

APPLICATION FOR CONFIRMATION OF CANDIDATURE

This form must be completed and signed by all relevant parties and emailed to candidature@vu.edu.au **14 working days** prior to the scheduled presentation date

1. Candidate Details		
Family Name:	Student ID:	
First Name:		
Thesis Title:		
2. Enrolment Details		
Institute:		
Initial Enrolment Date		
Expected Completion Date		
Research Degree		
Study Mode	Full Time	Part Time
Approved thesis format	Traditional	By Creative With Publication (Doctoral only)

3. Ethics Approval (to be completed by student)

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)

4. Occupational Health and Safety (to be completed by candidate)

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
- 3) Any safeguards or controls implemented, or to be implemented.

Have you completed the **compulsory** online Health, Safety and Wellbeing Awareness Program (see link below)?

Yes

No

If **NO**, please refer to the link and instructions below to complete this online program:

<https://victoriauniversity.pageuppeople.com/learning/311>

- Log into your MYVU portal to access the program.
- Save a screen shot (JPEG) of your VU Develop page that demonstrates the successful completion date of the online program and submit it with this application form.

If you cannot access this link, please email candidature@vu.edu.au with your student name and ID number.

5. Higher Degree by Research End-User Engagement Code (completed by Candidate)

DEFINITIONS

Jointly supervised by a Research End-User:

Jointly supervised by a research end-user is defined as an HDR student that has at least two HDR supervisors, with at least one supervisor from a research end-user organisation. The supervision arrangements must be endorsed by the HDR student's HEP and the research end-user supervisor must be actively engaged in the student's HDR.

Research End-User:

Research end-user is defined as an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research.

Examples of end users includes businesses, governments, non-governmental organisations, communities and community organisations. Specific exclusions of research end-user are:

- Other higher education providers
- Organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of Victoria University ([higher education provider](#))
- Equivalentents (international or domestic) of the above exclusions

Research Internship:

Research internship is defined as a position with a research end-user where a student has undertaken research and development (R&D) related to their higher degree by research (HDR). A research internship can be either paid or unpaid, and can form part of an enrolment or be undertaken during a HDR period of suspension

A HDR Candidate who is: (candidate may select more than code)

Code	Meaning	Select Code: (mark with X)
03	Jointly supervised by a research end-user	
07	Research internship undertaken with a research end-user that was agreed within the relevant period <i>(Doctoral candidates only)</i>	
08	Research internship undertaken with a research end-user that was not agreed within the relevant period <i>(Doctoral candidates only)</i>	

07 code:

- Student must indicate within 18 from the commencement date of the student's HDR if the student is undertaking a full-time student load or within 36 months from the commencement date of the student's HDR if the student is undertaking a part-time student load.
- Internship must be undertaken for a period of 60 Full Time Estimated days or a maximum full time week as 38 hours or a standard working day of 7.6 hours.
- Be conducted over a minimum of three calendar months.
- Be related to the candidate's Doctorate area of research.

08 code:

- Student can indicate an internship at any time throughout the timely duration of their candidature.
- Internship is for a minimum of 3 months.
- Does not have to be related to the candidate's Doctorate area of research.
- For further information, refer to [Doctoral Industry Placements](#) webpage.

5a. Internship - Research End-User

Must be completed if candidate selects either 07 or 08 code

1)	Provide the name(s) of the Research end-user <input type="text"/>
3)	Start Date <input type="text"/> End Date <input type="text"/>
4)	Total number of full-time equivalent days of research and development activities with the research end-user: <input type="text"/>
5)	A written agreement between you and the research end-user MUST be attached - which includes: <ul style="list-style-type: none">• The Research & Development activities to be undertaken by you with the research end-user• Duration of the internship

6. Candidate Signature

I have consulted the guidelines and am aware of the budget available for my research project.

My research proposal for the above degree is attached.

I have successfully completed the required coursework units (Masters by Research exempt)

The following documentation is attached:

- Candidature Proposal
- Graduate Research Supervision Agreement
- OH&S Induction Certificate of Completion

<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate Name	Signature	Date

7. To be completed by the Principal Supervisor

(NOTE: the principal supervisor must attend the oral presentation)

Completed Graduate Researcher Supervision Agreement submitted with application.			
Workload Split: (<i>The Principal Supervisor should have a minimum of 50% of the supervisory load</i>)			
Principal Workload Split		Associate Workload Split	
		Additional Associate Workload Split (if applicable)	

Are the facilities/equipment required for this project available within the Research_Institute?

Yes

No

If external institution facilities are to be used, please provide full details:

If the candidate has indicated they will require special support, what provisions have been made by the Research Institute?

