The UQ Research Higher Degree (RHD) Candidature Progression and Development Policy (HUPP 4.60.5) provides a structured process for documenting and verifying the acquisition and development of the attributes described in the UQ Statement of Research Higher Degree Graduate Attributes (HUPP 4.60.3), and for planning and reviewing progress towards timely completion of the research project and a high quality thesis by Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) candidates. It outlines the University-wide principles and broad processes to be followed at each of three RHD candidature milestones: confirmation of candidature, mid-candidature review, and thesis review.

The UQ Policy specifies that each milestone must consist of an assessment made by a group of School representatives on the basis of: written work by the candidate; oral work by the candidate; an interview/dialogue with the candidate; and advice provided by the advisory team. At each milestone the School is required to advise the Graduate School that: the milestone has been achieved; an extension of the due date for achieving the milestone should be granted; or the candidate has not achieved the milestone after more than one attempt and is therefore liable for termination of candidature. Candidates may also be liable for termination of candidature if they do not achieve a milestone after the following periods of FTE candidature:

<table>
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<tr>
<th>Milestone</th>
<th>PhD</th>
<th>MPhil</th>
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</thead>
<tbody>
<tr>
<td>Confirmation</td>
<td>24 months</td>
<td>15 months</td>
</tr>
<tr>
<td>Mid-Candidature Review</td>
<td>36 months</td>
<td>20 months</td>
</tr>
<tr>
<td>Thesis Review</td>
<td>48 months</td>
<td>24 months</td>
</tr>
</tbody>
</table>

The procedures outlined in this document are designed to allow the School to implement this policy in a transparent and equitable way that is appropriate to the discipline and the size of the cohort of candidates. This document includes information on expectations of format, scope, quality and amount of work to be presented at each milestone. It will be made available on the School intranet and in written form to each candidate prior to submitting an application for admission to candidature; at a formal induction session for all commencing candidates; and on completion of each milestone.

For MPhil students, at the completion of the confirmation milestone, the Milestones Coordinator, together with the assessors, can decide whether progress is sufficient for the mid-candidature and thesis reviews to be combined.

**MILESTONE 1: Confirmation of Candidature**

At this milestone

- the candidate will receive formative advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- the School will review the human, physical, and financial resources needed to sustain the candidature, in compliance with relevant University, disciplinary, and external regulatory protocols; and
- the School will advise the University whether continuation of the candidature is likely to lead to an assessable thesis in the period for which the candidate, School, and University are funded to support the candidate’s enrolment.

PhD candidates in the School will normally be expected to complete this milestone within 18 months of FTE candidature. MPhil candidates will normally be expected to complete it within 12 months of FTE candidature.

**1.1 Written Work**

The candidate must submit a confirmation document that reviews the existing literature in the area of the project, sets out the research methods intended to be used, reports on any results that have been achieved prior to confirmation, and sets out a workplan/timetable for project completion. The document should be approximately 20-50 double-spaced pages in length and may include as appendices any conference papers or
publications based on work completed prior to confirmation. The document should stand on its own as a confirmation document rather than being a collection of documents produced for some other purpose. The document should be professionally presented and should display sufficient evidence of original thinking as to imply potential for a PhD/MPhil to be awarded; the quality of writing should be similar to that expected in a finished dissertation. The confirmation document must be submitted to the Administrative Officer (Research and Research Higher Degrees) at least three weeks prior to the oral presentation.

Two assessors who are not members of the candidate’s advisory team will independently provide a written assessment of the confirmation document using Form A. The completed forms must be submitted to the Administrative Officer (Research and Research Higher Degrees) at least one week prior to the oral presentation. The Administrative Officer will distribute completed forms to the candidate and members of the candidate’s advisory team once they are received.

1.2 Oral Work

The candidate must make a 50 to 60 minute oral presentation in the School. The candidate must be able to describe the general nature of the project in terms that can be understood by a general audience in his or her discipline and give a detailed summary of one chapter/paper. The candidate should make appropriate use of Powerpoint and/or similar visual aids and should be prepared to field questions from the audience following the formal presentation.

It is recommended that the presentation include: (a) up to 10 minutes covering the proposed thesis; (b) up to 10 minutes on the literature review; (c) up to 25 minutes on a chapter/paper; (c) up to 15 minutes for questions from the audience, preferably from other RHD students and from academic staff who are neither assessors nor advisors of the candidate.

The Milestones Coordinator will complete a written assessment of the oral presentation by completing Form B in consultation with the assessors.

