



Application for Milestone 2

MPhil and Doctorate Students ONLY

This form should be completed and submitted electronically.

STUDENT ID

SURNAME

GIVEN NAME/S

ENROLLING SCHOOL

COURSE CODE (UDC)

COURSE NAME

Sample of Work

Provide a brief description of the sample of written work you are submitting for Milestone 2. Outline how this piece of work fits into the context of your research project and indicate status of the piece (e.g. preliminary draft, final draft, published work).

Progress

Please comment on the progress you have made in relation to the tasks set out in Milestone 1. Please outline any notable developments in or variances to the research plan.

Completion Plan

Please provide a plan identifying the tasks to be completed and a timeline for their completion. You may wish to attach a Gantt chart to illustrate this. You may wish to attach a separate document if required.

Dissemination Plan

Please complete the table below to indicate how you plan to communicate the results of your research to your proposed audiences.

Item for Dissemination (e.g. thesis, title of journal article, conference paper)	Outlet of Dissemination (e.g. name of scholarly journal, community workshop, society newsletter)	Estimated Timeframe

Mobility Plan

Describe your mobility plan.

Please outline the benefits and relevance of the chosen activities.

Important: If you intend to participate in a conference while you are enrolled at Curtin, you will need to complete an online travel request in order for the travel to this conference to be approved.

Research Internship opportunity

PhD students are encouraged to undertake a research internship during enrolment, as they provide an opportunity to apply research skills and theory in a practical manner and can also expand networks and employability. PhD students who complete a research internship with an approved research end-user (partner organisation) for a minimum of 60 days can access internship support funds. If you intend to undertake a research internship, please visit the [website](#) and RTP HDR Internship guidelines for information, before completing the following criterion.

If you fully completed steps 1 – 3 at Milestone 1, you can skip this section and progress to the student declaration.

Step 1 Internship intent

Are you planning to undertake a research internship?	<input type="checkbox"/> Yes <input type="checkbox"/> No, skip steps 2 & 3
--	--

Step 2 Internship details

RES-END USER (<i>partner organisation</i>)	Name:
Internship type	<input type="checkbox"/> Internship HAS overlap with research program <input type="checkbox"/> Internship has NO overlap with research program
Internship contract type	<input type="checkbox"/> Simple Agreement <input type="checkbox"/> Standard Agreement <input type="checkbox"/> University Partnership Contract; or <input type="checkbox"/> Non-Curtin contract
Has the internship contract been signed?	<input type="checkbox"/> Yes, please remember to complete and return the internship checklist to ROC-Excellence@curtin.edu.au with your signed contract <input type="checkbox"/> No, please be aware this needs to be completed within the first 18 months of enrolment to qualify for internships support funds

Step 3 Internship support funds

Internship support payments are available to PhD students who meet all the research internship criteria in accordance with the guidelines. Students must discuss and verify how the support funds are to be disseminated. Payment is made in accordance with the internship guidelines.

- Option 1 50/50 split payment between enrolling school and the student
- Option 2 100% payment to student; or
- Option 3 100% payment to enrolling school

Options 1 and 2 require the completion and submission of an Australian [banking details form](#) for students not currently receiving an HDR stipend scholarship to receive payment.

Student signature

Date

Student Declaration *(please tick to confirm each item has been completed)*

- I declare that the sample of writing submitted with this form is my own work.
- I have completed and attached a Completion and Dissemination Plan.
- I have completed any required coursework units.
- I have obtained ethics and safety approvals as required.
- Ethics approval number (if applicable)
- I have obtained authorship agreement.
- I have discussed the details of my mobility/ conference participation with my supervisory team.

Please sign below to confirm that the information provided by you on this application form is accurate.

Signature of Student

Date

On completion of all student sections, please forward this form along with your sample of written work to your Supervisor.

Supervisor to Complete

Please comment on the progress the student has made in their research project to date. Is the student on track to complete their project in the required timeframe?

Please comment on the quality of the written work submitted by the student. Is it of the appropriate standard for the degree being undertaken?

Is the Completion and Dissemination Plan provided by the student appropriate and achievable? Please comment.

Comment on the mobility plan that has been made. Confirm your approval and that the travel (if any) will be completed prior to the Milestone 3 deadline.

Supervisor Declaration *(please tick to confirm each item has been completed)*

- The student has access to the resources required to complete the project.
- The student has obtained any necessary ethics approval for their research project.
- I have discussed the issue of joint authorship and when required have come to an agreement with the student on this matter.
- The internship opportunity has been prepared in consultation with the supervisory team and is compliant with the RTP requirements (eg: greater than 60 days and with an appropriate research end user). The supervisory team supports and agrees with the internship payment method stated above. . If options 1 or 3 have been selected, please provide enrolling school cost centre details: _____

Signature of Supervisor

Date

Declaration and Recommendation of the Director of Graduate Research

- I confirm the student has completed the oral presentation and the Reviewers Reports have been completed.
- Milestone 2 is approved and the student continued on Good Standing status; or
- Milestone 2 is declined and the student's academic status be amended to Conditional. I will confirm any conditions and due dates to be placed on the students enrolment in the email with this application to ROC.GRS@curtin.edu.au
- The application has been saved in accordance with Curtin's record keeping procedures in the school for future reference. The Milestone form has been stored to the students' application and reviewer forms on a dedicated school drive, and the finalised Milestone application form will be sent to the GRS.

**Signature of Director
of Graduate Research****Date**

When complete, please submit this form only to the Graduate Research School ROC.GRS@curtin.edu.au