

The below information is for **Doctor of Public Health (DPH/R)** students and supervisors under the **College of Medicine and Public Health** and outlines the College specific requirements and processes for the HDR Milestones. This information can be used in conjunction with the [Office of Graduate Research webpage](#) and the [HDR Policies and Procedures](#)

Milestones are a compulsory part of HDR candidature and are required to be completed by all HDR students and their supervisors regularly (usually annually) based on the students individual HDR timeline. This process is to ensure that HDR students have an opportunity to highlight and track their HDR achievements, professional development completed and to plan the next 6/12 months of candidature. Milestones are a snapshot of a point in time to assess if HDR students are progressing at an appropriate rate for their stage of candidature and effectively working towards a timely completion of their degree.

Milestone Requirements

The schedule for Doctor of Public Health (DPH/R) milestones is outlined below:

Full Time DPH/R	Part Time DPH/R
Confirmation of Candidature – 12 months (1 year) <ul style="list-style-type: none"> - Completion of all Coursework topics with a grade of 65% (Credit or higher) AND - Oral Presentation in the coursework topic PHCA9202 Research Design and Research Ethics then, - Milestone form to be completed in Inspire 	Confirmation of Candidature – 24 months (2 years) <ul style="list-style-type: none"> - Completion of all Coursework topics with a grade of 65% (Credit or higher) AND - Oral Presentation in the coursework topic PHCA9202 Research Design and Research Ethics then, - Milestone form to be completed in Inspire
/	Interim Pre-Mid Candidature Review – 36 Months (3 years) <ul style="list-style-type: none"> - Report on progress and completion plan - Milestone form to be completed in Inspire
Mid-Candidature Review – 24 months (2 years) <ul style="list-style-type: none"> - Oral Presentation – formally assessed, internally and - Milestone form to be completed in Inspire 	Mid-Candidature Review – 48 months (4 years) <ul style="list-style-type: none"> - Oral Presentation – formally assessed, internally and - Milestone form to be completed in Inspire
/	Interim Pre-Final Thesis Review – 60 months (5 years) <ul style="list-style-type: none"> - Report on progress and completion plan - Milestone form to be completed in Inspire
Final Thesis Review – 36 months (3 years). If the thesis is not submitted on time, a Final Thesis Review is required <ul style="list-style-type: none"> - Oral Presentation - formally assessed, internally and - Milestone form to be completed in Inspire 	Final Thesis Review – 72 months (6 years) If the thesis is not submitted on time, a Final Thesis Review is required <ul style="list-style-type: none"> - Oral Presentation - formally assessed, internally and - Milestone form to be completed in Inspire

Every milestone review requires an evaluation of progress and an assessment of the student's written work through the online milestone form to be completed in [Inspire](#). Students must complete the presentation component (when required) **before** finalising the online form and both the presentation and form need to be completed before the due date. **[Note: Interim Milestones do not require an oral presentation]**

To complete the milestone, students will require the following mandatory materials:

- Copy of relevant **Ethics Approval**
- **Written Work** - for example research proposal or draft, ethics application (required for Confirmation of Candidature or Interim Pre-CofC milestone), draft chapters and approved ethics application (Mid Candidature and Interim Reviews), articles submitted for review or published (Mid Candidature,

Interim and Final Thesis Reviews), or draft full thesis (Final Thesis Review & Interim Post Final Thesis Review) and conference presentations (Interim Review and Final Thesis Review)

- **Turnitin Report** in accordance with the Academic Integrity Policy (Access HDR Turnitin box via the REST FLO site – self enrol via the <https://flo.flinders.edu.au/course/view.php?id=49767>)
- **Evidence of Oral Presentation with Written Feedback** – (further information in Oral Presentation section below) Presentation must be completed and written feedback needs to be uploaded into [Inspire](#) by the Student. Presentations will be assess internally by a CMPH, public health academic.
- **Completion Plan** – a plan must be uploaded into [Inspire](#). The OGR has templates available [Completion Plan](#) or [GANNT planning chart](#)

For each milestone, the student and supervisor must complete the necessary forms through [Inspire](#) and review any documents the student plans to submit. HDR students must complete and upload all documents relative to the each milestone **before signing off** on the milestone form in [Inspire](#). Supervisors **do not** have the ability to upload documents into milestones. Please note: Students should not sign off on their milestone *until* they have presented work to their independent assessors, and have assessor’s comments to upload to [Inspire](#).

Oral Presentation

Confirmation of Candidature presentation will be arranged and completed within the PHCA9202 topic.

The Supervisors will establish a presentation time and book an appropriate room for the Mid Candidature Review (if student has not yet submitted thesis) and invite an independent internal assessor (usually a public health academic) to review the written work, attend the presentation and provide written feedback to the student (and supervisors) to be uploaded to [Inspire](#).

NB. Independent Assessor is required for Mid Candidature Review only. No independent assessor is required for the Final Thesis Review, which is only held if the student has not submitted the thesis on time.

An Assessor can be a member of academic staff at Flinders University who is qualified to comment on the student's progress and research area, but who is not part of the student's supervisory team.

Supervisors and the chosen Assessor will receive all documentation in advance (minimum of two weeks before the booked presentation) (including the PowerPoint presentation, thesis chapters and papers/published work for Mid Candidature Review). The scheduled review meeting will be attended by the chosen Assessor, the student, and the supervisory team. Other College staff and students will be invited to attend the presentation and question time components only.

For Mid Candidature Review the review meeting will proceed as follows:

1. The student provides an overview of their progress; in the form of a formal presentation at the College or other Flinders Seminar
2. Questions and feedback for the student (from Assessor first, and then open to the audience)
3. The Assessor will meet with the student and supervisors privately
4. The Assessor will discuss feedback with the student and supervisors
5. Written comments and feedback from the Assessor will be forwarded to the student and to the supervisory team as soon as possible (to be uploaded under the ‘independent assessor’s comments’ section of the milestone **by the student**)

For any milestone the HDR Coordinator must decide whether the student should be allowed to proceed with their studies as intended, or if modifications to their research program may be necessary. In general, the HDR Coordinator will choose from one of the following recommendations based on the information and documentation provided by the student and supervisor in the milestone form in [Inspire](#):

1. **Continuation of Candidature** - The student's progress is satisfactory, and they should continue with their studies, or, in the case of a Confirmation of Candidature, they should begin their research program as proposed (subject to minor revisions if necessary).
2. **3 Month probationary period to resubmit the milestone:** The student's progress is At Risk or significant modifications to the research program are necessary. The student may be asked to submit a revised draft, revised chapters, or a revised research proposal, as the case may be, and /or deliver another presentation within 3 months.
3. **Recommend Ongoing or Escalating Difficulty Progressing** (only once a student has already had a 3 month probationary period). The student's progress is unsatisfactory. The student will receive an ongoing or escalating difficulty progressing letter from the Office of Graduate Research and will be given 10 working days from the date the letter is issued to arrange a meeting with the Office of Graduate Research and your supervisor/s to discuss actions that can be completed by you within a specified timeframe to rectify your ongoing or escalating difficulty progressing.

The student will get a notification from Inspire with details of the HDR Coordinators recommendation and a link to view their completed milestone.

Document produced by the Office of Graduate Research on behalf of
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