



Australian
National
University

HDR MILESTONE REPORTING – ORAL PRESENTATION EFORM

Version 1.0



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Oral Presentation

The Oral Presentation includes the major objectives, content, results, and conclusions of the work, allowing the student to demonstrate their work has an appropriate research focus, argument, and depth and contribution of knowledge.

Associated with the presentation, candidates submit a 2–5 page summary of the material.

- Completion of an Oral Presentation is compulsory for all students enrolled in a higher degree by research (PhD; MPhil; Professional Doctorate).
- The Oral Presentation must be presented up to 12 months before your intended thesis submission date.
- This report 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 Oral Presentation will be emailed to you at your ANU email address.

Approval Delegation

Process	Description	Approver
Form Initiation	Research candidates uploads and submits a 2-5 page summary of their oral presentation, and any additional documents as prescribed.	Research Candidate
Approval from Chair of Supervisory Panel	The Chair assesses candidate's understanding of their research project and makes recommendation to the Delegated Authority.	Chair of Supervisory Panel
Approval from College Delegated Authority	The Delegated Authority approves or amends the Chairs' recommendations.	College Delegated Authority

Oral Presentation - Form Guide

This reference guide provides an overview of the process when submitting a record of the research candidate's Oral Presentation.

Student Milestone

1.	Login to ISIS using your UID and password																																										
2.	<p>Navigate to: > ISIS > Research > Research Reports And select the Thesis Proposal Review from the list</p> <table border="1"> <thead> <tr> <th colspan="6">Research Career</th> </tr> <tr> <th>Program</th> <th>Report</th> <th>Due Date</th> <th>Status</th> <th>Date Completed</th> <th>eForm</th> </tr> </thead> <tbody> <tr> <td>9552 - PhD Arts & Social Sciences</td> <td>Annual Report and Plan</td> <td>09/30/2017</td> <td>Not Completed</td> <td></td> <td>Begin eForm</td> </tr> <tr> <td>9552 - PhD Arts & Social Sciences</td> <td>Oral Presentation</td> <td>07/01/2016</td> <td>Not Completed</td> <td></td> <td>Begin eForm</td> </tr> <tr> <td>9552 - PhD Arts & Social Sciences</td> <td>Research Integrity Training</td> <td>05/31/2016</td> <td>Not Completed</td> <td></td> <td>Begin eForm</td> </tr> <tr> <td>9552 - PhD Arts & Social Sciences</td> <td>Thesis Proposal Review</td> <td>01/01/2014</td> <td>Completed</td> <td>03/07/2014</td> <td>Complete</td> </tr> <tr> <td>9552 - PhD Arts & Social Sciences</td> <td>Annual Plan</td> <td>07/01/2013</td> <td>Completed</td> <td>01/22/2014</td> <td>Complete</td> </tr> </tbody> </table>	Research Career						Program	Report	Due Date	Status	Date Completed	eForm	9552 - PhD Arts & Social Sciences	Annual Report and Plan	09/30/2017	Not Completed		Begin eForm	9552 - PhD Arts & Social Sciences	Oral Presentation	07/01/2016	Not Completed		Begin eForm	9552 - PhD Arts & Social Sciences	Research Integrity Training	05/31/2016	Not Completed		Begin eForm	9552 - PhD Arts & Social Sciences	Thesis Proposal Review	01/01/2014	Completed	03/07/2014	Complete	9552 - PhD Arts & Social Sciences	Annual Plan	07/01/2013	Completed	01/22/2014	Complete
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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 Id: 1000004694

Form Details

Candidate Details: [redacted]

Milestone Type: Oral Presentation

Milestone Due: 11/08/2016

The Oral Presentation includes the major objectives, content, results, and conclusions of the work, allowing the student to demonstrate their work has an appropriate research focus, argument, and depth and contribution of knowledge.

Associated with the presentation, candidates submit a 2–5 page summary of the material.

