Section 1: General Information

|  |  |
| --- | --- |
| **Discipline Representative** |  |
| **Milestone** | Choose an item. |
| **HDR Candidate** |  |
| **Degree** | Choose an item. |
| **Document(s) for Review** | HDR Support Officer to specify what docs are to be reviewed for which milestone  |

You have been nominated as an academic discipline representative with expertise relevant to a UNE HDR candidate’s research project. Could you please prepare a report of about one page on the candidate’s milestone documents, which have been submitted for peer review in support of an application to attain a milestone of candidature.

**Due date** **for submitting your report** to the Higher Degrees by Research Support Officer is TWO WEEKS FROM DATE OF RECEIPT: **HDR SUPPORT OFFICER** **SPECIFY DUE DATE** Click or tap to enter a date.

**A Milestone Panel Meeting** is scheduled for: **HDR SUPPORT OFFICER** **SPECIFY MEETING DATE** Click or tap to enter a date.

During this meeting, your report will be considered. You will be required to attend to discuss your recommendations with the candidate and their supervision team.

Sincere thanks for your valuable feedback to the HDR candidate.

Section 2: Evaluation

Please evaluate the HDR candidate’s written work according to the following scale:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | **Disagree** | **Neither Agree nor Disagree** | **Agree** | **Strongly Agree** | **Not Applicable/ Do Not Know** |
| *The HDR candidate’s written work brings something new to our knowledge of the topic (depth and originality of research appropriate to the degree and stage of candidature).* |  |  |  |  |  |  |
| *The purpose of the research is clearly stated.* |  |  |  |  |  |  |
| *The problem statement/research question is well developed and the objectives of the research are clearly stated.* |  |  |  |  |  |  |
| *The literature review demonstrates knowledge of relevant scholarly research in the field.* |  |  |  |  |  |  |
| *The research method is clearly articulated and appropriate.* |  |  |  |  |  |  |
| *The analysis is strong and well presented.* |  |  |  |  |  |  |
| *The written work is well-organised, and the quality of written expression is of a high standard.* |  |  |  |  |  |  |
| *The references are complete and comply with the research discipline’s style guidelines.* |  |  |  |  |  |  |

Section 3: Reviewer’s Report

In the space below, please provide a formal written report of approximately one page to the HDR Coordinator who will pass on the report to the candidate, supervisors, and the Graduate Research School.

The HDR candidate’s milestone documents should be free from grammatical and typographical errors and should demonstrate:

* A focused research topic, an appropriate methodological framework, and a sound argument;
* Writing skills at a level of scholarly depth, sophistication, and originality appropriate to this stage of higher degree research in the discipline.

Report on the HDR Candidate’s written work against the criteria for evaluation above, commenting on strengths, weaknesses, scholarship, structure, and style, risks and resources where relevant to your assessment.

**In your report,** **specify amendments or conditions on attainment of milestone, revisions, or further work required (if applicable).**

**Thesis Review ONLY -** Provide feedback below on the following items, this will be discussed during the panel meeting:

* **Thesis preliminary pages**: Title page, Declarations, Table of Contents,
* **Thesis Abstract** (up to 500 words)
* **Keywords** (approximately 5)
* **Bibliography** (sample page to check referencing).
* At the request of the Thesis Review panel chair or the thesis supervisors, the discipline representative may also be asked to review a chapter in the draft thesis that has not previously undergone peer review.

**REPORT:**

Section 4: Budget and Resources Assessment (Not Applicable for Thesis Review)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | **Disagree** | **Neither Agree nor Disagree** | **Agree** | **Strongly Agree** | **Not Applicable/ Do Not Know** |
| *The HDR candidate’s plan for travel, fieldwork, experiments, etc., including any risk assessments are feasible and appropriate.* |  |  |  |  |  |  |
| *The budget and resources are well justified and appropriate for the project scope.* |  |  |  |  |  |  |
| *The HDR candidate’s research requires further coursework/training (if applicable, include specific recommendations).* |  |  |  |  |  |  |
| *Ethical clearance is achievable within a timeframe appropriate for the project.* |  |  |  |  |  |  |

**Notes:**

Section 5: Milestone Attainment Recommendation

Based on my evaluation of the HDR candidate’s written work for this milestone, I recommend:

|  |  |
| --- | --- |
| 1. | Attainment of Milestone |[ ]
| 2. | Attainment of Milestone with Amendments or Conditions (specified in my report) |[ ]
| 3. | Re-do Milestone: Revise and Resubmit Further Material for Review (specified in my report) |[ ]