

Organising HDR Milestones

General information

- Milestones requirements, outcomes and associated policies: <https://students.flinders.edu.au/my-course/hdr/milestones>
- Guidelines for Written submissions for Milestone meetings:
 - [Confirmation of Candidature](#)
 - [Mid Candidature Review](#)
 - [Final Thesis Review](#)
 - [Interim review report](#) *Part-time students*
- Forms: GANTT Chart template ([click here](#)) and CSE Assessor forms ([click here](#))
- Minimum 1 Flinders-based assessor per HDR candidate (discuss with supervisors ~6 months prior to CoC)
- HDR Support teams (see next page)

Timing of Milestone meetings

- Confirmation of Candidature: 9 – 12 months
- Mid Candidature Review: 18 – 24 months
- Final Thesis Review: 36 months

Milestone meeting Panels

- 1 HDR Advisor (name shared via email CSE.HDRcoordinator@flinders.edu.au)
- Supervisors
- Assessors

Milestone Meeting Format

- Presentation by candidate (15 – 20 mins; may be longer in your discipline)
- Questions from the general audience (~5 – 10 mins)
- Panel discussions about presentation and written work (~15 mins)
- Panel discussion without candidate (~5 mins)
- Panel discussion without supervisors (~5 mins)

Organising your Milestone meetings

- The HDR candidate leads the organisation of Milestone meetings.
- Schedule early as availability issues can lead to delays (2 months prior).
- Your HDR Advisor may suggest an alternative HDR Advisor for the meeting, please contact both for future Milestones.
- Support recorded and hybrid meetings (online and in person).

2 months prior to the meeting

Identify a time suitable for all Panel members

Use Outlook Scheduler OR Doodle Poll

Book a space using Outlook (for meeting rooms) or [Resource Booker](#) (for larger spaces)

2 weeks prior to the meeting

Share your Written submissions and Assessors' forms with all Panel members

During the meeting

Ensure the A/V is ready in the room for your presentation, recording and online audience

The HDR Advisor will chair the panel discussion

Within 1 week following the meeting

Submit Milestone completion in INSPIRE (including assessors forms)

Please email CSE.HDRcoordinator@flinders.edu.au (and your HDR Advisor) to discuss any further queries.

Support teams

- Office of Graduate Research (Flinders University)
 - <https://staff.flinders.edu.au/colleges-and-services/office-graduate-research>
- HDR Coordinator (CSE): A/Prof Bart Eijkelkamp
 - <https://www.flinders.edu.au/people/bart.eijkelkamp>
- HDR Contact Officer (CSE): Dr Amin Mahmoudi
 - <https://www.flinders.edu.au/people/amin.mahmoudi>
- HDR Student Representative (CSE): Mr Jason Leonard
- Deputy HDR Student Representative (CSE): Mr Andrew Foulis
- HDR Advisors (CSE):
 - BIOL9998/9
 - A/Prof Luciana Moller
 - Prof Elizabeth Dinsdale
 - A/Prof Sunita Ramesh
 - BIOL9999A & ENVH9999 (O/P/W) & ENVS9999
 - A/Prof Sunita Ramesh
 - Prof Kirstin Ross
 - CHEM9999 & PHYS9999
 - Dr Witold Bloch
 - Dr Darryl Jones
 - COMP9998/9 (E/T) & ENGR9999 (B/C/E/M) & MATH9999
 - Dr Amin Mahmoudi
 - A/Prof David Hobbs
 - EASC9999
 - Prof Kirstin Ross
 - Dr Darryl Jones