

HIGHER DEGREE RESEARCH CANDIDATE RESEARCH PLANNING - GUIDE

Purpose and Use of Compulsory and Individual milestones for Candidate Research Plan

Candidate Research Plans address the milestones required to successfully complete a Higher Degree Research award. Some milestones are compulsory, and others reflect individual Candidate research project-identified aims. All milestones include an objective, a point on a timeline, and a specified outcome.

- Use the Candidate Research Plan -Template
- Update and submit your Candidate Research Plan at least every 6 months, and submit to Graduate School with your six-monthly project reports.
- Use your CRP to guide supervision and planned research activities and to reflect your achievements, participation and outputs.
- Refer to resources provided in <https://biite.sharepoint.com/sites/GraduateSchoolPeerGroupandResources>

Compulsory Milestones	Full time	Part-time
1. Confirmation of Candidature Seminar	12 Months	24 months
<p>Proposal and Presentation for Confirmation of Candidature - Thesis</p> <p>Include background, initial literature summary, and overview of methods, ethical considerations, Indigenous Knowledge contribution, community and knowledge underpinnings, researcher's standpoint within the research.</p> <p>Research plan and timeline, and research activity related budget</p>	8-10,000 words	
<p>Proposal for Confirmation of Candidature - Exegesis and Project OR Creative Work</p> <p>Include background, initial summary of works in the field, and overview of methods, ethical considerations, Indigenous Knowledge contribution, community and knowledge underpinnings, researcher's standpoint within the research.</p> <p>Research plan and timeline, and research activity related budget.</p>	5-8,000 words and example of artefact or product	
2. Batchelor Institute Ethical Advisory Committee review and recommendation	18 months	30 months
<p>Download Ethics Advisory Committee form:</p> <ul style="list-style-type: none"> • https://www.batchelor.edu.au/research/ethics/ <p>Provide an outline of ethical issues and considerations including level of risk, process for gaining permission, Data Management Plan, distress protocol, methods being applied to gather and analyze data, intended benefits from research, intended outcomes and community engagement (before during and after).</p>	2-4,000 words	

HIGHER DEGREE RESEARCH COMPULSORY MILESTONE OUTLINE





3. External Human Research Ethics Approval (if required by the Batchelor EAC)	20 months	34 months
<p>All Human Research Ethics applications are considered against the same national standards. All Human Research Ethics Committees require the applicant to show close consideration of matters of risk and benefit – see Human Research Ethics Application Guidelines and resources including:</p> <ul style="list-style-type: none"> • https://www.nhmrc.gov.au/research-policy/ethics/national-statement-ethical-conduct-human-research • https://www.nhmrc.gov.au/about-us/resources/ethical-conduct-research-aboriginal-and-torres-strait-islander-peoples-and-communities <p>If EAC determines the research is more than Low Risk, then a full application to an external Ethics Committee is required.</p> <p>HRECs are all required to meet the same national standard of ethical protocol although their processes may vary slightly within the bounds of these national standards.</p> <p>Some HRECs will charge a fee, and others do not; most are tied to a region through a health, university or another research organisation.</p> <p>AIATSIS can provide ethics nationally, while more local HRECs may have a close understanding of the issues effecting local people, communities and organisations.</p> <p>If you apply for Ethics from one Committee, you can usually register that clearance with other Committees. You might do that if you were going to work with people in two (or more) different locations.</p>		
4. Peer Presentation at Masterclass	12-30 Months	24-60 months
1 – 2 peer presentations online or face to face during Masterclass, the presentation may be one you also give in a public forum, at a conference or seminar; or it can be a chance to present an unresolved or in progress aspect of your work.		10-20 minutes
5. Present to a public audience		
After Confirmation of Candidature, 1-2 presentations of your work to a public audience before submitting to examination: may be in a conference, symposium, community event, exhibition, performance or other.	12-30 months	24-60 months

