

School of Languages and Cultures

School Milestone Requirements: Confirmation

Milestone document (should be submitted two weeks before the seminar and interview)

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;
 - Outline 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:
 - Final draft should be free from any editorial errors and should demonstrate:
 - Refined research plan;
 - Narrowed research topic;
 - Specific methodological framework; and
 - Appropriate academic writing skills.

Seminar:

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

- 30 minutes including 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.

Interview:

The interview will be 30 - 45 minutes in length, scheduled to take place after the oral presentation on the same day as the seminar. The 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 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 student.

Academic Portfolio: Submit updated Academic Portfolio with the milestone document. Please use the updated form that includes the date of your completion of the Research Integrity Module (available when you log on to Blackboard)

Note that the Research Integrity Module must be completed before the milestone can be awarded.