

## MILESTONES – STUDENT QUICK REFERENCE GUIDE

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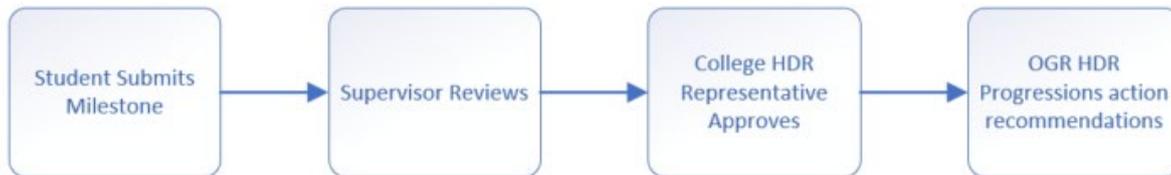
### OVERVIEW

This guide explains how to use your milestone timeline, log progression milestones and answers some common questions.

### APPLIES TO

HDR Students

### MILESTONE WORKFLOW



### COMMON QUESTIONS

#### 1. Why are milestones showing on my dashboard?

If you have an overdue milestone or a milestone that is due within the next 8 weeks, you will get a prompt on your landing page in a **Milestones** table.

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾

## Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors and related support staff. You can use Inspire to submit degree management forms for recommendation, assess your research skills, plan your research training and book into available training courses. Please [contact us](#) if you would like more information

Forms that require your attention

🔒 There are no forms requiring your attention

Milestones

⚠️ You have overdue milestones

Date	Title
26-Apr-18	Online HDR Induction <a href="#">🔗</a>
26-Jun-19	Confirmation of Candidature <a href="#">🔗</a>

Activities Running This Week

There are no more activities running this week

Useful Shortcuts

**Researcher Skills**

- Skills Needs Analysis
- Self record a development activity
- View all your completed activities

**Training & Development**

- Find & book activities
- View your booking summary
- Calendar Settings

**Office of Graduate Research**

- OGR Website
- HDR Degree Management
- REST FLO Website

You and your supervisor will also receive an email to advise you that you have an upcoming milestone 8 weeks prior to the due date. A reminder will be sent out 4 weeks prior to its due date. When a milestone becomes overdue you will get a reminder to action the overdue milestone at 4 weekly intervals until you have completed the milestone.

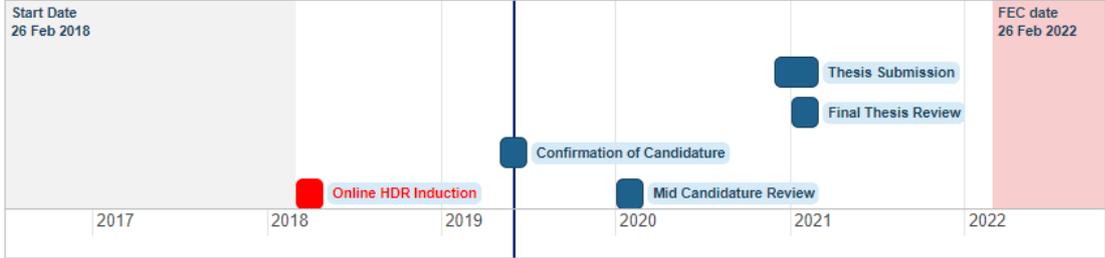
## 2. What is my milestone timeline?

Your timeline shows all the Milestones required for your candidature. It allows you to proactively plan and manage your time during your candidature by being aware of upcoming milestones that you need to complete as part of your successful progression in the degree.

Welcome to Inspire Skills Development Milestones Degree Management

## Timeline

Please note: This timeline for HDR students is initially a pilot for PhD students who commenced from 2017 onwards. If your timeline is currently blank, it will be populated in the next release due in July 2019.



Please contact the Office of Graduate Research, [hdr.progression@flinders.edu.au](mailto:hdr.progression@flinders.edu.au), if any of the details below are incorrect.

- If you have Milestones that have been completed outside of Inspire (in REX), these will not be displayed in your timeline.
- Thesis Submission is your thesis due date.
- FEC date is end of the Research Training Program (RTP) funding. If you have not submitted your thesis by this date, you may be liable for fees as per the Continuity of Study Policy.

