

ADVICE TO APPLICANTS

(please detach this section and keep for future reference)

CRICOS Provider Codes: 00301J & 02637B

Where to Obtain this Application Form

This application form can be obtained from your Divisional office, the Office of Research and Development, or by visiting the following website:

<http://research.curtin.edu.au/graduate/forms.html#candidacy>

When to Use this Application Form

- **Application for Candidacy**
- **Application for Conversion of Candidacy**
A student who has gained Candidacy for one degree and who wishes to change courses must apply for Conversion of Candidacy using this form. (See definition of "Conversion" below.)

Where a research topic has significantly changed since the Candidacy approval, a new Application for Candidacy must be submitted.

Do not use this application form if you wish to change courses and you have not gained Candidacy for your current degree. You will need to apply for admission to the other higher degree by research course.

Where to Submit this Form

On completion of the student portions of Parts 1, 2 and 3, this form should be submitted to the Supervisor. Following completion of the relevant portions by the Supervisor, Chair of Thesis Committee and Head of Enrolling Area, the application will be submitted to the relevant Divisional Graduate Studies Committee for final approval.

Due Dates for Submission of Application for Candidacy

Doctoral	Full-time	Not later than 6 months from commencement date of thesis enrolment
	Part-time	Not later than 12 months from commencement date of thesis enrolment
Masters	Full-time	Not later than 3 months from commencement date of thesis enrolment
	Part-time	Not later than 6 months from commencement date of thesis enrolment

If you are unable to submit your application by the due date because of extenuating circumstances, you are required to apply for an extension of time using the appropriate form: **Request for Extension of Time to Submit Candidacy Application**, available at the following website:

<http://research.curtin.edu.au/graduate/forms.html#candidacy>

Conversion of higher degree by research programs - Implications for time limits

When you convert to a **new** course, or change higher degree by research courses, the amount of time spent enrolled in the first course will be counted towards the time limits allowed for the second course (enrolment duration is calculated in terms of 'Equivalent Full-Time Student Load' (EFTSL)). For example, if a student has been enrolled in a Masters program for one semester full time (0.5 EFTSL), and then converts to a Doctoral program, the student shall be entitled to enrol in the Doctoral course for the maximum time limit less 0.5 EFTSL.

Explanation of Key Terms

Provisional Candidature - Following admission to the degree, and prior to approval of the *Application for Candidacy*, a student will be deemed to have Provisional Candidature.

Confirmed Candidature - Once an *Application for Candidacy* has been approved, a student will be deemed to have Confirmed Candidature.

Conversion – An *Application for Conversion* can be made when an *Application for Candidacy* has been previously approved in one higher degree by research program (Confirmed Candidature) and a student wishes to convert his/her Confirmed Candidature to another higher degree by research program. An *Application for Conversion* must, inter alia, indicate the extent to which the scope of the research has changed from that of the earlier approved program.

Intellectual Property – As a general rule the University does not claim ownership of Intellectual Property created by Students. However there are several exceptions and all students should consult the *Ownership of Intellectual Property Policy*, and its two related Procedures *Intellectual Property Committee*, and *Administration of Intellectual Property Matters*, available for downloading from the following website:

<http://research.curtin.edu.au/graduate/forms.html#ip>

Rules – Students should consult *Rule 10: Degree of Doctor by Research* and *Rule 11: Degree of Master by Research* prior to completing the Application for Candidacy. As the Rules are subject to change periodically, the most up-to-date version of the Rules can be accessed from:

<http://research.curtin.edu.au/graduate/forms.html#rules>

Enrolling Area – is the generic term for an area that is permitted to enrol Higher Degree by Research students.

Summary of Proposed Research Program (Question 6 of Application)

Applicants must provide a summary of the proposed research as requested in Question 6 of the application. The summary should be attached to the back of the application form. All pages must be numbered and the font size should be a minimum of 11 point. The summary **must** be structured using the following headings:

