Milestone Review Panel Information

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| **Milestone Review Panel Meeting Date** | Click or tap to enter a date. |
| **School** | Choose an item. |
| **Degree** | Choose an item. |
| **HDR Candidate** |  |
| **Student Number** |  |
| **Thesis Title** |  |
| **Principal Supervisor** |  |
| **Co-Supervisor(s)** |  |
| **Discipline Representative** |  |
| **HDR Coordinator/ Chair** |  |

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| **Review Written and Oral Requirements** |

Review Oral Presentation Requirements

Verify that the candidate has met the oral presentation requirements.

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| **The candidate has met the oral presentation requirements and has received constructive feedback.** | Choose an item. |
| Optional Comments: |  |

Review Written Requirements

Verify that the candidate has met the written requirements.

The thesis should be ready to be submitted for examination in three to six months (for full-time PhD candidates) or in three months (for full-time Master by Research candidates).

1. The draft thesis has been submitted to iThenticate and the Similarity Report shows: HDR SUPPORT OFFICER TO COMPLETE

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| **Similarity Percentage (%)** | | | | % | |
| **Integrity Flags for Review** | **Yes\*** add details below |  | **No** | |  |
| Integrity details from iThenticate: | | | | | |
| **AI-generated content percentage (%)** | | | | % | |
| Optional Comments by the Milestone Review Panel: | | | | | |

1. The Principal Supervisor and Co-Supervisor(s) confirms:

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| The supervisors confirm that a full draft is in place or at least 75% of the dissertation is complete in draft form and feedback from the supervisors has been received. | Choose an item. |
| The Principal Supervisor verifies that the candidate’s Research Data Management Plan has been submitted to RUNE. | Choose an item. |

1. Record of completed/drafted chapters and other research such as fieldwork or publications that provide evidencethat the HDR candidate has progressed at least 75% of the way to completion of their thesis:

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| < *Replace this text with**a**record of completed/drafted chapters and other research such as fieldwork or publications that provide evidence.*> |

1. Since confirmation of candidature, the candidate has received written feedback on written work from a scholar outside the supervision team

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| <*Record details of the peer review of written work, including the title of the paper that was reviewed, the nature of the feedback, the name and position of the reviewer (if known), and publication details (if relevant). Record feedback from the peer reviewer/discipline representative.>* |

Discuss the candidate’s ability to achieve completion of candidature

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| <*Record the milestone panel’s appraisal of the candidate’s progress, the argument and structure of the thesis, the quality of the writing, obstacles encountered and challenges remaining*.> |

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| **Review Candidature Requirements** |

SEO (Socio-Economic Objectives) Codes

<***HDR Support Officer*** *inserts current SEO and Percentage until Skills Forge**auto-fills:* ***Chair*** *to check in the meeting and amend if necessary*>

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| **SEO Code** | **Description** | **Percentage (%) must equal 100%** |
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In consultation with supervisors, candidates select up to 3 codes and allocate percentages totalling 100%. SEO codes are:

<https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release>

FoR (Field of Research) Codes

<***HDR Support Officer*** *inserts current FOR and Percentage until Skills Forge auto-fills:* ***Chair*** *to check and amend in meeting in the meeting if necessary*>

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| **FOR Code** | **Description** | **Percentage (%) must equal 100%** |
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In consultation with supervisors, candidates select up to 3 codes and allocate percentages totalling 100%. FoR codes are:

<https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release>

Ethical Clearance

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| **Since the last milestone, ethical clearance for the project: (select one option)** | Choose an item. |
| **Notes:** | |

Indigenous Knowledge/Participation

Does the research project examine or include Indigenous Australian knowledge or participation from Aboriginal or Torres Strait Islander people or communities? If yes, provide details and discuss support and resourcing needs.

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| **Notes:** |

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| **Review Resources** |

Funding

Record how School funds ($3,500 p/a is available for candidates in high-cost fields of study and $2000 p/a for candidates in low-cost fields) have been used to support research-related travel and expenses. Doctoral candidates receive 3 years of funding (FTE) and Masters receive 2 years of funding (FTE). Note any remaining projected expenditure such as proofreading or printing of the thesis:

HDR SUPPORT OFFICER: Amount of remaining funds available $\_\_\_\_\_

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| <*Record how the research funding has been used.*> |

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| **Remaining Items to be Funded** | **Costs ($AUD)** |
| Proofreading |  |
| Thesis Printing |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |
| Other (specify in detail) |  |
| **TOTAL Remaining Items to be Funded** |  |

UNE RTP and IPRA Scholarship Holders Only

The RTP Scholarship Policy (clause 23) states that the University requires HDR Candidates in receipt of a full-time scholarship to work full-time, that is, 38 hours per week on their research. Any paid work outside of this must be disclosed and approved by the Principal Supervisor and Head of School or delegate. Students must not be in receipt of an equivalent award, scholarship or salary related to their course of study that provides a benefit greater than 75% of their annual RTP stipend rate. Work must not interfere with your research and progress. Income from part-time work will not be tax-exempt.

Please state the number of hours per week that you undertake paid work for UNE (e.g., tutoring, marking, research assistance):

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| **Total Number of Hours of Paid Work For UNE Per Week** |  |

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| **Notes:** |

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| **External Engagement** |

Does the research involve activities that are being, or will be, undertaken with an external organisation (i.e., an industry partner or organisation that is not a university) such as:

* An internship;
* External supervision;
* Working on a collaborative or embedded research project;
* Access to facilities, resources, or other project-related arrangements (excluding research participant interviews);
* Employment that is aligned with your research project.