1.3 Interview/Dialogue

The candidate will meet with and be interviewed by a committee comprising the Milestones Coordinator (chair), members of the candidate’s advisory team, and the two assessors referred to in Section 1.1. The candidate will be expected to answer questions themselves rather than relying on members of the advisory team to do so on their behalf. Answers should show an ability to address in detail problems raised by the assessors.

There will be a discussion of how well the expertise of the current advisory team matches the candidate’s needs given the plan of work for the remainder of the thesis. If it emerges that additional capabilities are required, there will be a discussion of which members of staff might be suitable to invite to join the advisory team and in which order of preference.

There will also be a discussion of whether there are any issues that need to be resolved regarding access to resources necessary to complete the project, including funding required to purchase data or to travel to collect data.

The Milestones Coordinator will summarise the discussion by completing questions 1-3 on Form C. The meeting should take place immediately after the oral presentation.

1.4 Advisory Team

The advisors will meet with the Milestones Coordinator (chair) and the two assessors. The advisors will be expected to give their views on the candidate’s independence, creativity and potential for a career in research.

The Milestones Coordinator will summarise these views by completing questions 4-5 on Form C. The candidate should be absent from the room before discussion of questions 4-5. The meeting should take place immediately after the meeting with the candidate.
1.5 Decisions and Feedback

In consultation with the candidate’s advisors, the Milestones Coordinator and the two assessors will use completed Forms A, B and C (questions 1-5) as a basis for making a decision concerning achievement of the milestone. If a consensus-based decision cannot be reached, the advisors will be asked to leave the meeting and the Milestones Coordinator and the two assessors alone will take the decision. If the candidate is deemed to have a) completed all parts of the milestone to the appropriate academic standard for their current program and b) met all candidature conditions set to be achieved by this milestone, then the Milestones Coordinator will complete the UQ Attainment/Extension of Milestone form.

If the candidate is deemed not to have met these requirements then the Milestones Coordinator will a) consult with the candidate’s advisors to determine a new date by which all milestone requirements are to be completed and reviewed and b) complete the UQ Attainment/Extension of Milestone form detailing the areas of concern about the candidate’s progress and providing a plan of action to address these concerns. The completed form should be submitted to the Administrative Officer (Research and Research Higher Degrees) no more than two days after the oral presentation. The candidate and advisors will receive copies of Form B and the completed UQ Attainment/Extension of Milestone form.

1.6 Candidate

The candidate will be asked to re-enter the meeting room to meet with the Milestones Coordinator and assessors, with members of the advisory team having departed. The candidate will be advised of the outcome and invited to raise, in confidence, any issues regarding the quantity and quality of advice so far received from the advisory team members.

The milestones coordinator will summarize the discussion by completing question 6 on Form C.

1.7 Follow-up

The RHD program’s Administrative Officer will advise the Milestones Coordinator of progress in addressing any issues requiring action by the School of Economics that were noted on Form C.

MILESTONE 2: Mid-Candidature Review

Achievement of this milestone reassures the candidate, advisory team and School that

- the project is on track for completion within the period of candidature, and
- the candidate’s research and other professional skills are developing appropriately.

PhD candidates will normally be expected to complete the mid-candidature review milestone within 30 months of FTE candidature. MPhil candidates will normally be expected to complete it within 17 months of FTE candidature.

2.1 Written Work

The candidate must submit a portfolio of documents demonstrating that the literature review has been completed and that at least half of the major components of the thesis have been completed or are well-advanced. The portfolio may include draft thesis chapters, conference papers, papers submitted to journals, referees reports on submitted papers, field reports, and documentary evidence of data collection. Draft chapters, if submitted, should be beyond first-draft stage. The portfolio should include a draft contents page and associated workplan/timetable for project completion. The portfolio must be submitted to the Administrative Officer (Research and Research Higher Degrees) at least three weeks prior to the oral presentation.

Two assessors, who are not members of the candidate’s advisory team, will independently provide a written assessment of the portfolio by completing Form A. The completed forms must be submitted to the Administrative Officer (Research and Research Higher Degrees) at least one week prior to the oral presentation. Completed forms will be distributed to the candidate and members of the candidate’s advisory team once they are received.

2.2 Oral Work
The candidate must make a 50 - 60 minute oral presentation including (a) up to 10 minutes giving a general outline of the thesis, progress since the last milestone, and proposed plan for future directions of the thesis; (b) up to 35 minutes on a chapter/paper showing progress since the last milestone; (c) up to 15 minutes for questions. The candidate should make appropriate use of Powerpoint and/or similar visual technology and should be prepared to field questions from the audience following the formal presentation.

The Milestones Coordinator will complete a written assessment of the oral presentation by completing Form B in consultation with the assessors.