Deadline	Due Date	Completion Date	Status
Online HDR Induction	26 Apr 2018 (Should start by 1 Mar 2018)		■ Not Started (Overdue)
Confirmation of Candidature	26 Jun 2019 (Should start by 1 May 2019)		■ Not Started
Mid Candidature Review	26 Feb 2020 (Should start by 1 Jan 2020)		■ Not Started
Final Thesis Review	26 Feb 2021 (Should start by 1 Jan 2021)		■ Not Started
Thesis Submission	26 Feb 2021 (Should start by 26 Nov 2020)		■ Not Started

Showing 1 to 5 of 5 entries

If you hover over a Milestone, it indicates the timeframe for completion. Completed Milestones are indicated in green, and overdue Milestones are indicated in red. Please note if your milestone is not completed 1 month after the due date, you may be issued an At Risk notification as per [HDR Progression Procedures Clause 6.1](#).

You can access the Milestone documentation either by clicking the link on the timeline or via the table below the timeline.

4 weeks prior to your Milestone due date, a reminder notification is sent to students and supervisors.

If you submit a degree management form to change from FT to PT or vice versa, or an intermission or extension request, once your degree management form is approved, all your future deadlines for your Milestones including your expected thesis submission date adjust automatically.

### 3. Accessing your Milestone timeline

You can access your Milestone timeline in two ways.

The first way is to click on the little blue icon that is next to your milestone reminders on your landing page.

Welcome to Inspire Skills Development Milestones Degree Management

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Forms that require your attention

✔ There are no forms requiring your attention

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⚠ You have overdue milestones

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Useful Shortcuts

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**Office of Graduate Research**

- OGR Website
- HDR Degree Management
- REST FLO Website

If you do not have any upcoming or overdue milestones, you can select **timeline** from the **Degree Management** tab.

Welcome to Inspire Skills Development Milestones Degree Management

Timeline

Student Details

Change or Addition of Supervisor

Degree Transfer or Significant Change to Project

Full / Part-time Transfer

Intermission Of Candidature

Extension

Withdrawal of Enrolment

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Milestones

Useful Shortcuts

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**Training & Development**

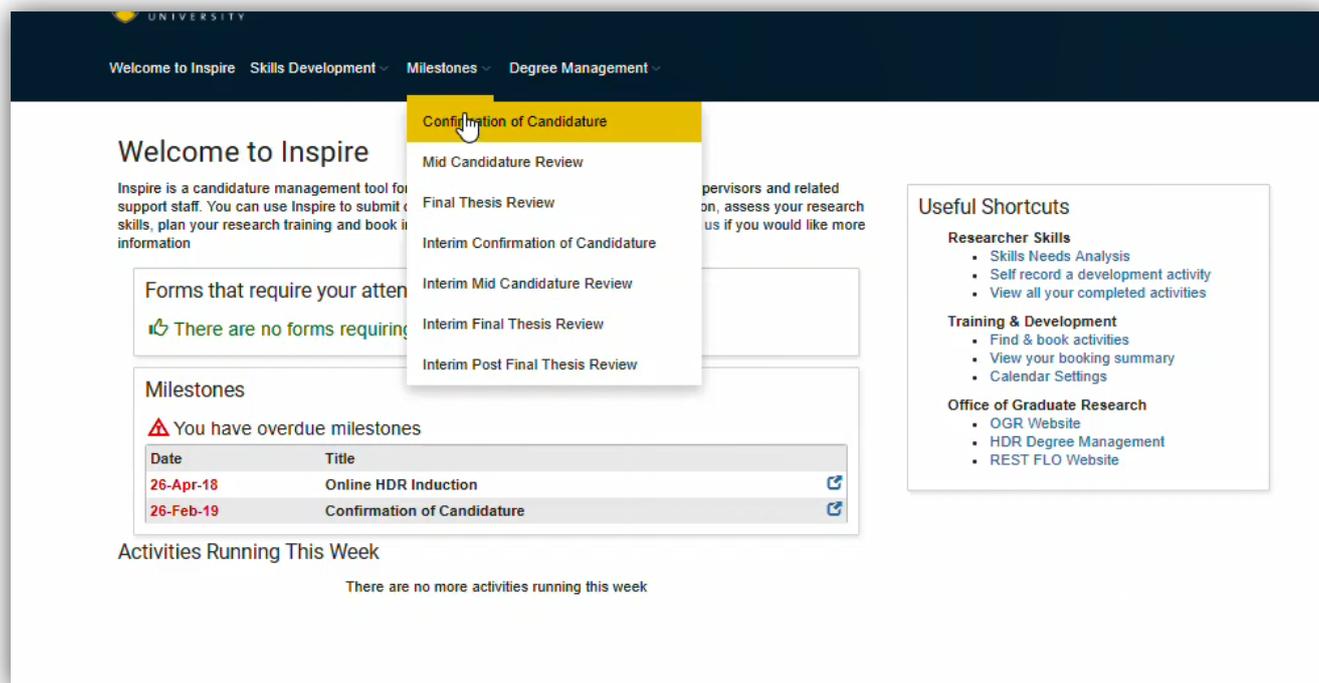
- Find & book activities
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**Office of Graduate Research**

