

Schedule of University-wide Requirements for Progress Milestones

This document should be read in conjunction with the [Graduate Research Progress Policy](#).

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

Confirmation (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:

- complete their Induction Checklist and participate in a discipline or School induction program to graduate research (including a safety induction if appropriate) normally by the first 3 months of candidature (FTE).
- 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 4, Part G 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 4, Part G of the Graduate Research Progress Procedure for further details
- attend a milestone meeting with the Progress Committee.

Pre-submission Review (Masters and Doctoral Candidates)

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 4, Part G of the Graduate Research Progress Procedure for further details;
- attend a milestone meeting with the Progress Committee.