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|  | None of the industry engagement categories apply to me (no further action required). |  |

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|  | I have provided this information to the University previously (e.g., ‘As per admission application’, ‘as per scholarship agreement’, ‘as per internship approval’ etc.). | | | | |
|  | My research project includes one of the below activities and I will spend at least 60 full-time (or equivalent) days with the external organisation undertaking the activity (either in person or remotely). Indicate the applicable activity/activities below, including only activities for which arrangements have been made/discussed with all parties. | | | |  |
|  | Accessing facilities or other resources | | |  |
|  | Working on a collaborative or embedded project | | |  |
|  | Other project related arrangements | | |  |
|  | I am employed in a role that is related to my research project | | |  |
|  | Other activity | | |  |
| **Provide additional information**  Please attach a copy of the agreement or arrangement (e.g., a formal agreement, contract or similar. An email between you and the external organisation may be sufficient providing it details the agreed activity) or provide details on the status of the arrangement. | | | |  |
| Organisation (name and type) | |  | |  |
| Type/nature of the activity | |  | |  |
| Approximate Start date | | Click or tap to enter a date. | |  |
| Number of days of activity to be undertaken with the external organisation during your candidature. Eligible internships must be sixty (60) full-time (or equivalent) days or more. | | |  |  |

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| **Review Supervision and Support** |

A confidential discussion is to now take place between the supervisors and milestone panel and the candidate and milestone panel. The Chair must complete the Confidential Milestone Discussion form and send to the Graduate Research School for record management.

[Confidential Milestone Discussion](https://www.une.edu.au/__data/assets/word_doc/0011/523739/20240812-Confidential-Milestone-Discussion.docx)

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| **Thesis Assessment** |

**Chair of Examiners**

Normally the Chair of Examiners will be an experienced academic from a cognate discipline who is not a member of the supervision team. The HDR Coordinator or Head of School may be nominated as Chair of Examiners if a discipline representative is not available.

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| **Nominate a Chair of Examiners** |  |

**Anticipated date of thesis submission:** Click or tap to enter a date.

HDR Support Officer to advise the HDR Support Officer (Thesis Examinations) who the Chair of Examiners will be and the anticipated date of thesis submission.

**Thesis Examiners**

Discuss the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work contained within the thesis.

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| **Potential Examiners** | **Institutional Affiliation** |
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**Conflict of Interest Check**

Please refer to the UNE [Conflicts of Interest](https://policies.une.edu.au/document/view-current.php?id=1) Policy and the [ACGR Conflict of Interest in Examination Guidelines](https://www.acgr.edu.au/wp-content/uploads/2018/09/ACGR-Conflict-of-Interest-in-Examination-Guidelines.pdf) for examples of potential conflicts of interest that may arise between examiner and various parties including the candidate, the supervisor, the University, the subject matter and another examiner. Common forms of CoI may involve: personal and social relationships, working relationships including employment, mentorship, supervision, co-authorship within the past five years, holding a grant together, or if the examiner graduated from UNE within the past five years or is in a close relationship with another examiner (e.g., works in the same University faculty as another nominated examiner).

Determine whether the candidate or the supervisors have reservations or concerns about a particular individual acting as a thesis assessor (veto list).

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| **Name of Examiner(s) Not Appropriate for Examination** | **Justification** |
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| **Confidentiality Agreement** | |
| A confidentiality agreement is required for examination (E.g., commercial in confidence, patent pending, IP held by industry partner/project) | Choose an item. |
| **Thesis Restriction/Embargo** | |
| A delayed or restricted access to the thesis following award of degree is required (E.g., national or industry security, copyright law or licensing agreement, publication pending, privacy/confidentiality, if released would pose a risk to author, University or any third party). | Choose an item. |

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| **Milestone Recommendation** |

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| 1. | **Passed**  The candidate has met all requirements and demonstrated satisfactory academic performance. | | | | | | |  | |
| 2. | **Amendments**  The candidate’s work meets some of the required standards in terms of the nature and quality of work undertaken, and the Milestone can be awarded without redoing the Milestone once the candidate has made corrections and clarifications, as specified by the Milestone Chair, below. | | | | | | |  | |
| **Amendment Due Date** (up to one month): Click or tap to enter a date.  **List of amendments:** | | | | | | | | | |
| 3. | **Resubmit Milestone**  The candidate’s work does not yet meet the required standards for the Milestone and the candidate should complete a period of research and writing as advised below in order to reattempt the milestone. | | | | | | |  | |
| **Resubmit Milestone Date** (up to two months):Click or tap to enter a date.  **Requirements for the Resubmit Milestone:** | | | | | | | | | |
| 4. | **Milestone is not achieved and a recommendation is made by the Chair to the Graduate Research School that candidature be terminated.**  The candidate’s work does not meet the required standards for the Milestone or degree and does not warrant a further period of research and writing.  This option is only available if the candidate has had the opportunity to revise and resubmit the milestone. | | | | | | |  | |
| Comments: | | | | | | | | | |
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| **Milestone Chair** | |  |  |  |  | Click or tap to enter a date. | | |  |
|  | | **Name** |  | **Signature** |  | | **Date** | |  |