

# GRADUATE RESEARCH CENTRE

## 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 completed forms with proposal and documents (refer to Checklist at end of this form) to the Director, Research and Research Training within the College you are enrolled in. Incomplete applications will not be accepted.

### 1. Candidate Details

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

#### 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.

Have you completed the online VU OH&S Induction? <http://intranet.vu.edu.au/hr/OHS/OHSTraining.asp>

Yes

No

If yes, please attach a copy of the Certificate of Completion to this application. Your principal supervisor must sign the Certificate.

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.

<b>Candidate's Signature</b>	<b>Date</b>

**3. Supervisor' Details**

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

Principal Supervisor		
	<b>Name</b>	<b>Workload Split</b>
Associate Supervisor		
	<b>Name</b>	<b>Workload Split</b>
Thesis Title		
FOR code/s		SEO code/s <span style="width: 25%;"></span>

**4. College Director, Research Training 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

**College Director, RT's Name**

**Signature of College Director, RT**

**Date**

*The completed form and proposal should be submitted to the relevant College Support Officer within the Graduate Research Centre.*

## **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 indicate the name of a contact person at the previous institution 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.