

## HDR Milestone Review and Slide Presentation Submission Guidelines

### 1. Milestone Review Submissions (due by Monday 13 January 2014)

The Milestone Review Submission paperwork should be emailed to [hdr-bus-conference@rmit.edu.au](mailto:hdr-bus-conference@rmit.edu.au) with your full name, student number and School name in the email 'subject line'.

#### Milestone Review Submission guidelines

- Guide for Confirmation of Candidature Milestone Review Submission
- Guide for Mid Candidature Milestone Review Submission
- Guide for Completion Seminar Milestone Review Submission

Please ensure that you address all the headings listed in the guidelines as follows:

- Confirmation of Candidature: Headings A1-A4
- Mid Candidature Review: Headings B1-B7
- Completion Seminar: Headings C1-C8

On the cover page of your milestone review report please include your research title, name, student number, program, School, Supervisor names, milestone type (Confirmation of Candidature, Mid Candidature or Completion Seminar) and presentation date.

### 2. Presentation Slides Submission (due by Monday 3 February 2014)

The presentation slides should be emailed to [hdr-bus-conference@rmit.edu.au](mailto:hdr-bus-conference@rmit.edu.au) with your full name, student number and School name in the email 'subject line'.

#### Slide presentation guidelines:

- On the title page include your research title, name, student number, program, School, Supervisor names, milestone type (Confirmation of Candidature, Mid Candidature or Completion Seminar) and presentation date.
- Number of slides should not exceed 15 (20 for completion seminars)
- Use active voice<sup>1</sup>
- Use font size that is legible (e.g. at least Arial 14pt) and try to keep it consistent.
- Use bullet points where possible (8 -10 LINES NOT PARAGRAPHS- per slide)
- Use conceptual diagrams, models, figures, graphs and images if appropriate
- The candidate must deliver a presentation that outlines:
  - aim
  - research question - clearly articulate the research question
  - significance - explain the significance of the research
  - approach - explain how you will do the research

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<sup>1</sup> In the active voice, the subject performs the action of the verb.

Example: 'The research team (subject) conducted (verb) the survey (object)'.

In the passive voice, the object performs the action of the verb.

Example: 'The survey (object) was conducted (verb) by the research team (subject)'.

## **Presentation times**

### **Confirmation of Candidature and Mid Candidature Review**

- Candidates will be permitted 20 minutes of uninterrupted presentation followed by 10 minutes of Q & A moderated by the panel chair and 10 minutes of panel deliberation.

### **Completion Seminar**

- Candidates will be permitted 35 minutes of uninterrupted presentation followed by 10 minutes of Q & A moderated by the panel chair and a further 15 minutes for candidate and panel discussion.