

HDR - Final Year Review Milestone

The Final Year Review (FYR) Milestone will require the submission of the following documents;

- Draft thesis
- A presentation of the work completed since the Mid-Candidature Review (MCR). You must refer to the MCR report. Have these goals been accomplished? Why or why not?
- Detailed written statement of the work to be completed in the next year, demonstrating backward mapping
- Gantt Chart
- iThenticate report on the draft thesis

Oral Defence Presentation Preparation:

- Only submit this form when you are ready for the Oral Defence.
- Your principal supervisor will need to nominate 3 panel members.

Panel members will need to receive the documents at least 2 weeks before the scheduled Oral Defence presentation date. (Please keep this in mind when selecting your presentation date/ submitting your form)

CONFIDENTIAL QUESTIONS:

Kindly note that this form contains two confidential questions. If your response is yes to either, your answers will be forwarded directly to the research office and escalated to the Dean of Graduate Studies (DGS).

If the DGS is on your supervisory panel, your response will instead be escalated to the Deputy Vice Chancellor Research and Innovation (DVCRI).

Your supervisor will not have access to this information.

If you prefer not to share this on the form, feel free to reach out to the Candidate Progression Coordinator - research.degrees@cdu.edu.au, DGS - Professor Tara Brabazon - tara.brabazon@cdu.edu.au or DVCRI - Professor Steve Rogers steve.rogers@cdu.edu.au

GUIDE TO COMPLETING THIS FORM

- All relevant answers must be completed. Depending on your response to a given answer, additional information may be required. You will be unable to continue until the required answers have been completed.
- Progress on this form can be saved and completed at a later stage.
- When selecting 'save and continue later', a link will be emailed to you, that enables you to return to complete the form.

Workflows:

Workflows have been enabled with this form to facilitate authorisations and signatures as follows:

1. Candidate completes Section 1- submits to Principal Supervisor
2. Principal Supervisor completes Section 2 - submits to Faculty / School administration office
3. Faculty / School administration office completes section 3 – submits to Faculty / School Delegate
4. Faculty / School Delegate completes section 4 – Submits to Faculty / School administration office
5. Faculty / School administration office completes section 5 - Submits to Panel Chair
6. Panel Chair completes section 6 – Submits to Faculty / School administration office
7. Faculty / School administration office completes section 7 - submits to Faculty / School Delegate
8. Faculty / School Delegate completes section 8 – submits to Research Degrees
9. Research Degrees Office completes section 9– submits to Dean of Graduate Studies
10. Dean of Graduate Studies completes section 10– submits to Research Degrees Office
11. Research Office to process request and advise Candidate by email.

A copy of the form will be sent to the Principal Supervisor once the Dean of Graduate has endorsed. The Supervisor can then share the feedback with the student.

For queries about the process, or difficulties using the form, please contact the Candidate Progression Coordinator by phone at +61 8 8946 7289 or by email at research.degrees@cdu.edu.au

Section 1a: Details of the Candidate

Name of Candidate *

Student Number *

Candidate Email Address *

Faculty or School name *

Course * Doctor of Philosophy Masters by Research

Principal Supervisor Name *

Principal Supervisor Email *

Section 1b: Supervisory Panel Details

If you have recently updated your supervisor panel - please complete the [HDR11 - Change of Supervisory Panel \(snapforms.com.au\)](https://snapforms.com.au/HDR11-Change-of-Supervisory-Panel)

Associate Supervisors Details

Associate Supervisors must be registered supervisors who are paid by CDU or Menzies—or who dedicate substantial time to CDU or Menzies.

Press **"Add Supervisor"** for each separate Associate Supervisor

Other members of the supervisory panel

Specify end users or industry partners, academic advisors from other universities, and anyone else on your panel.

Press "Add Advisor" for each separate Advisor

Section 1c: Draft thesis submission

Thesis Title *

Please upload draft thesis *

Section 1d: Work completed since Mid-Candidature Review

If you have not completed a mid-candidature review - please refer to your previous milestone / progress report.

Please outline the work completed since your last milestone *

Have you achieved your goals set in your last milestone? *

Yes No

Please refer to your Mid-Candidature Milestone

Please confirm how these goals have or have not been achieved? *

Section 1e: Written Statement & Gantt chart

Please provide a detailed written statement of the work to be completed up until your thesis submission, demonstrating backward mapping.

The goal is to complete your PhD in three years full time equivalent and your Masters in two years full time equivalent.

A Gantt chart is available for your use here: [Gantt Software | monday.com](#).

Please upload Written statement & Gantt chart *

Section 1f: iThenticate report

Please run a similarity report in iThenticate on your draft thesis to check for potential plagiarism.

