

## GUSS HDR Milestone Seminars Planning and Booking Guide

**Please read all information in this guide to understand how to manage your milestone seminars before** sending any questions to [guss.research@rmit.edu.au](mailto:guss.research@rmit.edu.au)

**The School of Graduate Research (SGR) requires seminars to be completed 2-3 months prior** to the final date advised on the SGR Summary document sent to all candidates/supervisors or showing in [MyRmit](#).

Under RMIT HDR Procedures and Instructions ***postponement of a seminar is no longer available***. **You must complete your seminar before your due date. You must book on the dates offered by the School.**

- **Late Milestones:** Under the SGR Procedures and Instructions, candidates with overdue seminars must have their candidature classified as 'At Risk' and are required to follow the prescribed procedures for such a classification i.e. to attend a Candidature Assessment and Support Plan (CASP) meeting with their supervisor & the program manager. *Contact [guss.research@rmit.edu.au](mailto:guss.research@rmit.edu.au) as soon as you are aware you may not be able to present a seminar on time.* **Late milestones will make you ineligible for funding.**
- **Early Milestones:** If you wish to present your seminar before the dates advised by SGR, approval is required under the policy. The candidate is required to send a request from their student email, endorsed by the primary supervisor and stating the exceptional progress of the candidate as part of the request. Please contact [guss.research@rmit.edu.au](mailto:guss.research@rmit.edu.au) for assistance.
- Panel members may participate in multiple seminars in the same week as yours and require sufficient reading time to prepare. Timely submission of your documents will ensure you receive the most helpful feedback on your research progress.
- **The last day to book/provide all panel details will be strictly adhered to.** Failure to provide all required panel information in the google Seminar folder *will result in the primary supervisor & candidate being responsible for sending the appointment and seminar documents to all panel members* provided they accept a later submission date or will result in seminar cancellation.
- The School's preference is for the same independent panel member to attend all three milestones during candidature.
- The HDR Program Manager may choose to remove you from a seminar if your documents are not submitted by the due date. This may result in an appointment for a Candidature Assessment and Support Plan (CASP) meeting.
- Requests for seminars booked outside the set dates will be refused. Forward planning will assist you to book your seminar on the dates provided by the School.
- You are strongly encouraged to plan & book your seminar well ahead to avoid missing your preferred date. Failure to respond to email requests to book your seminar may result in an appointment for a Candidature Assessment and Support Plan (CASP) meeting.

### The On-Line booking system

The candidate must book a seminar time in the [Seminar Booking Calendar](#) and fill in the [2017 GUSS HDR Milestone Booking Form](#) by the date listed on the **2017 Seminar Dates** list (see below). Using the 'live links' above will take you to both the calendar and the form. *You must be logged into your student email only to access the links.*

- A Seminar Google Folder with your name is created for each new milestone and shared with the candidate and all panel participants for the upload and sharing of all milestone documents and required forms. It will contain two sub-folders, one called 'Candidate Documents' and one called 'Panel Documents'.
- All panel members and candidates can access the Seminar folder using the link in the email received when the folder is shared **or** by going into their google drive, selecting 'Shared with me' (on the left) and clicking onto the folder.
- The confirmed appointment and room can only be shared once the Milestone Booking Form has been fully completed.
- To cancel an appointment slot you have already booked, delete the event from the [Seminar Booking Calendar](#) and advise GUSS Research Services at [guss.research@rmit.edu.au](mailto:guss.research@rmit.edu.au). **Please ensure you don't have multiple bookings on the calendar which prevent others from making bookings.**

### Seminar Documentation

- The document **submission** dates listed below are **the latest possible dates** to submit your documents; you are encouraged to submit prior to the due date. **Supervisors may not give permission for documents to be submitted late.** *Contact Research Services if you think you cannot upload by the due date.*
- Upload the required documents into the Seminar Google folder using the 'Candidate Documents' sub folder. Share the whole folder, (not just the Candidate sub folder) with all panel members. The panel will retrieve your documents from this folder. *Do not set up your own google folder or mistakenly upload to your Candidature folder.*
- SGR will only accept a proposal or draft thesis as a single document, not as separated chapters. Separated partial chapters, reading lists etc cannot be uploaded by candidates. ***Read the SGR GUSS Milestone Instructions document below for more details.***