Both will result in you being navigated to your milestone timeline.

#### 4. Other ways of navigating to your milestone forms.

Select **Milestones** and a drop-down menu will appear. Hovering over each Milestone Name, the title will highlight yellow. Students select the correct milestone for their current progress to submit. If you are unsure which Milestone to complete, check your timeline



## 5. What documents does a student need for their Milestone?

**Please note** document names need to be succinct, that is, not too long and do not contain any special characters such as apostrophes.

To complete your milestone(s) you will require the following mandatory materials:

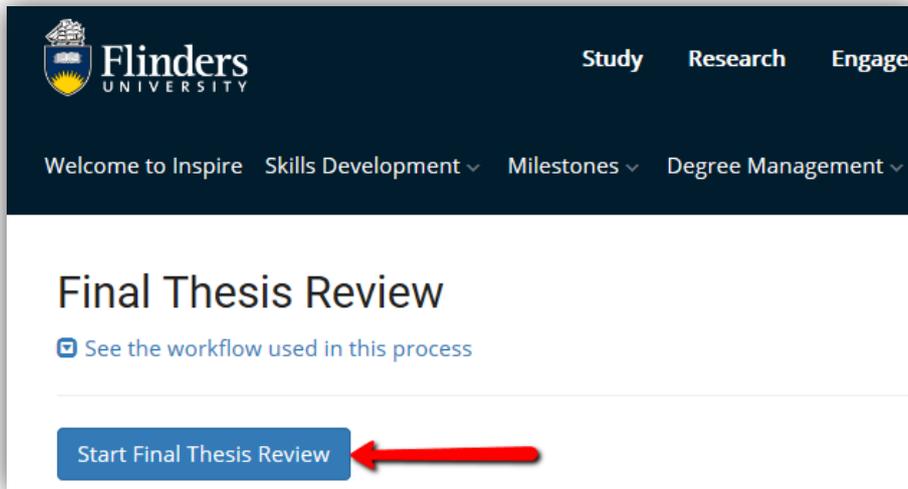
- Copy of relevant Ethics Approval (if applicable)
- Draft Research Proposal (Interim Pre-Confirmation of Candidature Milestone Only)
- Research Proposal (Confirmation of Candidature Only)
- Draft Chapters (Mid Candidature and Interim Reviews)
- Draft Full Thesis (Final Thesis Review & Interim Post Final Thesis Review)
- Turnitin Report (Access HDR Turnitin box via the REST FLO site – self enrol via the <https://flo.flinders.edu.au/course/view.php?id=49767>). *Please note: the Turnitin Report needs to be submitted, not the receipt.*
- Evidence of Oral Presentation (Not required for Interim Milestones)  
*NB: You need to complete your presentation before you sign off on your milestone – once you have signed off you cannot revisit and edit your milestones in Inspire, and your supervisors do not have the ability to upload documents.*
- Written feedback for Oral Presentation (if required by your College)
- Completion Plan – using your own plan or the OGR template **Completion Plan (DOCX 12KB)** or **gant chart (XLSX 787KB)**

For College specific requirements please check the [OGR website](#).