Check each instance of similarity in the report to ensure all work is correctly attributed and edit the draft thesis if and as required to avoid any potential plagiarism. Then, generate a similarity report on the FINAL version of the draft thesis through iThenticate and upload here.

Please upload an iThenticate report *

Browse

Having difficulty accessing iThenticate?

1. Visit [Plagiarism Detection Software | iThenticate](#)
2. Choose "Forget Password."
3. Enter your student email, which is based on your student number (e.g., if your number is 107107, your email is s107101@students.cdu.edu.au).
4. Click submit.

Additionally, check your junk mail for the reset email. For further assistance, contact research.degrees@cdu.edu.au

Section 1g: Oral Presentation details

Following submission of form, you are now ready to organise your Presentation.

Please discuss with your principal supervisor and faculty administration team about booking a date/time and venue.

If you have a specific reasons why a synchronous presentation is not possible, then a pre-recorded presentation may be permitted.

- Students will still be required to answer live and synchronous questions from the assessors.
- Reasons for this recorded presentation may include time zone differences between the student and assessors, or a disability or impairment that renders such presentations difficult to deliver through the added stress of a live event.

Please confirm if you wish to request permission to submit a pre-recorded presentation

Yes No

So that your Faculty/ School can advertise your presentation, please provide the follow:

Proposal presentation paragraph of the Candidate's research/ Abstract *

Candidates Biography *

Please upload a photo of yourself *

Browse

Max file size: 1 MB. Accepted file types: jpg, jpeg, png, bmp, gif

Section 1h: Additional questions

Have you gained an ethics clearance? *

Yes No

Have you specified a budget that will be needed to complete this research? *

Yes No

Have you confronted difficulties with your supervision? *

Yes No

Please be advised, your supervisors will have no visibility to this question or your response. The Dean of Graduate Studies will also have no visibility to this question, if they are on your panel.

What professional development have you completed in the last year? *

What professional development do you require to submit your thesis? *

Have you completed your higher degree by research? *

Yes No

Do you require the assistance of the CDU Wellness Centre

Yes No

[Wellness Centre | Charles Darwin University \(cdu.edu.au\)](https://www.cdu.edu.au/wellness-centre)

Do you require a private and confidential meeting with the Dean of Graduate Studies? *

Yes No

Please be advised, your supervisors will have no visibility to this question or your response. If the Dean of Graduate Studies is on your supervisor panel, your request for a confidential meeting will be escalated to the Deputy Vice-Chancellor Research & Innovation.

Additional comments

Section 1i: Signature

Candidate Signature *

Date *

Please scroll to the bottom of the form and click **'submit'**, the form will then be sent to your Principal Supervisor

Once your supervisor has completed section 2 of this form and endorsed, you will receive a copy of the form.

Section 2: Endorsement from Principal Supervisor

Principal Supervisor Name *

Section 2a: Supervisor evaluation

Is the Faculty or School able to provide the necessary facilities the candidate needs to support this research? *

Yes No

Has the supervision panel been finalised? *

Yes No

Has the candidate *

Dedicated enough time to this research thus far

Definitely Moderately Negligibly

Demonstrated the ability to write effectively

Definitely Moderately Negligibly

Demonstrated the capacity to think critically

Definitely Moderately Negligibly

Demonstrated they have acquired or could acquire the necessary knowledge

Definitely Moderately Negligibly

If not, please specify your concerns here—such as which skills the candidate will need to develop

If applicable, please specify your main concerns about the project here—such as safety issues, ethical issues, or feasibility of data collection

Section 2b: Intellectual Property

Intellectual property at CDU

Is the project subject to a funding agreement? *

Yes No

Does this project affect a larger ongoing or planned research project at CDU? That is, if nobody except the candidate could access the results or outcomes of this project, would other researchers at CDU be disadvantaged? *

Yes No

Please note:

- the candidate may need to assign their Intellectual Property to the University
- the Office of Research and Innovation will organise this assignment of Intellectual Property to the University

Section 2c: HDR Panel – Oral Defence Presentation

Please ensure you have contacted each member and confirmed they are available to participate in the panel on your nominated day/ time prior to submitting this form.

If you are not sure on the day/time/ location details for the presentation - please discuss with your student and or Faculty/ Menzies administration staff prior to completing this form.

Name of Chair *

Chair email address *

Is the chair a supervisor? *

Yes No

Name of Assessor 2 *

Assessor 2 email address *

Is assessor 2 a supervisor? *

Yes No

Name of Assessor 3 *

Assessor 3 email address *

Is assessor 3 a supervisor? *

Yes No

Presentation date

Presentation time *

Location (Darwin Campus or online)

Darwin Campus Online Other

Section 2c: Principal Supervisor Signature

Principal Supervisor Signature *

Date Principal Supervisor signed *

Please select the applicable email address from the dropdown box below.