1. **Abstract:** provide a half page explanation of the research in plain English.
2. **Objectives:** provide a clearly defined statement of the objectives of the research.
3. **Background:** provide the background to the proposed research program including literature review.
4. **Significance:** describe the significance of the proposed research program.
5. **Research Method:** include the sample selection; instrumentation; data collection; data analysis; reference to any hazardous procedures or highly toxic chemicals (eg. carcinogenic or mutagenic agents, etc.)
6. **Ethical Issues:** provide a clear statement that demonstrates consideration of all ethical issues which may arise and the manner in which they will be addressed. Where research involves human participants, applicants should refer to the NHMRC *National Statement on Ethical Conduct in Research Involving Humans*, available at the following website:
<http://www.health.gov.au/nhmrc/publications/synopses/e35syn.htm>
7. **Facilities and Resources:** provide details of the facilities and resources required to complete the research. Refer to the "Guidelines for Essential Facilities for Higher Degree by Research Students" available at the following website:
<http://research.curtin.edu.au/graduate/forms.html#essential>
8. **Data Storage:** provide details that confirm data storage provisions meet the guidelines under Section 2 of the *Joint NHMRC/AVCC Statement and Guidelines on Research Practice on 'Data Storage and Retention'*, available at the AVCC website:
<http://www.nhmrc.gov.au/funding/policy/researchprac.htm#5>
Details should include a description of the data to be stored, the duration, location and security arrangements of stored data, and the persons who have access to the data. Note that the guidelines recommend data be stored for a minimum period of at least 5 years from the date of publication. Wherever possible, original data must be retained in the department or research unit in which they were generated.
9. **Time Line:** include the period from the beginning of the research to submission of the thesis.
10. **References:** ensure method of referencing is consistent.

Summary length: **Doctoral** - maximum **ten** pages excluding references
 Masters - maximum **five** pages excluding references

Student Checklist

Please ensure you have done the following:

- Attached the summary of proposed research program (Question 6);
- Completed the Ethics and Research Practice Clearance section, indicating where necessary the Committee(s) to which a separate application has been made (p.3-5);
- Signed the Copyright and Ownership of Intellectual Property: Student Agreement (p.6),
AND (if required)
- Attached a copy of a separate agreement detailing the Ownership of Intellectual Property. This will be when a contract dealing with ownership of intellectual property has been entered into with an external agency by the University and the student.

Privacy Statement: At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://about.curtin.edu.au/privacy.html>.

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Part 1 Student / Head of Enrolling Area to complete as appropriate

Student Number _____ Title Mr Ms Other _____

Surname / Family Name _____ Given Names _____

Address for Correspondence _____

Home Phone _____ Work Phone _____

Facsimile _____ Mobile _____

E-Mail Address _____

Enrolling Area _____ Division _____

1 APPLICATION TYPE

Please complete either part (a) or part (b), whichever is applicable

(a) Application for Confirmed Candidature

Doctor of Philosophy Course Code _____

Doctor of _____ Course Code _____

Master of _____ Course Code _____

OR

(b) Application for Conversion of Confirmed Candidature

FROM Master / Doctor of _____ Course Code _____

TO Master / Doctor of _____ Course Code _____

In the case of an Application for Conversion, please also confirm the following:

- that you have previously been approved for Confirmed Candidature for the course in which you are currently enrolled. (If you have **NOT** gained Confirmed Candidature for your current program you cannot apply for a conversion.)
- that you have included an appropriate statement in your summary of proposed research that explains how your research now differs from your original proposal. In the case of conversion from Masters candidature to Doctoral candidature, that statement must also show how the research will make a substantial and original contribution to knowledge.
- that a letter of support from your supervisor for the conversion is attached.

2 QUALIFICATIONS

(a) Academic Qualifications/Professional Qualifications

	Degree/ Diploma	Date(s) of Graduation	Institution
(i)			
(ii)			
(iii)			

(b) Professional, Technical or other Qualification(s) held

3 DURATION OF STUDY

(a) Original Enrolment Date (b) Anticipated Thesis Submission Date (c) Total Anticipated Years

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4 MODE OF STUDY

Please tick appropriate box Part-Time Full-Time Mixed Mode (P/T & F/T)

5 TITLE OF PROPOSED THESIS

6 SUMMARY OF PROPOSED RESEARCH PROGRAM

Applicants must provide a summary of the proposed research program. The summary **must** be structured as indicated on the Advice to Applicants attached to the front of this application (Abstract, Objectives, Background, Significance, Research Method, Ethical Issues, Facilities and Resources, Data Storage, Time Line and References).

Please confirm a summary of the proposed research program is attached.

7 ADDITIONAL INFORMATION

(a) Are you in receipt of a postgraduate research scholarship (or other award)? If so please provide details.

(b) If research is to be conducted at a relevant place of work, please provide details.

(c) Other relevant information (eg. research or work experience):

8 COURSEWORK

(a) Please list coursework units **completed** as part of the approved research program. (Please attach a current Academic Transcript.)

Unit Title	Year/ Sem.	Grade	Unit Title	Year/ Sem.	Grade

(b) Please list coursework units **not yet completed**, but required as a condition of the research program.

Unit Title	Year/ Sem.	Unit Title	Year/ Sem.

9 RESEARCH FIELDS, COURSES AND DISCIPLINES CLASSIFICATION

Please state the **specific** Research Fields, Courses and Disciplines Classification (RFCD) code that **most accurately** describes your research topic. **Do not use codes ending in '00'**. This information will be used for reporting to DEST.

The RFCD codes are available at: <http://research.curtin.edu.au/graduate/forms.html#rfcd>

(a) Name of field _____ 6 digit code

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(b) Why is this field the most appropriate? _____

(c) Is the research cross-disciplinary? Please give details. _____

Ethics and Research Practice Clearance

Part 2 (a)

Student/Supervisor to complete

All Students to complete

Approval of the *Application for Candidacy* will require the student and supervisor to conduct the research program according to the University's *Guiding Ethical Principles* and, where appropriate, to the specific requirements of Curtin's ethical and research practice committees, including compliance with the *National Statement on Ethical Conduct in Research Involving Humans* available from the NHMRC website:

<http://www.health.gov.au/nhmrc/publications/synopses/e35syn.htm>

Candidacy cannot be approved until all applications made to the appropriate Committees have been approved as deemed necessary by the Divisional Graduate Studies Committee.

1. Research involving humans

If your research involves humans, you **must** submit either an *Application for Ethical Approval of Research Involving Humans (Form A)* to the Human Research Ethics Committee (HREC) or an *Application for Approval of Research with Minimal Risk (Ethical Requirements) (Form C)* to the Form C Coordinator in your Area/Division. The relevant forms are available from the Office of Research and Development website at <http://research.curtin.edu.au/ethics/hrec.html>.

Please complete the "Ethical Issues Checklist" at Part 2(b), pages 4 and 5. Please answer all questions. If you answer yes to any of the question/s on the checklist you need to explain how you propose to address the issue/s in the ethics section of your Research Proposal. Please ensure the Checklist remains attached to this application. After completing the Checklist, please answer the following:

- (i) Have you submitted an *Application for Ethical Approval of Research Involving Humans (Form A)* to the HREC? YES NO
If yes, and approval has been granted please state the Approval Reference Number from Curtin's Human Research Ethics Committee. HREC _____
- (ii) Have you submitted an Application for Approval of Research with Minimal Risk (Ethical Requirements) (Form C) to the Form C Coordinator in your Area/Division? YES NO
If yes, and approval has been granted please state the Approval Reference Number from your Form C Coordinator. Area/Division _____

2. Research involving animals

- (i) Does your research involve the use of animals? (If you are in doubt please contact the Office of Research and Development, and see <http://research.curtin.edu.au/ethics/aec.html>.) YES go to Q2(ii) NO go to Q3
- (ii) Have you submitted an application to the Animal Ethics Committee (AEC)? YES NO
If yes, and approval has been granted please state the Approval Reference Number from Curtin's Animal Ethics Committee. AEC _____

3. Research involving Biological Agents

- (i) Does your research involve the use of biological materials? YES go to Q3(ii) NO go to Q4
- (ii) On what date did you submit a *Biological Agents Risk Assessment* form to the Institutional Biosafety Committee via EduSafe? YES NO
(See <http://www.edusafe.edu.au/curtin/biosafety/index.html>.)
If yes, and approval has been granted please state the Approval Reference Number from the Institutional Biosafety Committee. Date _____
IBC _____

4. Research involving ionising radiation, microwaves, lasers or ultraviolet light

- (i) Does your research involve the use of, or necessitate working in the environment of, ionising radiation, microwaves, lasers or ultraviolet light? YES go to Q4(ii) & (iii) NO go to Q5
- (ii) Name the person licensed by the State to supervise use of the irradiating machine or of the source/s of radiation. _____
- (iii) Confirm that the Radiation Safety Officer has been notified in writing of the research program and provide the Approval Reference Number from the Radiation Safety Committee. YES RSC _____
(See <http://www.edusafe.edu.au/curtin/radiation/index.html>.)

5. Research involving DNA

- (i) Does your research involve the recombining of DNA? YES go to Q5(ii) NO go to Q6
- (ii) Confirm that the Office of the Gene Technology Regulator (OGTR), through the Institutional Biosafety Committee, has been notified in writing of any work involving recombining of DNA and provide the Approval Reference Number from the OGTR. YES OGTR _____
(See <http://www.edusafe.edu.au/>.)

6. Research involving Hazardous Substances

- (i) Does your research involve the use of hazardous substances? YES go to 6(ii) NO go to Q7
- (ii) Confirm that the Hazardous Substances Committee (HSC) has been notified in writing of the hazardous substances to be used and provide the Approval Reference Number from the HSC. YES HSC _____
(See <http://www.edusafe.edu.au/curtin/hazardous.html>.)

7. Research involving Other Ethical Issues

- (i) Does your research involve collection of data that involves ethical issues other than those covered by questions 1 to 6? YES go to 7(ii) NO
- (ii) If yes, please state the nature of the data collection. _____

Signature of Student _____ Date _____

Signature of Supervisor _____ Date _____

Reminder:

If your research involves humans as participant you will need to complete Part 2(b) of this form and ensure you have ethics approval to conduct your research. This applies to all research involving humans whether it is a simple questionnaire or a complex bio-medical study.

Ethics and Research Practice Clearance

Part 2 (b)

Student/Supervisor to complete

Only Students undertaking Research Involving Humans to complete

The aim of ethical review of human research is to ensure that participants in research are not put at risk of harm, are not disadvantaged and are made aware that they may withdraw without prejudice.

Broadly, the process of ethical review concentrates on three main areas:

- A Gathering informed consent to participate in research projects**
- B Protection of privacy and confidentiality of records**
- C Risk of harm to subjects or to groups in the community**

In the following section you are asked to answer a number of questions under each of these three headings in order to identify any ethical considerations that may arise from your proposed research.

The following checklist is designed to alert you to the major types of ethical issues in your research. If you answer Yes to any of these questions, be sure to explain and clarify the issue in your summary of proposed research program.

Ethical Issues Checklist

A: Informed consent.

Research subjects must be able to give consent to their participation in research in such a way that ensures that they are fully informed of relevant aspects of the research and that they are confident to give consent for the research to be undertaken.

Researchers should ensure that individuals are not directly or indirectly pressured or coerced into participation through unequal power relationships or payments or inducements. The use of deception in any form in a research protocol has the potential to prevent the subject from giving consent that is truly well-informed.

Does your research involve:

(please tick)

1	Processes that potentially exclude and/or disadvantage a person or group, such as the collection of information which may expose the person/group to discrimination or misrepresentation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2	Collection or disclosure of personal information by a Commonwealth, State or Territory agency that might involve a breach of an Information Privacy Principle (as defined by the Commonwealth Privacy Act 1988 and the Australian Standard)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3	Collection or disclosure of personal information by a private sector organisation [that might involve a breach of a National Privacy Principle (as defined by the Commonwealth Privacy Act 1988)]?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	Payments or inducements, other than reasonable recompense, to participants for their participation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5	Deception of the participants including concealment and covert observation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6	Disclosure of the response outside the research which could place the participants at risk of criminal prosecution or civil liability or be damaging to their financial standing, employability, professional or personal relationships?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7	Any form of passive consent?	YES <input type="checkbox"/> NO <input type="checkbox"/>

B: Risks to privacy and confidentiality.

The privacy of individuals and the confidentiality of data are both vital. The research must take special care to protect the privacy and confidentiality of subjects and the data obtained from them.

Does your research involve:

8	The participation of minors (under 18 years), other than in the observation of normal school activity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9	Participants who are in a dependent situation, such as students or residents of an institution (such as a hospital, nursing home or prison or patients highly dependent on medical care), other than those who are being observed in their normal environment where such observation is considered innocuous?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10	Participants who may be unable to give or are incapable of giving informed consent?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11	The participation of Aboriginal or Torres Strait Islanders, or other peoples from identifiable cultural, ethnic or minority groups?	YES <input type="checkbox"/> NO <input type="checkbox"/>
12	a) Acquisition of data about organisations or individuals through any form of database at any stage of the research? b) Organisations or individuals who are directly or indirectly identifiable by the researcher within the database?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
13	Use of questionnaire or interviews which may be linked either directly (eg through recording of names) or indirectly (eg through a cross-linked code) to the individual/participant/researcher at any stage of the research, including the obtaining of data?	YES <input type="checkbox"/> NO <input type="checkbox"/>
14	Use of questionnaires, interviews, or procedures, irrespective of the recording of the individual's identity, which might reasonably be expected to cause discomfort, embarrassment, or psychological or spiritual harm to the participants?	YES <input type="checkbox"/> NO <input type="checkbox"/>

C: Is there a risk of harm to subjects or groups in the community?

Individuals may be put at risk through the use of new and untried procedures, invasive procedures, the administration of drugs, or the use of procedures likely to cause pain or suffering. Individuals and groups in the community may be also be harmed through damage to their cultural security or through processes which might expose them to discrimination or misrepresentation.

Does your research involve:

15	Any novel procedure in the therapy or management of patients in a clinical setting?	YES <input type="checkbox"/> NO <input type="checkbox"/>
16	Any form of physically invasive procedure such as blood collection, exercise regimens or physical examination, and which is not part of clinical management?	YES <input type="checkbox"/> NO <input type="checkbox"/>
17	Any form of physically invasive procedure on volunteer participants such as body fluid collection (eg blood, urine, semen), exercise regimens or physical examination?	YES <input type="checkbox"/> NO <input type="checkbox"/>
18	The administration of any form of drug, medicine (other than in the course of standard medical procedure) or placebo?	YES <input type="checkbox"/> NO <input type="checkbox"/>
19	Physical pain, beyond mild discomfort?	YES <input type="checkbox"/> NO <input type="checkbox"/>
20	Obtaining and storage of blood, body fluid or tissue samples from the participants?	YES <input type="checkbox"/> NO <input type="checkbox"/>
21	Any other ethical issue of the study which has not been addressed in this Checklist?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Signature of Student _____ Date _____

Signature of Supervisor _____ Date _____

Copyright and Ownership of Intellectual Property: Student Agreement

Part 3 a)

Student to complete

Student Number:

I (insert full name)

of (insert home address)

in consideration of the Curtin University of Technology (the "University") allowing me to undertake research in the Enrolling Area of _____ hereby declare that:

- (i) I have read the Copyright Procedures¹ of the University and understand the provisions therein;
- (ii) I shall ensure that the thesis contains no material which shall infringe the copyright of any person or persons; and
- (iii) In accordance with the Copyright Procedures, I shall obtain, where necessary, permission for third-party copyright material reproduced in the thesis (e.g. questionnaires, artwork, unpublished letters) from the copyright owners.
- (iv) I have read the *Ownership of Intellectual Property* policy and supporting procedures²;
- (v) I understand the provisions of the *Ownership of Intellectual Property* policy and the requirements of the supporting procedures as they relate to me as a Student;
- (vi) I undertake to be bound by the provisions of the *Ownership of Intellectual Property* policy and supporting procedures;
- (vii) I understand that all intellectual property created by me in the course of the aforementioned research will belong to me UNLESS it arises from
 - (a) participation in a University Project³ (in which case it will be owned by the University, and I as the Student will be required to enter into an agreement with the University in respect of the Intellectual Property that is so generated);
 - (b) from work undertaken with a Specific Contribution by the University⁴ (in which case it will be owned by the University);
 - (c) a program supported in whole or in part by a third party funding body (in which case the ownership of and Intellectual Property developed by me as the Student shall be determined by any agreement between me, the University and the third party funding body).
- (viii) I undertake to do all things necessary to protect any of the University's Intellectual Property which may be capable of Commercialisation as directed in Clause 6 of the *Ownership of Intellectual Property* policy.

When a student submits their thesis, they are asked to grant to Curtin University of Technology or its duly authorised agents the right to archive and to make available their thesis, at the required/desired level of access, in whole or in part in the University Libraries in all forms of media, now or hereafter known.

Dated this _____ Day of _____
(date) (month) (year)

Signature of Student _____

Part 3 b)

Head of Enrolling Area to complete

Accepted for and on behalf of the Curtin University of Technology

Dated this _____ Day of _____
(date) (month) (year)

Signature of Head of Enrolling Area _____

¹ Curtin students and staff are subject to the provisions of the Commonwealth of Australia Copyright Act 1968 and are required to abide by the University's associated policies and requirements on copying. The items in this section relate to the University's Copyright Procedures, available from http://policies.curtin.edu.au/az_index.html#c. For additional information on copyright matters see <http://research.curtin.edu.au/graduate/forms.html#copyright>. In addition, Section 4.2 of the University policy Ownership of Intellectual Property (with accompanying procedures relating to the Intellectual Property Committee and the Administration of Intellectual Property Matters) states that "Students shall own the Copyright in their theses, unless the Student agrees otherwise in writing".

² The documents relating to Intellectual Property are available from <http://research.curtin.edu.au/graduate/forms.html#ip>.

³ **University Project** means a self-contained program of work or research administered by or on behalf of the University which is funded by:

- i. an external source; or
- ii. a specific direct allocation of significant infrastructure support or other University Resources beyond that which is ordinarily provided to a Enrolling Area or other University organisational unit or University Research Institute.

⁴ **Specific Contribution**, in relation to the creation of Intellectual Property, means funding, resources, facilities or apparatus which are contributed by the University (beyond that which is ordinarily contributed) but excludes a scholarship awarded by the University as a contribution to a specific University Project

I have discussed with my supervisor the level of support for my project and the access to essential facilities in my Enrolling Area.

Yes No

Student Declaration of Accuracy

Please sign below to confirm that the information provided by you on this application form is accurate and true.

Signature of Student _____ Date _____

On completion of all student Parts, please forward this application form to your Supervisor. Your Supervisor, Chairperson of Thesis Committee, and Head of Enrolling Area will complete as appropriate for forwarding to the Graduate Studies Committee in your Division for approval.

1. THESIS COMMITTEE

The Head of Enrolling Area shall nominate a Thesis Committee of at least three persons, comprising a Chairperson (essential), Supervisor (essential), and at least one of either a Co-Supervisor and/or an Associate Supervisor(s) that shall be submitted to the Divisional Graduate Studies Committee for approval. ***All external Co/Associate Supervisors will be required** to complete a "Registration of an University Associate" and a "Confidentiality and Compliance Agreement for University Associates" form. This information is required for entry onto the Human Resources system (HORACE) for transfer to the Student One system. This information is **strictly confidential**.

These forms can be downloaded from <http://research.curtin.edu.au/graduate/forms.html#staff>.

Chairperson (Essential) *(must be a member of Curtin salaried academic staff)*

Name _____

Professional Position _____

Enrolling Area _____

Qualifications _____

Is this person on the Register of Supervisors? (See <http://research.curtin.edu.au/graduate/register.html>) Yes No

Supervisor (Essential) *(must be a member of Curtin salaried academic staff)*

Name _____

Professional Position _____

Enrolling Area _____

Qualifications _____

Supervisory Experience _____

Number of HDR students (who have begun the research component) Doctoral P/T F/T
 currently being supervised or co-supervised by this member of staff: Masters P/T F/T

Is this person on the Register of Supervisors? (See <http://research.curtin.edu.au/graduate/register.html>) Yes No

Co-Supervisor / Associate Supervisors

A minimum of one person must be nominated, up to a maximum of three. A Co-Supervisor must be a member of Curtin academic staff, an adjunct fellow, or an Emeritus Professor. Associate Supervisors may all be external if appropriate. SEE NOTE ABOVE. Please indicate if the person is a Co-Supervisor or Associate Supervisor.*

(i) Name: _____ Co-Supervisor or
 Associate Supervisor

Professional Position _____

Enrolling Area/ Organisation _____

Qualifications: _____

Supervisory Experience _____

Number of HDR students who have begun the research component Doctoral P/T F/T
 currently being supervised or co-supervised by this member of staff (This Masters P/T F/T
 question applies to Curtin staff only.)

Is this person a Curtin staff member are they on the Register of Supervisors? Yes No
 (See <http://research.curtin.edu.au/graduate/register.html>)

Thesis Committee continued over page

(ii) Name _____ Co-Supervisor or Associate Supervisor

Professional Position _____

Enrolling Area/ Organisation _____

Qualifications _____

Supervisory Experience _____

Number of HDR students who have begun the research component currently being supervised or co-supervised by this member of staff (This question applies to Curtin staff only.)

Doctoral	<input type="checkbox"/>	P/T	<input type="checkbox"/>	F/T
Masters	<input type="checkbox"/>	P/T	<input type="checkbox"/>	F/T

If this person is a Curtin staff member are they on the Register of Supervisors? Yes No
 (See <http://research.curtin.edu.au/graduate/register.html>)

(iii) Name _____ Co-Supervisor or Associate Supervisor

Professional Position _____

Enrolling Area/ Organisation _____

Qualifications _____

Supervisory Experience _____

Number of HDR students who have begun the research component currently being supervised or co-supervised by this member of staff (This question applies to Curtin staff only.)

