

## HDR Milestone Process – HPI

Step	Responsible Actor	Action
<b>Step 1: Know your milestone due date</b>	<b>Candidate</b>	<p>Monitor the due date for your upcoming milestone in your student portal my.UQ (<a href="http://www.my.uq.edu.au">www.my.uq.edu.au</a>) and prepare.</p> <p>Your next milestone due date will be calculated from the <i>due date</i> of your current milestone (not the date of actual completion), therefore you may undertake and complete milestones early without disadvantage. Also, completing a milestone late without officially extending the due date will not delay your future milestone due date. If you have questions, contact the HDR Liaison Officer (HLO) at <a href="mailto:hdr.hapi@enquire.uq.edu.au">hdr.hapi@enquire.uq.edu.au</a></p>
<b>Step 2: Set date and time to undertake milestone</b>  <i>Two months before milestone is due</i>	<b>Candidate</b>	<p>Raise milestone with Advisory Team. Identify appropriate Chair; this is usually the Research &amp; Research Training (RRT) Advisor in the discipline. Discuss due date, expectations, and availability.</p> <p>Check the availability of the committee members to attend the milestone. Allow 1.5 hours duration for any seminar and interview. Email the members and Chair as a group and ensure your Principal Advisor is copied into this correspondence.</p>
	<b>Principal Advisor</b>	<p>Assist the candidate to identify and invite their milestone committee. If the milestone is a Confirmation, the committee requires one additional academic external to the Advisory Team.</p>
	<b>Chair</b>	<p>Negotiate and agree on date/time for milestone. If milestone will include a public presentation on campus, the RRT Advisor will be aware of times preferred by the discipline for HDR milestone presentations.</p>
<b>*if milestone is on campus</b>	<b>Candidate</b>	<p>If a room is required for your milestone, email <a href="mailto:hdr.hapi@enquire.uq.edu.au">hdr.hapi@enquire.uq.edu.au</a> to notify HLO of agreed date and time. If this changes, please remember to update your HLO. If no rooms are available, your meeting time may have to be renegotiated.</p>
	<b>HLO</b>	<p>Once notified of date and time, either confirm that there is a standing booking or make a room booking as necessary. Reply to candidate with room details.</p>
	<b>Candidate</b>	<p>Notify milestone committee of room. It is good to do this as a calendar invitation to be sure everyone has the time allocated in their diaries. You can arrange a <a href="#">Zoom invitation</a> for members unable to attend in person.</p>
<b>*if milestone via Zoom</b>	<b>Chair</b>	<p>The Chair or PA may set-up the Zoom meeting and invite the committee and candidate.</p>

<b>Step 3: Prepare your milestone documents</b>  <i>Agree to a timeline with your advisory team</i>	<b>Candidate</b>	Prepare your milestone documents in consultation with your advisory team and as per the guidelines on the HPI website: <a href="https://hpi.uq.edu.au/milestones-hdr-students">https://hpi.uq.edu.au/milestones-hdr-students</a>
	<b>Principal Advisor</b>	Provide feedback to candidate on form and content of milestone documents. Approve milestone documents, allowing time for candidate to share documents with committee two weeks prior to milestone meeting.
<b>Step 4: Distribute your milestone documents</b>  <i>Two weeks before milestone</i>	<b>Candidate</b>	Once approved by your Principal Advisor, distribute your milestone documents via email to your full milestone committee and cc <a href="mailto:hdr.hapi@enquire.uq.edu.au">hdr.hapi@enquire.uq.edu.au</a> . You could also distribute your documentation using the <a href="#">UQ Research Data Manager</a> , and the share by <a href="#">email or link</a> function.
<b>Step 5: Event listing</b>  <i>At least two weeks before milestone</i>	<b>Candidate</b>	If your milestone includes a public presentation (either in person or over Zoom), email your presentation title, abstract, a suitable image, and full event details together in one email to <a href="mailto:hdr.hapi@enquire.uq.edu.au">hdr.hapi@enquire.uq.edu.au</a> . Feel free to invite family, friends, and colleagues to your presentation.
	<b>HLO</b>	Create an event listing on the School's <a href="#">events page</a> or email event invitation with Zoom link to HPI HDRs.
<b>Step 6: The milestone presentation and interview</b>	<b>Candidate</b>	If using a room on campus, check the AV and technical requirements before your milestone.
	<b>Candidate, Chair, Principal Advisor, and committee</b>	Participate in milestone presentation and interview.
<b>Step 7: Milestone letter</b>	<b>Chair</b>	In consultation with the milestone committee, draft and finalise milestone letter, including outcome and feedback. Email milestone letter to Candidate, cc'ing their Principal Advisor and <a href="mailto:hdr.hapi@enquire.uq.edu.au">hdr.hapi@enquire.uq.edu.au</a>
<b>Step 8: Online request</b>	<b>Candidate</b>	Upon receiving the outcome letter, submit a request through your my.UQ ( <a href="http://www.my.uq.edu.au">www.my.uq.edu.au</a> ) for either an 'Attainment of milestone' or an 'Extension of milestone' and upload the letter from the Chair as evidence of your attainment or need for more time.
	<b>Principal Advisor</b>	Endorse the online request when it is assigned.
	<b>Director of Research Training</b>	Endorse the online request when it is assigned.
<b>Step 9: Know your next milestone or submission due date</b>	<b>Candidate</b>	Once your online request has been finalised, your next milestone or thesis submission due date will be visible in your student portal my.UQ ( <a href="http://www.my.uq.edu.au">www.my.uq.edu.au</a> ).