- Documents must follow the appropriate naming convention, **student id - family name - seminar**  
Example:  
Confirmation of Candidature: **S612345 Abbot - CoC - Proposal**  
Second Milestone Review: **S612345 Abbot - Second - Summary Doc**  
Third Milestone Review: **S612345 Abbot - Third - Draft Thesis**
- The Milestone Review Form (MRF) is completed by the primary supervisor/candidate. It must:
  - list correct FOR codes with a % allocation if there is more than one code. Further information listed here: <http://www.abs.gov.au/ausstats/abs@.nsf/0/0A7442069B0BE879CA2574180004AC0D?opendocument>
  - contain the Ethics approval number. SGR will not accept incomplete forms which will impact your ability to access funding and business cards.
- Read the SGR GUSS Milestone Instructions and the 2017 Seminar Booking Process documents for further guidance. (see below)

### **What happens in a seminar?**

1. A candidate presents an outline of their research for 30 minutes
2. The Panel and audience will ask questions of the candidate for 15-20 minutes
3. The Chair will ask all present, except the Panel, to leave the room so a discussion can take place to support the candidate in their research. The Candidate should remain close by waiting to be recalled to the room
4. The Panel recalls the candidate (other attendees excluded) and provides the seminar outcome, feedback and comments.
5. Seminar outcomes may include:
  - Successful or Successful with minor amendments required
  - Unsuccessful – major amendments required; a follow-up seminar will be required to be attended by the candidate and all panel members

## 2017 milestone seminar booking and process

	<b>Candidate and Seminar Panel</b>	<b>Research Services</b>
<b>Step 1 – plan milestone date</b>	<p>SGR requires seminars to be completed 2-3 months prior to the final date listed on the SGR Summary</p> <ul style="list-style-type: none"> <li>• ensure ethics application approved prior to seminar date;</li> <li>• ensure all supervisors and panel independent available</li> <li>• add to research plan</li> </ul>	
<b>Step 2 – Book seminar using GUSS Seminar Self – booking system</b>	<ul style="list-style-type: none"> <li>• book seminar at least 2-3 months prior to final date listed on SGR Summary using the GUSS Seminar Booking Calendar</li> <li>• complete Seminar google form</li> </ul>	
<b>Step 3 – complete all forms; seminar confirmed by Research Services</b>	<ul style="list-style-type: none"> <li>• candidate completes Abstract form, GUSS Feedback form within 7 days</li> <li>• candidate/primary supervisor complete all section of Milestone Review Form (MRF) within 7 days</li> <li>• the independent reads GUSS guidelines to prepare for seminar</li> <li>• candidate and all panel members read GUSS Feedback form</li> </ul>	<ul style="list-style-type: none"> <li>• selects panel chair</li> <li>• confirms room</li> <li>• shares appointment with candidate/all panel members</li> <li>• shares google Seminar folder with candidate/all panel members</li> </ul>
<b>Step 4 – seminar documents shared with panel</b>	<ul style="list-style-type: none"> <li>• candidate uploads seminar documents to Candidate sub folder by due date.</li> <li>• shares Seminar folder (not sub folder) with all panel members</li> <li>• all panel members access documents to prepare for seminar</li> </ul>	
<b>Step 5 – candidate presents milestone seminar</b>	<ul style="list-style-type: none"> <li>• panel members fill in GUSS Feedback form;</li> <li>• Chair advises candidate of outcome</li> <li>• if major amendments required, panel advises candidate of requirements and due date for re-presentation</li> <li>• Chair completes final version within 7 days; uploads to Seminar folder and shares with all panel &amp; candidate</li> <li>• candidate books seminar for re-presentation (major amendments only)</li> </ul>	<ul style="list-style-type: none"> <li>• Submits all documents to SGR</li> </ul>
<b>Step 6 – SGR approval</b>	<ul style="list-style-type: none"> <li>• SGR sends outcome letter to candidate/supervisors/School</li> </ul>	