HIGHER DEGREE RESEARCH COMPULSORY MILESTONE OUTLINE




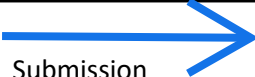

6. Completion Seminar	33+months	66+months
<p>1 to 3 months prior to submission (FT or PT) give a 30 minute presentation to Institute peers for final feedback ahead of examination.</p> <p>At this time, it could be expected that your community, elders and Institute peers will provide final feedback to you and your supervisory panel or if needed, provide community sign off, prior to submission to examination.</p>		
7. Preparation for Submission for examination	33+ months	66+ months
<p>Candidate and Primary Supervisor notify Graduate School of intent to submit to examination within the next 3 months.</p> <p>Supervisory panel can provide to Graduate School 1-2 names of potential examiners.</p> <p>Supervisors maintain 'arms length' from potential examiners, and do not indicate to Candidate which potential supervisors are put to Graduate School</p> <p>Candidate provide Graduate School with a list of people who they do not wish to have considered as a potential examiner.</p> <p>Graduate School take responsibility for selection of prospective examiners and for all examination related correspondence.</p>		
8. Submission for examination	36-42 months	72-84 months
<p>One digital copy of your thesis or exegesis and project/creative work to be sent to Graduate School.</p> <p>Graduate School will de-identify your work prior to submission to the examiners.</p> <p>Examiners will take 8-12 weeks to examine and report back to Graduate School</p> <p>Candidate and Supervisor receive examiners reports and recommendations from Graduate School, and respond to these as agreed</p>	<p>80,000 words (thesis)</p> <p>30-50,000 words (exegesis) plus significant body of creative work /project items</p>	
9. Finalisation for Award		
<p>A final digital version of examined thesis or exegesis and produc/creative work is then lodged with Graduate School with the Certification signed by Supervisor and Candidate.</p>		

HIGHER DEGREE RESEARCH PERSONAL MILESTONE OUTLINE

Personal Milestones might include some of the following, and other aims which you identify as a step along the way in the research journey. These can be updated as achieved, or removed if plans or events change, and the activity is no longer relevant. Reviewing them regularly is helpful. Supervisors can see your intent and check in on progress, and you can address changes or achievements so supervisors are aware of your progress:

Personal milestones (to be added as & when identified)	Timeframe
<ul style="list-style-type: none"> Engage your community's support, and take guidance and direction, Identify peer support and/or community of practice Review and write up summaries of existing and relevant knowledge (literature &/or artefacts &/or processes) Review and revise your research question and describe your standpoint as researcher - within your community, your field of knowledge, your social/professional/cultural standing Identify and describe methods and methodological frameworks to suit your research and your participant &/or community's requirements of the research Integrate ethical thinking into your research design and approach to data management – how will you communicate your research aims, risks and benefits to its potential collaborators / participants / audiences? How will you manage any primary data generated in your research? Develop a proposed budget 	<p>Start</p>  <p>to</p> <p>Confirmation of Candidature</p>
<ul style="list-style-type: none"> Budget approval via Graduate School submission to Research Committee 	
<ul style="list-style-type: none"> Identify the ethical approach you take that will ensure risk and benefit are made clear in your ethics submission Devise your data management plan to include in ethics application Develop your research tools and instruments – (EG only) your interview guide, storytelling process, photo elicitation material, reflective practice guide, permission procedure and record keeping (as per data management plan) 	<p>Confirmation of Candidature</p> <p>to</p>  <p>Submit to Ethics Advisory Committee</p>
<ul style="list-style-type: none"> Prepare and submit to external Human Research Ethics Committee if directed there by Batchelor Ethics Advisory Committee 	 <p>Ethics Permission</p>

HIGHER DEGREE RESEARCH PERSONAL MILESTONE OUTLINE

<ul style="list-style-type: none"> • Test your research approach to participants, or to the materials or audiences or communities of your research practice • Adapt, revise, adjust approach &/or practice, document adaptations &/or changes • Collect data &/or implement practice, &/or project activity 	After Ethics Clearance to Data Collection 
<ul style="list-style-type: none"> • Engage with data, reading, writing, testing, thinking, discussing • Share drafted chapters or practice / process to date with Supervisors • Write up, bringing elements together, prepare for final presentation • Revise literature, &/or artefacts &/or processes relevant to your data outcomes, highlight the contribution to existing and relevant knowledge 	Generate findings to Analysis 
<ul style="list-style-type: none"> • Theorising, creating final forms or formats • Drafting (3-5 versions) • Final editing / presentation preparation 	Initial draft Drafting to Completion seminar 
<ul style="list-style-type: none"> • Submission to examination 	 Submission
<ul style="list-style-type: none"> • Respond to examiner comments - if required 	 Response
<ul style="list-style-type: none"> • Graduate 	Award