HDR MILESTONE REPORTING – FIRST ANNUAL RESEARCH PLAN EFORM
Contents

First Annual Research Plan ................................................................. 3
Approval Delegation ........................................................................ 3
First Annual Research Plan - Form Guide ........................................ 4
Student Milestone ........................................................................... 4
Chair of Supervisory Panel Approval .............................................. 17
Delegated Authority Approval ......................................................... 30
First Annual Research Plan

The First Annual Research Plan outlines what the candidate intends to undertake in the following 12 months, with sufficient detail to allow the Supervisory Panel and Delegated Authority to assess the appropriateness and feasibility of the plan.

- Completion of an annual research plan is compulsory for all candidates enrolled in a higher degree by research (PhD; MPhil; Professional Doctorate).
- The student is required to submit the plan 3 months after commencement.
- This plan must be approved by the Chair of the Supervisory Panel and the Delegated Authority.
- ISIS will be updated on completion of this process and the completed plan will be emailed to you at your ANU email address.

Approval Delegation

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Initiation</td>
<td>The Research Candidate provides a detailed plan of their research activity over the next 12 months.</td>
<td>Research Candidate</td>
</tr>
<tr>
<td>Approval from Chair of Supervisory Panel</td>
<td>The Chair assesses candidate’s understanding of their research project and makes recommendation to the Delegated Authority.</td>
<td>Chair of Supervisory Panel</td>
</tr>
<tr>
<td>Approval from College Delegated Authority</td>
<td>The Delegated Authority approves or amends the Chairs’ recommendations.</td>
<td>College Delegated Authority</td>
</tr>
</tbody>
</table>
First Annual Research Plan - Form Guide

This reference guide provides an overview of the process when submitting the First Annual Research Plan.

Student Milestone

1. Login to ISIS using your UID and password

2. Navigate to:
   > ISIS > Research > Research Reports
   And select the Annual Plan from the list

3. The first page is an introduction with details about the Milestone you are completing. Please double check the correct Milestone is selected.
Introduction

Form Details
Candidate Details: [Redacted]
Milestone Type: First Annual Research Plan
Milestone Due: 31/05/2016

The First Annual Research Plan outlines what the candidate intends to undertake in the following 12 months, with sufficient detail to allow the supervisory panel and delegated authority to assess the appropriateness and feasibility of the plan.

- Completion of an annual research plan is compulsory for all candidates enrolled in a higher degree by research (PhD, MPhil, Professional Doctorate).
- This plan must be approved by the chair of the supervisory panel and the Delegated Authority.
- ISIS will be updated on completion of this process and the completed plan will be emailed to you at your ANU email address.

Further information regarding Research Milestones can be found here.

You can save your progress and come back later by pressing the disk icon in the top right of this page.

Click on [Next] to proceed.
4. This page provides details on your candidature, citizenship, Supervisory Panel and scholarships, if applicable. Please ensure these details are correct.

**Student Details**

**Details**

**Name**

**Phone**

**Address**

If any of the personal details listed above are incorrect, please login to [ISIS](#) to change the relevant details.

**Citizenship Information**

**Citizenship Status**

**Visa Status**

**Residency**

[Reference Guide](#)

*Version 1.0 June 2016*
<table>
<thead>
<tr>
<th>Candidature Details</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>College / School</td>
<td></td>
</tr>
<tr>
<td>Enrolment Type</td>
<td>Program Commenced</td>
<td>Academic Load</td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Supervisory Panel

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Chair of Panel</td>
<td></td>
</tr>
</tbody>
</table>
5. This page provides a summary of the milestones associated with your enrolment. This includes milestones which are overdue, completed and in progress. Please ensure these details are correct.

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>31/05/2016</td>
<td>No</td>
</tr>
<tr>
<td>Thesis Proposal Review</td>
<td>31/08/2016</td>
<td>No</td>
</tr>
</tbody>
</table>

If any of the details listed above are incorrect, please contact Student Administration for further assistance.

Click on ➔ to proceed.
6. If you are currently enrolled in a course(s), it will be displayed on this page. Here you must indicate whether you expect your coursework enrolment to change over the next 12 months as well as indicating the average number of hours per week you have devoted to your studies. Note that a * means this is a compulsory field and you must provide a response.

<table>
<thead>
<tr>
<th>Variations to Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you expect that there will be any variations to your coursework enrolment over the next 12 months?*</td>
</tr>
<tr>
<td>☐ Yes, I expect that my coursework enrolment will change.</td>
</tr>
<tr>
<td>☐ No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please estimate, on average, the number of hours per week that you have devoted to your studies since commencement:</td>
</tr>
<tr>
<td>Hours per week:*</td>
</tr>
</tbody>
</table>

If you expect your coursework enrolment will change, please detail these changes in the text box provided.

