

OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

APPLICATION FOR CONFIRMATION OF CANDIDATURE

This form must be completed by the appropriate parties and emailed to candidature@vu.edu.au together with the candidate's research proposal two weeks prior to the scheduled presentation date.

1. Candidate Details

Family Name	<input type="text"/>		
First name	<input type="text"/>	Student ID	<input type="text"/>

2. Enrolment Details

Flagship	<input type="text"/>		
Date of Initial Enrolment	<input type="text"/>	Expected Completion Date	<input type="text"/>
	Full-time		Part-time
Masters by Research	<input type="checkbox"/>		<input type="checkbox"/>
Professional Doctorate (DBA, DEd)	<input type="checkbox"/>		<input type="checkbox"/>
Doctor of Philosophy	<input type="checkbox"/>		<input type="checkbox"/>
Doctor of Philosophy (Integrated)	<input type="checkbox"/>		<input type="checkbox"/>

3. Research Program

Thesis Title	<input style="width: 100%; height: 60px;" type="text"/>
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Thesis Format:

Thesis (Standard Format) Thesis by Creative Product Thesis by Publication

4. 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)

5. 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 online Health, Safety and Wellness Awareness Program?

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

Yes

No

If yes, please include a screen shot of the web page in VU Develop that demonstrates the actual completion date of the program. (If you can't access this link, please email VU.Develop@vu.edu.au with your student number and email address)

Candidates are required to complete the **Computer Workstation Adjustment Worksheet** form. To access, download from VUs [Forms & Guidelines for graduate researchers web page](#).

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 is to be submitted with this application.

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

A HDR Candidate who is: (candidate may select more than Code)		
Code:	Meaning:	Select Code: (mark with X)
01	Not undertaking a type of research end-user engagement listed below	
02	Undertaking research internship with a research end-user	
03	Jointly supervised by a research end-user	
04	Jointly funded or fully funded by a research end-user	
05	Undertaking formal training on end-user engagement	
06	Undertaking other commercialisation and engagement activities	

External partnerships	
1)	<p>Will the candidate be working on a project in partnership with an external organisation?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If 'yes', please proceed to questions 2-5</i></p>
2)	<p>Please provide the name(s) of the external partner organisation(s):</p>
3)	<p>Please indicate the number of attendance days you will be working with the external organisation:</p>
4)	<p>Is a research contract or other agreement in place?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If 'yes', please attach a copy of the contract/agreement to your application</i></p>
5)	<p>Is there an IP agreement in place?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If 'yes', please attach a copy of the agreement to your application</i></p>

7. 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 doctoral coursework units (Masters by Research exempt)

The following documentation is attached:

- Candidature Proposal
- Graduate Research Supervision Agreement
- OH&S Induction Certificate of Completion
- Computer Workstation Adjustment Worksheet
- Copy of Contract/Agreement, if applicable

If any of the abovementioned documentation is not attached to your application, the application will not be approved.

Candidate's Name	Signature of Candidate	Date

8. To be completed by the Principal Supervisor

Please note that the Principal Supervisor must attend the Oral Presentation.

Completed Graduate Research **Supervision Agreement** attached.

Workload Split: (*The Principal Supervisor should have a minimum of 50% of the supervisory load*)

Principal Workload Split		Associate Workload Split	
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Are the facilities/equipment required for this research project available within the Flagship Research Institute?

Yes No

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

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

The University uses the following codes for reporting to the Australian Bureau of Statistics and the Department of Education, Employment and Workplace Relations. Please refer to the link below to find the appropriate codes: http://research.vu.edu.au/ordsite/management/ANZSRC_Mar_2008.pdf.

Please complete the following:

a) FOR code/s b) SEO code/s

c) Type of Activity (TOA). Please select one from the following:

- | | |
|---|---|
| <input type="checkbox"/> Pure Basic Research | <input type="checkbox"/> Applied Research |
| <input type="checkbox"/> Strategic Basic Research | <input type="checkbox"/> Experimental Development |

d) Does the candidate's research fall within one of the University's areas of strategic research focus?

Yes No

Please view <http://www.arc.gov.au/rfcd-seo-and-anzsic-codes> and

indicate the relevant area:

e) The candidate has completed the End-User Engagement Code/s?

- Yes No (if 'no', please indicate the correct code/s below)

f) 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><u>1 (a)</u> Is the candidate from a sanctioned country? 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</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please refer to 1 (b)</p>
<p><u>1 (b)</u> Have you completed the 'Sanctions Compliance Risk Assessment 2A' form (available at https://intranet.vu.edu.au/Compliance/SanctionsCompliance.asp 'Risk Assessment Tools' section) and assessed the level of the research project as low risk and <u>attached the completed form (without Director sign-off) to this application.</u> If 'No', please complete the Sanctions Compliance Risk Assessment 2A before proceeding.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

DEFENCE EXPORT CONTROLS

<p><u>1 (a)</u> Is it possible that the project may relate to 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 <input type="checkbox"/> No <input type="checkbox"/> If yes, please refer to 1 (b)</p>
<p><u>1 (b)</u> Have you completed the 'Defence Export Controls Assessment Form 1' (available at https://intranet.vu.edu.au/Compliance/DefenceExportControlsCompliance.asp 'Assessment Tools' section) to determine whether the project is subject to Defence Export Controls and attached a copy of the completed form to this application? If 'No', please complete 'Defence Export Controls Assessment Form 1' before proceeding.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Principal Supervisor

Title	<input type="text"/>	Name	<input type="text"/>
Flagship	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

9. To be completed by the Associate Supervisor

Associate Supervisor

Please note it is desirable (but not mandatory) that the Associate Supervisor attend the Oral Presentation.

Internal External

Title	<input type="text"/>	Name	<input type="text"/>
Flagship	<input type="text"/>		
University/Institute	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

10. Flagship Research Deputy Director's (or Nominee's) Comments and Approval

The Candidature Support Officer will forward all documentation to the Deputy Director for final approval. Candidates and/or supervisors are not required to obtain the Deputy Director's signature.

Please confirm the following are correct:

FOR code/s Yes No- *please provide a new code/s*
SEO code/s Yes No- *please provide a new code/s*
Type of Activity Yes No- *please provide a new TOA*

a) Does the candidate's research fall within one of the University's areas of strategic research focus?

Yes

No

Please view <http://www.arc.gov.au/fcd-seo-and-anzsic-codes> and

indicate the relevant area:

e) Suitability of the supervisory team and supervision arrangements as outlined in the Graduate Research Supervision Agreement.

f) Appropriateness and feasibility of the proposed research program:

g) Availability of the facilities/equipment and budget required to complete the program:

Candidature is confirmed for the research program outlined in this document and attached research proposal.

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Flagship Deputy Director's Name

Signature

Date

Please note: In the event that the Principal Supervisor is also the Flagship Deputy Director, the Flagship Institute Director must approve/sign.

Office Use Only:

- | | |
|--|--|
| <input type="checkbox"/> All required information provided. | <input type="checkbox"/> All coursework units have been completed to the required level. |
| <input type="checkbox"/> All listed supervisors are registered with Victoria University. | <input type="checkbox"/> Sanctions Compliance Risk assessment attached, if required. |
| <input type="checkbox"/> Completed Graduate Research Supervision Agreement attached. | <input type="checkbox"/> End-User Engagement Code/s & Contract/Agreement complete |