The below information is for HDR students enrolled under the **College of Nursing and Health Sciences** and their supervisors and 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 are required to be completed by all HDR students and their supervisors regularly (usually annually) based on the students individual HDR timeline. This process is to ensure 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.

Milestone Requirements There are two parts to every milestone; a presentation and the online milestone form in Inspire. Students must complete the presentation component **before** finalising 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 **[*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** – (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 work to their assessors, and have assessor's comments to upload to Inspire.

Oral Presentation
For each major milestone review College of Nursing and Health Sciences HDR students must present their work. For Confirmation of Candidature and Final Thesis Review (see note below) the presentations must be within the College with the HDR Coordinator and an independent assessor (see more information below) attending to assess the written work and presentation. The Supervisors work with the HDR Coordinator to establish a presentation time and book an appropriate room. Written feedback from the supervisor and HDR coordinator will be provided to the student (and supervisors) and needs to be uploaded into Inspire by the student. For the Mid Candidature Review any formal presentation can be used to meet this requirement.

NB. Independent Assessor is required for Confirmation of Candidature Milestone and at the discretion of the HDR Coordinator an assessor may also be required for the Final Thesis Review – this can be the same assessor or different depending on availability. No independent assessor is required for the Mid Candidature Review.

An Independent Assessor can be a member of academic staff at Flinders University or external to Flinders who is qualified to comment on the student's progress and research area, but who is not part of the student's supervisory team. (NB: It is advised to not select an academic who may be considered as a future examiner)

Supervisors and the chosen Independent Assessor will receive all documentation in advance (minimum of two weeks before the booked presentation) (including the research proposal and literature review for Confirmation of Candidature and draft thesis chapters and papers/published work for Final Thesis Review). The scheduled review meeting will be attended by the chosen Assessor, the student, and the supervisory team. Other College staff and students will be invited to attend the presentation and question time components only.

For Confirmation of Candidature and Final Thesis Review the review meeting will proceed as follows:

1. The student provides an overview of their progress. In the form of a formal presentation at the College or other Flinders Seminar. In the case of a Confirmation of Candidature milestone, the student must present their research proposal
2. Questions and feedback for the student (from Assessor first, and then open to the audience)
3. The Assessor will meet with the student and supervisors privately
4. The Assessor will discuss feedback with the student and supervisors
5. Written comments and feedback from the Assessor will be forwarded to the student and to the supervisory team as soon as possible (to be uploaded under the 'independent assessor's comments' section of the milestone **by the student**

The HDR Coordinator 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, the HDR Coordinator will choose from one of the following recommendations based on the Assessors feedback 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 Coordinators recommendation and a link to view their completed milestone.

Document produced by the Office of Graduate Research on behalf of
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