CONFIRMATION MILESTONE REVIEW FORM
School of Architecture
For Higher Degree by Research candidates (PhD & MPhil)

Note: this form is for Confirmation only, please use separate forms for Mid-Candidature and Thesis Review milestones.

According to policy 4.60.05 Research Higher Degree Candidature Progression and Development, confirmation of candidature is expected to take place 12 months FTE (PhD) or 6 months FTE (MPhil) after commencement. The purpose of this milestone is to ensure that:

- the candidate receives appropriate feedback in relation to the viability and progress of the research project,
- the candidate has sufficient training and there are resources available to complete the program within the recommended timeframes,
- the composition of the advisory team is appropriate.

http://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development

<table>
<thead>
<tr>
<th>Candidate’s details</th>
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<tbody>
<tr>
<td>Candidate’s name</td>
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<tr>
<td>Program</td>
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<tr>
<td>□ PhD</td>
<td>□ MPhil</td>
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<tr>
<td>Status</td>
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<tr>
<td>□ full-time</td>
<td>□ part-time</td>
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<tr>
<td>School/Institute</td>
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<td>Thesis Topic</td>
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<td>Advisors</td>
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<td>Invited Critic</td>
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<td>Chair of Milestone</td>
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<table>
<thead>
<tr>
<th>Documents and presentation</th>
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<tbody>
<tr>
<td>□ Detailed thesis proposal</td>
<td></td>
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<tr>
<td>□ Submission demonstrating research progress (can include text, drawings, prototypes, analysis etc - as appropriate to the project)</td>
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<tr>
<td>□ Oral presentation (required for confirmation)</td>
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<tr>
<th>Compliance requirements completed</th>
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<tr>
<td>□ Induction for international students?</td>
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<tr>
<td>□ Ethics approvals, if required?</td>
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<td>□ Research integrity training?</td>
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| Strengths and achievements |  |
**Issues and aspects to address**

**Is the project expected to result in a non-standard thesis format? In what way?**
- Consider mode and outcomes of research, including: thesis length; number, type, format and colour of illustrations; variations to UQ front matter template; submission of non-textual outcomes; submission of large format images, models, or built work; need for an exhibition; co-authored elements of the thesis, etc.

**Is the project viable in this form?**

**Has sufficient progress been made thus far?**

**Does the candidate have sufficient training to complete the project in this form?**

List any additional training requirements, including compliance issues noted above – research integrity training, ethics approval.

**What resource requirements does the project have? Are they available?**

**Is the composition of the advisory team appropriate?**

<table>
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<th>Outcome</th>
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<tr>
<td>Milestone unconditionally achieved</td>
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<tr>
<td>Milestone achieved, subject to conditions below</td>
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<tr>
<td>Milestone not achieved, extension and repeat milestone required</td>
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<tr>
<td>Milestone not achieved at second attempt, candidature review required</td>
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**Tasks to complete before achievement of conditional milestone, or next attempt**

- List the specific tasks, including the date by which these tasks must be achieved.
Steps and responsibilities for management of Milestone Review Seminars

In advance:

1. The Postgraduate Administrative Officer (PGAO) schedules a date for the seminar and communicates this to student, 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 student. 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 chair, 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 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 supervisory arrangements, including any proposed changes, 7-10 days out.

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

9. PGC sends the 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 PGAO for advertising to the school research community, 1-2 weeks out.

11. The advisors, chair, and external critic examine or read the 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 student.

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 seminar by the student to a general audience, followed by a short period of questions and discussion with the audience, after which the audience leaves the room and a private interview is conducted between the student, advisors, chair, and external critic, after which the student 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 student is invited to re-enter the room, and the decision is announced to the student 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.