

Application for Milestone 1 (Candidacy)

Higher Degree by Research Students



The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. A full privacy statement is available at <http://rim.curtin.edu.au/privacy/>

This form should be completed and submitted electronically.

STUDENT ID

SURNAME

GIVEN NAME/S

ENROLLING SCHOOL

Specify the course in which you are applying for candidacy:

COURSE CODE (UDC)

COURSE NAME

Thesis Title (please ensure this matches the title listed on the attached project proposal)

Field of Research Code

Please provide the Field of Research code that **most accurately** describes your research topic. **You must use the 6-digit Field code** as this information will be used for government reporting. The Field of Research codes are available at the Australian Bureau of Statistics website via: [ABS - FoR Codes](https://www.abs.gov.au/ausstats/abs@.nsf/0/52001000000000000000000000000000?openj28=1).

Name of Field of Research

6 Digit Code

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ORCID

ORCID provides a persistent digital identifier that distinguishes you from every other researcher. An ORCID can be obtained, at no cost, by registering via <https://orcid.org>.

16 digit ORCID

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Ethics and Research Practice Clearance

Approval of the Application of Candidacy will require the student and the Supervisor to conduct the research program according to the [Australian Code for the Responsible Conduct of Research](https://www.gov.au/australian-code-for-the-responsible-conduct-of-research). Additional regulations may be required depending on the type of research being undertaken.

As a provisional candidate, it is essential that you examine the ethics and safety guidelines related to your field of study to determine whether it is necessary to seek approval from any University Ethics and/or Safety Committees. Retrospective approvals will not be considered in the application process.

You MUST follow the Hazard Identification Tool (HIT) checklist, if your research contains any link to one or more of the following:

- *Chemical Safety including those that require health surveillance, cause cancer, are poisonous, are nanoparticles, and pose an inhalation risk.*
- *Radiation Safety including ionising radiation, irradiating apparatus, lasers, ultraviolet light, microwaves, radio waves, magnetic fields and vibrations.*
- *Biological Safety including clinical samples, genetically modified organisms, imported biosecurity materials, and pathogenic microorganisms.*
- *Humans (including interviews, surveys).*
- *Animals (including observational studies).*
- *The Defence and Strategic Goods List (DSGL).*
- *Fieldwork.*
- *Interdisciplinary research.*
- *Risk Assessment.*
- *The collection and/or use of personal information.*
- *Genetically modified organisms (GMOs), quarantined materials, or infectious microorganisms.*

Learn more about ethics and safety approval and the HIT at

<http://students.curtin.edu.au/essentials/higher-degree-by-research/ethics-safety/>

Student Declaration (please tick to confirm each item has been completed)

- I have developed my research proposal in consultation with my Interim Supervisor and have been advised by my Interim Supervisor that it is sufficiently developed and appropriately prepared to be submitted for School and Faculty review.
- I have completed all coursework I was required to complete prior to achieving candidacy.
- I have discussed with my Interim Supervisor issues relating to joint authorship of any research outputs arising from my research and have read and understood the Guidelines on Authorship Attribution.
- I have completed the Research Integrity Training and achieved a grade of at least 80%.
- I have submitted my research proposal through Turnitin, have discussed the results of the originality/similarity report with my Interim Supervisor and have attached the research proposal and Turnitin report to this application.
- I have completed a research data management plan.
- I have read and understood Curtin's policy on plagiarism <http://academicintegrity.curtin.edu.au/students/>
- I have discussed the submission of the relevant application/s for ethics approval with my Interim Supervisor. Utilised the Hazard Identification Tool (HIT) if applicable and intended steps for required Ethics approvals.

Please sign below to confirm that the information provided by you on this application form is accurate.

Signature of Student

Date

Copyright and Intellectual Property: Student Deed Poll

I (insert full name)

in consideration of Curtin University (the "University") allowing me to undertake research in the

School of

hereby declare that:

- I shall ensure that the thesis contains no material which shall infringe the copyright^[1] of any person or persons.
- I shall obtain, where necessary, permission for third-party copyright material^[2] reproduced in the thesis from the copyright owners.
- I have read the Intellectual Property Policy and Intellectual Property Procedures^[3].
- I understand the provisions of the Intellectual Property Policy and the requirements of the supporting Intellectual Property Procedures as they relate to me as a Student.
- I undertake to be bound by the provisions of the Intellectual Property Policy and Intellectual Property Procedures.
- I understand that all intellectual property created by me in the course of the aforementioned research will belong to me UNLESS it arises from participation in a University Project^[4] (in which case it will be owned by the University, and I as the Student will be required to enter into an agreement with the University in respect of the Intellectual Property that is so generated).

