

OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

Application for Advanced Candidature for Higher Degree by Research Candidates

The form is to be used by candidates wishing to apply for Advanced Candidature in cases where HDR studies have been conducted towards a research degree at another institution. Forward the completed application with proposal and documents (refer to Checklist at end of this form) and the A125 Apply for Research to apply.research@vu.edu.au (domestic applicants only). Incomplete applications will not be accepted.

1. Candidate Details

Surname:	<input type="text"/>	First name:	<input type="text"/>
Institute:	<input type="text"/>	Current Course name:	<input type="text"/>
Student ID:	<input type="text"/>	New course Name:	<input type="text"/>
Date of Expected Enrolment:	<input type="text"/>	Date of Expected Completion:	<input type="text"/>
Current Study Load:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Scholarship holder:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
RTP Place:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

2. Previous Institution Details

Name of Institution:	<input type="text"/>	Course Title/Code:	<input type="text"/>
Date Commenced:	<input type="text"/>	Date Withdrew (if applies- a letter from the institution must be submitted outlining the candidature details):	<input type="text"/>

Was Candidature Approved at Previous Institution? Yes No

Total Period of Enrolment at Previous Institution (in full-time months):

Proposed Thesis Format:

- Thesis (Standard Format) Thesis by Creative Product Thesis by Publication (Doctoral degrees only)

Ethics Approval (to be completed by candidate)

Does this program include research which has ethical implications?

(Further information may be found at: <http://www.vu.edu.au/research/ethical-conduct-biosafety.>)

- Yes No

If yes, an application for approval to conduct the research will be/has been lodged with the following:

- VU Human Research Ethics Committee (VUHREC)
- VU Animal Experimentation Ethics Committee (VUAEEC)
- VU Institutional Biosafety Committee (IBC)

Occupational Health and Safety (to be completed by candidate)

(a) Are there any Occupational Health & Safety (OH&S) issues related to the use of equipment, materials or procedures in the proposed project? Yes No

If yes, please provide details in your candidature proposal covering 1) Identification of hazards; 2) Assessment of risk; and

(b) Any safeguards or controls implemented, or to be implemented? Yes No

Upon enrolment at Victoria University, you will be required to completed the online VU OH&S Induction:

<http://intranet.vu.edu.au/hr/OHS/OHSTraining.asp>

Candidates are required to complete the Computer Workstation Adjustment Worksheet:

<http://intranet.vu.edu.au/PC/documents/OHS/PolicyInfo/ComputerWorkstationAdjustment.pdf>

It will help you to set up your workstation to improve your sitting posture and minimize any strains on your body. You should make the checks with another person to assist you, preferably your supervisor. The completed Worksheet to be submitted with this application.

Candidate's Signature	Date

3. Supervisor' Details

This section to be completed by the Principal and Associate Supervisor.

Principal Supervisor		
	Name	Workload Split
Associate Supervisor		
	Name	Workload Split
Thesis Title		
FOR code/s		SEO code/s

4. Flagship Research Institute Deputy Director Approval

I support the Supervisor/s and workload split as indicated above

Yes

No

Comments

Please comment on the following:

- (a) How appropriate the supervisor(s) are for this research proposal, given their experience in supervising research candidates (include specific details), their background in research and their current workload?
- (b) Are the facilities for this revised research project available within the college?
- (c) Is finance available for the Facilities (as outline in the revised candidature proposal)?

I approve/do not approve the Application for Advanced Candidature:

Approve

Not Approve

Flagship Research Institute Deputy Director's Name

Signature

Date

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Candidate Checklist

I have included the following attachments to this application:

- Research Proposal approved by previous institution AND extended abstract of the research OR a revised proposal.
- A statement from my previous supervisor regarding the work completed in my previous enrolment.
- A statement regarding the reasons for the transfer.
- Documentary evidence that candidature was approved by the previous institution (This could be a letter or the standard notification of approval used by your previous institution).
- Documentary evidence from my previous institution for approval to conduct research with humans (or animals) from the institutions Human (or Animal) Research Ethics Committee.
- A statement of my progress to date and timeline for completion.
- A budget for my project showing expenses paid by previous institution and expenses yet to be incurred.
- Other supporting documentation deemed relevant to the application.
- Certified Copies of Transcripts must be included with this application.
- Provide evidence of citizenship status.
- Candidate to provide a letter from the previous institution indicating previous EFTSU consumed (start date, date of discontinuation, intermission dates, date of confirmation of candidature).
Alternatively candidature to indicate the name of a contact person and provide written permission for VU to obtain previous EFTSU consumed, if candidate cannot obtain this information.
- Candidate to confirm if they have officially withdrawn from previous institution or are still enrolled.