
Towards Submission Milestone

Document Submission Checklist

As per the [Candidature Milestone Guidelines](#), the following list of documents are to be submitted 4 weeks prior to your Towards Submission Milestone Review to candidature@vu.edu.au:

- [Application for Towards Submission Review PDF form](#) (panel feedback section included).
- A draft abstract (no more than 200 words);
- A comprehensive Table of Contents of the thesis (generated with Word, or similar).
- A table summarising progress compared to what was planned for since the last Candidature Milestone Review.
- All chapters substantially completed to date, noting that candidates are expected to submit at least two substantially completed chapters. For PhD candidates - these chapters are in addition to that which was submitted at the Mid-Candidature Review Milestone. While the Panel will recognise that chapters are a work in progress until thesis submission, they will expect to see chapters which are substantially completed;
- For **Thesis by Creative**, Candidates are expected to submit all completed chapters of the exegesis, plus a sample or section of the creative work completed to-date.
- For [Thesis with Publication](#), Candidates are expected to submit at least two manuscripts that under review for publication and/or finalised publications, and a draft of their additional framing and linking material;
- A table/Gantt chart summarising a schedule of planned work required on each chapter between the time of the Towards Submission Milestone and the time of submission of the thesis for examination (no more than two pages).
- A statement responding to the following (no more than 2 pages):
 - ❖ The candidate's understanding and application in their thesis of research ethics, if applicable, and research integrity;
 - ❖ OHS, including candidate well-being, measures in place;
 - ❖ Intellectual property (where relevant)
 - ❖ Professional development/transferable skills for graduate outcomes. (The relevant [VU HDR MyPlan Tool](#) should be used to identify strategic planning for priority skills/learning area – this Tool is not required for submission);
 - ❖ Provision of resources, supervision and facilities; and
 - ❖ Responding to the recommendations of the previous Milestone, if applicable, (no more than two pages).
- Statement on how COVID-19 has materially impacted your progress (optional) – refer to guidelines for criteria.

- [Plagiarism software](#) checker assessment report (see student Induction Space on VU Collaborate);

- **Plagiarism summary report** (Turnitin) – see student guide links below:

[Originality Check](#), by Student VU Collaborate Help. Originality Check – Test Folder, in [Student Induction](#) space (student access only).

1. Download a copy of the full report.
2. Extract the '**Summary**' pages (located the final section of the report) to submit with your supporting documents.
3. **Important:** The Panel Chair may request to review the full copy of your similarity report. Please keep a copy of it on file.

NOTE: To reduce the file size, select '**Save as other**' – '**Optimized PDF**' (save) and then as '**Reduced size PDF**'.

NOTE: The [Research Ambassadors](#) have been trained on the plagiarism software and are a source of support if required.

- **Research Integrity Modules Phase 3 (Modules 6, 7 and 8): –**

Provide evidence of completion (screenshot is acceptable – or you can download certificates - refer to the following link on how to download [Certificates of Completion](#)).

- The modules are on [VU Collaborate](#), under the Support and Collaborate tab.
- Each module takes approximately 30 minutes and you will need to gain at least 80% in the quiz to complete
- View the [guide to navigating VU Collaborate](#).