

How to organise your Milestone

1. Usually, you would receive a reminder from the Graduate School eight weeks prior to your due date. You are, however, expected to be aware of your due dates without this reminder. You can confirm your due date in the My Candidature section of your my.UQ portal.
2. Discuss with your advisory team whether you are on track to attain the milestone or not. If you are not on track, you can lodge an Extension of Milestone request via your [my.UQ portal](#). Requests should be lodged with sufficient justifications related to research and no later than two weeks prior to your due date. Any extensions should be discussed with your advisory team and the Director of Research Training.
3. With the help of your advisory team, find an expert reader who will be able to provide intellectual feedback on your progress. Ideally, you will have the same reader for all three of your milestones.
4. Confirm your chair of milestones. Discuss this with your advisory team and the Director of Research Training. It is up to you and your advisor to arrange this.
5. Organise a date/time that suits everyone and contact the Office Administrator, [Rebecca McEwen-Smith](#) (or call on 334 67471) to discuss room availability, preferences, dates, and times. If you are doing this via email, please and cc the [HLO](#). You will need to provide:
 - a. Whether you are doing a seminar and an interview, or just an interview
 - b. Your preferred date and time
 - c. The number of people on your panel
 - d. Whether everyone will attend in person or whether Zoom arrangements need to be made.
6. Rebecca can create a placeholder booking until you have confirmation from your entire panel. Please be aware that bookings should be made **at least** one month in advance. You should also submit your poster at this time (the template is available [here](#)). If no acceptable room is available, you will need to liaise with your panel to establish another time and date.
7. Create a meeting in Outlook and invite the relevant parties and the relevant room/s. If you are doing both a seminar and an interview, this will be two separate calendar invitations, each for one hour. In this case, make clear when each part is expected to start and finish. If you are unable to do this, you may contact your [HLO](#) who may be able to assist.

Example:

Joanne Bloggs Confirmation Seminar: 10-11

The seminar will start at 10am and run for approximately 30 minutes. It will be followed by a 15 minute break. It will take place in Room 319 of the Cycad Building on the Long Pocket Campus.

Joanne Bloggs Confirmation Interview 10:45-11:45

The interview will start at 10:45am and run for 30 – 45 minutes. It will take place in Room 326 of the Cycad Building of the Long Pocket Campus.

8. Two weeks prior to your milestone, please send your [milestone documents](#) to your milestone panel and cc the [HLO](#) so the documents can be saved to your student file.
9. If you are successful in attaining your milestone, please lodge a request via your [my.UQ portal](#). Upload your milestone documents and written feedback, including the report from your Chair.
10. If you are unsuccessful, lodge an extension of milestone request and include the report from your Chair. You will be given the opportunity to try again in three months. If you are unsuccessful after multiple attempts, you may be liable for a termination of candidature.