

# HDR18 - Milestone Review & Annual Report - Final Year Review Milestone (FYR)

Mid and Final Year Review (FYR) Milestone will require submitting the following documents and completing an informal presentation to the supervisory panel offering a comprehensive overview of the research journey and current status.

Formal presentations to a review panel will only be necessary if requested by the principal supervisor, or home faculty/school PVC/Director/delegate, or the Dean of Graduate Studies.

## **Documents to submit:**

- Draft thesis/Chapters to date, including iThenticate report ( [iThenticate | Charles Darwin University \(cdu.edu.au\)](https://cdu.edu.au/ithenticate) )
- An outline of the work completed since your last Milestone Progress Report (MPR). Please refer to the last MPR report. Have these goals been accomplished? Why or why not?
- Detailed written statement of the work to be completed in the next year
- Gantt Chart with backward mapping from your anticipated submission date

**Note: the informal presentation needs to be completed before you submit this form.**

If you are facing any issues, please feel free to reach out to our counseling team for support. You can contact them via the link below.

[Counselling | Charles Darwin University \(cdu.edu.au\)](https://cdu.edu.au/counseling)

If you require a confidential meeting with the Dean of Graduate Studies, please send an email to the Research Degrees Team at [research.degrees@cdu.edu.au](mailto:research.degrees@cdu.edu.au) , and they will arrange it for you.

## GUIDE TO COMPLETING THIS FORM

- All relevant questions must be completed. Additional information may be required depending on your answer. You will be unable to continue until the required response sections have been completed.
- Progress on this form can be saved and completed at a later stage.
- When selecting 'save and continue later,' a link will be emailed to you that enables you to return and complete the form.

#### Workflows:

Workflows have been enabled with this form to facilitate authorisations and signatures as follows:

#### Faculty of Arts and Society, Faculty of Science and Technology, and Faculty of Health workflow:

1. Candidate completes Section 1- and submits to the Principal Supervisor
2. The Principal Supervisor completes Section 2 - and submits to the Faculty / School Delegate
3. Faculty / School Delegate completes section 3 - and submits to the Dean of Graduate Studies
4. The Dean of Graduate Studies completes section 4- and submits to the Research Degrees Office
5. Research Office to process and advise candidates by email.

A copy of the form will be sent to the Principal Supervisor once the Dean of Graduate has endorsed it. The Supervisor can then share the feedback with the student.

For queries about the process or difficulties using the form, please get in touch with the HDR Support Officer by phone at +61 8 8946 7289 or by email at [research.degrees@cdu.edu.au](mailto:research.degrees@cdu.edu.au)

## Section 1.1: Details of the Candidate

Name of Candidate \*

Student Number \*

Candidate Email Address \*

Faculty or School name \*

Course \*

- ☐ Doctor of Philosophy
- ☐ Masters by Research

Are you an international student? \*

- ☐ Yes
- ☐ No

Enrolment Status \*

- ☐ Full-time
- ☐ Part-time

Are you a current scholarship holder? \*

- ☐ Yes
- ☐ No

Commenced Date \*

Maximum submission date

Are you on schedule to complete by your maximum submission date? \*

- ☐ Yes
- ☐ No

Date of informal presentation to your supervisor(s) (NB must be completed before you submit this form) \*

Principal Supervisor Name \*

Principal Supervisor Email \*

## Section 1.2: Supervisory Panel Details

If you have recently updated your supervisor panel - please complete the [HDR11 - Change of Supervisory Panel \(snapforms.com.au\)](https://snapforms.com.au/HDR11-Change-of-Supervisory-Panel)

## Associate Supervisors Details

Other members of the supervisory panel

## Section 1.3: Written Statement & Gantt chart

The goal is to complete your PhD in three years full-time equivalent and your Masters in two years full-time equivalent.

A Gantt chart is available here: [Gantt Software | monday.com](#).

### Please upload your

1. Milestone Progress Review (MPR) that includes a one-page summary of achievements and any challenges since last MPR \*

Browse

2. Please provide a detailed written statement of the work to be completed until your thesis submission \*

Browse

3. Gantt Chart \*

Browse

## Section 1.4: Draft thesis and iThenticate report

Thesis Title \*

Please run a similarity report in iThenticate of your draft thesis and any other piece of writing you are submitting as part of this milestone to check for potential plagiarism.

