School of Graduate Research
Guide for Mid candidature Milestone Review Submissions – Research by Thesis

Background

Review panel presentations and components

All Higher Degree by Research candidates are required to make presentations/submissions of their research to a Milestone Review Panel at a School arranged event such as a Postgraduate Research Symposium, Graduate Research Conference, or other form of seminar as an essential part of their program. This is the formal process whereby the Panel reviews and provides advice on your progress and approves your continuation to the next stage of your research.

This regular assessment of progress includes the three compulsory candidature milestone reviews:

1. Confirmation of Candidature;
2. Mid candidature review;
3. Completion seminar.

At each review for candidates undertaking research by thesis the following components are assessed:

1. Verbal presentation of research, and
2. Written documentation in response to section A, B or C as relevant to the particular milestone review.

The review of candidature document and the presentation explains what stage your research is at and how you will proceed. They should be prepared in consultation with your supervisor/s.

Your Review of candidature submission is an agreement and a briefing for both you and your supervisor, and the people on the Panel you present to. If you move away from what is stated in your previous Review of Candidature submissions, you should be prepared to explain both what this move is and what occasioned it.

Copies of the documentation should be sent to your senior supervisor at least 10 days in advance of the date on which the Review Panel is convened to meet. Please also send a copy to your school research administrator to enable the documents to be forwarded to panel members in time for them to properly consider the material.

Preparing your written submission

These guidelines list the key points that candidates need to address in their submission. They are designed to enable the panel to make an assessment of your progress. The *italicised* comments are intended to serve as prompts to your responses. The criteria listed for each review are considered by the panel when they make their assessment. You should be mindful of these when preparing your submission but do not need to reiterate these in your documentation.

Please provide each of the listed components appropriate to your review.

NOTE:

Candidates needing a Mid candidature milestone review, and have already completed a Confirmation of Candidature, need to respond only to questions B1-7.
Section B – for Mid candidature reviews

Mid candidature review milestone assessment criteria – panels are looking for:

a) Presentation of research outcomes of sufficient quality and quantity to support a coherent and critical account of that work.

b) Evidence that the candidate has been developing the research and testing their methodology as they progressed.

c) Evidence that the candidate has a strong understanding of how their research is situated in the existing knowledge of their discipline, and its relationship to work by other researchers.

d) A clear and viable schema for completing the degree, including a detailed timeline of the research program from the mid-point to completion.

Doctoral candidates must submit written work to the Review Panel which satisfies the following minimum requirements:

- **Humanities and Social Science disciplines**: a draft of the thesis comprising 30,000 to 40,000 words, in advanced draft and fully documented, on the data or textual analysis and findings, (or equivalent in published papers).

- **Science, Health, Engineering, Maths and Maths/Technology related Business disciplines**: a draft of at least two chapters of the thesis or the equivalent in draft or published papers. This review should show evidence of data analysis and findings.

For Masters by Research candidates word limits should be greater than or equal to half those required for PhD milestone reviews – please consult your HDR Coordinator for more information.

In addition a summary document addressing the headings (B1 – B7) below is required.

Please use these headings to organise your summary document and respond to these instructions:

**B1. Title of study**
The title should identify and succinctly convey the key research theme. If it has changed since the last milestone review you should explain why.

**B2. Research abstract**
Summarise how the research is gaining clarity and focus through the refinement of questioning and demonstrate how the research aims and questions been developed since the Confirmation of Candidature review.

**B3. Broader research context**
*Explain the contribution that will be made by the research and its relationship to existing knowledge.*
Summarise how the theories/concepts have been developed and whether it has potential to contribute to an existing or an emergent area of work.
Demonstrate how the methodology is being used effectively to answer your research questions.
*If you are a Doctoral candidate discuss how the research is original and likely to produce new knowledge.*
Provide a summary of what the final outcome will be if this has changed since Confirmation of Candidature.

**B4. Outline of progress: summary of the research progress against a detailed research plan/ timeline**
Provide your updated research plan/timeline; it should be realistic and viable.

*Explain the results you have at this stage - include table of contents and draft thesis chapters, and/or draft or published papers – and how they relate to the proposed research.*

**B5. Ongoing review of literature/references** - attach a concisely selected bibliography of readings and references of importance to the research

**B6. Any changes to your candidature**
*Provide an explanation of any changes to your candidature that have occurred since Confirmation of Candidature and how this has impacted on your candidature.*

**B7. List any particular issues that you need advice about**