress, before making their recommendation.

Document produced by the Office of Graduate Research on behalf of
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