

Application for Milestone 1

MPhil and Doctorate Students ONLY



This form is to be completed and submitted electronically

STUDENT ID

SURNAME

GIVEN NAME/S

ENROLLING SCHOOL

Are you apply for course conversion?

Yes ☐

No ☐

Specify the course in which you are applying for Milestone 1:

COURSE CODE (UDC)

COURSE NAME

Thesis Title (please ensure this matches the title listed on the attached project proposal)

Field of Research Code

The Field of Research code that **most accurately** describes your research topic is required. **You must use the 6-digit Field code** as this information is used for government reporting.

Field of Research codes are available via the Australian Bureau of Statistics website via: [ABS - For Codes](https://abs.gov.au/for-codes).

Name of Field of Research

6 Digit Code

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ORCID

ORCID provides a persistent digital identifier that distinguishes you from every other researcher. An ORCID can be obtained, at no cost, by registering via <https://orcid.org>.

16 digit ORCID

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Ethics and Research Practice Clearance

Approval of the Application of Milestone 1 will require the student and the Supervisor to conduct the research program according to the [Australian Code for the Responsible Conduct of Research](https://www.gov.au/australian-code-for-the-responsible-conduct-of-research). Additional regulations may be required depending on the type of research being undertaken.

As a provisional candidate, it is essential that you examine the ethics and safety guidelines related to your field of study to determine whether it is necessary to seek approval from any University Ethics and/or Safety Committees. Retrospective approvals will not be considered in the application process.

You must now complete a Research Initiation Guide (RIG) to identify other permissions that you will need to gain before you can start your research project. rig.curtin.edu.au

PLEASE NOTE: That if you do not obtain all of the appropriate permissions before you commence your research, you will be in breach of the Australian Code for the Responsible Conduct of Research, and will not be able to publish your findings.

Once you have filled in the RIG, you will receive RIG feedback by email. You will need to read through the RIG Feedback to find out which permissions you need to apply for. Attach the RIG Feedback to your Milestone Form.

Student Declaration *(please tick to confirm each item has been completed)*

- ☐ I have developed my research proposal in consultation with my Principal Supervisor and have been advised by my Principal Supervisor that it is sufficiently developed and appropriately prepared to be submitted for School review.
- ☐ I have completed all coursework I was required to complete prior to achieving Milestone 1.
- ☐ I have discussed with my Principal Supervisor issues relating to joint authorship of any research outputs arising from my research and have read and understood the Guidelines on Authorship Attribution.
- ☐ I have completed the Research Integrity Training and achieved a grade of at least 80%.
- ☐ I have submitted my research proposal through Turnitin, have discussed the results of the originality/similarity report with my Principal Supervisor and have attached the research proposal and Turnitin report to this application.
- ☐ I have completed a research data management plan.
- ☐ I have read and understood Curtin's policy on plagiarism. <http://academicintegrity.curtin.edu.au/students/>
- ☐ I have discussed the submission of the relevant application/s for ethics approval with my Principal Supervisor. Utilised the Research Initiation Guide (RIG) if applicable and intended steps for required Ethics approvals.
- ☐ I have discussed internship opportunities with my supervisory team.

Please sign below to confirm that the information provided by you on this application form is accurate.

Student signature

Date

Copyright and Intellectual Property: Student Deed Poll

I (insert full name)

in consideration of Curtin University (the "University") allowing me to undertake research in the School of

hereby declare that:

- ☐ I shall ensure that the thesis contains no material which shall infringe the copyright^[1] of any person or persons.
- ☐ I shall obtain, where necessary, permission for third-party copyright material^[2] reproduced in the thesis from the copyright owners.
- ☐ I have read the Intellectual Property Policy and Intellectual Property Procedures^[3].
- ☐ I understand the provisions of the Intellectual Property Policy and the requirements of the supporting Intellectual Property Procedures as they relate to me as a Student.
- ☐ I undertake to be bound by the provisions of the Intellectual Property Policy and Intellectual Property Procedures.
- ☐ I understand that all intellectual property created by me in the course of the aforementioned research will belong to me UNLESS it arises from participation in a University Project^[4] (in which case it will be owned by the University, and I as the Student will be required to enter into an agreement with the University in respect of the Intellectual Property that is so generated).

Student signature

Date

***Note:** When a student submits their thesis, they are asked to grant to Curtin University, or its duly authorised agents, the right to archive and to make available their thesis, at the required/ desired level of access, in whole, or in part, in the University Libraries in all forms of media, now or hereafter known.*

On completion of all student sections, please forward this application form along with your research proposal and Turnitin report to your Principal Supervisor. If your Principal Supervisor is satisfied that the application has been satisfactorily completed and the research proposal has been suitably developed and prepared, the application will be forwarded your Director of Graduate Research (or delegate) to commence the School review process.

^[1] Curtin students and staff are subject to the provisions of the Commonwealth of Australia Copyright Act 1968. For additional information on copyright refer to <http://copyright.curtin.edu.au/>.

^[2] Third-party copyright material is content where the copyright is owned by someone other than the student, e.g. questionnaires, images, notes.

^[3] The Intellectual Property Policy and Intellectual Property Procedures pdf are available from <http://policies.curtin.edu.au/findapolicy/index.cfm>.

