

## Higher Degree Research Students (IF49, HL90, HL84) Stage 2 Milestone

4 weeks before due date

- Student receives email from QUT Research Students Centre, advising of Stage 2 due date (3 months FTE for IF49; end of enrolment in HLN701 for HL90; months FTE for HL84).
- Student and Principal Supervisor receive email from Health Research Services, advising of specific Faculty of Health Stage 2 process requirements.

Due Date

- **IF49 students** - Student combines the following documents into a **single file** (either PDF or Word): 1) Stage 2 proposal, 2) RIO Quiz certificate (as an appendix), and 3) candidature timeline; then uploads to the online Stage 2 Submission form via HIQ.
- Online form is forwarded to Principal Supervisor for approval. Principal Supervisor assigns online form to Faculty Research Admin Officer (FRAO) to organise internal review.
- Internal reviewer nominated by School Postgraduate Research Coordinator and Faculty Dean of Research Training. FRAO assigns online form to the internal reviewer to complete their review online.
- **HL84 & HL90 students** - Student submits 1) hard copy Stage 2 form, 2) Stage 2 proposal, 3) candidature timeline and 4) RIO Quiz certificate to FRAO via email ([health.research@qut.edu.au](mailto:health.research@qut.edu.au)). FRAO forwards to the internal reviewer to complete their review.

10 days after due date

- **IF49 students** - internal reviewer is expected to complete review within 10 working days. Internal Reviewer will complete the Reviewer Checklist in the online form and return it to the FRAO. FRAO forwards to Faculty nominees for consideration.
- **HL84 & HL90 students** - internal reviewer is expected to complete review within 10 working days. Internal reviewer will complete the Reviewer Checklist form and forward the Checklist along with their report to the Principal Supervisor and FRAO via email. FRAO forwards the submission to the Faculty nominees for consideration.

2 weeks after due date  
(IF49 students only)

- **IF49 students** - Based on the feedback from the internal reviewer the Faculty will recommend one of the following submission outcomes to the Research Degrees Committee (RDC): 1) Completion of milestone without changes, 2) Completion of milestone with minor changes to be made in consultation with the supervisory team only, or 3) Major changes are required - recommend resubmission (usually within 3 months).
- Where substantial revisions are required, the student may be asked to resubmit the document for Faculty and Research Degrees Committee (RDC) review via the online form. The milestone will not be finalised until the revised proposal is approved by the Faculty and RDC.

2 weeks after due date  
(HL84 & HL90 students only)

- **HL84 & HL90 students** - Based on the feedback from the internal reviewer the Faculty will recommend one of the following submission outcomes: 1) Completion of milestone without changes, 2) Completion of milestone with minor changes to be made in consultation with the supervisory team only, or 3) Major changes are required - recommend resubmission (usually within 1 month).
- Where substantial revisions are required, the student may be asked to resubmit the document for Faculty approval. This can be done via email. The milestone will not be finalised until the revised proposal is approved by the Faculty.

### Additional Resources

**Stage 2 Guidelines and IF49 Online Form Screen Shots**

<https://www.student.qut.edu.au/research/your-degree/milestones>

**Faculty of Health Guidelines for Research Students**

<https://www.student.qut.edu.au/about/faculties-institutes-and-divisions/faculties/health/health-research-student-zone/course-guidelines-and-milestones/candidature-milestones>

### Health Research Services

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