Generic Timeline

Milestone and reporting requirements for a full-time doctoral candidate. The timeline can be modified for part-time and/or Research Masters Candidates.

This is a timeline of the general requirements for a Higher Degree by Research Candidate at JCU. A research plan specific to your project and your particular goals should be made and used in conjunction with this timeline.

Time since enrolment	Candidate to do	Form required	Advisors to do
First Year			
1 week	▪ Consider requirements for subject including project proposal, ethics application and any required permits and discuss with Advisors (RD7001) ▪ Scope relevant literature with advisors, commence literature searches (consult relevant librarian) and reading (RD7002)	COC-FORM-01	▪ Meet with candidate to discuss plan for candidature, especially expectations of one another
2 weeks			▪ Continue to meet with candidate re scoping and development of significant piece of work, research proposal, ethics application (if required) ▪ Conduct Professional Development Audit of candidate and think about Professional Development Plan ▪ Contact nominated Expert Reviewer to check availability and willingness to review research proposal in week 20
▪ weeks			
4 weeks	▪ Brainstorm/mindmap ideas for research questions and methods with Advisors ▪ Start developing outline of substantive written work with advisors; read relevant literature		
5 weeks	▪ Work on research proposal (using the Confirmation of Candidature Research Proposal template), ethics permit application (if required) and other permit applications (if required) with input from Advisors and multiple drafts.	COC-FORM-01	
6 weeks			▪ Contact relevant administrator to make arrangements for seminar date and meeting/s of candidature committee ▪ Help candidate conduct and develop Professional Development Plan
7 weeks			▪ Continue to meet with candidate re development and revision of substantive written work, research proposal and ethics application (if required); provide timely feedback on revisions
8 weeks			
9 weeks			

10 weeks 11 weeks	▪ Continue reading and development of substantive written work with Advisors. You are likely to require multiple drafts. ▪ Work with advisors to develop Professional Development Audit and Plan (Appendix of Confirmation of Candidature Research Proposal Template) ▪ Plan to have all compulsory Professional Development Components completed by Confirmation of Candidature Milestone		
12 weeks 13 weeks 14 weeks 15 weeks 16 weeks	▪ Continue work on research proposal and ethics application (if required) with input from Advisors and multiple drafts ▪ Do final revision and amendments to substantive written work ▪ Finalise substantive written work and submit to Advisory Panel		
17 weeks 18 weeks 19 weeks	▪ Finalise Confirmation of Candidature Research Proposal with input from advisors	COC-FORM-01	▪ Complete evaluation of substantive written work
20 weeks	▪ Submit Confirmation of Candidature Research Proposal to Primary Advisor for Expert Review	COC-FORM-01	▪ Submit Candidate's Confirmation of Candidature Research Proposal to Expert Reviewer along with RD/RM Expert Reviewer's Report

21 weeks	▪ While Confirmation of Candidature Research Proposal is with Expert Reviewer, develop seminar	COC-FORM-01	▪ Help candidate plan seminar
22 weeks	▪ Make amendments to Research Proposal (update Confirmation of Candidature Research Proposal) and seminar in response to the Expert Review.	COC-FORM-01	▪ Assist candidate with amendment of proposal as required, or if necessary, suspend seminar
23 weeks	▪ Provide revised Confirmation of Candidature Research Proposal to Advisors	COC-FORM-01	▪ Consider the amended Confirmation of Candidature Research Proposal and the Expert Reviewer's Report on Proposal and prepare the COC-FORM-01
24 weeks	▪ Practice seminar with Advisors		▪ Submit revised Confirmation of Candidature Research Proposal, Expert Reviewer's Report, Advisory Panel Reports on Proposal and Substantive Piece of Writing to all members of Candidature Committee Provide feedback to candidate on seminar by attending several rehearsals
Second Year			
25 weeks	▪ Present seminar	COC-FORM-01	▪ Attend seminar and meet with independent members of Candidature Committee to provide input to their decision; provide feedback to candidate. ▪ Candidature Committee provide final recommendation for milestone on COC-FORM-01 and Chair of Candidature Committee submits the completed Confirmation of Candidature form to their College Academic Services officer who sends them to the GRS for sign off by the Dean, Graduate Research.
6 to 9 months	▪ Check your Professional Development Plan that was established at your Confirmation of Candidature and book any planned workshops/courses to ensure that you have a total of 80 hours of Professional		▪ Continue to meet regularly with the Candidate to provide guidance and feedback.

	Development completed by Mid-Candidature Review (18 months post-enrolment)		
10 to 12 months	▪ Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.
13 to 15 months			▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
16 to 18 months	▪ Mid-Candidature Review Milestone due 18 months (1.5 years) after enrolment.	MCR-FORM-01	▪ Meet with candidate to support successful completion of the Mid-Candidature Review
19 to 21 months	▪ Check your Professional Development Plan which was established at your Confirmation of Candidature and book any planned workshops/courses to ensure that you have a total of 120 hours of Professional Development completed by Pre-Completion Evaluation (36 months post-enrolment)		▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
22 to 24 months	▪ Submit Progress report in April/October when a milestone has not been completed in the previous 6 months.	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.
Third Year			
25 to 27 months			▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
28 to 30 months	Submit Progress report in April/October when a milestone has not been	PRO-FORM-01	▪ Meet with Candidate regarding Progress Report.

	completed in the previous 6 months.		
31 to 33 months	▪ Finalisation of data analysis required for thesis. ▪ Preparation to present findings at Pre-Completion Evaluation and in thesis		▪ Continue to meet regularly with the Candidate to provide guidance and feedback.
33 to 36 months	▪ Final Review Milestone 3-6 months including an oral presentation and submission of a draft thesis.	PCE-FORM-01	▪ Meet with candidate to support successful oral presentation and review of the draft thesis.
Forth Year			
37 to 39 months	▪ Thesis revisions further to feedback form the Final Review Milestone.	NEX-FORM-01	▪ Discuss potential examiners with candidate and submit Nomination of Examiners to GRS. ▪ Review thesis drafts, noting panel feedback
40 to 42 months	▪ Finalisation of thesis writing, submit to advisors for feedback. ▪ Submit thesis ▪ Scholarship expiry	SUB-FORM-01	▪ Review thesis drafts and final version of thesis
43 to 45 months	▪ Thesis Examination		
46 to 48 months	▪ Completion, and Graduation depending on timing of Graduation Ceremonies	Online graduation application form	