2.3 Interview/Dialogue

The candidate will meet with and be interviewed by a committee comprising the Milestones Coordinator (chair), members of the candidate’s advisory team, and the two assessors referred to in Section 1.1. The candidate will be expected to answer questions themselves rather than relying on members of the advisory team to do so on their behalf. Answers should show an ability to address in detail problems raised by the assessors. The Milestones Coordinator will summarise the discussion by completing questions 1-4 on Form C. The advisors should leave the room before discussion of questions 1 to 4. The meeting should take place immediately after the oral presentation.

2.4 Advisory Team

The advisors will meet with the Milestones Coordinator (chair) and the two assessors. The advisors will be expected to give their views on the candidate’s independence, creativity and potential for a career in research. The Milestones Coordinator will summarise these views by completing questions 5-6 on Form C. The candidate should be absent from the room before discussion of questions 5-6. The meeting should take place immediately after the meeting with the candidate.

2.5 Decisions and Feedback

As detailed in Section 1.5.

MILESTONE 3: Thesis Review

The thesis review:

- enables the School to determine collectively that the thesis should be ready for assessment by the expected date or determine a new submission date,
- allows any differences of opinion among the candidate and the advisory team about the readiness of the thesis for assessment to be aired and settled collegially,
- reassures the candidate and advisory team of the scope, originality and quality of the thesis,
- may identify major issues that need attention before submission,
- provides a forum for discussing the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work contained within the thesis, and
- enables the candidate and the advisors to express any reservations or concerns about having any particular individual act as an examiner.

In addition to matters normally covered by feedback and recommendation documents, the thesis review feedback attests to the quality and scope of the research, details decisions reached about the mix of thesis assessors, records reservations about particular individuals, and states the expected thesis submission date. PhD candidates will normally be expected to complete this milestone 3 months prior to the anticipated thesis submission date and MPhil candidates will normally be expected to complete this milestone 2 months prior to the anticipated thesis submission date.

3.1 Written Work

The candidate must submit a draft of the extant thesis as a pdf file. The draft should comply with UQ rules for the length of final theses (PhD theses should not exceed than 80,000 words and MPhil theses should not exceed 40,000 words) and include a draft introduction and conclusion. The majority of the thesis can be supplied in first
The draft must be submitted, together with Form A completed by the advisors to attest to the quality of the draft, to the Administrative Officer (Research and Research Higher Degrees) at least three weeks prior to the oral presentation.

An assessor who is not a member of the candidate’s advisory team will independently provide a written assessment of the draft by completing questions 1-3 and 7-9 on Form A. The completed form must be submitted to the Administrative Officer (Research and Research Higher Degrees) at least one week prior to the oral presentation.

3.2 Oral Work

The candidate must make a 50 - 60 minute oral presentation including (a) up to 10 minutes giving a general outline of the thesis, progress since the last milestone, and proposed plan for completion of the thesis; (b) up to 35 minutes on a chapter/paper showing progress since the last milestone; (c) up to 15 minutes for questions. The presentation should be of a standard normally expected of graduate students giving seminars as part of an academic recruitment process.

The Milestones Coordinator will complete a written assessment of the oral presentation by completing Form B in consultation with the assessors.

3.3 Interview/Dialogue

The candidate will meet with and be interviewed by a committee comprising the Milestones Coordinator (chair), members of the candidate’s advisory team, and the two assessors referred to in Section 1.1. The candidate will be expected to answer questions themselves rather than relying on members of the advisory team to do so on their behalf. Answers should show an ability to address in detail problems raised by the assessors. The Milestones Coordinator will summarise the discussion by completing questions 1-4 on Form C. The advisors should leave the room before discussion of questions 1 to 4. The meeting should take place immediately after the oral presentation.

3.4 Advisory Team

The advisors will meet with the Milestones Coordinator (chair) and the assessor to determine a) that the thesis should be ready for assessment by the expected date or b) a new submission date. The meeting should also discuss the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work contained within the thesis.

The Milestones Coordinator will summarise these views by completing questions 5-6 on Form C. The candidate should be absent from the room before discussion of questions 5-6. The meeting should take place immediately after the meeting with the candidate.

3.5 Decisions and Feedback

As detailed in Section 1.5.
Assessors must use this form to summarise their assessment of work submitted under Sections 1.1, 2.1 and 3.1 of the School of Economics Research Higher Degree (RHD) Candidature Progression and Development (Milestones) Policy. Assessors are encouraged to read the Policy to re-acquaint themselves with School expectations of format, scope, quality and the amount of written work to be presented at each milestone. Assessors should attach no more than three (3) pages of additional text supporting their responses to the questions below. Comments should be written in a fair, meaningful and balanced way that respects the care with which the candidate has prepared the written material.