- Completion of an Oral Presentation is compulsory for all students enrolled in a higher degree by research (PhD; MPhil; Professional Doctorate).
- This report 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 Oral Presentation 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 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 [Redacted]

Phone [Redacted]

Address [Redacted]
[Redacted]
[Redacted]

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

Citizenship Information

Citizenship Status	[Redacted]	Visa Status	[Redacted]
Residency	[Redacted]		



Candidature Details			
Program	Sample and alternative text	College / School	Sample and alternative text
Enrolment Type	Sample and alternative text		Sample and alternative text
Status	Sample and alternative text	Program Commenced	Sample and alternative text
	Sample and alternative text	Academic Load	Sample and alternative text
	Sample and alternative text	Maximum submission date	Sample and alternative text
Scholarship Information	Sample and alternative text		
	Sample and alternative text		
	Sample and alternative text		
	Sample and alternative text		
	Sample and alternative text		
	Sample and alternative text		

Supervisory Panel	
Name	Role
Sample and alternative text	Sample and alternative text
Sample and alternative text	Sample and alternative text
Sample and alternative text	Sample and alternative text
Sample and alternative text	Sample and alternative text
If these details are incorrect, please contact Student Administration for further assistance.	
	

Click the  to proceed.



5. The Enrolment Details page does not appear for candidates whose their maximum thesis submission date is greater than 12 months. You will be asked if you expect to submit on time. If not, please provide details on why you cannot meet this date and also provide an indication of when you anticipate you will submit your thesis. Note that a * means this is a compulsory field and you must provide a response.

Enrolment Details

Submission Date Details

Your maximum submission date is [redacted]. Do you expect to submit your thesis by this date?*

Yes

No

Submission Date Details

Please detail why you will be unable to submit your thesis by your maximum submission date:*

Please provide an indication of when you anticipate you will submit your thesis:*

Click the



to proceed.



6. Milestone details are displayed on this page. This includes milestones which are overdue, completed and in progress. Candidates should verify these details.

Milestone Details   

The following table provides a summary of the milestones associated with your enrolment.

Milestone Description	Due Date	Complete
Annual Plan	XXXXXXXXXX	XXXXXXXXXX
Thesis Proposal Review	XXXXXXXXXX	XXXXXXXXXX
Annual Report 1st Year	XXXXXXXXXX	XXXXXXXXXX
Annual Report 2nd Year	XXXXXXXXXX	XXXXXXXXXX
Mid Term Review	XXXXXXXXXX	XXXXXXXXXX
Annual Report 3rd Year	XXXXXXXXXX	XXXXXXXXXX
Oral Presentation	XXXXXXXXXX	XXXXXXXXXX
Annual Report 4th Year	XXXXXXXXXX	XXXXXXXXXX

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



Click the  to proceed.



7. Please upload any documentation in relation to your Oral Presentation. This includes a 2-5 page summary as well as any documents required by your college.

Milestone Documentation



The Oral Presentation milestone requires the upload of a 2-5 page summary of your oral presentation, and any additional documents as prescribed by your College/School/Supervisory Panel.

Please upload the documentation relating to your Oral Presentation for consideration by your Supervisory Panel:

Supporting Documentation*

Upload New



Additional document upload slots can be added by clicking the + button.



Click the



to proceed.



- Once you have completed the required form details, you will be able to submit the request to the Chair of Supervisory Panel for their action. Upon submission of the form, candidates will also receive a confirmation email.

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

- The Chair will receive an email notification that form action is required.
- The Nominee should login to [ANU eForms](#) via the link provided in the email.
- The form will appear in the Forms Assigned to Me section

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
HDR Milestone Reporting (v74) - Chair of Panel			

Click on the form to enter



4. The first page is an introduction page that will provide details of the candidate's name, milestone type as well as instructions for processing the form. It is important that you have discussed the plan with the candidate before completing this form.

Introduction

Form Id: 1000004694

Form Details
Candidate Details: [REDACTED]
Milestone Type: [REDACTED]
Milestone Due: [REDACTED]

The Oral Presentation includes the major objectives, content, results, and conclusions of the work, allowing the student to demonstrate their work has an appropriate research focus, argument, and depth and contribution of knowledge.

The presentation will be delivered to an academic audience within the area, and will be evaluated by the members of the candidate's supervisory panel. At the conclusion of the Oral Presentation, the panel will provide comments on whether the candidate has demonstrated the following skills:

- level of achievement commensurate with the research project
- an independent command of the research material
- ability to communicate clearly and concisely and to respond appropriately to constructive comment and criticism

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.

