Timeline, steps and responsibilities for managing Higher Degree by Research Milestone Review Seminars in the School of Architecture

In advance

1. The Postgraduate Administrative Officer (PGAO) schedules a date for the seminar and communicates this to candidate, advisors, and Postgraduate Coordinator (PGC), 6-8 weeks before seminar.

2. If there is an unavoidable need to change the scheduled date (for instance if a particular external critic is not available on that date) then the reschedule is the responsibility of the Principal Advisor, working in association with the PGAO.

3. The Principal Advisor ensures that the milestone requirements and expectations have been communicated to the candidate. If there are any questions these are discussed with the PGC, 6-8 weeks out.

4. The Principal Advisor chooses and approaches a suitable external critic, 4-8 weeks out. Principal Advisor informs the PGC of the name and email address of the external critic.

5. The PGC agrees to chair, or nominates a suitable alternative, 4-8 weeks out.

6. If the candidate is applying for a ‘credit’ for the presentation part of the milestone (for Mid-Candidature and Final Thesis Review only) they make an appointment to discuss with the PGC, giving evidence of a recent public presentation, 2-4 weeks out.

7. The candidate is invited to make an (optional) appointment with the PGC to discuss advisory arrangements, including any proposed changes, 7-10 days out.

8. The candidate prepares the written submission in consultation with the advisors, and emails the completed document to the Principal Advisor 7-10 days prior to the seminar. Principal Advisor distributes the submission to PGC and other advisors.

9. PGC sends the written submission to the external critic, along with the milestone guidelines and briefing on the external critic’s role, 1-2 weeks out.

10. If the candidate is giving a public seminar they prepare a short (150 word) abstract and email to PGC for advertising to the school research community, 1-2 weeks out.
11. The advisors, chair, and external critic read the written submission and note any questions they may have for the candidate, also observations and/or ideas about the strengths and weaknesses of the project. Note that external critics are not obliged to provide a written report but may (if they choose) make their notes available to the candidate.

**On the day**

1. PGAO sets up staff room with data projector and laptop immediately before the seminar. The candidate should discuss any special presentation requirements with the PGAO in advance. Candidates are welcome to use their own computers if desired.

2. PGC (or delegate) chairs the seminar. This usually follows the pattern of: an oral presentation by the candidate, followed by a short period of general questions and discussion with the audience, after which the audience leaves the room and a private interview is conducted between the candidate, advisors, chair, and external critic, after which the candidate leaves the room and the panel confers about whether the milestone has been attained, and makes notes for the milestone review form. The panel reaches consensus, the candidate is invited to re-enter the room, and the decision is announced to the candidate immediately.

**After the event**

1. The chair prepares the milestone review form, and circulates to the advisors and external critic for feedback and any changes or additions to reflect the discussion that took place in the interview and panel deliberations, 1-7 days after the seminar.

2. When consensus has been reached about the milestone review form, the chair circulates it in final form to advisors and candidate, 7-10 days after seminar.

3. The PGAO completes the Graduate School Milestone form, attaches the milestone review form, and submits it to the Graduate School.