

**Schedule of University-wide Requirements for Progress Milestones**

This document should be read in conjunction with the [Graduate Research Progress Policy](https://policies.latrobe.edu.au/document/view.php?id=306).

**Progress Reports**

At each milestone all candidates will be required to submit a Progress Report, endorsed by their principal supervisor. The Progress Report will include:

* progress in their research project to date;
* a summary of data collected and/or analysis conducted, or progress with the creation of any artefacts for practice-based research;
* an update on any research integrity / compliance requirements for the specific project, including ethics approvals, any requirements for intellectual property assignment, or any external legislative requirements;
* achievements against any recommendations from previous milestones where relevant;
* identification of any issues or obstacles in the research or their candidature overall;
* any other experiences, such as internships, field work or skill development activities, undertaken and/or planned.

# Requirements for Individual Milestones (Masters and Doctoral Candidates)

Prior to the milestone meeting, all candidates are required to submit:

* a Progress Report;
* an update on progress with completing any required coursework or clinical placements;
* a research proposal or plan, including proposed goals to be achieved by the mid-candidature review;
* written work appropriate to the specific project that demonstrates the candidate’s ability to write at an appropriate level for the degree, for example a literature review, draft methodology chapter, or draft publication;
* any additional disciplinary requirements.

In addition all candidates are required to:

* make an oral presentation of typically 20-40 minutes duration, normally at a departmental discipline, research centre or school forum, with at least one member of the Progress Committee in attendance, see Section 6 of the Graduate Research Progress Procedure for further details;
* attend a milestone meeting with the Progress Committee.

# Mid-candidature Review (Doctoral Candidates)

Prior to the milestone meeting, all candidates are required to submit:

* a Progress Report, including progress against the mid-candidature goals;
* an updated research plan which includes a summary of the intended outline of the thesis or in the case of a practice-led thesis the creative component and exegesis / critical component;
* drafts of thesis/exegesis/critical component chapters or publications, and, for practice-based research, a visual, creative or other record of progress with any artefacts;
* any additional disciplinary requirements.

In addition all candidates are required to:

* make an oral presentation of typically 20-40 minutes duration, normally at a departmental, discipline, research centre or school forum, with at least one member of the Progress

Committee in attendance, see Section 6 of the Graduate Research Progress Procedure for further details

* attend a milestone meeting with the Progress Committee.

# Pre-submission Review

Prior to the milestone meeting, all candidates are required to submit:

* a final Progress Report;
* a substantial draft of the thesis or in the case of a practice-led thesis the creative component and exegesis / critical component;
* a visual, creative or other record of progress with any artefacts for practice-based research.

In addition all candidates are required to:

* make an oral presentation of typically 20-40 minutes duration, normally at a departmental, discipline, research centre or school forum, with at least one member of the Progress Committee in attendance, see Section 6 of the Graduate Research Progress Procedure for further details;
* attend a milestone meeting with the Progress Committee.