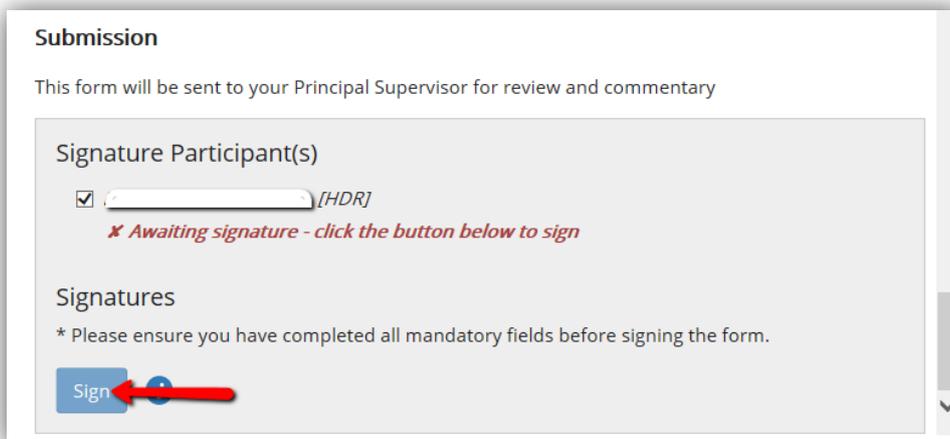
## 6. How does a student submit their Milestone?

Open the Milestone form by selecting the blue labelled button. The form will appear in a separate pop up window in the same browser tab.

Students need to fill in all mandatory fields marked with a red asterisk. They will also need to upload any required mandatory documentation and then electronically sign the form.



Once signed, the form must be submitted by using the 'Submit' button in the top right-hand corner of the form.



The screenshot shows the 'Submission' section of the form. It includes the text 'This form will be sent to your Principal Supervisor for review and commentary'. Below this, there is a 'Signature Participant(s)' section with a dropdown menu and a red asterisk indicating a mandatory field. A message reads 'Awaiting signature - click the button below to sign'. The 'Signatures' section contains a note: '\* Please ensure you have completed all mandatory fields before signing the form.' A blue 'Sign' button is highlighted with a red arrow pointing to it from the right.



The screenshot shows the bottom of the 'Final Thesis Review' form. It features a 'Help' link, a blue 'Submit' button, and a 'Discard' button. Below these buttons is a 'History' dropdown menu set to 'Latest'. A red arrow points to the 'Submit' button from the left.

They will then be asked to confirm their submission before sending.

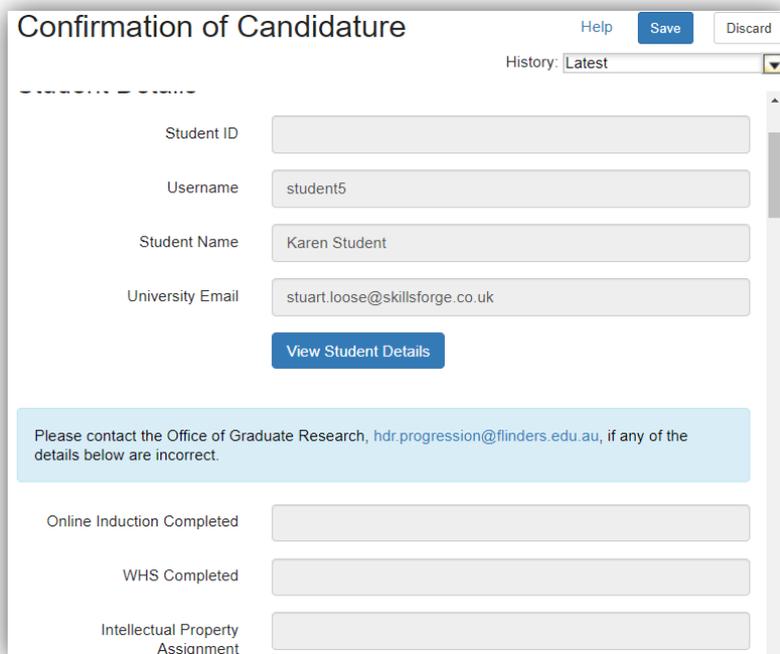
Once submitted, the form status will change from "In Progress" to "Form Submitted". Upon submission, the student will be sent an email notification that their form has been submitted and is now awaiting approval in the workflow process.

**Please note:** If you have submitted your milestone, and then realise you want to add more information, you need to ask your supervisor to send the form back to you. This is done by the supervisor selecting 'No' to the question "Has the student fulfilled the requirements for this Milestone and stage of candidature and provided sufficient detail?". This will return the form to you (the student) for resubmission.

