



Australian
National
University

HDR MILESTONE REPORTING – THESIS PROPOSAL REVIEW EFORM

Version 1.0



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Thesis Proposal Review

Completion of a Thesis Proposal Review is compulsory for all candidates 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.
- The Thesis Proposal Review is to be submitted with your Annual Research Report and Plan, 12 months after commencement of your program.
- ISIS will be updated on completion of this process and the completed Thesis Proposal Review will be emailed to you at your ANU email address.

Approval Delegation

Process	Description	Approver
Form Initiation	The Research Candidate uploads and submits a Thesis Proposal Review for their research program.	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



Thesis Proposal Review - Form Guide

This reference guide provides an overview of the process when submitting the Thesis Proposal Review.

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: 1000004712

Form Details

Candidate Details: ██████████

Milestone Type: Thesis Proposal Review

Milestone Due: 31/05/2016

Completion of a Thesis Proposal Review is compulsory for all candidates 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 Thesis Proposal Review 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.



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	Information redacted	College / School	Information redacted
Enrolment Type	Information redacted	Program Commenced	Information redacted
Status	Information redacted	Academic Load	Information redacted
Scholarship Information	Topic and abstract redacted	Maximum submission date	Information redacted
	Topic and abstract redacted		
	Topic and abstract redacted		
	Topic and abstract redacted		
	Topic and abstract redacted		



Supervisory Panel

Name	Role
[Redacted Name]	Adviser
[Redacted Name]	Adviser
[Redacted Name]	Adviser
[Redacted Name]	Adviser
[Redacted Name]	Supervisor
[Redacted Name]	Chair of Panel

Click on



to proceed.



5.

If your maximum submission date is in the next 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 26/03/2017. Do you expect to submit your thesis by this date?*

- Yes
- No



Click on



to proceed.



6. 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.

Milestone Details

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

Milestone Description	Due Date	Complete
Annual Plan	31/05/2016	No
Thesis Proposal Review	31/08/2016	No

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

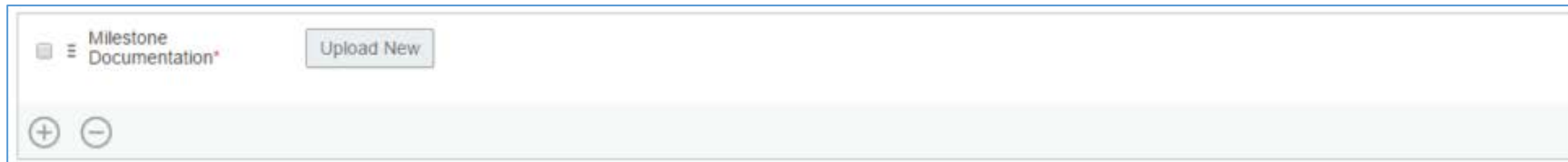
Click on



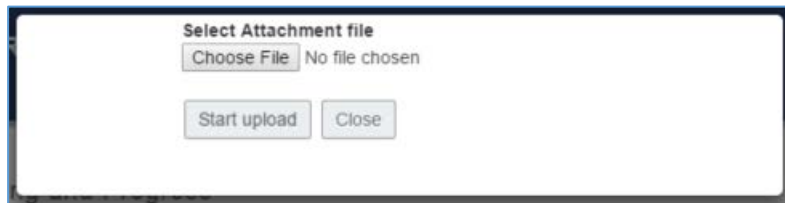
to proceed.




7. The Thesis Proposal Review should include a detailed report and literature review. Depending on the discipline or field, your review report may: state the subject of your proposed research; detail the methodology to be employed; provide an analysis of the literature on this topic; explain how your proposed research will make an original contribution to the study of this subject; outline the fieldwork needed to pursue your research; explain progress to date and indicate a timeline for completion; and/or include powerpoint slides for your presentation (if required). Upload the documentation using the "Upload New" button. Additional documents can be added using the + button.

