

Milestones – Student Quick Reference Guide



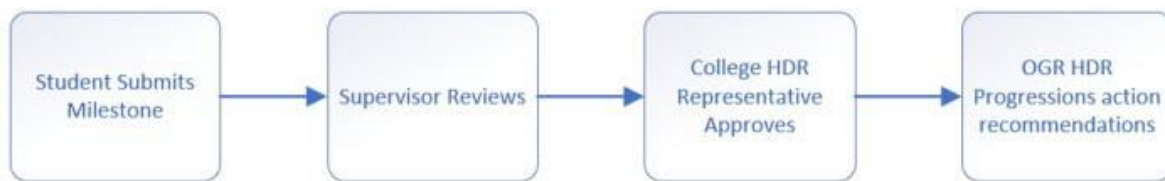
OVERVIEW

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

APPLIES TO

HDR Students

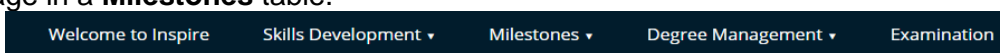
MILESTONE WORKFLOW



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

Inspire is a candidature management tool for higher degree by research students, their supervisors, external examiners and related support staff.

HDR Students can use Inspire to submit degree management forms, manage their Milestones, plan, record and manage their skills development, manage their thesis submission and examination.

HDR Supervisors can monitor the progress of their students through Milestones, manage candidature variations and examination tasks, engage with the HDR Supervisor Development Program compliance and book into available training courses, and view their Register of HDR Supervisors status.

External Examiners can download a thesis for examination and upload their final report.

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

Due Date	Title
24-Feb-23	Final Thesis Review

Milestones – Student Quick Reference Guide

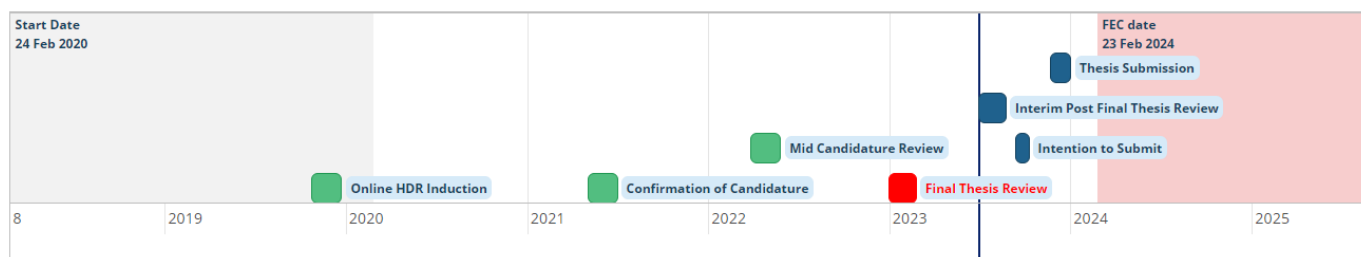


You and your supervisor will also receive an email to advise you that you have an upcoming milestone 8 weeks prior to the due date. A reminder will be sent out every fortnight prior to its due date. When a milestone becomes overdue you will get a reminder to action the overdue milestone every fortnight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

Timeline



Please contact the Office of Graduate Research, hdr.progression@flinders.edu.au, if any of the details below are incorrect.

- Thesis Submission is your thesis due date. Please note: if you submit your thesis before a milestone due date, you do not need to complete that milestone.
- 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.
- If you intend to extend your candidature, you do not need to complete your intention to submit form at this time.

Form	Due Date	Completion Date	Status
Online HDR Induction	24 Apr 2020	23 Dec 2019	Completed
Confirmation of Candidature	24 Apr 2021	1 Jul 2021	Completed
Mid Candidature Review	24 Feb 2022	26 May 2022	Completed
Final Thesis Review	24 Feb 2023 (Should start by 30 Dec 2022)		Not Started (Overdue)
Interim Post Final Thesis Review	24 Aug 2023 (Should start by 29 Jun 2023)		Not Started
Intention to Submit	9 Oct 2023 (Should start by 11 Sep 2023)		Not Started
Thesis Submission	1 Jan 2024 (Should start by 20 Nov 2023)		Not Started

Showing 1 to 7 of 7 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.

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

8 weeks prior to your Milestone due date, you and your supervisor will start to receive reminder notifications every fortnight.

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If you submit a degree management form to change from full-time to part-time or vice versa, or an intermission 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 milestone title on your landing page if your milestone is due in the next 8 weeks or is overdue.

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Forms that require your attention

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Milestones

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Due Date	Title
24-Feb-23	Final Thesis Review

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

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Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

Welcome to INSPIRE

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Forms that require your attention

🔔 There are no forms requiring your attention.

- Timeline
- Student Details
- Intermission of Candidature
- Extension of Candidature
- Change or Addition of Supervisor
- Full / Part-time Transfer
- Change Enrolment Location
- Degree Transfer or Significant Change to Project
- HDR Allowance
- Scholarship Recreation Leave
- Withdrawal of Enrolment

Both will result in you being navigated to your milestone timeline. From your milestone timeline, you can click on the relevant milestone on the Timeline or in the table.