## 7. Why can't I submit my milestone?

Normally this is because a compulsory field – one with a red asterisk – has not been completed, or a file has not been uploaded.

## 8. What does it mean if the online induction, WHS and Intellectual Property Assignment fields are blank?



Confirmation of Candidature

Help Save Discard

History: Latest

Student ID

Username

Student Name

University Email

[View Student Details](#)

Please contact the Office of Graduate Research, [hdr.progression@flinders.edu.au](mailto:hdr.progression@flinders.edu.au), if any of the details below are incorrect.

Online Induction Completed

WHS Completed

Intellectual Property Assignment

If the Online Induction/WHS/IP Assignment fields are blank, this means they have not been completed or are not required. It is OK for them to stay blank.

## 9. What happens to the student's Milestone form once submitted?

All Student Milestones will be available in Inspire for their Principal Supervisor to provide commentary and make a recommendation. Once the Supervisor has submitted their form it will become available to the College Delegate for a recommendation on the outcome. College Delegates are HDR Academic Advisors, HDR Coordinators or College Deans (Research), if the HDR Academic Advisor is also in the student's supervisory team, the form will move through the delegates accordingly.

Email notifications will immediately be sent to the relevant Supervisors and College Delegate upon submission of the previous form in each workflow. Forms requiring Action can be found on any Users

Inspire Dashboard at any time.

## 10. Can a student view the progress of their Milestone?

Students can log into their Inspire account and view the progress of their Milestone at any time.

A student Dashboard will show each step in the workflow in date chronological order. It will display the status as 'Form Submitted' or 'In Progress' with the Deadline of when the form is required to be actioned if not submitted.

### Final Thesis Review

[See the workflow used in this process](#)

Form	Completed & Signed By
Final Thesis Review	HDR Student
Final Thesis Review Recommendation	Principal Supervisor
Final Thesis Review Outcome	College HDR representative

[Start Final Thesis Review](#)

Form	Title	Deadline	Status	
Final Thesis Review	Final Thesis Review (Student)	27 Nov 2018 at 13:00	Form submitted	<a href="#">Print</a>
Final Thesis Review College Delegate	Final Thesis Review Outcome (College Delegate)	27 Nov 2018 at 14:00	In progress	<a href="#">Print</a>
Final Thesis Review Recommendation	Final Thesis Review Recommendation (Supervisor)	04 Dec 2018 at 17:00	Form submitted	<a href="#">Print</a>

[\[+\] Show old forms](#)

## 11. Can a student view comments on the progress of their Milestone?

Yes, a student can see each Comment added to their Milestone submission. Below is an example of the College Delegate outcome and additional comment. This system creates total transparency.

Please select Milestone outcome: \*

- Continuation of Candidature
- Recommend show cause proceedings
- Downgrade to Masters
- Upgrade to PhD
- 3 month probationary period to resubmit Milestone

Additional Comments

Congratulations! Keep up the good work.

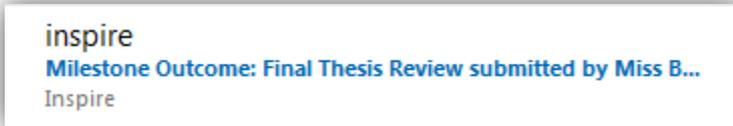
### Please note:

- If the outcome is '**Upgrade to PhD**' or '**Downgrade to Masters**', you will need to submit a "Degree Transfer or Significant Change to Project" form in Inspire under the 'Degree Management' tab.

- If the outcome is **‘3-month probationary period to resubmit Milestone’**, a new due date for the same Milestone will be set by the HDR Progression Team, and you will re-do the same Milestone.

## 12. Will a student be notified of their Milestone outcome?

Final outcome email notifications will be sent to the student and other users involved in the process.



