

# MPhil

## Milestone 1: CONFIRMATION

### Timeline:

- Within 6 months FTE of enrolment

### Committee:

- *Chair:*
  - Appointed by the PGC
- *External independent expert:*
  - Designated by the supervisors and the candidate
  - The external expert must be from outside SVS (for example another school in UQ, another University, an industry partner, etc.)
- *Internal independent expert:*
  - Designated by the supervisors and the candidate
  - The internal expert must be an academic staff member from SVS
- *Supervisory team:*
  - Principal and associate advisors should be present in person or by Zoom
- *Scheduling:*
  - **It is the candidate's responsibility to find a date suitable for all parties and to follow the Graduate School policies:** <https://graduate-school.uq.edu.au/how-organise-milestone>
  - The candidate can decide to advertise the seminar by filling the template provided by the HLO and emailing it to the General Services Officer ([c.girvin@uq.edu.au](mailto:c.girvin@uq.edu.au)), this step is optional

### Oral presentation:

- *Format:*
  - 20 min Power Point (or similar software) presentation
  - 10 min of questions by the audience and the committee
- *Content:*
  - Introduction to the research question and the projects aims
  - Expected contribution to the field of research
  - Thorough explanation of the methodological approach
  - Review of the research findings to date and their significance
  - Brief outline of the planned thesis including hypotheses
  - Description of how the project will be completed including timelines
- *Feedback:*
  - The student is expected to seek feedback about the oral presentation through the feedback forms that are available on line or as hard copies at SVS reception. It is the student's responsibility to pick up feedback forms from SVS reception before the seminar and to encourage the use of online forms.

### Written work:

- *Format:*
  - 12 pt. font, Times New Roman, single spaced
  - 20 – 25 pages (not including bibliography, copies of publications or appendices)
- *Content:*
  - Title of thesis
  - Abstract (no longer than 1 page, with a photo as attachment)
    - What is the problem or gap in the field of research that the work addresses?
    - What is the importance of addressing the issue?

- What methodology will be used to address the problem?
  - What has been found so far and what is the significance of these findings?
- Introduction and critical literature review
  - Introduce your subject and provide a rationale for your research project
  - Demonstrate engagement with the broader relevant literature to show how it is instructive to the scope of the thesis
  - Critically review the relevant research and theory to establish:
    - What are the key gaps in current knowledge that you are seeking to address?
    - How your work will contribute to knowledge in the field?
    - Why your particular approach has been chosen?
- Thesis outline
  - Describe the context of your research (industry support, team structure and collaborators)
  - Outline your broad research question(s) or hypothesis
- Aims and objectives
  - Provide a short statement for each objective of the thesis
  - This is a critical element in the Confirmation Report
- Methodology
  - Describe any analytical techniques and research designs
  - Provide an assessment of the accuracy and reliability of your results
  - Reflect on the challenges and risks that might hamper the successful completion of the project
- Thesis chapters
  - For each chapter, present explicit aims and hypotheses
  - Describe how you will address the hypotheses including notes on methods (referring back to methods section as appropriate)
  - Describe progress to date on each chapter
    - By time of confirmation, you are expected to have made some progress
    - Include published papers as appendices
- Resources
  - Describe broadly the resources you require to fulfil your MPhil work
  - Note any deficiencies in required resources (e.g. funding, equipment, office space, computer, a supervisor with expertise in a particular discipline)
- Timelines
  - Describe what you plan to do as next steps
  - How does this fit into the thesis?
  - Include a timeline showing the steps you will need to accomplish
- Appendices
  - List of references
  - Publications produced during candidature so far (copies of manuscripts submitted and in draft format can also be provided)
  - List of conference presentations or posters so far (both completed and in draft form)
  - This section can contain additional material, such as chapters of the thesis (including literature review), annotated bibliography, research budget, ethics applications, and intellectual property agreements and not information key for the understanding of the thesis

Additional documents:

- SVS HDR portfolio
- Evidence for attendance to 6 seminars (title, date and presenter)
- Evidence of research integrity training module
- Evidence of ORCID registration