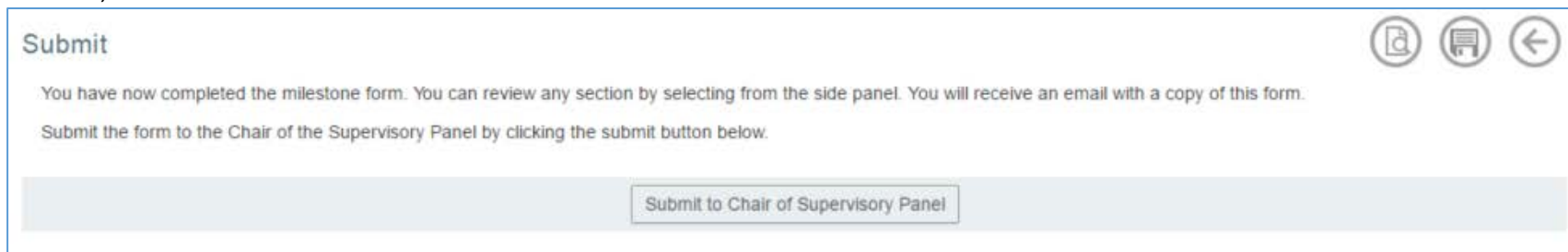


A pop-up window will appear which allows you to browse your files and upload the document.



Once you have finished documenting your plan, click on  to proceed.

8. 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.





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 <div data-bbox="174 523 2116 753" style="border: 1px solid black; padding: 10px;"><p>Forms Assigned To Me ⌵</p><table border="1"><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>[Redacted]</td><td>[Redacted]</td><td></td></tr></tbody></table></div> <p>Click on the form to enter</p>	Form	Assigned By	Date Assigned	Comment	HDR Milestone Reporting (v74) - Chair of Panel	[Redacted]	[Redacted]	
Form	Assigned By	Date Assigned	Comment						
HDR Milestone Reporting (v74) - Chair of Panel	[Redacted]	[Redacted]							
4.	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.								



Introduction



Form Id: 1000004712

Form Details

Candidate Details: [REDACTED]

Milestone Type: Thesis Proposal Review

Milestone Due: 31/05/2016

Completion of a Thesis Proposal Review is compulsory for all candidates 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 Thesis Proposal Review 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.

Please review the Thesis Proposal Review 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.



Click on  to proceed.

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



Student Details



Details

Name [Redacted]

Citizenship Information

Citizenship Status [Redacted]

Residency [Redacted]

Candidature Details

Program [Redacted]

College / School [Redacted]

Enrolment Type [Redacted]

Program Commenced [Redacted]

Status [Redacted]

Academic Load [Redacted]

Scholarship Information
[Redacted]
[Redacted]
[Redacted]

Maximum submission date [Redacted]

Supervisory Panel

Name	Role
[Redacted]	Adviser
[Redacted]	Adviser
[Redacted]	Chair of Panel





Click on



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.

Submission Date Details

[Redacted] maximum submission date is 26/03/2017. The candidate has indicated that they should be able to submit their thesis by **31/05/2025**.

[Redacted] provided the following reasoning for postponing their maximum submission date:

These are the reasons why I cannot submit on time Reason 1..... Reason 2.....

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





Yes

No

PLEASE NOTE: *[Redacted]* must submit a request for extension.




7. 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.

Milestone Details    





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

Milestone Description	Due Date	Complete
Annual Plan	25/05/2016	In Progress
Thesis Proposal Review	31/05/2016	No




Click on  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 Name] has uploaded the following information in relation to their Thesis Proposal Review milestone. Please open and review the documentation in order to make your assessment regarding [Candidate Name] progress.

Supporting Documentation* (testDocument.docx) [\[Open\]](#)



Click on  to proceed.



- 9. 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.

Supervisory Panel

Please indicate the panel members that participated in the Supervisory Panel discussion (or seminar presentation if applicable) regarding [redacted] Thesis Proposal Review:

Name	Advisor Since	Supervisor Type	Participated in Panel Discussion?
[redacted]	13/05/2013	Adviser	<input type="checkbox"/>
[redacted]	16/04/2013	Adviser	<input type="checkbox"/>
[redacted]	16/04/2013	Adviser	<input type="checkbox"/>
[redacted]	16/04/2013	Chair of Panel	<input checked="" type="checkbox"/> Participated in Panel Discussion

Please provide the date on which the Supervisory Panel met with the Candidate and any comments you have regarding the discussion.



Please indicate the date on which Dr Alison Behie met with [REDACTED] regarding the Thesis Proposal Review:*

Please provide comments regarding the Supervisory Panel discussion below:



Click on  to proceed

10 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:*

11 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.



- 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.