1. The type and quantity of written work submitted meets the minimum requirements for this milestone.
2. The (proposed) work addresses an important problem.
3. The aims and concepts are novel and innovative.
4. The conceptual framework and analytical methods are adequately developed, well-integrated and appropriate to the aims of the project.
5. The quality of the analysis conducted is appropriate for this stage of the project.
6. The progress of data collection is appropriate for this stage of the project.
7. The intellectual content and scope of the (proposed) work are appropriate for this degree program.
8. The candidate’s standard of academic English language proficiency is satisfactory.
9. The quality of academic writing, drafting and editing meets the standard normally expected of a finished thesis.
10. Continuation of candidature is likely to lead to an assessable thesis in about the period for which the candidate, School and University are funded to support the candidate’s enrolment.

SD = strongly disagree; D = disagree; U = undecided; A = agree; SA = strongly agree; NA = not applicable.
The Milestones Coordinator must use this form to provide feedback on oral presentations delivered under Sections 1.2, 2.2 and 3.2 of the School of Economics Research Higher Degree (RHD) Candidature Progression and Development (Milestones) Policy. Comments should be written in a fair, meaningful and balanced way that respects the care with which the candidate has prepared for the oral presentation.

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<th>U</th>
<th>A</th>
<th>SA</th>
<th>NA</th>
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<tbody>
<tr>
<td>1. The material was presented in a well-structured and interesting way.</td>
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<td>2. The candidate used a level of technical language appropriate for the audience.</td>
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<td>3. Visual aids were of good quality and were used effectively.</td>
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<td>4. The candidate seemed relaxed and maintained good eye contact with the audience.</td>
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<tr>
<td>5. The candidate gave satisfactory responses to questions and comments from the audience, assessor(s) and the Milestones Coordinator.</td>
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<td>6. Overall, the quality of the presentation was of a standard similar to that expected of an early career researcher at a national conference.</td>
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SD = strongly disagree; D = disagree; U = undecided; A = agree; SA = strongly agree; NA = not applicable.

Do you have any comments or suggestions on how the candidate might improve future oral presentations?
School of Economics
RHD MILESTONES FEEDBACK

Candidate’s Name
Degree Program
  □ PhD  □ MPhil

Student Number
Commencement Date

Milestone
  □ Confirmation of Candidature
  □ Mid-Candidature Review
  □ Thesis Review

The Milestones Coordinator must use this form to summarise responses to certain questions asked in the meetings held under Sections 1.3, 1.4, 2.3, 2.4, 3.3 and 3.4 of the School of Economics Research Higher Degree (RHD) Candidature Progression and Development (Milestones) Policy.

INTERVIEW/DIALOGUE WITH CANDIDATE, ADVISORS AND ASSESSORS

<table>
<thead>
<tr>
<th>1. The current advisory team has the expertise to successfully guide the candidate/project to completion.</th>
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<td>SD</td>
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<tr>
<th>2. The candidate has access to the physical and virtual resources (consumables, equipment, and software) needed for timely completion of the project.</th>
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<td>SD</td>
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<tr>
<th>3. The School provides financial resources needed to sustain the candidature in compliance with relevant University agreements and protocols.</th>
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<td>SD</td>
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</tbody>
</table>

SD = strongly disagree; D = disagree; U = undecided; A = agree; SA = strongly agree; NA = not applicable.

Comments:

________________________________________
________________________________________
________________________________________

IN CONFIDENCE INTERVIEW WITH ADVISORS AND ASSESSORS
(The candidate should be absent from the room when the in confidence interview with the advisors and assessors takes place.)

<table>
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<tr>
<th>4. The candidate demonstrates independence and originality, and has the ability to complete the program within the typical timeframe.</th>
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<td>SD</td>
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<tr>
<th>5. The candidate is responsive to constructive comments and feedback from members of the advisory team.</th>
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<tr>
<td>SD</td>
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</table>

SD = strongly disagree; D = disagree; U = undecided; A = agree; SA = strongly agree; NA = not applicable

Comments:

________________________________________
________________________________________
________________________________________
IN CONFIDENCE INTERVIEW WITH CANDIDATE
(The advisors should be absent from the room when the in confidence interview with the
candidate takes place.)

6. The candidate is satisfied with the quantity and quality of advice he or she
is receiving from the advisory team.

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<tr>
<th></th>
<th>SD</th>
<th>D</th>
<th>U</th>
<th>A</th>
<th>SA</th>
<th>NA</th>
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</thead>
</table>

SD = strongly disagree; D = disagree; U = undecided; A = agree; SA = strongly agree; NA = not applicable.

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________