SVS Guidelines for HDR milestones – v 2.0 – 2019

Prepared by: Dr. François-René Bertin, A/Prof Michael Noad, Miss Emily Jones. Endorsed by: HDR Committee (Chair: A/Prof Chiara Palmieri, Dr. François-René Bertin)

### Interview:

- *Format:*
  - 5 sessions
- *Content:*
  - Session 1:
    - Panel only
    - Initial discussion usually directly after the seminar
  - Session 2:
    - Candidate and panel
    - Questions about the details of the research project (including background, methodology, expected outcomes...), the candidature progress, the opportunities and limitations
    - Discussion about supervisors
  - Session 3:
    - Supervisors and panel
    - Discussion about candidate
    - Discussion about the project and its resourcing
  - Session 4:
    - Panel only
    - Brief final discussion and decision on confirmation
  - Session 5:
    - Candidate, supervisors and committee
    - Result of the confirmation
    - Recommendations

### Panel report:

- Summary:
  - Reports discussions and recommendations
  - Committee members provide written feedback to the Chair
  - Report is developed by panel Chair
  - Finalised no later than two weeks after the milestone review
  - Sent to the candidate and advisory team by the Chair **after** all panel members have approved the report
- SVS Confirmation Criteria Sheet
  - Signed by panel Chair
  - Sent by the Chair to the candidate and advisory team with the panel report summary

### **Milestone 2: MID-CANDIDATURE REVIEW**

### Timeline:

- Within 12 months FTE of enrolment

### Committee:

If possible, the committee should be the same as the one for the Confirmation. If one or more members are not available, the committee should be selected as below:

- *Chair:*
  - Appointed by the PGC
- *Two expert reviewers:*
  - Designated by the supervisors and the candidate
  - At least one must be from within SVS (internal) and the second can be internal or external to SVS
- *Supervisory team:*
  - Principal and associate advisors should be present in person or by Zoom
- *Scheduling:*

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- **It is the candidate's responsibility to find a date suitable for all parties and to follow the Graduate School policies:** <https://graduate-school.uq.edu.au/how-organise-milestone>
- The candidate can decide to advertise the seminar by filling the template provided by the HLO and email it to the General Services Officer ([c.girvin@uq.edu.au](mailto:c.girvin@uq.edu.au))

#### Oral presentation:

- *Format:*
  - 20 min Power Point (or similar software) presentation
  - 10 min of questions by the audience and the committee
- *Content:*
  - Introduction to the research question and the projects aims
  - Explanation of the methodological approach
  - Review of the research findings with a focus on progress since confirmation
  - Discussion of their significance
  - Description of how the project will be finished with updated timelines
- *Feedback:*
  - The student is expected to seek feedback about the oral presentation through the feedback forms that are available on line or as hard copies at SVS reception. It is the student's responsibility to pick up feedback forms from SVS reception before the seminar and to encourage the use of online forms.

#### Written work:

- *Format:*
  - 12 pt. font, Times New Roman, single spaced
  - 10 pages (not including bibliography, copies of publications or appendices)
- *Content:*
  - Title of thesis
  - Abstract
  - Statement
    - Reflection on recommended achievements as set out at the confirmation milestone
    - Justification of changes and description of work that has been achieved since the confirmation
  - Introduction
    - Briefly introduce your subject and provide a rationale for your research project
  - Objectives
    - Provide a short statement for each objective of the thesis
  - Methodology
    - Describe any analytical techniques and research designs
    - Provide an assessment of the accuracy and reliability of your results
    - Reflect on the challenges and risks that might hamper the successful completion of the project
  - Thesis structure and achievements
    - Chapter by chapter, describe the progress and results achieved to date
    - Include published papers and draft chapters/ manuscripts as appendices
    - Discuss the significance of your results for each chapter
    - Critically reflect on what you have achieved to this point
  - Expected outcomes and future studies
    - Describe what you plan to do as next steps
    - Include a timeline showing the steps you will need to accomplish to achieve a timely submission
  - Appendices
    - List of references

- Draft or completed chapters and publications produced during candidature
- List of conference presentations or posters (both completed and in draft form)

Additional documents:

- There is an expectation that, at this stage, there will be a draft of at least parts of the thesis such as the literature review and at least one data chapter
- SVS HDR portfolio
- Evidence of presentation at a relevant conference
- Evidence of participation in professional, academic or personal development activities

Interview:

- To follow the same general format as the confirmation interview.