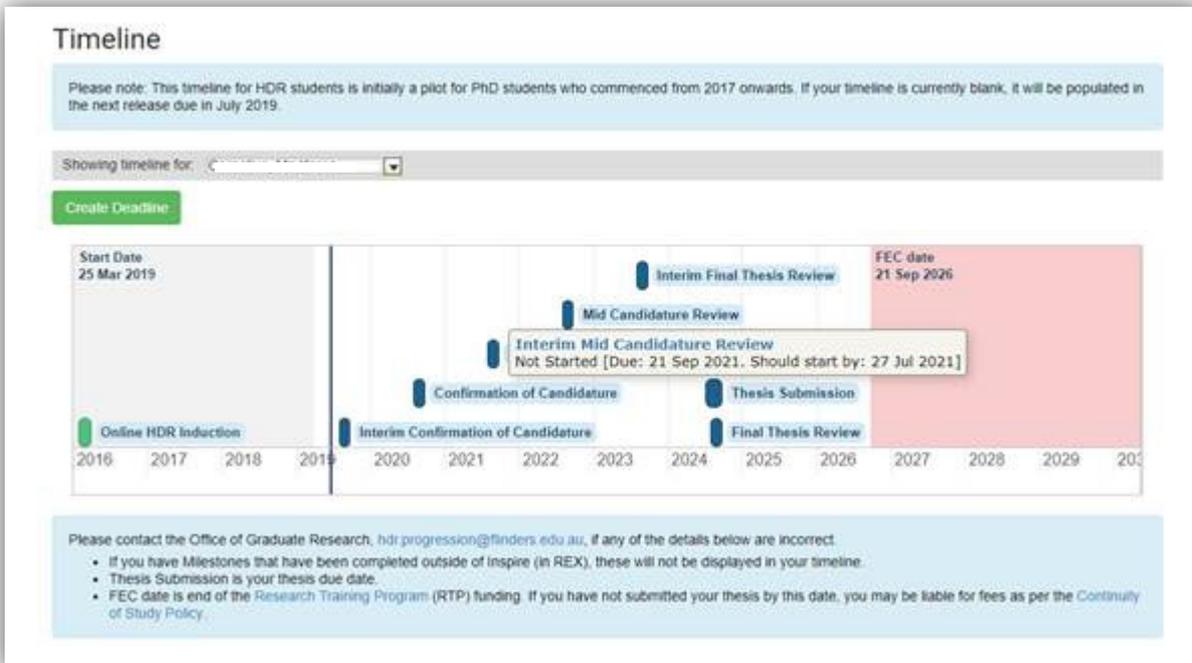
## 13. Can a student print a Milestone?

Yes, the print button is available if you wish to either print your milestone or print it to a PDF for your own records. It will still be available in Inspire for you to view even once it is submitted and completed.

## 14. My variation has been approved and my timeline has gone blank – what happened?

When a variation is approved; such as an extension, intermission or moving to full-time or part-time, your timeline will reset to incorporate this variation. This calculation takes 10-20 minutes to show in the system. While the system calculates the new dates of your milestones, the timeline will clear. This will only affect uncompleted future dated milestones.

Timeline before variation approved



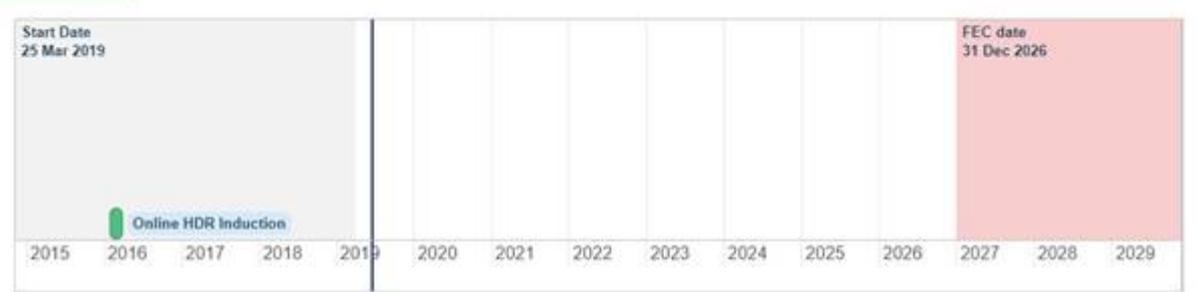
Timeline immediately after variation approved

### Timeline

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Showing timeline for:

Create Deadline



Start Date: 25 Mar 2019

FEC date: 31 Dec 2026

Online HDR Induction

2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029

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Deadline	Due Date	Completion Date	Status	
Online HDR Induction	21 Nov 2018	27 Mar 2016	■ Completed	<a href="#">Delete</a> <a href="#">Print</a> <a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Timeline 20 minutes after variation approved