Please review the Oral Presentation submitted by [REDACTED] and provide the assessment of the supervisory panel. It is expected and assumed that you have discussed the responses with the candidate. The candidate will be able to view your comments on completion. As such, it is essential that the panel discuss the plan with the candidate.





Australian
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Reference Guide

Click the



to proceed.



5. This page provides details on the Candidate's candidature, citizenship, Supervisory Panel and scholarships.

Student Details

Details

Name [Redacted]

Phone [Redacted]

Address [Redacted]
[Redacted]
[Redacted]

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

Citizenship Information

Citizenship Status	[Redacted]	Visa Status	[Redacted]
Residency	[Redacted]		



Candidature Details

Program	Topic and degree and alternative text box	College / School	Topic and alternative text box
Enrolment Type	Topic and alternative text box		Topic and alternative text box
Status	Topic and alternative text box	Program Commenced	Topic and alternative text box
	Topic and alternative text box		Topic and alternative text box
	Topic and alternative text box	Academic Load	Topic and alternative text box
	Topic and alternative text box		Topic and alternative text box
Scholarship Information	Topic and alternative text box	Maximum submission date	Topic and alternative text box
	Topic and alternative text box		Topic and alternative text box
	Topic and alternative text box		Topic and alternative text box
	Topic and alternative text box		Topic and alternative text box

Supervisory Panel

Name	Role
Topic and alternative text box	Topic and alternative text box
Topic and alternative text box	Topic and alternative text box
Topic and alternative text box	Topic and alternative text box
Topic and alternative text box	Topic and alternative text box



Click the  to proceed.

6. If the Candidate's maximum submission date is less than 12 months away, they will indicate whether they expect to complete their thesis on time. Please review their responses and indicate whether you agree with their assessment. If you disagree, please provide details in the text box provided.



Enrolment Details



Unofficial Transcript Comments

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

Date	Description	Comments





Enrolment Details



Submission Date Details

[REDACTED]'s maximum submission date is [REDACTED]. The candidate has indicated that they should be able to submit by [REDACTED].

Do you agree the candidate will be able to submit by the proposed date?*

- Yes
- No

Please provide reasons:*

PLEASE NOTE: You should discuss this with [REDACTED] at the earliest opportunity.

Click the



to proceed.

7. Milestone details are displayed on this page for the Chair's information.



Milestone Details



The following table provides a summary of the milestones associated with [redacted]'s enrolment.

Milestone Description	Due Date	Complete
Annual Plan	[redacted]	[redacted]
Thesis Proposal Review	[redacted]	[redacted]
Annual Report 1st Year	[redacted]	[redacted]
Annual Report 2nd Year	[redacted]	[redacted]
Mid Term Review	[redacted]	[redacted]
Annual Report 3rd Year	[redacted]	[redacted]
Oral Presentation	[redacted]	[redacted]
Annual Report 4th Year	[redacted]	[redacted]



Click the



to proceed.



8. The Milestone Documentation section is where the Candidate uploads the required documentation for their Thesis Proposal Review. This documentation can be downloaded using the “Open” button.

Milestone Documentation

Candidate has uploaded the following information in relation to their Oral Presentation milestone. Please open and review the documentation in order to make your assessment regarding Candidate's progress.

Supporting Documentation*	(Candidate)	[Open]
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Click the  to proceed.

9. The Chair will need to indicate other Panel members that attended the Oral Presentation and participated in the Supervisory Panel discussion regarding the candidate's Oral Presentation. The Chair will also need to indicate the date on which the Chair and/or Supervisory Panel attended the Oral Presentation.



Supervisory Panel



Please indicate the panel members that attended the Oral Presentation and participated in the Supervisory Panel discussion regarding [Name]'s Oral Presentation:

Name	Advisor Since	Supervisor Type	Participated in Panel Discussion?
[Name]	[Date]	Adviser	<input type="checkbox"/>
[Name]	[Date]	Adviser	<input type="checkbox"/>
[Name]	[Date]	Supervisor	<input type="checkbox"/>
[Name]	[Date]	Chair of Panel	<input checked="" type="checkbox"/> Participated in Panel Discussion

Please indicate the date on which [Name] attended the Oral Presentation:*



Click the



to proceed.