Click on ➔ to proceed.
The main body of your plan will be detailed in the Research Planning and Progress Section. Here you have the option of directly writing the details of your goals into the form, or uploading a college provided template or other supporting documentation. You may choose to provide both.

**Research Planning and Progress**

Detail your plan towards specific goals for your research project for the next 12 months. You should develop these objectives in consultation with your supervisor.

Please select your method/s of detailing your First Annual Research Plan goals (you may select both options).

- **Document** research goals within this form.
- **Upload** supporting documentation or a college template.
8. If you wish to detail your research goals within the form, you must provide a Description, Goal Status, Anticipated Completion Date and Plan of your activities towards the completion of each goal. As this is the first annual plan, all your goals should be new goals.

Additional goals can be added using the + button in the corner.
If you wish to upload a college template or any other supporting documentation, click the Upload New button. Additional document upload slots can be added by clicking the +.

A pop-up window will appear which allows you to browse your files and upload the document.

Once you have finished documenting your plan, Click on to proceed.
10. This section is where you indicate whether or not you have enough resources to support your research program, as well as whether or not you will be undertaking payed employment during your program. If you feel that additional support could be provided, please provide details in the text box.

**Research Support Details**

Do you feel you have sufficient resources (e.g. computer access, workspace, lab equipment, library resources etc) to support your research program?*

- [ ] Yes
- [x] No. there is additional support that I feel could be provided to assist my studies.

Please provide additional details surrounding the support that you require below:* 

The details above will be provided to your supervisor and the delegated authority for further consideration.

If you are undertaking payed employment, please provide the expected hours per week and weeks of employment.
Employment Details

Do you anticipate that you will be paid for any work over the next 12 months (scholarship payments are not considered paid employment)? This includes work inside and outside of the University. Where tutoring work or similar activities are undertaken, please include preparation and marking time.

- Yes
- No. I will not have any paid employment.

Please estimate the anticipated hours per week you will spend in paid employment over the next 12 months.

Hours per week: *

Weeks of employment: *
11. You can provide feedback on your supervisory arrangements and include any suggestions or improvements in the text box provided.

You must also indicate how often you met with your primary supervisor and the mode of interaction. If you had alternative arrangements, please detail them in the text box provided.

Click on to proceed.
Once you have completed the required form details, you will be able to submit the Milestone to the Chair of your Supervisory Panel for approval.

Submit

You have now completed the milestone form. You can review any section by selecting from the side panel. You will receive an email with a copy of this form.

Submit the form to the Chair of the Supervisory Panel by clicking the submit button below.

Chair of Supervisory Panel Approval

1. The Chair of Supervisory Panel will receive an email notification that form action is required.
2. The Chair of Panel should login to ANU eForms using their login ID and password.
3. The form will appear in the Forms Assigned to Me section

Forms Assigned To Me

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR Milestone Reporting (v74) - Chair of Panel</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the form to enter

3. The first page is an introduction with details about the Candidate and the Milestone they have completed. It is important that you have discussed the plan with the candidate before completing this form.
4. This page provides details on the Candidate’s candidature, citizenship, Supervisory Panel and scholarships.
5. This page provides a summary of the milestones associated with the Candidate’s enrolment for reference. This includes milestones which are overdue, completed and in progress.

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>25/05/2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>Thesis Proposal Review</td>
<td>31/05/2016</td>
<td>No</td>
</tr>
</tbody>
</table>

Click on [ ] to proceed.

6. The Academic Activity of the Candidate is shown here for review. Take note of any variations to enrolment and their expected research activity.

Click on [ ] to proceed.
7. The Research Planning and Progress page is where the Candidate outlines their research Goals. If they have chosen to write the details directly into the form, this information is available for review.

8. If they have chosen to upload their plan or other documentation, these documents can be downloaded by clicking the ‘open’ button next to the document.
The Candidate will indicate if they require any additional support to complete their studies and provide details. They will also indicate whether they will be undertaking paid employment for reference.
Prior to completing this form, the Supervisory Panel should discuss the Milestone with the Candidate. Please indicate who was present at this discussion by checking the boxes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Advisor Since</th>
<th>Supervisor Type</th>
<th>Participated in Panel Discussion?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23/02/2016</td>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td></td>
<td>23/03/2016</td>
<td>Adviser</td>
<td></td>
</tr>
<tr>
<td></td>
<td>23/02/2016</td>
<td>Chair of Panel</td>
<td>Participant in Panel Discussion</td>
</tr>
</tbody>
</table>

Please provide the date on which the Supervisory Panel met with the Candidate and any comments you have regarding the discussion.
11. Assess the Candidate’s progress since enrolling by checking the buttons which best apply. If you have any further comments, place them in the text box provided.

