



## 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.
- It is strongly recommended that you plan and schedule your milestone by the due date to maximise the benefits of the feedback. Where things are not going to plan, you have up to a maximum of two months from your due date to 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 can review your Faculty and course specific requirements for each of your milestones on the web [here](#).
- You should also familiarise yourself with your course specific requirements outlined in the [University Handbook](#).
- You should discuss these with your supervisor when planning your milestone.



## 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.