

School of Languages and Cultures School Milestone Requirements: Confirmation

All requirements should be completed by the due date for milestone attainment.

Oral presentation (should be scheduled on one of the quarterly SLC milestone seminar days)

The oral presentation is a formal seminar presentation to the School:

- 20 minutes of presentation, followed by 10 minutes question time;
- Should be clear, concise and free of jargon, appropriate for the audience; and
- Should overview the project:
 - Explain topic, rationale, position of work in field;
 - Outline key concepts and theoretical issues;
 - Detail the methodology; and
 - Outline the planned chapter structure.

Written documentation (should be submitted two weeks before the interview)

(1) Portfolio

Download a blank copy of portfolio from the HDR Blackboard site. Note that you can keep this portfolio and update it during candidature to resubmit at each milestone. Note also that the portfolio requires you to indicate when you completed the online Research Integrity Module and that this Module must be completed, with a result of at least 80%, before it will be considered that you have attained the milestone.

(2) Milestone document

Length: The document should be no more than 5,000 words for PhD and 3,500 for MPhil (not including bibliography or appendices). Supervisors who require a full literature review as part of the confirmation documentation can request the literature review be submitted as a separate document.

- The document should include:
 - Thesis statement;
 - Rationale and position of the work in its field;
 - Literature review (an extract);
 - Outline of key concepts and theoretical issues;
 - Details of methodology;
 - Provisional Chapter outline (one short paragraph each);
 - Proposed timetable for completion;
 - Statement of resources and skills required to complete project;
 - Budget statement;
 - Statement of fulfilment of ethical clearance requirements.
- Quality Expectations:
 - The documentation should be free from any editorial errors and should demonstrate:
 - Refined research plan;
 - Narrowed research topic;
 - Specific methodological framework; and
 - Appropriate academic writing skills.

Interview

The interview will be 30 - 45 minutes in length. The PGC, committee members (Principal/Associate Advisors and the Reader) and student discuss the committee members' reports to ensure the project is on track and viable.

- The student and the advisors are also interviewed separately to give feedback on the functioning of the advisory team and any issues that may need to be addressed.
- The committee makes a recommendation about the confirmation and informs the candidate as to whether s/he should apply for Milestone Attainment or Milestone Extension through the Candidate Management Portal and if there are any other actions that need to be taken.