2017 Milestone Seminar Dates

Seminar Dates	Last day to book seminar and confirm all panel members	Documents due and available for panel (3 weeks prior to seminar under RMIT HDR Policy)
<b>February</b> <b>DSC HDR Conference</b> Tuesday 21 <sup>st</sup> Wednesday 22 <sup>nd</sup> Thursday 23 <sup>rd</sup>	<b>Thursday 19<sup>th</sup> January</b>	<b>Wednesday 1<sup>st</sup> February</b>
<b>March</b> Monday 27 <sup>th</sup> Tuesday 28 <sup>th</sup> Wednesday 29 <sup>th</sup>	<b>Thursday 16<sup>th</sup> February</b>	<b>Wednesday 8<sup>th</sup> March</b>
<b>May</b> Monday 1 <sup>st</sup> Tuesday 2 <sup>nd</sup> Wednesday 3 <sup>rd</sup>	<b>Thursday 23<sup>rd</sup> March</b>	<b>Wednesday 12<sup>th</sup> April</b>
<b>June</b> Tuesday 13 <sup>th</sup> Wednesday 14 <sup>th</sup> Thursday 15 <sup>th</sup>	<b>Thursday 4<sup>th</sup> May</b>	<b>Wednesday 24<sup>th</sup> May</b>
<b>July</b> Monday 24 <sup>th</sup> Tuesday 25 <sup>th</sup> Wednesday 26 <sup>th</sup>	<b>Thursday 15<sup>th</sup> June</b>	<b>Wednesday 5<sup>th</sup> July</b>
<b>August</b> Monday 28 <sup>th</sup> Tuesday 29 <sup>th</sup> Wednesday 30 <sup>th</sup>	<b>Thursday 20<sup>th</sup> July</b>	<b>Wednesday 9<sup>th</sup> August</b>
<b>October</b> Monday 2 <sup>nd</sup> Tuesday 3 <sup>rd</sup> Wednesday 4 <sup>th</sup>	<b>Thursday 31<sup>st</sup> August</b>	<b>Wednesday 13<sup>th</sup> September</b>
<b>December</b> Monday 4 <sup>th</sup> Tuesday 5 <sup>th</sup> Wednesday 6 <sup>th</sup>	<b>Thursday 26<sup>th</sup> October</b>	<b>Wednesday 15<sup>th</sup> November</b>

# SGR/GUSS HDR Milestone Seminars: Candidate Document Requirements

## Instructions for Candidates

Refer to page 2 of the HDR Seminar and Booking Guide for correct naming of documents.

### Written and supporting materials submitted to the Review Panel must:

- be of the standard expected of a scholar at the stage in candidature you are presenting for
- should be of an appropriate length as agreed to with your supervisor team/ HDR Program Manager
- The Panel Chair may raise concerns with the Program Manager regarding the length of documents submitted to the seminar panel

At **Confirmation of Candidature**, the minimum requirements are:

A **research proposal** which contains the following headings:

- the thesis/project title
- a summary/abstract of the research
- a rationale, objectives and research questions
- how the proposed project will be undertaken – your methodology
- an explanation of how the research is situated in the context of the discipline area
- an initial review of literature and references
- an outline/summary of progress against a detailed research plan/timeline. Present in doc. format to be included with other documents submitted to SGR. (Your detailed research plan can be in Excel for the panel to consider but cannot be submitted to SGR in this format.)

Please submit your proposal as a single document. It will be submitted to the SGR Research Committee with other seminar documents as part of the proposal review process. *Please do not submit your PowerPoint presentation as a replacement for the proposal.*

### Additionally:

1. You must have successfully completed or have proof of a credit transfer/RPL for **Research Strategies** or be currently enrolled in the course.
2. Your **ethics approval number** must be available by your seminar date at the latest. Your documents cannot be submitted to SGR for final approval if the ethics approval number is not provided. This will impact your ability to access funding and business cards.
3. You must complete the **abstract template** in the Candidate Documents Folder of your seminar google folder *by the due date*. Used by GUSS to compile a seminar presentation list provided to the school in advance of seminar days, it is less detailed than the abstract in your proposal.
4. You must fill in the details at the top of the **GUSS Feedback Form** *by the due date* so it can be printed for use by the panel in your seminar.

