1. Schedule the Milestone
   - Check with your supervisor and relevant academic unit staff on how Milestones are organised within your academic unit.
   - Plan your Milestone dates and actions early with your supervisors: it can take some time to finalise a Milestone review panel and confirm a date and venue.
   - You have two months from your due date to schedule and complete your Milestone.

2. Prepare for your Milestone
   - As a minimum, a milestone includes an oral presentation, a written submission, and an interview, with written feedback to be provided to you.
   - The requirements of each milestone are defined by your stage of research and your discipline. You should discuss these with your supervisor when planning your milestone. For guidance see:
     - Appendix J of the Handbook for Doctoral Degrees, or;

3. Initiate the Milestone
   - Prepare your report and relevant documents to the panel using this form with the support of your supervisor/s. Please speak to your academic unit to confirm the initiation process of your Milestone review.