Panel report:

- Summary:
  - Reports discussions and recommendations
  - Committee members provide written feedback to the Chair
  - Report is developed by panel Chair
  - Finalised no later than two weeks after the milestone review
  - Sent to the candidate and advisory team by the Chair **after** all panel members have approved the report

### **Milestone 3: THESIS REVIEW**

Timeline:

- Within 18 months FTE of enrolment

Committee:

If possible, the committee should be the same as the one for the Confirmation. If one or more members are not available, the committee should be selected as below:

- *Chair:*
  - Appointed by the PGC
- *Two expert reviewers:*
  - Designated by the supervisors and the candidate
  - At least one must be from within SVS (internal) and the second can be internal or external to SVS
- *Supervisory team:*
  - Principal and associate advisors should be present in person or by Zoom
- *Scheduling:*
  - **It is the candidate's responsibility to find a date suitable for all parties and to follow the Graduate School policies:** <https://graduate-school.uq.edu.au/how-organise-milestone>
  - The candidate can decide to advertise the seminar by filling the template provided by the HLO and email it to the General Services Officer ([c.girvin@uq.edu.au](mailto:c.girvin@uq.edu.au))

Oral presentation:

- *Format:*
  - 30 min Power Point (or similar software) presentation
  - 10 min of questions by the audience and the committee
- *Content:*
  - Introduction to the research question and the projects aims
  - Explanation of the methodological approach
  - Review of progress and research findings
  - Discussion of their significance

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- Description of how the project will be finished including final timelines
- *Feedback:*
  - The student is expected to seek feedback about the oral presentation through the feedback forms that are available on line or as hard copies at SVS reception. It is the student's responsibility to pick up feedback forms from SVS reception before the seminar and to encourage the use of online forms.

Written work:

- *Format:*
  - 12 pt. font, Times New Roman, single spaced
  - 10 pages (not including bibliography, copies of publications or appendices)
- *Content:*
  - Most of this document should be an updated version of the mid-candidature report
  - Title of thesis
  - Abstract
  - Statement
    - Reflection on recommended achievements as set out at the confirmation milestone
    - Justification of changes and description of work that has been achieved since the confirmation
  - Introduction
    - Briefly introduce your subject and provide a rationale for your research project
  - Objectives
    - Provide a short statement for each achievable objective of the thesis
  - Methodology
    - Describe any analytical techniques and research designs
    - Provide an assessment of the accuracy and reliability of your results
    - Reflect on the challenges and risks that might hamper the successful completion of the project
  - Thesis structure and achievements
    - Chapter by chapter, describe the progress and results achieved to date
    - Include published papers and draft manuscripts as appendices
    - Discuss the significance of your results for each chapter
    - Critically reflect on what you have achieved to this point
  - Expected outcomes and future studies
    - Describe what you plan to do as next steps
    - Include a timeline showing the steps you will need to accomplish. To pass this milestone, timelines should show that submission is possible **within 3 months**.
  - Appendices
    - List of references
    - A draft copy of the thesis to date (provided electronically only)
    - List of conference presentations or posters (both completed and in draft form)

Additional documents:

- An up-to-date draft of the thesis
- SVS HDR portfolio
- Evidence of presentation at a relevant conference
- Evidence of participation in professional, academic or personal development activities
- List of potential examiners for the thesis

Interview:

- To follow the same general format as the confirmation interview.

Panel report:

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- Summary:
  - Reports discussions and recommendations
  - Committee members provide written feedback to the Chair
  - Report is developed by panel Chair
  - Finalised no later than two weeks after the milestone review
  - Sent to the candidate and advisory team by the Chair **after** all panel members have approved the report

### **THESIS SUBMISSION**

- Refer to the current Graduate School recommendations: <https://my.uq.edu.au/information-and-services/higher-degree-research/my-thesis>
- A non-compulsory 1-hour completion seminar can be organised by the candidate.