10. The Chair will assess the candidate's Oral Presentation based on the prompts in the form.

Assessment of Oral Presentation



Please indicate Bryce Kositz's level of achievement commensurate with the research project.*

Please detail whether Bryce Kositz has an independent command of the research material.*

Please comment on Bryce Kositz's ability to communicate clearly and concisely and to respond appropriately to constructive comment and criticism.*

Please provide any additional comments:



Click the



to proceed.



11. 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

I (Chair):*

- require 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:*

12. Upon completion of required form fields, the Chair will have to rate the candidate's performance and make recommendations to the College Delegated Authority. Depending on the Chair's decision, each selection will prompt for different additional information in which the Chair has to fill.



Review and Approval



Supervisory Panel's Assessment

I (Chair):*

- require more information from the candidate in order to make an assessment.
- would like to assess this milestone based on the information provided.

The Supervisory Panel assesses [redacted]'s Oral Presentation as:*

- satisfactory.** It is recommended by the panel that candidate continue their program.
- requiring further review.** It is recommended by the panel that an additional review of the candidate's progress be conducted.
- unsatisfactory.** It is recommended by the panel that the candidate transfer to a program for a Master of Philosophy.
- unsatisfactory.** It is recommended by the panel that the candidate be requested to show cause why the candidature should not be terminated for the reasons attached.



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 this candidate's next Supplementary Review.*

Click the



to proceed

13. 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.

Submit



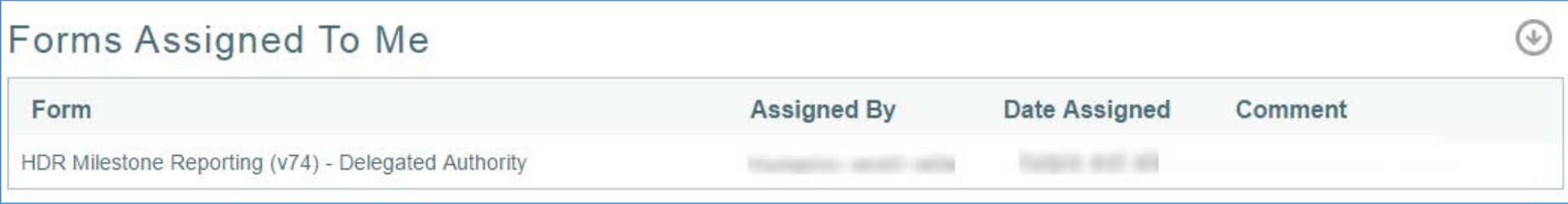
You have now completed the milestone form. You can review any section by selecting from the side panel.

Submit the form to the Delegated Authority by clicking the submit button below.

Submit form to Delegated Authority



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  <p>Click on the form to enter</p>
4.	The first page is an introduction page that will provide details of the candidate's and milestone details of the form.



Introduction



Form Id: 1000004701

Form Details

Candidate Details: [REDACTED]

Milestone Type: [REDACTED]

Milestone Due: [REDACTED]

The Oral Presentation includes the major objectives, content, results, and conclusions of the work, allowing the student to demonstrate their work has an appropriate research focus, argument, and depth and contribution of knowledge.

The presentation will be delivered to an academic audience within the area, and will be evaluated by the members of the candidate's supervisory panel. At the conclusion of the Oral Presentation, the panel will provide comments on whether the candidate has demonstrated the following skills:

- level of achievement commensurate with the research project
- an independent command of the research material
- ability to communicate clearly and concisely and to respond appropriately to constructive comment and criticism

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 the



to proceed



5. The DA will be able to view the candidate's candidature details on this page. To ease readability in this form guide, this page will be broken down to 3 different parts to accommodate the large amount of information displayed.