Supervisory Panel's Assessment

Please provide reasons for your decision.*

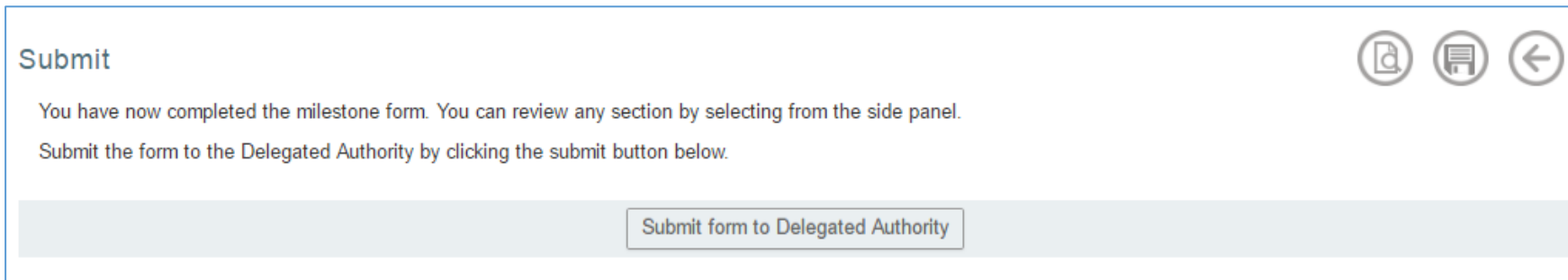
If you assess the Milestone as Requiring Further Review, you must detail additional or remedial work which the Candidate must undertake, as well as the due date for a Supplementary Review.

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 [Candidate Name]'s next Supplementary Review.*

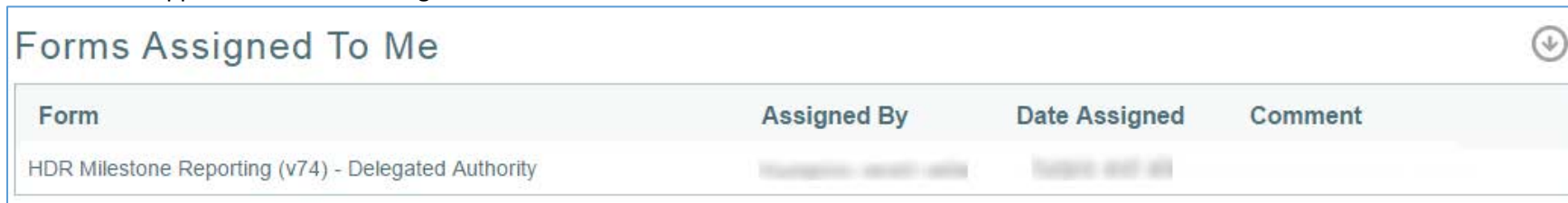
Click on  to proceed.

12. 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.



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 Id: 1000004712

Form Details

Candidate Details: [REDACTED]

Milestone Type: Thesis Proposal Review

Milestone Due: 31/05/2016

Completion of a Thesis Proposal Review is compulsory for all candidates 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 Thesis Proposal Review 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.



Student Details



Details

Name [Redacted]

Citizenship Information

Citizenship Status [Redacted]

Residency [Redacted]

Candidature Details

Program	[Redacted]	College / School	[Redacted]
Enrolment Type	[Redacted]	Program Commenced	[Redacted]
Status	[Redacted]	Academic Load	[Redacted]
Scholarship Information	[Redacted]	Maximum submission date	[Redacted]

Supervisory Panel

Name	Role
[Redacted]	Adviser
[Redacted]	Adviser
[Redacted]	Chair of Panel





Enrolment Details



Submission Date Details

Enrolment Details: maximum submission date is 26/03/2017. The candidate has indicated that they should be able to submit their thesis by 31/05/2025.

Enrolment Details: provided the following reasoning for postponing their maximum submission date:

These are the reasons why I cannot submit on time Reason 1..... Reason 2.....

The Chair of the Supervisory Panel (**Enrolment Details:**) indicated that they **did not support** extending **Enrolment Details:** thesis submission date to 31/05/2025.

Comments provided by the Chair: *Reasons why i disagree with this*

Unofficial Transcript Comments

The details recorded in **Enrolment Details:** 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





Milestone Details



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

Milestone Description	Due Date	Complete
Annual Plan	25/05/2016	In Progress
Thesis Proposal Review	31/05/2016	No



6. 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



[redacted] has uploaded the following information in relation to their Thesis Proposal Review milestone. Please open and review the documentation in order to make your assessment regarding [redacted] progress.

Supporting Documentation* (testDocument.docx) [\[Open\]](#)



Click on  to proceed.

7. The Chair of Panel has included details on the Supervisory Panel discussion for review.



Supervisory Panel



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

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

ghgfjghfgjfgjghfgj



8. 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.

Review and Approval



Supervisory Panel's Assessment

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:

Reasons for satisfactory decision

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.





9. 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 [Candidate Name] Thesis Proposal Review 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

10. 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