# **School of Health and Rehabilitation Sciences**

### Confirmation of Candidature Milestone Checklist

**Please attach this checklist to the document you send to the members of your milestone committee.**

## Candidate details

|  |  |
| --- | --- |
| **Full name and student number** |  |
| **HDR commencement date** |  |
| **Program** | MPhil  / PhD |
| **Study load** | Full-time  / Part-time |
| **Location** | Internal  / Remote |
| **Status** |  |
| **Current scholarship/s and expiry date/s** |  |
| **Principal advisor** |  |
| **Associate advisor/s** |  |
| **Independent panel member** |  |
| **Chair** |  |
| **Extensions available for this milestone** | 0  / 1  / 2 |

## Confirmation checklist

|  |  |
| --- | --- |
| 1. I have sent my milestone document to the Chair, Independent Panel Member, Supervisory Team, and [the](mailto:rhdadmin.shrs@uq.edu.au) [HLO](mailto:hdr.shrs@enquire.uq.edu.au) on the following date: | [date here] |
| 1. I have read UQs policy and procedures regarding [milestone progression](https://ppl.app.uq.edu.au/content/4.60.05-higher-degree-research-candidature-progression), [leave/interruption](https://ppl.app.uq.edu.au/content/4.60.10-higher-degree-research-leave-and-interruption-candidature), and your external or [UQ scholarship terms and conditions](https://ppl.app.uq.edu.au/content/4.80-research-scholarships) (if applicable). | Yes  / No |
| 1. I have attached slides for the presentation I will be presenting in my Confirmation meeting. | Yes  / No |
| 1. I have obtained [ethical clearance](http://www.uq.edu.au/research/integrity-compliance/human-ethics) for my project in at least one faculty. | Yes  / No |
| 1. I have completed the [Research Integrity Module](https://cdf.graduate-school.uq.edu.au/event/session/227) and passed with a score of at least 80%. | Yes  / No |
| 1. I have created a [UQRDM](https://guides.library.uq.edu.au/for-researchers/uq-research-data-manager) account to store and manage data for the duration of my project and beyond. The RDM Name and Number is: | [RDM Name and Number here] |
| 1. I have included all necessary components in my milestone document as per the Confirmation Document table below. | Yes  / No |
| 1. I have discussed [immunisation](https://my.uq.edu.au/information-and-services/higher-degree-research/get-started/2-your-first-week) and registrations requirements (e.g., blue card) for the sample/s I will be researching with my advisors and will need: | [state immunisation and/or registrations required here] |
| 1. I have completed a [risk assessment](https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/health-safety-workplace/risk/assessments?page=29960) for my research project and my supervisor has approved it. | [Risk ID Name and Number here] |
| 1. I have [linked my ORCID with my eSpace profile](https://guides.library.uq.edu.au/for-researchers/researcher-identifier/orcid-register-link). | Yes  / No |
| 1. I have checked my document via [iThenticate](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/ithenticate) and shared the report with the Chair, Independent Panel Member, advisors, and [HLO.](mailto:rhdadmin.shrs@uq.edu.au) | Yes  / No |
| 1. I have discussed with my advisory team protocols regarding authorship for any thesis-related publications in accordance with [UQ authorship guidelines](http://ppl.app.uq.edu.au/content/4.20.04-authorship). | Yes  / No |

## Research output and achievements

Please reference any output you have submitted/published/presented (including other achievements, such as funding you have applied for/obtained) since commencement of your candidature and their status/outcome:

1. [start list here]

## Confirmation document

Please include the following components in your milestone document:

|  |  |
| --- | --- |
| **Component** | **Page Numbers** |
| 1. Literature review leading to a clear rationale and statement of the aims of the project. |  |
| 1. Research plan (including design, methods, proposed analysis, and a statement about the status of ethical clearance). |  |
| 1. Proposed thesis outline as per the Thesis Document table below, identifying any planned publications to be included. |  |
| 1. Project/thesis timeline (including milestone due dates and scholarship expiry dates). |  |
| 1. Resources required for research project (e.g., skills and techniques, professional development, costs associated with equipment, etc.). |  |
| 1. A detailed [budget](https://shrs.uq.edu.au/research/research-centres-and-units/hdr-student-information) approved by your Principal Advisor. |  |
| 1. Statement concerning career plans and outline of strategy to meet this goal (e.g. publication of papers, attendance at conferences to meet potential post-doc collaborators, etc.). |  |

## Thesis Document

In the table below, please summarise the progress of your thesis document, and indicate what of the following has been submitted to the panel:

|  |  |  |  |
| --- | --- | --- | --- |
| **Chapter No. & Title** | **% Data Collection Complete** | **% Data Analysis Complete** | **% Draft Completed** |
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