Student Details

Details

Name [Redacted]

Phone [Redacted]

Address [Redacted]
[Redacted]
[Redacted]

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

Citizenship Information

Citizenship Status	[Redacted]	Visa Status	[Redacted]
Residency	[Redacted]		



Candidature Details

Program	Topic and topics and alternative(s) (subject Name)	College / School	Topic and alternative (subject Name) Topic and alternative (subject Name)
Enrolment Type	Topic and alternative(s) (subject Name)	Program Commenced	Topic and alternative (subject Name) Topic and alternative (subject Name)
Status	Topic and alternative(s) (subject Name)	Academic Load	Topic and alternative (subject Name)
Scholarship Information	Topic and alternative(s) (subject Name)	Maximum submission date	Topic and alternative (subject Name)
	Topic and alternative(s) (subject Name)		
	Topic and alternative(s) (subject Name)		
	Topic and alternative(s) (subject Name)		
	Topic and alternative(s) (subject Name)		

Supervisory Panel

Name	Role
Topic and alternative (subject Name)	Topic and alternative (subject Name)
Topic and alternative (subject Name)	Topic and alternative (subject Name)
Topic and alternative (subject Name)	Topic and alternative (subject Name)
Topic and alternative (subject Name)	Topic and alternative (subject Name)



Click the  to proceed.

6. Enrolment details are displayed on this page for the DA's information.



Enrolment Details



Unofficial Transcript Comments

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

Date	Description	Comments



Click the



to proceed.

7. Milestone details are displayed on this page for the DA's information.



Milestone Details



The following table provides a summary of the milestones associated with [redacted]'s enrolment.

Milestone Description	Due Date	Complete
Annual Plan	[redacted]	[redacted]
Thesis Proposal Review	[redacted]	[redacted]
Annual Report 1st Year	[redacted]	[redacted]
Annual Report 2nd Year	[redacted]	[redacted]
Mid Term Review	[redacted]	[redacted]
Annual Report 3rd Year	[redacted]	[redacted]
Oral Presentation	[redacted]	[redacted]
Annual Report 4th Year	[redacted]	[redacted]



Click the



to proceed.



8. The Milestone Documentation section is where the Candidate uploads the required documentation for their supplementary Review as indicated by their college. This documentation can be downloaded using the “Open” button.

Milestone Documentation

(name redacted) has uploaded the following information in relation to their Oral Presentation milestone. Please open and review the documentation in order to make your assessment regarding (name redacted)'s progress.

Supporting Documentation*	(name redacted)	[Open]
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Click the  to proceed.

9. DA is able to view members of the Supervisory Panel that participated in the review of the candidates Oral Presentation.

Supervisory Panel

(name redacted), (name redacted), (name redacted) and I (name redacted) participated in the review of this milestone.

The Oral Presentation occurred on (date redacted).

Click the  to proceed.



10. DA is able to view the Supervisory Panel's assessment of the candidate's Oral Presentation.

Assessment of Oral Presentation



Supervisor has commented as follows regarding candidate's level of achievement commensurate with the research project:

Supervisor

Supervisor has commented as follows regarding whether candidate's has an independent command of the research material:

Supervisor

Supervisor has commented as follows regarding candidate's ability to communicate clearly and concisely and to respond appropriately to constructive comment and criticism:

weqweqwe

Supervisor has made the following additional comments:

Supervisor



Click the



to proceed.

11. 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.



	<p>Review and Approval    </p> <p>Supervisory Panel's Assessment</p> <hr/> <p>The Thesis Proposal Review prepared by [redacted] has been assessed by the supervisory panel to be "satisfactory". The reasons for this assessment are as follows:</p> <p><i>Reasons for satisfactory decision</i></p> <p>Delegate's Assessment</p> <hr/> <p>As the Delegated Authority for my area, I:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> require more information from the Chair in order to make a decision.<input type="checkbox"/> would like to approve this milestone based on the information provided. <hr/> <p style="text-align: right;"></p>	
12.	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	



Review and Approval



Supervisory Panel's Assessment

The Oral Presentation prepared by [redacted] has been assessed by the supervisory panel to be "**satisfactory**".
The reasons for this assessment are as follows:

[redacted]

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.

As the Delegated
Authority for my area,
I:*

- approve the Chair's rating (i.e. an assessment of **satisfactory**).
- wish to apply a different rating to that recommended by the Chair.

Please provide reasons for your decision:



Click the



to proceed.



13. 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