

## School of Communication & Arts

### Organising your Confirmation Milestone

Please use the following guidelines to organise your confirmation milestone. Organising your confirmation can be challenging but if you follow the steps things should fall into place. If you have any queries or face any obstacles you can contact Diana Marsh (the HLO) [hdr.commarts@enquire.uq.edu.au](mailto:hdr.commarts@enquire.uq.edu.au) for assistance.

These guidelines should also be read in conjunction with the confirmation milestone requirements. <https://communication-arts.uq.edu.au/higher-degree-research-milestone-documents-and-candidature-matters>.

- **Eight weeks** from your milestone due date you and your advisory team will receive an email from the HLO (Diana Marsh) reminding you of the date and letting you know who will chair your milestone. The milestone consists of a presentation session (30 minutes) and a meeting (one hour). Diana will provide **potential** dates for your confirmation. You have up to a month after your official milestone due date to hold your confirmation.
- At this time you should discuss with your principal advisor who your two expert readers will be. Your advisor will need to contact the readers on your behalf to ascertain their availability. It is important that this step is undertaken in a timely manner.
- The HLO will liaise with you regarding potential presentation dates. As far as possible confirmations are held on a Friday. There may be several presentations scheduled on the same day so your meeting may not be held directly after the presentation. The presentation will most likely be held in the Writers Studio and will be booked by Diana. Once you have selected a potential confirmation date you should work with this as your guide that will determine other deadlines (see below). Please note that the date will only be firmed up once you submit your documents.

Diana will send you the confirmation meeting template. Ensure that you pre-populate the sections of the template highlighted in yellow and then delete the highlighting. You will send this document to your chair.

- **At least four weeks** from your proposed presentation/meeting date you will need to **email the chair of your meeting** with the required milestone documentation (ie. prospectus, chapter (for a PhD), Academic CV/HDR portfolio and the meeting template). Advise the chair who the readers are.

Please cc your advisory team and the HLO into the email so that they also have the final documents.

Your chair will send the documents to your readers, who will have two weeks to return their report.

**If you are late in sending your documentation your confirmation may then need to be delayed. It is essential that you let the chair know about any delays in meeting the deadline.**

- Once you submit your confirmation documents you can then set the presentation and meeting date/time. This involves contacting the chair, the advisory team and the readers to confirm their availability. The Graduate School recommends that you use a doodle poll. If the meeting cannot happen directly following the presentation you may need to send two polls. Diana will advise if there will be more than one presentation.
- When you have confirmed the time and date, Diana will let you know if you can use the Writers Studio. If it isn't available, you can book Michie room 827 for the meeting using <http://uqbookit.uq.edu.au/> (click the Michie meeting room tile). If neither are available email Diana for assistance in finding an alternative ([hdr.commart@enquire.uq.edu.au](mailto:hdr.commart@enquire.uq.edu.au)).

**Once the meeting room is booked email the chair and cc the HLO with the details.**

The chair will set up a zoom link for the meeting if required.

- The chair will then send a calendar invitation to you, the advisory team and the two readers.
- The chair will send the reports to you and your advisors once they have been returned. The chair will advise you if any further work needs to be undertaken prior to the presentation/meeting. If substantial revision is required confirmation may need to be postponed.
- **Two weeks prior** to the scheduled date send the HLO your presentation title and abstract. The HLO will send a School-wide invitation to your presentation.
- After the milestone meeting the HLO will send you the meeting report. You then need to submit a milestone attainment request via my.UQ and upload the report under supporting documents. You should submit this request within two weeks of your meeting date.

\*HLO Higher Degree Liaison Officer

### **IMPORTANT:**

If you intend to seek an extension to your milestone, please email the HLO and the meeting chair as soon as possible. When the extension has been approved please advise the HLO and chair of your new milestone due date.

Contact the chair if you have any issues with submitting the required material on time or if you have any difficulty getting a response from your advisors and/or readers about the meeting date.

Preference is for a face-to-face presentation and meeting but it may be possible to use Zoom as an alternative. Zoom will be used for audience members to attend the presentation. Diana will set up the presentation zoom link. If you wish to use Zoom as the sole mode for the presentation and meeting and you are based in Australia, please discuss this in advance with the Director of HDR.

You must complete the compulsory [research integrity module](#) and register for an [ORCID](#) before your Confirmation meeting.

The chair will be responsible for following up with the readers if the reports are overdue. The meeting may be postponed if the reports are more than a week overdue.