Outline any issues affecting the Candidate’s progress to date using the checkboxes. If issues have been identified, please elaborate on each in the textbox provided.

12. If the research requires ethics approval, detail the type of ethics organisation, the approval status and details and the approval date if it has been approved.
If approval from an external organisation is sought, include the name of the organisation and the reference number if applicable.
You can also upload additional ethics documentation using the ‘Upload New’ button.

Click on to proceed.
The Candidate may provide some feedback regarding the support provided by the Supervisory Panel. Comment on any recommended changes to this support.

You must also indicate how often you met with the Candidate and the mode of interaction. If you had alternative arrangements, please detail them in the text box provided.
14 If you require any more information from the Candidate or clarification on any details, you can return the form to the Candidate. Please provide comments to the Candidate regarding the information you require.

Supervisory Panel’s Assessment

 requires more information from the candidate in order to make an assessment.

 would like to assess this milestone based on the information provided.

Please provide comments to the candidate regarding the additional information that you require.

15 You can now assess the Milestone as Satisfactory, Requiring further Review, Unsatisfactory (transfer to MPhil) or Unsatisfactory (terminate program). Please provide reasons for the Panel’s assessment.
If you assess the Milestone as Requiring Further Review, you must detail additional or remedial work which the Candidate must undertake, as well as the due date for a Supplementary Review.

As you have identified that further review is required, please detail additional or remedial work to be undertaken by the candidate.

Please indicate the due date for the Candidate's next Supplementary Review.
16. Once you have completed the required form details, you will be able to submit the Milestone to the College Delegated Authority for approval or back to the Candidate for further comments. You may also review the due date for the Candidate’s next Annual Research Report and Plan. This is 12 months after the submission of the current Plan by default.

Delegated Authority Approval

1. The College Delegated Authority will receive an email notification that form action is required.

2. The Delegated Authority should login to ANU eForms using their login ID and password.

3. The form will appear in the Forms Assigned to Me section
Click on the form to enter

4. The first page is an introduction with details about the Candidate and the Milestone they have completed.

Introduction

Form Details:
Candidate Details: [redacted]
Milestone Type: First Annual Research Plan
Milestone Due: 31/05/2016

The First Annual Research Plan outlines what the candidate intends to undertake in the following 12 months, with sufficient detail to allow the supervisory panel and delegated authority to assess the appropriateness and feasibility of the plan.

- Completion of an annual research plan is compulsory for all candidates enrolled in a higher degree by research (PhD, MPhil, Professional Doctorate).
- This plan must be approved by the chair of the supervisory panel and the Delegated Authority.
- ISIS will be updated on completion of this process and the completed plan will be emailed to you at your ANU email address.

Further information regarding Research Milestones can be found here.

You can save your progress and come back later by pressing the disk icon in the top right of this page.

Click on ➡️ to proceed.
5. The Delegated Authority should review the following pages. They provide details on the Candidate, their enrolment, their academic activity, their milestones, their research plan, and their research support.
Enrolment Details

Unofficial Transcript Comments

The details recorded in Alice Taylor's unofficial transcript comments are displayed in the table below for your information. If the table is empty, no details have been recorded.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
</table>

Milestone Details

The following table provides a summary of the milestones associated with Alice Taylor's enrolment.

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Due Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan</td>
<td>25/05/2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>Thesis Proposal Review</td>
<td>31/05/2016</td>
<td>No</td>
</tr>
</tbody>
</table>

Variations to Enrolment

Please Note: The candidate has indicated there are or will be changes to their coursework enrolment. Please review their comments below:

yes my enrolment will be changing. The following classes will change....

Research Activity

[Name] has indicated that they have devoted, on average 23 hours per week to their research.
Goal #1

Description
First Goal

Goal status* 0
New

Activity Plan
Here are my plans for completing this goal, the steps I will take are ...

Anticipated Completion Date: 24/05/2016

Goal #2

Description
Second Goal

Goal status* 0
New

Activity Plan
Here are my plans for completing this goal, the steps I will take are ...

Anticipated Completion Date: 25/05/2016

Documentation Upload

[File Name] has uploaded the following documentation in relation to their First Annual Research Plan:

- Milestone Documentation (Goal layout options.docx)
The Chair of Panel has included details on the Supervisory Panel support, Progress of the Candidate, Ethics approvals and Supervisory Arrangements. Please review these following pages.
Supervisory Panel

Prof [name] participated in the review of this milestone.

