

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

First name Student ID

2. Enrolment Details

Research Institute:

Date of Initial Enrolment:

Expected Completion Date:

Full-time

Part-time

Master of Research Practice

Master of Research

Master of Applied Research

Masters by Research

Doctor of Philosophy

Doctor of Philosophy (Integrated)

Professional Doctorate (DBA, DEd)

3. Research Program

Thesis Title

Thesis Format:

Thesis (Standard Format)

Thesis by Creative Product

Thesis with 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 Wellbeing Awareness Program?
<https://victoriauniversity.pageuppeople.com/learning/311>

Yes

No

- Please save a screen shot of your VU Develop webpage that demonstrates the successful completion date of the program and submit with this application form. (You need to be logged into your MYVU portal to access the program - see above link. If you cannot access this link, please email VU.Develop@vu.edu.au with your student ID number and email address).

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 NO</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> <div style="border: 1px solid black; height: 20px; width: 700px;"></div>
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 NO</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 NO</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 coursework units (Masters by Research exempt)

The following documentation is attached:

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

NOTE: Your application **will not be approved** if any of the abovementioned documentation isn't attached to your application.

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 Researcher **Supervision Agreement** submitted with application.

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

Principal Workload Split

Associate Workload Split

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?

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 links below to find the appropriate codes:

[Australian Research Council Classification codes](#)

[Australian and New Zealand Standard Research Classification \(ANSRC\), 2008](#)

Please complete the following:

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

c) Type of Activity (TOA). Please select one from 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 the correct code/s below)

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><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 countries.</p>	<p>Yes No</p> <p>If yes, please refer to 1 (b)</p>
<p><u>1 (b)</u> Have you completed the 'Sanctions Compliance Risk Assessment 2A form'? If 'No', please complete before proceeding.</p>	<p>Yes No</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 No</p> <p>If yes, please refer to 1 (b)</p>
<p><u>1 (b)</u> Have you completed the 'Defence Export Controls Assessment Form 1'? If 'No', please complete 'before proceeding.</p>	<p>Yes No</p>

Principal Supervisor

Title		Name		
Research Institute				
Signature			Date	

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.

	VU		External	
Title		Name		
University / Institute				
Signature			Date	

10. 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- <i>please provide a new code/s</i>
SEO code/s	Yes	No- <i>please provide a new code/s</i>
Type of Activity	Yes	No- <i>please provide a new TOA</i>

new codes:

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:

h) 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 Research Institute Deputy Director, the Research Institute Director must approve/sign.

Office Use Only:

All required information provided.

Sanctions Compliance Risk assessment attached, if required.

All listed supervisors are registered with Victoria University.

End-User Engagement Code/s

Completed Graduate Research Supervision Agreement attached.

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 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). RTO Code: 3113. ABN: 83 776 954 731