##### CANDIDATE’S DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | Student No: |  | |
| Principal Supervisor: |  | | Associate Supervisors: | 1.  2. | |
| Is your Principal Supervisor a CDU staff member? Yes No  If No, has this arrangement been formally approved by the university? Yes No | | | College: |  | |
| Under the common rules for your degree you are required to have three supervisors. **If you have less than three supervisors** please indicate whether this arrangement has been previously approved by the university, or provide a justification for consideration by the Dean of Graduate Studies (to be attached). | | | | | |
| Date of commencement: | |  | Field of Education (FoE) code: |  | |
| Course code: | |  | Course name: |  | |
| Thesis title: |  | | | | |
| The maximum periods of candidature for research degrees are as follows:   * 4 years full-time equivalent (PhD) * 2 years full-time equivalent (Master by Research) | | | | | |
| Candidature expiry date: | |  | Time commitment per week (hours p/w): | |  |
| Expected date of completion: \_\_\_\_/\_\_\_\_/\_\_\_\_  **Have you gone beyond the maximum candidature for your degree?** Yes No  **If Yes, has a candidature extension been approved by the university?** Yes No | | | | | |
| Are you enrolled full-time AND **undertaking paid work** for MORE than 15 hours per week? Yes No  If Yes, has this been formally approved by the DVC? Yes No | | | | | |
| Has your residency status changed during the last 12 months, or since your last enrolment? If yes, provide a certified copy of relevant documentation. | | | | | |

**CANDIDATE’S REPORT**

|  | | |
| --- | --- | --- |
| **PART A**: | | |
| **Is your research progressing according to plan?** (If no, please provide details in Part D below.) | Yes | No |
| **Does your expected completion date require revision?** (If yes, you may need to apply for an extension. Contact [research.degrees@cdu.edu.au](mailto:research.degrees@cdu.edu.au) for details/ assistance.) | Yes | No |
| Do you have adequate access to resources (including relevant literature)? (If, no, please outline details in Part D below.) | Yes | No |
| Are there any confidentiality or Intellectual Property issues associated with your research? (If Yes, supervisor and candidate should discuss with the Dean of Graduate Studies.) | Yes | No |

|  |  |  |
| --- | --- | --- |
| **Confirmation of candidature**  In order for candidature to be confirmed, a candidate must submit a Supervision Agreement, a detailed Research Proposal and, give an Oral Defence Presentation to a group of disciplinary peers.  **Supervision Agreement**   * **Supervision Agreement** is due within **three months** of commencing for full-time candidates, or **six months** for part-time candidates   **Research Proposal:**   * For **Master by Research** candidates, the **Research Proposal** is due within **four months** of commencing for full-time candidates and **eight months** for part time candidates * For **Doctor of Philosophy** candidates, the **Research Proposal** is due within **six months** of commencing for full-time candidates and **twelve months** for part-time candidates   **Oral Defence Presentation**   * For all candidates, the **Oral Defence Presentation** should take place 2-4 weeks post submission of the **Research Proposal**   **Failure to successfully complete the confirmation of candidature requirements in the associated timeframes will result in the Dean of Graduate Studies requesting the candidate show cause as to why candidature should not be terminated.** | | |
| Has your detailed Supervision Agreement been approved by the College Dean (or their nominee)? | Yes | No |
| Has your detailed Research Proposal been approved by the College Dean (or their nominee)? | Yes | No |
| Has your Oral Defence Presentation been approved by the Dean of Graduate Studies?  If no, what date do you expect to present:\_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No |

|  |  |  |
| --- | --- | --- |
| **PART B: ETHICS AND THE OFFICE OF THE GENE TECHNOLOGY REGULATOR CLEARANCE** | | |
| If your research project involves obtaining information from people, conducting experiments on people, or the experimentation involving vertebrate animals in any way, you are required to obtain clearance from the University Human Research Ethics Committee (HREC) or Animal Ethics Committee (AEC).  If your research project involves genetic manipulation such as cloning you are required as a minimum to notify the Darwin Region Institutional Biosafety Committee (IBC) and may require clearance from the Office of the Gene Technology Regulator (OGTR).  What you need to do:  If your research project requires you to obtain ethics or OGTR clearance or to notify the Darwin Region IBC, you should read the relevant guidelines for completing applications. The guidelines and the applications for human and animal ethics clearance are available from the Web at: <http://www.cdu.edu.au/research/ORI/ethics> . The guidelines for OGTR clearance and IBC notification are available by contacting the Darwin Region IBC via [ethics@menzies.edu.au](mailto:ethics@menzies.edu.au)  NOTE: If you do not have the required clearances for your project prior to the commencement of your data collection your candidature may be terminated. | | |
| HUMAN RESEARCH | | |
| Does your research involve humans? | Yes | No |
| **If yes, your research requires human ethics clearance!** | | |
| Has human ethics clearance been obtained? | Yes | No |
| If yes:   * Please provide the **University HREC** Clearance reference number (e.g. **H06098**): * Please provide expiry date of clearance   If no, date you expect to submit your application: | \_\_\_\_\_\_\_\_\_\_\_\_  \_\_/\_\_/\_\_  \_\_/\_\_/\_\_ | |
| Have there been any variations to the original application? | