

Understanding HDRhub Milestones & Goals



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Background

The HDRhub provides an overview of the milestones and goals to be completed during your course.

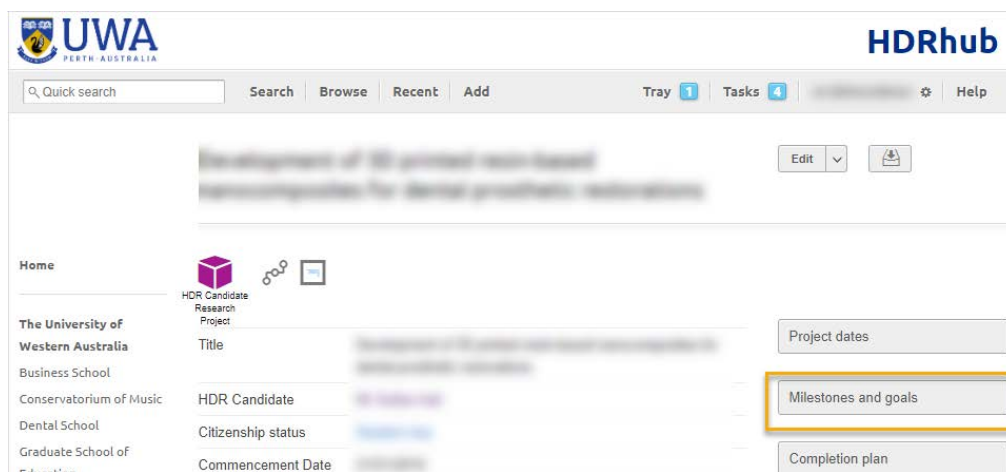
You can find a video that provides an introduction to using HDRhub here:

<https://web.microsoftstream.com/video/759ae5bb-600d-4e5d-b002-dba3f7e95745>

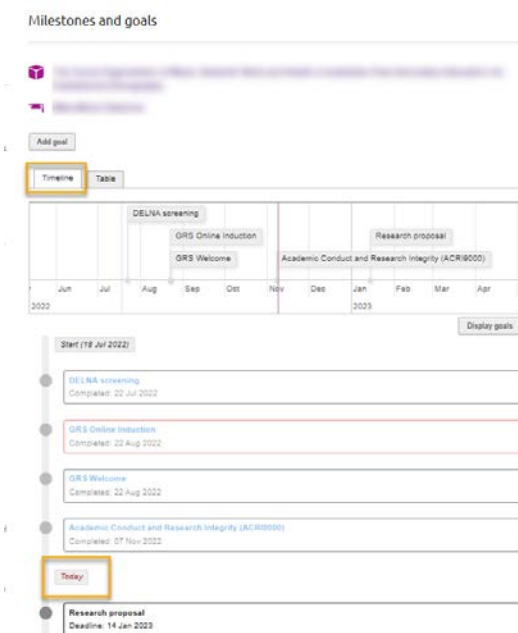
You can find the HDRhub login, FAQs, videos and other supporting information here:

<https://www.postgraduate.uwa.edu.au/hdrhub>

Access your Milestones and goals by logging into HDRhub, clicking on **My Project** and then clicking on the **Milestones and goals** button from the RHS menu.



Timeline and Table Views



Your Milestones and Goals can be viewed as a Timeline or a Table according to the tab you select.

The **Timeline** tab is the default view and provides a simple visualisation of your Milestones and goals in relation to the current date.

Milestones and goals

Timeline **Table**

Filter by

Title	Type	Set by	Deadline	Approver	Status
GRS Online Induction	Regulatory		18 Aug 2022		Completed on 22 Aug 2022
GRSNA screening	Regulatory		26 Sep 2022	Candidature	Completed on 22 Jul 2022
Research proposal			14 Jan 2023		Outstanding
Academic Conduct and Research Integrity (ACRI9000)	Regulatory		18 Jan 2023		Completed on 07 Nov 2022
GRS Welcome	Regulatory		18 Jan 2023		Completed on 22 Aug 2022
Substantial piece of writing	Regulatory		18 Jun 2023		Outstanding
Oral presentation	Regulatory		18 Jun 2023		Outstanding
Progress review Confirmation of Candidature			18 Jul 2023		Outstanding
Mid candidature progress review 1			17 Jul 2024		Outstanding
Mid candidature progress review 3			17 Jul 2025		Outstanding
Examination notes to submit			18 Apr 2026		Outstanding
Examination nomination of examiners			27 Jun 2026		Outstanding
Examination submission			17 Jul 2026 - 17 Jul 2026		Outstanding
Late candidature progress review 1			17 Jul 2026		Outstanding

The **Table** tab provides a more detailed view of each milestone or goal and the GRS recommend you look at this view.

Clicking on one of the table headers allows you to sort the table by the column. Clicking again on the header will reverse the sort order.

The table view Approver column allows you to see where the item is in the approval process.

What are Milestones and Goals?

You can find your Milestones and Goals table by logging into HDRhub, clicking on **My Project** then the clicking on the **Milestones and Goals** button on the right-hand menu.

Milestones

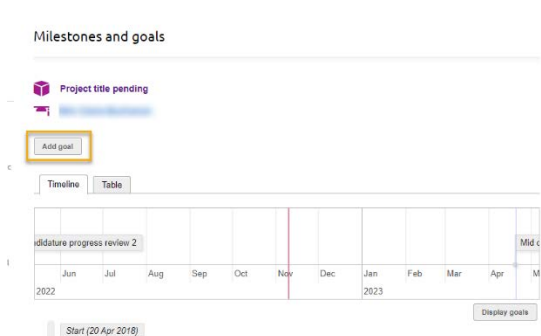
Milestones are compulsory items set by the GRS and involve a workflow in HDRhub. They are one of ways the School and GRS measure your project progress. Examples of milestones include the Research Proposal, Progress Reviews, Confirmation of Candidature, Notice to Submit, Nomination of Examiners and Submission.

Goals

There are three types of goal:

- 1) Required by GRS. These do not require the initiation of a workflow in HDRhub, but are compulsory items used to track your progress. Examples include the Induction, GRS Welcome, ACRI9000, ethics approval, the substantial piece of writing, and oral presentation.
- 2) Set by your supervisor or Graduate Research Coordinator. Examples include interim reports and school specific requirements.
- 3) Set by you. These goals are for you to plan your project and keep track of deadlines and commitments. Examples include setting a deadline shared with your supervisor for a chapter submission.

Adding a Goal



You, your supervisors and your Graduate Research Coordinator can add a goal to your Milestones and goal list by clicking **Add goal**.

Add: Project goal

Title *

Description *

Type *

-- select --

The **Add: Project goal** page asks you to complete a number of fields defining the item, set the deadline for completion, any reminders, any recurrence of the item, and nominate the levels of approval required for the item.

Keep the goal title short so that the item displays appropriately in your Milestone and goal list.

When choosing the project goal type, avoid the regulatory category as this is used by the GRS for milestones.

The goal approver can be set using the Confirmation of goal field. The approvals are cascading, so if you choose approval by your Head of School, the item will first need approval from your coordinating supervisor. The items you add to this list are likely to be best approved by you.

Confirmation of goal completion requires:

Manual confirmation from: *

- HDR Candidate
- Coordinating supervisor
- Head of School
- Graduate Research School

Save

Please note that once you have created and saved a goal, the goal cannot be deleted from your Milestones and goal list.

Milestone and Goal Deadlines

Please note that all **Milestone and goal deadlines** indicate the date the milestone or goal should be completed.

For any milestones or goals that are self-approved, the day you start, complete and approve the goal may be the same as the deadline.

For any milestones or goals that require approval by your supervisors, GRC and/or GRS, please begin your application in HDRhub in time for you to submit the application for approval and for the application to be reviewed and approved. Between 2-4 weeks should be sufficient, however it is always good to check in with your supervisors and the GRC in case they need more time.

Overdue and Upcoming Milestones and Goals

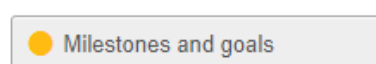
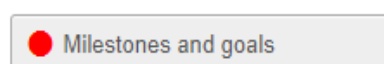
HDRhub colour codes milestones and goals according to their deadlines.

Overdue deadlines appear surrounded by a red box in Timeline view and as a red-filled field in Table view (along with Outstanding in the Status column). Milestone and goals due within the month appear in the same way but are coloured orange rather than red.

The screenshot displays two views of milestones and goals. The Timeline view shows two items: 'GRS Online Induction' with a deadline of 20 May 2018 (surrounded by a red box) and 'School Induction' with a deadline of 11 Nov 2022 (surrounded by a yellow box). A 'Today' marker is positioned between them. The Table view below shows three rows:

Mid candidature progress review 2		19 Apr 2022	Outstanding
School Induction	Meeting	11 Nov 2022	Outstanding
Mid candidature progress review 3		19 Apr 2023	Outstanding

On the **My Project** page, an indication of upcoming or overdue milestones and goals is indicated by a dot that appears on the Milestones and goals button.



Completing a Hyperlinked Goal

For any goal that is hyperlinked, click on the hyperlink to take you to the page that provides an overview of the goal. Click on **Submit evidence of completion** to begin the process of completion.

Milestone

Title


Academic Conduct and Research Integrity (ACRI9000)

Description

An online self-paced unit that will introduce you to the key principles and behaviours of academic and research integrity and ensure you understand your role and responsibilities at UWA.

STATUS

Outstanding

 [Submit evidence of completion](#)

Click on the goal.

[Academic Conduct and Research Integrity \(ACRI9000\)](#)

Deadline: 22 Aug 2021

Click **Submit evidence of completion** on the goal description page.

Milestone

Title

Academic Conduct and Research Integrity (ACRI9000)


Description

An online self-paced unit that will introduce you to the key principles and behaviours of academic and research integrity and ensure you understand your role and responsibilities at UWA.

Type

STATUS

Outstanding

 [Submit evidence of completion](#)

Click on **Start** to begin the approval process

Submit evidence of completion

Start the approval process if you are ready to submit evidence of completion or would like to propose that this checkpoint is no longer required.

Would you like to start the approval process?

[Start](#)

If you have provided the GRS with evidence of completion prior to the launch of HDRhub you should check the **No longer required** option and **Save and continue**.

Edit Evidence: Academic Conduct and Research Integrity (ACRI9000)

Evidence | Confirm

Have you completed this objective or is it no longer required? *

Completed

No longer required

Evidence *

Drag files here or choose file...

If completed, when did you complete the objective?

Save and continue | Save for later

Alternately, indicate you have completed the milestone by checking the **Completed** option. Add a comment in the **Evidence** box (this is a compulsory field so you can write something like– ACRI9000 completed on XXXX). If you have a file to upload, (for example a copy of your LMS ACRI9000 certificate of completion or Online Induction certificate) you can upload this file. Add in the completion date and **Save and continue**.

Edit Evidence: Academic Conduct and Research Integrity (ACRI9000)

Evidence | Confirm

Have you completed this objective or is it no longer required? *

Completed

No longer required

Evidence *

Drag files here or choose file...

If completed, when did you complete the objective?

Save and continue | Save for later

Click on **Confirm: Submit evidence** to complete this milestone.

Progress: Academic Conduct and Research Integrity (ACRI9000)

Evidence | Confirm

Submit evidence

Cancel | Confirm: Submit evidence

You will be directed to a screen that shows your goal has been approved. When you return to your Milestones and goals page you should see that your goal appears as completed whether you chose the No longer required or Completed option.

Milestones and goals

Add goal

Timeline Table

Month	Year	Milestone
Jul	2022	DELNA screening
Aug	2022	GRS Online Induction
Aug	2022	GRS Welcome
Nov	2022	Academic Conduct and Research Integrity (ACR)9000
Jan	2023	Research proposal

Display goals

Start (18 Jul 2022)

- DELNA screening**
Completed: 22 Jul 2022
- GRS Online Induction**
Completed: 22 Aug 2022
- GRS Welcome**
Completed: 22 Aug 2022
- Academic Conduct and Research Integrity (ACR)9000**
Completed: 07 Nov 2022

Today

- Research proposal**
Deadline: 14 Jan 2023

Completing a Non-hyperlinked Milestone

Unlinked milestones need to be completed by starting an application from the **My Projects** page. For research proposals, interim reviews and progress reviews, click on the relevant button in the **Progression** section of the RHS menu. For examination, click on the **Examination** button lower down the menu.

The screenshot shows the HDRhub interface for a project titled "Project title pending". The interface is divided into two main sections: a list of fields on the left and a menu of actions on the right. The fields on the left include Title, HDR Candidate, Citizenship status, Commencement Date, Supervisor (Principal & Coordinating supervisor, Co-supervisor), Graduate Research Coordinator, Enrolment Status, Stage, Enrolment type, Attendance mode, Course Code, Course Title, Course Type, Unit Set, Student Status, Total EFTSL, and EFTD Used. The menu on the right contains several sections: "Milestones and goals" (with a yellow dot), "Completion plan", "Candidature management", "Coursework", "Absence without suspension", "PROGRESSION" (with a yellow border), "DEVELOPMENT", "Supervision meetings", "Project budget", "Scholarships", "Research end user engagement", "Examinations" (with a yellow border), and "File upload". The "PROGRESSION" section contains three items: "Research proposal", "Interim report", and "Progress review and Confirmation of Candidature". The "Examinations" button is also highlighted with a yellow border.

Begin an application by following the prompts.

Save for Later

Any work in HDRhub that has been saved for later can be accessed by choosing **Recent** or **Tray** on the HDRhub toolbar



ACRI9000, the GRS Online Induction and GRS Welcome Goals

All HDR students at UWA are required to complete the ACRI9000 online unit, complete the GRS Online Induction, and attend a GRS Welcome either online or in person.

Read more about ACRI9000 here:

<https://www.postgraduate.uwa.edu.au/students/resources/online-resources>

Read more about the GRS Online Induction and GRS Welcomes here:

<https://www.postgraduate.uwa.edu.au/students/induction>

As historical data relating to completion of ACRI9000, the GRS Online Induction, and the GRS Welcome could not be added to HDRhub, all students will see these goals in their Milestones and goals list whether they have been completed in the past or not.

These goals can be marked as 'No longer required' or 'Completed'. All three of these goals only require your approval for completion.

Please note:

- **ACRI9000:** If you enrolled prior to APR 2021 you are not required to complete ACRI9000. You can mark this goal as 'No longer required'. If you completed ACRI9000 in the past and have already provided GRS with evidence of that completion you should mark this goal as 'Completed'. There is no need to upload the ACRI9000 completion certificate if you have previously provided it to the GRS. If you have completed ACRI9000 and did not download the certificate from the LMS, unfortunately it is not possible to access the certificate once the unit end date has passed. While you do not need to upload any evidence if you have completed ACRI9000 in the past, if you wish, you can upload a screenshot of unit completion from studentConnect. If you have completed ACRI9000 recently please upload your ACRI9000 certificate of completion from the LMS and mark the goal as 'Completed'.
- **GRS Online Induction:** If you completed the GRS Online Induction prior to JUL 2022, you will not have received a certificate of completion of this module. If you can estimate when you completed this module, add these details as evidence of completion of this goal. If not, you can mark this goal as 'No longer required'. If you have completed the GRS Online Induction recently, please upload your certificate of completion and mark the goal as 'Completed'.
- **GRS Welcome:** If you completed the GRS Welcome prior to NOV 2022, you will not have received a certificate of attendance. If you registered to attend the welcome, you can use your EventBrite ticket to the welcome to use as evidence of completion of this goal. If you cannot provide your EventBrite ticket, you can mark this goal as 'No longer required'. If you have attended a GRS Welcome recently, please upload your certificate of attendance and mark the goal as 'Completed'.