The following additional comments regarding the Supervisory Panel discussion were provided for your information:

good good good good
Progress Assessment

Student progress

The chair (Prof [redacted]), on behalf of the supervisory panel has provided the following assessment regarding Ms [redacted] candidature to this point:

- has made satisfactory progress since enrolling: [radio buttons]
- has shown initiative with the requirements of the research program and the level of study: [radio buttons]
- has diligently and consistently applied themselves to their project: [radio buttons]

The chair (Prof [redacted]), on behalf of the supervisory panel has provided the following comments regarding Ms [redacted] progress to date:

*Further comments here*

Issues affecting progress

Prof [redacted] has provided the following information regarding any steps taken to address these issues:

*Here are the issues affecting progress Issue 1 - Details Issue 2 - Details*
The chair has detailed the following information regarding ethics approval(s).

<table>
<thead>
<tr>
<th>Ethics Approval #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation type: Internal (ANU)</td>
</tr>
<tr>
<td>Approval obtained: Yes</td>
</tr>
<tr>
<td>Approval date: 20/05/2016</td>
</tr>
<tr>
<td>Reference #: 1234</td>
</tr>
<tr>
<td>Details: Internal Ethics Details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethics Approval #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation type: External</td>
</tr>
<tr>
<td>Approval obtained: Yes</td>
</tr>
<tr>
<td>Approval date: 30/05/2016</td>
</tr>
<tr>
<td>Reference #: 4321</td>
</tr>
<tr>
<td>Details: Details on external Ethics</td>
</tr>
</tbody>
</table>
Candidate - Supervisor Interaction

The candidate, Ms [Name], has provided the following indication of how frequently they meet with their Primary Supervisor (Prof [Name]):

Face-to-face:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

Video:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

Phone/Email:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

I, [Your Name], and [Your Supervisor’s Name] have other meeting arrangements that are not listed above.

The candidate, Ms [Name], has provided the following feedback regarding the support provided by their supervisory panel:

Here is my feedback on my supervisory arrangements. I think these things could be improved ............ These things worked well ...........

Supervisor - Candidate Interaction

The chair (Prof [Name]), on behalf of the supervisory panel, has provided an indication of how frequently they meet with [Candidate’s Name]:

Face-to-face:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

Video:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

Phone/Email:
- Daily
- Weekly
- Fortnightly
- Monthly
- Greater than one month
- Not Applicable

I, [Your Name], and [Your Supervisor’s Name] have other meeting arrangements that are not listed above.

The chair (Prof [Name]), on behalf of the supervisory panel, has provided the following feedback regarding the support provided by the supervisory panel:

Here are the comments on the changes to Panel recommends to improve the support provided.
7. This page shows the recommended assessment provided by the Chair of Panel. If you require more information from the Chair, you can return the form to the Chair by checking the “require more information” checkbox. Please provide details about the information you require in the text box provided.

**Supervisory Panel's Assessment**

The First Annual Research Plan prepared by [Name] has been assessed by the supervisory panel to be "satisfactory". The reasons for this assessment are as follows:

*Reasons Why I deem this satisfactory...*

The chair (Prof [Name]), on behalf of the supervisory panel has suggested the following date be set for a subsequent review:

* Annual Research Report and Plan 25/05/2017*

**Delegate's Assessment**

As the Delegated Authority for my area, I:

- [ ] require more information from the Chair in order to make a decision.
- [ ] would like to approve this milestone based on the information provided.

8. You may now apply your own rating to the Milestone, either by agreeing with the recommended assessment provided by the Chair of Panel, or by providing an alternative assessment. Please provide details on your decision. If you did not agree with the Chair of Panel’s Assessment, please provide any outcomes of the discussion with the Chair of Panel in the text box provided.
## Alternative Assessment

Your milestone assessment differs from the Chair of the Supervisory Panel. It is recommended that you save this form and discuss this decision with the Chair, or Associate Dean HDR, before submission.

As Delegated Authority, I assess [Student Name]'s First Annual Research Plan as:

- **requiring further review.** An additional review of the candidate's progress will be conducted.
- **unsatisfactory.** The candidate will be transferred to a program for a Master of Philosophy.
- **unsatisfactory.** The candidate will be requested to show cause why their candidature should not be terminated.

Please provide reasons for your decision including the outcomes of your discussion with the Chair of the Supervisory Panel.*

| I would like to upload additional documentation supporting my recommendation |

9. Once you have completed the required form details, you will be able to submit the Milestone to the Student Administrative System or back to the Chair for further comments. Once the form is submitted to the Student system, the Milestone is complete.
Submit

The milestone form is now complete. Submit the form by clicking the submit button below.

The student will be notified of the assessment and receive a copy of the Milestone Record. The student system will be updated accordingly.

Submit assessment to the Student Administrative System