Doctoral	<input type="checkbox"/>	P/T	<input type="checkbox"/>	F/T
Masters	<input type="checkbox"/>	P/T	<input type="checkbox"/>	F/T

If this person is a Curtin staff member are they on the Register of Supervisors? Yes No
 (See <http://research.curtin.edu.au/graduate/register.html>)

2. PROVISION OF FACILITIES REQUIRED TO CARRY OUT THE PROPOSED RESEARCH PROGRAM

(please complete with reference to the facilities identified in the student's Summary of Proposed Research)

(a) The facilities identified in the Summary of Proposed Research can be supplied using the facilities of:

(i) the Enrolling Area(s) of _____

(ii) and external organisation _____
 (if appropriate)

(b) It has been agreed with the student that the following facilities will be provided to the student:

<input type="checkbox"/> Satisfactory access to a computer	<input type="checkbox"/> Stationery supplies
<input type="checkbox"/> Satisfactory access to a work station	<input type="checkbox"/> Statistical training / software (please give details)
<input type="checkbox"/> Access to a phone	
<input type="checkbox"/> Access to e-mail	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Access to photocopier and fax machine	<input type="checkbox"/> Other: _____

Please indicate if the student is undertaking the research off-campus/offshore, and if so list separately the facilities which will be provided by the Enrolling Area:

3. OTHER RESPONSIBILITIES AND RESOURCES

It is re-confirmed that the Enrolling Area has:

- staffing expertise to supervise the student;
- equipment for experimentation for this particular research;
- literature and library resources to support the research undertaken;
- consumables necessary to carry out the experimentation or surveys;
- made satisfactory arrangements for maintaining appropriate level of face-to-face contact {Reg 4(f)};
- made satisfactory arrangements to ascertain that the ethical issues are adequately covered;
- checked the student has successfully completed all required coursework units.

4. APPLICATION FOR CONVERSION (where applicable)

It is confirmed that the Supervisor has provided a letter of approval/support.

Confirmed

5. RECOMMENDATION

We recommend this application for admission to Confirmed Candidature.

Yes, with no conditions

or

We recommend this application for admission to Confirmed Candidature subject to the following conditions.

Yes, subject to the specified conditions

Approval of "Form A" Human Research Ethics Application

Approval of Animal Ethics Application

Approval of "Form C" Human Research Ethics Application

Approval of Other Ethics Application

Other Condition/s and/or Comments:

Signature of Supervisor

_____ Date _____

Signature of Chairperson

_____ Date _____

Signature of Head of Enrolling Area

(Please ensure the Copyright and Ownership of Intellectual Property Part is also signed).

_____ Date _____

When signed, please forward this form to the appropriate Divisional Graduate Studies Committee.

Part 6 **Divisional Graduate Studies Committee to complete**

The Divisional Graduate Studies Committee **must** be satisfied that the candidate understands the ethical issues involved and that, where necessary, the research meets appropriate ethical guidelines, including the submission of an application to the appropriate ethics Committee (see pages 4 and 5).

We approve this application for admission to Confirmed Candidature.

Approved, with no conditions

Date: _____

or

We do not approve this application for admission to Confirmed Candidature.

Not Approved

Date: _____

or

We recommend this application for admission to Confirmed Candidature subject to the following conditions.

Approved, subject to the specified conditions

Date: _____

The Divisional Graduate Studies Committee **must** note the approval date/number of applications for ethics approval, and that other specified conditions have been met before approval is granted.

Approval of "Form A" Human Research Ethics Application

Date: _____ Ref. No.: _____

Approval of "Form C" Human Research Ethics Application

Date: _____ Ref. No.: _____

Approval of Animal Ethics Application

Date: _____ Ref. No.: _____

Approval of Other Ethics Application

Date: _____ Ref. No.: _____

Other Condition/s which have been met and/or Comments:

Please insert DGSC stamp, or for executive approval, the date on which the decision will be ratified.

(i) DGSC stamp:

OR (if by Executive Decision)

(ii) Date at which Executive Decision will be ratified: _____

(iii) Details entered on Student System by Divisional Graduate Studies Officer. Date: _____