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 who are completing a Confirmation of Candidature milestone review need only respond to questions A1-4.
Section A – for Confirmation of Candidature reviews

Confirmation of candidature milestone assessment criteria – panels are looking for:

a) A clear summary explication of the candidate’s aims and the significance of the research.
b) Evidence that the candidate has begun to adequately reflect on their research framework, and its relationship to the existing body of knowledge.
c) Evidence that the candidate understands the proposed methodology and has the skills needed to undertake the research.
d) An indication that the research is original and will produce new knowledge (PhD candidates) or appropriate to the level of a Masters by research degree.
e) A clear and viable schema for completing the degree, including a detailed timeline of the research program from confirmation to completion.

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

- **Humanities and Social Science disciplines**: a research proposal comprising 7,000 to 10,000 words.
- **Science, Health, Engineering, Maths and Maths/Technology related Business disciplines**: a research proposal comprising approximately 5,000 words (or equivalent in metrics, diagrams, plans, designs, models, images).

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.

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

A1  Attach your research proposal which should include:

- **Title of study**  
The title should identify and succinctly convey the key research theme.

- **Rationale - research abstract**  
Summarise and articulate what your research is about, what the research aims and research questions are and how the research is significant.

- **Broader research context – situating the research in your discipline**  
Explain how the research program is framed in light of existing work, what existing theories or concepts are involved and whether it has potential to contribute to an existing or an emergent area.  
Outline the methodology.  
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.

- **Outline of progress: summary of the research progress against a detailed research plan/timeline**  
Provide your research plan/timeline; it should be realistic and viable and demonstrate how you are on a path to complete within the standard duration of candidature. Consult your supervisor for advice on the appropriate format for the plan/timeline (such as a Gantt chart, Word document etc).  
Explain any preliminary results and how they relate to the proposed research.

- **Initial review of literature and references - attach a concisely selected preliminary list of readings and references of importance to the research**

A2. Have you completed/enrolled in, or have you requested an exemption from, the mandatory research strategy/method course?

A3. Attach the most current version of your Needs Analysis form

Provide any evidence of particular needs for this project and comment on how they are being supported to promote a timely and successful completion.

A4. List any particular issues that you need advice about