## SGR/GUSS HDR Milestone Seminars: Candidate Document Requirements

### Written and supporting materials submitted to the Review Panel must:

- be of the standard expected of a scholar at the stage in candidature you are presenting for
- should be of an appropriate length as agreed to with your supervisor team/ HDR Program Manager
- The Panel Chair may raise concerns with the Program Manager regarding the length of documents submitted to the seminar panel

At the **Second Milestone Review** the minimum requirements are:

1. **A summary document** which contains the following headings:
  - the thesis/project title
  - an abstract of the research
  - an explanation of how the research is situated in the context of the discipline area/community of practice
  - a concise list of key readings and references to the research
  - any changes to candidature since the last milestone review eg. changes in supervisory team, LOA beyond 4 weeks and reason ie. health related, parental leave etc

*Submit the Summary in doc or pdf format, separately from your draft thesis*

### Additionally:

A **Thesis** draft of

- *at least 2 chapters* or
- equivalent in draft of published papers, as deemed appropriate for the discipline.

*Submit in doc or pdf format as a single document, not as separated chapters*

2. You **ethics approval number** must be available by your seminar date. Your documents cannot be submitted to SGR for approval if the ethics application number is not provided. This will impact your ability to access funding and business cards.
3. You must complete the **abstract template** in the Candidate Documents Folder of your seminar google folder *by the due date*. Used by GUSS to compile a seminar presentation list provided to the school in advance of seminar days, it is less detailed than the abstract in your summary document.
4. You must fill in the details at the top of the **GUSS Feedback Form** *by the due date* which will be printed for use by the panel in your seminar.
5. An **outline/summary of progress** against a detailed research plan/timeline. Your detailed research plan can be in Excel for the panel to consider.
6. **Project based research:** a portfolio of work which includes a draft of the dissertation, additional sample writings such as a refereed journal article, conference paper and/or exhibition/project overview possibly with catalogue and/or media interviews

# SGR/GUSS HDR Milestone Seminars: Candidate Document Requirements

## Instructions for Candidates

Refer to page 2 of the HDR Seminar and Booking Guide for correct naming of documents.

### Written and supporting materials submitted to the Review Panel must:

- be of the standard expected of a scholar at the stage in candidature you are presenting for
- should be of an appropriate length as agreed to with your supervisor team/ HDR Program Manager
- The Panel Chair may raise concerns with the Program Manager regarding the length of documents submitted to the seminar panel

At the **Third Milestone Review** you must provide:

1. **A summary document** which contains the following headings:
  - the thesis/project title
  - an abstract of the research
  - an explanation of how the research is situated in the context of the discipline area/community of practice
  - an outline/summary of progress against a detailed research plan/timeline
  - a concise list of key readings and references to the research (in doc format)
  - any changes to candidature since the last milestone review eg. changes in supervisory team, LOA beyond 4 weeks and reason ie. health related, parental leave etc
  - *Submit the Summary in doc or pdf format, separately from your draft thesis*

### Additionally:

2. **A Thesis draft of:**
  - an advanced draft of at least four chapters of the thesis or
  - the equivalent in draft or published papers, as appropriate for the discipline

*Submit in doc or pdf format as a single document, not as separated chapters*

3. You must complete the **abstract template** in the Candidate Documents Folder of your seminar google folder *by the due date*. Used by GUSS to compile a seminar presentation list provided to the school in advance of seminar days, it is less detailed than the abstract in your summary document.
4. You must fill in the details at the top of the **GUSS Feedback Form** *by the due date* which will be printed for use by the panel in your seminar.
5. **Project based research:** a portfolio of work which includes an advanced draft of the final dissertation. The final project outcome, be it product or artefact, will be represented appropriately by images, recordings or text as relevant to research and submitted to the review panel as part of the portfolio in addition to refereed journal articles or conference papers.