Once you click 'submit' the form will be sent to the relevant HDR Administrator who will request the delegates endorsement.

Your Faculty/ Menzies Administration team will be in contact with you following submission of this form to confirm the presentation details.

Faculty / School HDR Administrator Email *

Section 3: Faculty / School Administration

Now that the student has submitted their Research Proposal, please contact the principal supervisor/student to confirm the details for the Oral Presentation.

HDR Administrator / Coordinator name *

Please add any additional comments here

Please complete the applicable email address below.

Once you click 'submit' the form will be sent to the relevant HDR delegate for review.

Faculty / School Delegate email *

Section 4: Faculty / School Endorsement

Faculty / School Delegate Name *

Panel members approved? *

Yes No

Faculty / School Delegate Signature *

Date Faculty signed *

Once you click 'submit' the form will be sent to the HDR administrator who will confirm and send the paperwork to the panel members

Section 5: Faculty / School administration office - Panel confirmation

Please provide the names and email address of the approved panel members.

All the documents and details of the presentation will then be sent to each panel member in the next workflow.

Confirmed Chair name *

Chair email address *

Confirmed Assessor 2 name *

Assessor 2 email address *

Confirmed Assessor 3 name *

Assessor 3 email address *

Presentation date *

Presentation time *

Location *

Darwin Campus Online Other

Online details *

Section 6: Chair Assessment

a. Assessment

As a panel, provide a response to each question below.

Are you satisfied with the quality, scope and scale of the research and thesis? *

Yes No

Has the candidate made sufficient progress since the Mid-Candidature Review?? *

Yes No

Has the candidate configured a clear plan to completion? *

Yes No

Are you satisfied with the iThenticate report as a proxy for the research integrity and information literacy held by the candidate? *

Yes No

Has the candidate confirmed a Significant Original Contribution to Knowledge (SOCK)? *

Yes No

Have any problems and challenges been outlined? *

Yes No

Have solutions to these problems and challenges been proposed? *

Yes No

Has the candidate presented the research in a presentation, seminar or online for a in the last year? *

Yes No

Has the candidate completed professional development in the last year? *

Yes No

Please provide any further comments to your answers above *

If needed, please upload panels report here

Browse

Did the panel reach consensus? *

Yes No

b. Outcome

The panel has agreed to pursue one of these alternatives *

- Approved - We would like to pass the candidate
- Upgraded to PhD
- Downgrade to Master of Research
- Probation - Reassessment required

Additional information for the Probation - Reassessment required

- Chair to submit this form
- The candidate is required to address the concerns within 8 weeks full time or 16 weeks part time
- Once they are ready to be reassessed, please complete the [HDR - Mid-Candidature Review or Final Year Review Reassessment \(snapforms.com.au\)](#) form. (An email with the link to this reassessment form will be sent to you following endorsement of the form)
- Students can only resubmit once

Record further comments here. For example, please provide more details on the reassessment required.

Please upload any additional documents, if applicable

c. Signature

Chair Name *

Chair Signature *

Date *

Once you click 'submit' the form will be sent to the relevant Faculty / School HDR Administrator who will request the delegates endorsement.

- A copy of this form and any attachments will be emailed to you (the chair) and the candidate's principal supervisor.
- The principal supervisor is then expected to discuss the feedback with the candidate.

Section 7: Faculty School Administration - Oral Presentation Assessment Review

HDR Administrator / Coordinator name *

Comments

Upload an additional documents

Once you click '**submit**' the form will be sent to HDR delegate for endorsement.

Section 8: Faculty School Delegate - Oral Presentation Assessment Endorsement

- I agree with the decision of this panel
 I do not agree with the decision of this panel

Record further comments here

Faculty / School Delegate Name *

Faculty / School Delegate Signature *

Date Signed *

Once you click 'submit' the form will be sent to Research Degrees for the Dean of Graduate to endorse.

The student will be advised of the outcome once all endorsements have been received.

Section 9: HDR Candidate Progression Coordinator

Add any additional comments here

Add any additional documents here

DGS or Delegates Email address *

If DGS is unable to endorse form, please choose alternative email address.

Section 10: Dean of Graduate Studies or Delegates Endorsement

- I agree with the decision of this panel
- I do not agree with the decision of this panel

Delegates name *

Any additional comments here.

Dean of Graduate Studies or Delegates Endorsement *

Date Dean of Graduate Studies or Delegate endorsed *

SAMPLE