Research Code

The University uses the following codes for reporting to the Australian Bureau of Statistics (ABS) and the Department of Education, Employment and Workplace Relations. Please refer to the links below to find the appropriate codes:

[Australian Research Council Classification codes](#)

[Australian and New Zealand Standard Research Classification \(ANZSRC\) data downloads](#)

Please complete the following:

a.	Field of Research (FoR) CODE	
b.	Socio-Economic Objectives (SEO)	
c.	Type of Activity (ToA) (Please select only one of the following)	
	Pure Basic Research	Applied Research
	Strategic Basic Research	Experimental Development
d.	The candidate has completed the End-User Engagement Code/s? Yes No (if NO , please indicate in the correct code/s) <input style="width: 150px; height: 25px;" type="text"/>	
e.	External Partnerships - the candidate has correctly addressed the questions and attached a copy of the contract/agreement? Yes No (if NO , please provide the correct information below)	

Sanctions:	
<p>1 (a)</p> <p>Is the candidate from a sanctioned country?</p> <p>See the Sanctions Compliance intranet page https://intranet.vu.edu.au/Compliance/SanctionsCompliance.asp 'Types of sanctions and sanctioned countries/regimes' section for a list of sanctioned countries.</p>	<p>Yes No</p> <p>If 'Yes', please refer to 1 (b)</p>
<p>1 (b)</p> <p>Have you completed the 'Sanctions Compliance Risk Assessment 2A' form?</p> <p>If 'No', please complete before proceeding.</p>	<p>Yes No</p>
Defence Export Controls:	
<p>1 (a)</p> <p>Is it possible that the project may relate to Defence and Strategic Goods List (DSGL) items? That is, goods and technologies</p> <ul style="list-style-type: none"> • Designed for military use (e.g. weapons, bombs, explosives, chemical or biological toxic agents); or • Developed for non-military purposes but may be used or adapted for use in a military program or contribute to the development and production of chemical, biological or nuclear weapons systems (e.g. chemicals, micro-organisms and toxins, sensors and lasers, telecommunication systems, navigation systems, high-performance computers. <p>See the Defence Export Controls Compliance intranet page https://intranet.vu.edu.au/Compliance/DefenceExportControlsCompliance.asp 'Controlled Items for Exports' section for further details.</p>	<p>Yes No</p> <p>If 'Yes', please refer to 1 (b)</p>
<p>1 (b)</p> <p>Does the project involve sharing of information (includes electronic methods like emails) relating to DSGL goods or technology with persons in or outside of Australia?</p> <p>See the Defence Export Controls Compliance intranet page https://intranet.vu.edu.au/Compliance/DefenceExportControlsCompliance.asp 'Controlled Activities for Exports' section for further details.</p>	<p>Yes No</p> <p>If 'Yes, please refer to 1(c).</p>
<p>1 (c)</p> <p>You may require a permit from Defence Export Controls before proceeding with the project.</p> <p>Contact Risk and Compliance via compliance@vu.edu.au for further information.</p>	

Principal Supervisor

Title		Full Name	
Research Institute			
Signature		Date	

Associate Supervisor (only one Associate Supervisor required to sign)

Title		Full Name	
Research Institute			
Signature		Date	

8. Associate Director (Research Training) Approval (Graduate Research School staff to arrange signing)

The candidature officer will forward all documentation to the Associate director for final approval

Please confirm if the following are correct?

	For Code/s	If NO , please provide new code/s	
	SEO Code/s	If NO , please provide new code/s	
	Type of Activity	If NO , please provide new code/s	

a.	<p>Does the candidate's research fall within one of the University's areas of strategic research focus?</p> <p style="text-align: center;">Yes No</p> <p>Please view http://www.arc.gov.au/rfcd-seo-and-anzsic-codes and Indicate the relevant area:</p> <div style="border: 1px solid black; width: 400px; height: 25px; margin: 0 auto;"></div>
b.	<p>Suitability of the supervisory team and supervision arrangements as outlined in the Graduate Research Supervision Agreement:</p>
c.	<p>Appropriateness and feasibility of the proposed research program:</p>

d.	Availability of the facilities/equipment and budget required to complete the program:
e.	Candidature is confirmed for the research program outlined in this document and attached research proposal.

NOTE: If the Principal Supervisor is also the Associate Director (Research Training), an alternative Associate Director (Research Training) must approve the application.

Associate Director (Research Training) Name	Signature	Date

OFFICE USE ONLY	
	All required information provided.
	All listed supervisors are registered with Victoria University.
	Completed graduate research supervision agreement attached.
	Sanctions compliance risk assessment attached, if required.
	End-User Engagement Code/s

PRIVACY STATEMENT Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU’s obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU’s Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy You have a right to access your personal information n held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney and Brisbane). RTO Code: 3113. TEQSA No. PRV12152, Provider Category: Australian University, ABN: 83 776 954 731