

The below information is for HDR students enrolled under the **College of Business, Government and Law** and contains the college-specific requirements and processes for the HDR Milestones. This information can be used in conjunction with the [Office of Graduate Research webpage](#) and the [HDR Policies and Procedures](#).

Milestones are a compulsory part of HDR candidature and are required to be completed by HDR students and their supervisors regularly (usually annually) based on the student's individual HDR timeline. This process is to ensure that HDR students are progressing at an appropriate rate for their stage of candidature and effectively working towards a timely completion of their degree.

### **Milestone Requirements**

There are two parts to every major milestone: a presentation and the submission of written work. In addition, milestones must be logged through Inspire, the online HDR progression system. Students can initiate their milestone in Inspire, including the uploading of written work, prior to their presentation, but the online form cannot be submitted until after the presentation has been completed. All components of the milestone review should be completed before the due date indicated in Inspire.

Each milestone review requires an evaluation of progress, an assessment of the student's written work, and an assessment of the student's oral communication via a seminar or similar [*Note: Interim Milestones do not require an oral presentation*].

To complete the milestone, students will require the following mandatory materials (all should be uploaded to Inspire):

- Copy of relevant **Ethics Approval**
- **Written Work** - for example Research Proposal or Draft (Confirmation of Candidature or Interim Pre-CofC), Draft Chapters (Mid Candidature and Interim Reviews) or Draft Full Thesis (Final Thesis Review & Interim Post Final Thesis Review)
- **Turnitin Report** in accordance with the Academic Integrity Policy (Access HDR Turnitin box via the REST FLO site – self enrol via the <https://flo.flinders.edu.au/course/view.php?id=49767>)
- **Evidence of Oral Presentation with Written Feedback** – (further information in Oral Presentation section below) Presentation must be completed and written feedback needs to be uploaded into [Inspire](#) by the Student.
- **Completion Plan** – a plan must be uploaded into [Inspire](#). The OGR has templates available [Completion Plan](#) or [GANNT planning chart](#)

For each milestone, the student and supervisor must complete the necessary forms through [Inspire](#). HDR students must complete and upload all requirements of the milestone **before signing off** on the milestone form in [Inspire](#). Supervisors do not have the ability to upload documents into milestones.

### **Oral Presentation (Major Milestones)**

For each milestone review, the area HDR advisor will establish a review panel composed of the following two members:

- the area HDR advisor (or delegate where the advisor is also the supervisor); and
- a member of academic staff at Flinders University who is qualified to comment on the student's progress and research area, but who is not part of the student's supervisory team.

Panel members will receive all documentation in advance (including the research proposal for confirmation of candidature and thesis chapters for later milestones). A review meeting will be scheduled and attended by the panel, the student, and the supervisory team. If a formal presentation is to be given by the student, other College staff and students will be invited to attend (the presentation component only).

The review meeting will proceed as follows:

1. The student provides an overview of their progress. This can be a formal presentation if the student has not presented their work at a relevant College seminar prior to the review meeting. In the case of a Confirmation of Candidature milestone, the student must present their research proposal.
2. Questions and feedback for the student (from panel members first, and then open to the audience)
3. The panel meet with the student (without supervisors present)
4. The panel meet with the supervisory team (without the student present)
5. The panel meet to discuss progress and to make a decision. If a decision cannot be reached, the HDR Coordinator should be consulted
6. The panel's decision is communicated to the student and supervisory team verbally to be followed by confirmation by email.
7. Comments and feedback will be forwarded to the student and to the supervisory team as soon as possible by the area HDR advisor (to be uploaded under the 'independent assessor's comments' section of the milestone).

The panel must decide whether the student should be allowed to proceed with their studies as intended, or if modifications to their research program may be necessary. In general, the panel will choose from one of the following recommendations:

1. **Continuation of Candidature** - The student's progress is satisfactory, and they should continue with their studies, or, in the case of a Confirmation of Candidature, they should begin their research program as proposed (subject to minor revisions if necessary).
2. **Recommend Upgrade to PhD** (if currently a Masters by Research) – This option is only used at the Interim Pre-Confirmation or Confirmation of Candidature Milestone. The student has demonstrated that the project has the scope and scale required of a PhD and the student is capable of completing a PhD in the expected duration of candidature. Student and supervisor will also be required to complete the 'Degree Transfer or Significant Change to Project' form in [Inspire](#).
3. **Recommend Downgrade to Masters** (if currently a PhD student) – The student's progress is not considered to be at the standard of a PhD, but is at the standard of a Masters by Research. The student and supervisor will be required to complete the 'Degree Transfer or Significant Change to Project' form in [Inspire](#).
4. **Recommend 3 Month probationary period to resubmit the milestone:** The student has been identified as experiencing difficulty progressing and significant modifications to the research program are necessary. The student may be asked to submit a revised draft, revised chapters, or a revised research proposal, as the case may be, and/or deliver another presentation within 3 months (exclusive of any leave).
5. **Recommend Ongoing or Escalating Difficulty Progressing** (only once a student has already had a 3 month probationary period). The student's progress is unsatisfactory. The student will receive an ongoing or escalating difficulty progressing letter from the Office of Graduate Research and will be given 10 working days from the date the letter is issued to arrange a meeting with the Office of Graduate Research and your supervisor/s to discuss actions that can be completed by you within a specified timeframe to rectify your ongoing or escalating difficulty progressing.

Once the review and review meeting have been concluded, the College HDR Coordinator (or delegate) will lodge the decision through [Inspire](#). The student will get a notification from Inspire with details of the HDR Coordinator's recommendation and a link to view their completed milestone.