^[4] **University Project** means a self-contained program of work or research administered by or on behalf of the University which:

- i. is funded wholly or in part by a sponsor;
- ii. is funded wholly or in part by a specific contribution (in relation to the creation of IP means funding or resources which are contributed by the University, but excludes a scholarship awarded by the University as a contribution to a specific University project); or
- iii. is a collaborative project, which is either:
 - (a) a program of work conducted by more than one originator, where each originator's contribution to the IP cannot be separated from that of the other originators'; or
 - (b) a program of work that originates from, or is an improvement to, University IP, whether registered or not.

Research Internship opportunity

PhD students are encouraged to undertake a research internship during enrolment, as they provide an opportunity to apply research skills and theory in a practical manner and can also expand networks and employability. PhD students who complete a research internship with an approved research end-user (partner organisation) for a minimum of 60 days can access internship support funds. If you intend to undertake a research internship, please visit the website and RTP HDR Internship guidelines for information, before completing the following criterion:

Step 1 Internship intent

Are you planning to undertake a research internship?	☐ Yes ☐ No
If you answered yes to the above, have you organised your internships with an approved research end-user (host)? If no, please skip to step 3. You will have the opportunity to complete the remaining internship questions again at Milestone 2.	☐ Yes ☐ No

If you are in the planning stage, please nominate 3 preferred organisations for your research internship.

Please note: This is for market research purposes only. The Graduate Research School (GRS) is not responsible for sourcing internships for Higher Degree by Research students. For information about internships, visit the [research internships webpage](#).

Organisation 1

Organisation 2

Organisation 3

Step 2 Internship details *Note: if you have pre-organised or you are already [undertaking an eligible internship](#).*

RES-END USER (partner organisation)	Name:
Internship type	☐ Internship HAS overlap with research program ☐ Internship has NO overlap with research program
Internship contract type	☐ Simple Agreement (Curtin Template) ☐ Standard Agreement (Curtin Template) ☐ University Partnership Contract; or ☐ Non-Curtin contract
Has the internship contract been signed?	☐ Yes, please remember to complete and return the internship checklist to ROC-Excellence@curtin.edu.au with your signed contract ☐ No, please be aware this needs to be completed within the first 18 months of enrolment to qualify for internships support funds

Step 3 Internship support funds

Internship support payments are available to PhD students who meet all the research internship criteria. Students must discuss and verify how the support funds are to be disseminated. Payment is made in accordance with the [internship guidelines](#).

Student signature

Date

Principal Supervisor's Declaration

- ☐ Milestone 1 has been prepared with my input. I believe it represents a scholarly and achievable project for the award level and is presented to an acceptable standard.
- ☐ Research Integrity Training has been achieved with a grade of at **least 80%**.
- ☐ The research internship opportunity has been prepared in consultation with the supervisory team and is compliant with the RTP requirements (eg: greater than 60 days and with an appropriate research end user). The supervisory team supports and agrees with the internship payment method stated above. If options 1 or 3 have been selected, please provide enrolling school cost centre details: _____

Signature of Principal Supervisor**Date**

If, as Principal Supervisor, you are satisfied that this candidacy Milestone 1 application has been appropriately prepared, the application and relevant attachments should be forwarded to the Director of Graduate Research (or delegate) to commence the school review process.

Director of Graduate Research (DGR)**Section 1: To be completed prior to milestone oral presentation**

The Director of Graduate Research (DGR) can nominate a new or replacement Thesis Chair and supervisory team that must comprise of at least a Principal Supervisor, and a Co Supervisor and/or Associate Supervisor.

Thesis chair and supervisory team

Thesis Chair			
<i>Must be a member of Curtin salaried academic staff and registered at Level 1 on the Register of Supervisors</i>			
Name		Contribution %	Zero
Professional Position		School	
Principal Supervisor			
<i>Must be a member of Curtin salaried academic staff and registered at Level 1 on the Register of Supervisors</i>			
Name		Contribution %	
Professional Position		School	
Co-Supervisor			
<i>Must be a University Associate if external.</i>			
Name		Contribution %	
Professional Position		School	
Associate Supervisor or Co-Supervisor			
Name		Contribution %	
Professional Position		School	
☐ academic staff, or	☐ Adjunct/Emeritus, or	☐ External associate	

Declaration of the Director of Graduate Research (DGR)**Section 2: To be completed after the oral presentation**

☐ The applicant has submitted a research proposal which has been assessed as satisfactory by two reviewers and satisfactorily provided an oral presentation of their research proposal and a seminar report is attached. The proposed research can be adequately supported by the school. I recommend:

Option 1 ☐: Milestone 1 be approved

Option 2 ☐: Milestone 1 be conditionally approved subject to ethics approval; or

Option 3 ☐: Milestone 1 be rejected.

Post Entry Language Assessment (PELA)

☐ I confirm that the student has met the requirements of PELA; **or** ☐ The student has not met the requirements of PELA and will be placed on Conditional status (DGR to email the conditions and due date to the Graduate Research School).

☐ I have saved this application in accordance with Curtin's record keeping procedures in the School for future reference. Please ensure that each Milestone form includes a clear instruction for the DGR to store the student's application reviewer's forms on a dedicated School drive, and only send the finalised Milestone application form to the GRS.

DGR signature

Date

The DGR signatory is required to ensure the original copy of this form along with any supporting documents are stored within the enrolling school in accordance with the [Information Management Procedures](#).

When complete, please submit this form to Graduate Research School at ROC.GRS@curtin.edu.au