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

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

According to policy 4.60.05 Research Higher Degree Candidature Progression and Development, Thesis Review is expected to take place 12 months FTE (PhD) or 6 months FTE (MPhil) after mid-candidature review and should be held no later than 3 months prior to the expected thesis submission date. The purpose of this milestone is to ensure that:

- the work is of a standard to be examined by the expected submission date,
- appropriate feedback about the readiness of the thesis for examination can be given,
- any issues or concerns with the thesis requiring attention can be addressed prior to submission,
- the scope, originality and quality of the thesis are of an appropriate standard,
- there is a forum for discussing the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work contained within the thesis,
- the candidate and the advisors have an opportunity to express any reservations or concerns about having any particular individual act as an examiner and the nomination of a chair of examiners can be discussed,
- the candidate has an opportunity to request an oral thesis examination in addition to a written examination.

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

Candidate’s details

<table>
<thead>
<tr>
<th>Candidate’s name</th>
<th>Student number</th>
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<tr>
<td>Program</td>
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<td>PhD</td>
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<td>Thesis Topic</td>
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<td>Advisors</td>
<td>Student number</td>
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<td>Invited Critic</td>
<td>Student number</td>
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<td>Chair of Milestone</td>
<td>Student number</td>
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Documents and Presentation

☐ Complete or near-complete thesis draft (can include text, drawings, prototypes, analysis etc - as appropriate to the project)

☐ Oral presentation? (can be waived if credit is approved)

Strengths and achievements

Please give appropriate feedback about:

- the readiness of the thesis for examination;
- any issues or concerns with the thesis that should be addressed before submission;
- whether the overall scope, originality, and quality of the thesis reaches an appropriate standard.
## Issues and aspects to address

Please give appropriate feedback about:
- the readiness of the thesis for examination;
- any issues or concerns with the thesis that should be addressed before submission;
- whether the overall scope, originality, and quality of the thesis reaches an appropriate standard.

## Any other general advice and feedback


## 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 work of a standard to be examined by the expected submission date?


## Are the scope, originality and quality of the thesis of an appropriate standard?


## Have potential examiners been discussed, and approached?

- Give due consideration to the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work within the thesis.
- Consider possible conflicts of interest when discussing potential examiners.
- Discuss ‘requests not to assess’ by specific individuals, if applicable. Advisors to make initial, informal overtures to potential examiners as early as possible
- ‘Nomination of thesis examiners’ form to be completed and returned to Erin as early as possible

## Does the candidate wish to request an oral examination?


## Outcome

- Milestone unconditionally achieved
- Milestone achieved, subject to conditions below
- Milestone not achieved, extension and repeat milestone required
- Milestone not achieved at second attempt, candidature review required

## 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 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 supervisory 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 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 by the student, 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 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.