4. Other ways of navigating to your milestone forms.

Select **Milestones** and a drop-down menu will appear. Select the correct milestone for your current progress to submit. If you are unsure which Milestone to complete, check your timeline.

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

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HDR Supervisors can monitor the progress of their students through examination tasks, engage with the HDR Supervisor Development training courses, and view their Register of HDR Supervisors status.

- Confirmation of Candidature
- Mid Candidature Review
- Final Thesis Review
- Interim Confirmation of Candidature
- Interim Mid Candidature Review
- Interim Final Thesis Review
- Interim Post Final Thesis Review

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.

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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. The OGR template can be found by clicking 'HDR completion plan' on the left of the [Milestones webpage](#) or [gant chart \(XLSX 787KB\)](#)

For College specific requirements please check the [Milestones webpage](#).

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.

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

Final Thesis Review

Milestones are required to be completed by HDR students with their supervisors in accordance with their Timeline. For major milestones, students will deliver written work as well as an oral presentation to their supervisors and peers at college level.

(Note: Interim milestones do not require an oral presentation.)

Students are required to submit all work for the HDR milestone via the University's text-matching resource, Turnitin, in accordance with the [Research Integrity Policy](#). Refer to the [Inspire quick reference guides](#) for further information.

For further information including College requirements go to the [Milestones website](#).

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

[Start Final Thesis Review](#)

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

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Submission

This form will be sent to your Principal Supervisor for review and commentary

Signature Participant(s)

[HDR]
✓ Signed - 28 Jun 23

Signatures
You have signed this form.
You will be asked to sign again if the form is modified (by yourself or others).

[Discard](#)

You will then be asked to confirm your submission before sending.

Once submitted, the form status will change from “In Progress” to “Submitted”. Upon submission, you will be sent an email notification that your 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 completed their presentation (not required for Interim Milestones), fulfilled the requirements of this Milestone 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 Intellectual Property Assigned field is blank?

Final Thesis Review (MSTN-FIN) [History](#)

Student Name

University Email

Please contact the Office of Graduate Research at hdr.progression@flinders.edu.au, if any of the details below are incorrect.

Intellectual Property Assigned (if required)

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If the Intellectual Property Assigned field is blank, this means it has not been completed or is not required. It is OK for it to stay blank.

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

All Milestones will be available in Inspire for your Principal Supervisor to provide commentary and make a recommendation. Once your 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?

You can log into your Inspire account and view the progress of your Milestone at any time. The relevant milestone home page will show each step in the workflow in date chronological order. It will display the status as 'Submitted' or 'In Progress' with the Deadline of when the form is required to be actioned if not submitted.

Confirmation of Candidature

Milestones are required to be completed by HDR students with their supervisors in accordance with their Timeline. For major milestones, students will deliver written work as well as an oral presentation to their supervisors and peers at college level.

(Note: Interim milestones do not require an oral presentation.)

Students are required to submit all work for the HDR milestone via the University's text-matching resource, Turnitin, in accordance with the Research Integrity Policy. Refer to the [Inspire quick reference guides](#) for further information.

For further information including College requirements go to the [Milestones website](#).

▼ See the workflow used in this process

Type	Completed and Signed By
Confirmation of Candidature	HDR Student
Confirmation of Candidature Recommendation	Principal Supervisor
Confirmation of Candidature Outcome	HDR College Delegate

Showing Confirmation of Candidature forms for:

Search:

Form	Action Due By	Status	
Confirmation of Candidature (HDR Student)	04 Feb 2021 at 19:00	Submitted	
Confirmation of Candidature Outcome (College Delegate)	02 Mar 2021 at 22:00	Submitted	
Confirmation of Candidature Recommendation (Supervisor)	09 Mar 2021 at 17:00	Submitted	

Show archived forms
Showing 1 to 3 of 3 entries

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

Yes, you can see each Comment added to your Milestone submission. Below is an example of the

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College Delegate outcome and additional comment. This system creates total transparency.

Please select Milestone outcome: *

- Continuation of Candidature
- Recommend upgrade to PhD (student must apply through the degree transfer form)
- Recommend downgrade to Masters (student must apply through the degree transfer form)
- Recommend 3 Month probationary period to resubmit Milestone
- Recommend Ongoing or Escalating Difficulty Progressing (only once a student has already had a 3 month probationary period)

Additional Comments

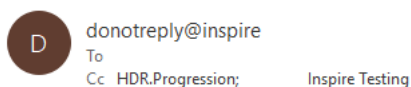
Dear [Name], congratulations on an excellent Mid-Candidature milestone. Great to see publications are on the way also. I am looking forward to seeing your research progress further.

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 you and other users involved in the process.



Inspire

Milestone Outcome: Confirmation of Candidature submitted by

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.

Need more help?

For more information about the Milestones refer to the [website](#) and Team: hdr.progression@flinders.edu.au.