

## School of Music Higher Degree by Research Milestones Policy and Procedures

Revised May 2018

All higher degree by research students at The University of Queensland must demonstrate that they have met the requirements for each candidature progression milestone. The University-wide principles and procedures for the three milestones are set out at [PPL 4.60.5 Higher Degree by Research Candidature Progression and Development](#). At the School of Music, these requirements and procedures are implemented as follows.

At the beginning of your candidature, you and your advisory team meet and map out your work and research plan for your full candidature. The plan will be reasonably detailed for the period up to your first milestone (usually confirmation of candidature), and at a higher level for the latter phases of your candidature. You'll make adjustments to your plan as you progress through your candidature, and flesh out the details of the later phases as you get closer to them.

Each milestone (confirmation, mid-candidature review, and thesis review) is a review point along your journey from commencing your provisional candidature through to submission of your completed thesis for examination. Milestones are where you check in and confirm that the work you are doing as a research candidate means you are on track – that it's on time, that it's at the right standard, that it's in the right format, that you know what you'll do next, and so on.

At the School of Music, all candidates are expected to demonstrate that:

By this milestone	You have ...
Confirmation of candidature	<ul style="list-style-type: none"><li>• Determined that your research project is viable – that it will be an original contribution to knowledge, that it hasn't already been done elsewhere, that it can be done in the time expected for completing your higher degree by research and with the resources the School can provide</li><li>• Completed any required training needed to undertake the project</li><li>• Completed all required mandatory compliance activities to undertake your research (such as research integrity training, obtaining ethics approvals, and obtaining an <a href="#">ORCID</a>)</li></ul>
Mid-candidature review	<ul style="list-style-type: none"><li>• Completed most if not all of your data collection</li><li>• Started your data analysis</li><li>• Prepared a draft of at least part of your thesis</li><li>• Started communicating your preliminary research findings</li></ul>
Thesis review	<ul style="list-style-type: none"><li>• Completed most if not all of your data analysis</li><li>• Prepared a draft of your full thesis</li><li>• Started communicating your final research findings</li></ul>

The Graduate School sets a due date in mySI-net for your next milestone. You can find this due date on the Candidature link under Research in the menu. The Graduate School expects you to either:

- Request attainment of the milestone no later than 1 month after this date; or
- Request an extension of the milestone no later than 2 weeks before this date.

The relevant link for either request is available at <https://my.uq.edu.au/rhd-information-and-services/manage-my-candidature/completing-each-milestone>.

Before you can request attainment of the milestone, you need to demonstrate to the School that you are on track. To do this, you and your advisory team must complete and submit the *School of Music Milestone Review* form, along with supporting evidence that demonstrates you are on track, to [hdr.music@enquire.uq.edu.au](mailto:hdr.music@enquire.uq.edu.au) at least 2 months before the Graduate School due date.

It is the School's responsibility to review your supporting evidence, to provide feedback to you about your work, and to meet with you and discuss your candidature. We seek to do this within 4 to 6 weeks of receipt of your complete and fully endorsed form and your supporting evidence.

At every milestone, your supporting evidence must include written and oral work by you that is relevant to your project. The School has decided that the following pieces of evidence are so important that they are **mandatory** and must be provided for review when you submit the *School of Music Milestone Review* form.

Milestone	Mandatory Evidence
Confirmation of candidature	<ul style="list-style-type: none"> <li>• Literature review</li> <li>• Presentation in the School of Music HDR seminar series about your research project</li> <li>• Updated research plan for the remainder of your candidature</li> <li>• Completion of research integrity training and any additional required compliance activities (such as ethics approval)</li> <li>• Creation of an <a href="#">ORCID</a></li> <li>• Completion of MUSC7820 (only for PhD and MPhil in Performance)</li> <li>• Completion of MUSC7830 (only for PhD in Performance)</li> </ul>
Mid-candidature review	<ul style="list-style-type: none"> <li>• Revised literature review</li> <li>• Draft methods chapter and draft analysis chapter</li> <li>• Presentation to an academic audience, preferably at a national or international academic conference, otherwise in the School of Music HDR seminar series, about your research project and preliminary findings</li> <li>• Updated research plan for the remainder of your candidature</li> <li>• Lecture recital (only for PhD in Performance)</li> <li>• Completion of MUSC7830 (only for MPhil in Performance)</li> <li>• Draft composition (only for PhD and MPhil in Composition)</li> </ul>
Thesis review	<ul style="list-style-type: none"> <li>• Draft thesis</li> <li>• Presentation to an academic audience, preferably at a national or international academic conference, otherwise in the School of Music HDR seminar series, about your final research findings</li> <li>• Updated research plan for the remainder of your candidature</li> <li>• Draft recital examination program notes (only for PhD and MPhil in Performance)</li> <li>• Draft folio of compositions (only for PhD and MPhil in Composition)</li> </ul>

Evidence of mandatory written work (such as the research plan, literature review, draft chapters, compositions and program notes) is the written work itself. Evidence of mandatory oral work (such as conference presentations and lecture recitals) should be recordings of the oral work where possible, but evidence that the oral work was carried out (such as concert programs or academic conference schedules) is also acceptable.