Signature of Student

Date

Note: When a student submits their thesis, they are asked to grant to Curtin University, or its duly authorised agents, the right to archive and to make available their thesis, at the required/ desired level of access, in whole, or in part, in the University Libraries in all forms of media, now or hereafter known.

On completion of all student sections, please forward this application form along with your research proposal and Turnitin report to your Interim Supervisor.

If your Interim Supervisor is satisfied that the application has been satisfactorily completed and the research proposal has been suitably developed and prepared, the application will be forwarded your Director of Graduate Research (or delegate) to commence the School review process.

^[1] Curtin students and staff are subject to the provisions of the Commonwealth of Australia Copyright Act 1968. For additional information on copyright refer to <http://copyright.curtin.edu.au/>.

^[2] Third-party copyright material is content where the copyright is owned by someone other than the student, e.g. questionnaires, images, notes.

^[3] The Intellectual Property Policy and Intellectual Property Procedures pdf are available from <http://policies.curtin.edu.au/findapolicy/index.cfm>.

^[4] **University Project** means a self-contained program of work or research administered by or on behalf of the University which:

- i. is funded wholly or in part by a sponsor;
- ii. is funded wholly or in part by a specific contribution (in relation to the creation of IP means funding or resources which are contributed by the University, but excludes a scholarship awarded by the University as a contribution to a specific University project); or
- iii. is a collaborative project, which is either:
 - (a) a program of work conducted by more than one originator, where each originator's contribution to the IP cannot be separated from that of the other originators'; or
 - (b) a program of work that originates from, or is an improvement to, University IP, whether registered or not.

Interim Supervisor's Declaration

- This candidacy proposal has been prepared with my input. I believe it represents a scholarly and achievable project for the award level and is presented to an acceptable standard.
- I have sighted evidence that the student has completed the Research Integrity Training and achieved a grade of at least 80%.

Signature of
Supervisor

Date

If, as Interim Supervisor, you are satisfied that this candidacy application has been appropriately prepared, the application and relevant attachments should be forwarded to the Director of Graduate Research (or delegate) to commence the School review process.

Director of Graduate Research (DGR) must complete this section

The Director of Graduate Research (DGR) shall nominate a Thesis Committee of at least three members, comprising a Chairperson, Supervisor and a Co and/or Associate Supervisor that shall be submitted to the Faculty Graduate Studies Committee (FGSC) for approval.

Thesis Committee

Chairperson *(must be a member of Curtin salaried academic staff and registered at Level 1 on the Register of Supervisors)*

Name

Professional Position

School

Primary Supervisor *(must be a member of Curtin salaried academic staff and registered at Level 1 on the Register of Supervisors)*

Name

Contribution %

Professional Position

School

Co-Supervisor *(must be a University Associate if external).*

Name

Contribution %

Professional Position

School

Associate Supervisor or Co-Supervisor

Name

Contribution %

Professional Position

School

If Co-Supervisor, Status Academic Staff or Adjunct/Emeritus

Is A/Supervisor, Status Adjunct/Emeritus or External Associate

Declaration of the Director of Graduate Research (DGR)

- The applicant has submitted a research proposal which has been assessed as satisfactory by two reviewers.
- The applicant has satisfactorily provided an oral presentation of their research proposal and a seminar report is attached.
- The proposed research can be adequately supported by the School.
- I confirm that the student has met the requirements of Post Entry Language Assessment (PELA) task; or
- The student has not met the requirements of PELA and will be placed on Conditional status (DGR to complete an *Assignment of Conditional status* form).
- I recommend that the application for candidacy be approved.
- I recommend that the application for candidacy be conditionally approved subject to ethics approval; or
- I recommend that the application for candidacy be rejected.

Signature of DGR

Date

The DGR signatory is required to ensure the original copy of this form along with any supporting documents are stored within the enrolling school in accordance with the [Records and Information Management Procedures](#).

When complete, please email form and accompanying documents (including reviewer reports) to your Faculty's HDR Administration Officer for FGSC review.

Recommendation of the Faculty Graduate Studies Committee (FGSC)

The Faculty Graduate Studies Committee (FGSC) must be satisfied that:

- the candidate understands the ethical issues involved.
- the project can be supported by the enrolling School.
- the appointed thesis committee is appropriate for the project.

- This application for candidacy is approved;
- This application for candidacy is conditionally approved subject to ethics approval; or
- This application for candidacy is rejected.

Name of FGSC
Chair

Date of FGSC
Meeting

Please submit the completed application form (**attachments not required**), to the Graduate Research School at ROC.GRS@curtin.edu.au.