### Confirmation checklist

- Have you talked to your advisory team about your readiness for confirmation?
- Have you talked to your advisory team about your two expert readers?
- Have you liaised with the HLO about your confirmation presentation date and time?
- Have you sent your documents and meeting template to the chair?
- Have you arranged the presentation and meeting time with the advisory team, the readers and the chair?
- Have you booked your meeting room and advised the HLO and chair of the date and time?
- Have you sent your thesis title and abstract to the HLO?
- Have you registered for an ORCID and linked it to eSpace?
- Have you completed the compulsory research integrity module?
- Have you lodged your milestone attainment request? (this is done within two weeks of the meeting)

## School of Communication & Arts

### Organising your Mid-Candidature Review (MCR)

Please use the following guidelines to organise your MCR meeting. If you have any queries you can contact Diana Marsh [hdr.commarts@enquire.uq.edu.au](mailto:hdr.commarts@enquire.uq.edu.au) for assistance.

These guidelines should also be read in conjunction with the MCR milestone requirements. <https://communication-arts.uq.edu.au/higher-degree-research-milestone-documents-and-candidature-matters>.

- **Eight weeks** from your milestone due date you and your advisory team will receive an email from the HLO (Diana Marsh) reminding you of the date and letting you know who will chair your meeting. You will also receive the meeting template document.
- Check the milestone requirements to ascertain what you need to have completed.
- **At least four weeks** from your milestone date you will need to email the chair and your advisory team to organise the meeting. An online scheduling tool (doodle poll) can be used. As far as possible meetings are to be organised on a Friday.
- When you have confirmed the time and date, you can book Michie room 827 for the meeting using <http://uqbookit.uq.edu.au/> If this room is unavailable then you can email Diana Marsh for assistance in finding an alternative ([hdr.commarts@enquire.uq.edu.au](mailto:hdr.commarts@enquire.uq.edu.au)). Once the room is booked **email the chair and cc the HLO** with the details.
- The chair will send a calendar invitation (and zoom link if required) to you and your advisory team.
- **At least two weeks** from your meeting date you will need to **email the chair of your meeting** with the required milestone documentation. Ensure that you pre-populate any sections of the template highlighted in yellow and then delete the highlighting. Please cc your advisory team into the email so that they also have the final documents.
- After the milestone meeting the chair/HLO will send you the meeting report. You then need to submit a milestone attainment request via my.UQ and upload the report under supporting documents. You should submit this request within two weeks of your meeting date.

#### **IMPORTANT:**

Preference is for face-to-face meetings. If you wish to use Zoom and you are based in Australia, please discuss this with the chair in advance.

If you intend to seek an extension to your milestone, please email the HLO and the meeting chair as soon as possible. When the extension has been approved you must advise the HLO and chair of your new milestone due date.

Contact the chair if you have any issues with submitting the required material on time or if you have any difficulty getting a response from your advisors about the meeting date.

## School of Communication & Arts

### Organising your Thesis Review (TR)

Please use the following guidelines to organise your thesis review meeting. If you have any queries you can contact Diana Marsh [hdr.commarts@enquire.uq.edu.au](mailto:hdr.commarts@enquire.uq.edu.au) for assistance.

These guidelines should also be read in conjunction with the thesis review milestone requirements. <https://communication-arts.uq.edu.au/higher-degree-research-milestone-documents-and-candidature-matters>.

- **Eight weeks** from your milestone due date you and your advisory team will receive an email from the HLO (Diana Marsh) reminding you of the date and letting you know who the chair of your meeting will be. You will also receive the meeting template document.
- Check the milestone requirements to ascertain what you need to have completed.
- **At least four weeks** from the due date you need to email the chair and your advisory team to organise the meeting date. An online scheduling tool (doodle poll) can be used to arrange the meeting. As far as possible meetings are to be organised on a Friday.
- When you have confirmed the time and date, you can book Michie room 827 for the meeting using <http://uqbookit.uq.edu.au/> If this room is unavailable email Diana Marsh for assistance in finding an alternative ([hdr.commarts@enquire.uq.edu.au](mailto:hdr.commarts@enquire.uq.edu.au)). Once the room is booked **email the chair and cc the HLO** with the details.
- The chair will send a calendar invitation (and zoom link if required) to you and your advisory team.
- **At least two weeks** from your meeting date you will need to **email the chair of your meeting** with the required milestone documentation. Ensure that you pre-populate any sections of the template highlighted in yellow and then delete the highlighting. Please cc your advisory team into the email so that they also have the final documents.
- After the milestone meeting the chair/HLO will send you the meeting report. You then need to submit a milestone attainment request via my.UQ and upload the report under supporting documents. You should submit this request within two weeks of your meeting date.

**IMPORTANT:**

Preference is for face-to-face meetings. If you wish to use Zoom and you are based in Australia, please discuss this with the chair in advance.

If you intend to seek an extension to your milestone, please email the HLO and cc the meeting chair as soon as possible. When the extension has been approved you must advise the HLO and chair of your new milestone due date.

Contact the chair if you have any issues with submitting the required material on time or if you have any difficulty getting a response from your advisors about the meeting date.