Check each instance of similarity in the report with your supervisor to ensure all work is correctly attributed and edit if and as required to avoid any potential plagiarism. Then, generate a similarity report on the FINAL version of your draft thesis and any other pieces of writing submitted with this form, through iThenticate and upload it here. NOTE: the report should be filtered so exclude quotes and bibliography. If the similarity percentage is greater than 20% please discuss with your supervisor and adjust as required or provide a justification below. Visit our [iThenticate page](#) for more information.

What is the percentage similarity for your draft thesis? \*

- ☐ <10%
- ☐ 10 - 20%
- ☐ >20%

Please upload your thesis with iThenticate report here (please include the whole document) \*

Browse

## Section 1.5: Additional questions

What professional development have you completed in the last year? \*

What professional development do you require to submit your thesis?

## Section 1.6: Signature

Candidate Signature \*

Date \*

Please scroll to the bottom of the form and click '**submit.**' the form will then be sent to your Principal Supervisor.

## Section 2: Endorsement from Principal Supervisor

Principal Supervisor Name \*

### Section 2.1: Supervisor evaluation

Based on the informal presentation of the progress made to date is the candidate on schedule to complete by maximum submission date \*

- ☐ Yes  
☐ No

Has the candidate \*

Dedicated enough time to this research thus far

- ☐ Definitely ☐ Moderately ☐ Negligibly

Demonstrated the ability to write effectively

- ☐ Definitely ☐ Moderately ☐ Negligibly

Demonstrated the capacity to think critically

- ☐ Definitely ☐ Moderately ☐ Negligibly

Demonstrated they have acquired or could acquire the necessary knowledge to complete the thesis

- ☐ Definitely ☐ Moderately ☐ Negligibly

Please outline any progress concerns or other issues here \*

Is formal presentation with a review panel required (A formal presentation can support in any progression challenges) \*

- ☐ Yes  
☐ No

## Section 2.3: Principal Supervisor Signature

Please enter the email address of your Faculty Associate Dean Research.

If the Associate Dean Research is part of the supervisory panel, please provide their delegate's email address instead.

Faculty / School Delegate email \*

Please copy your Faculty/ Menzies delegate email from the list below and add it to the Faculty/School Delegate email box.

Once you click 'submit' the form will be sent to the relevant HDR Delegate to request endorsement.

**List of Faculty and Delegates below:**

Faculty of Health	Dr Karen Hazell Raine	karen.hazellraine@cdu.edu.au
Faculty of Arts and Society	Dr. Adelle Sefton-Rowston	adelle.sefton-rowston@cdu.edu.au
Faculty of Science and Technology	Dr Vinuthaa Murthy	Vinuthaa.Murthy@cdu.edu.au
Menzies School of Health Research	A/ Prof. Heidi Smith-Vaughan	Heidi.Smith-Vaughan@menzies.edu.au

Principal Supervisor Signature \*

Date Principal Supervisor signed \*

Note: The recommendation is not final and remains subject to the endorsement of the Faculty and the Dean of Graduate Studies

Once you click 'Submit,' the form will be sent to the relevant faculty delegate.

## Section 3: Faculty /School Endorsement

Faculty / School Delegate Name \*

Do you approve / agree with the supervisor Informal / formal presentation recommendation?

☐ Yes ☐ No

If you have any doubts, please contact DGS before you submit the form

If necessary, please provide justification to your response

Formal presentations to a review panel will only be necessary if requested by the principal supervisor, or home faculty/school PVC/Director or delegate, or the Dean of Graduate Studies.

Faculty / School Delegate Signature \*

Date Faculty signed \*

**Note:** The recommendation is not final and remains subject to the endorsement of the Dean of Graduate Studies

Once you click 'submit' the form will be sent to the Dean of Graduate Studies

## Section 4: Dean of Graduate Studies or Delegates Endorsement

- ☐ I agree with the Faculty/School decision
- ☐ I do not agree with the Faculty/School decision

Any additional comments here.

If the DGS does not agree with the ADR and requests a formal presentation, please provide details here

Delegates name \*

Dean of Graduate Studies or Delegates Endorsement \*

Date Dean of Graduate Studies or Delegate endorsed \*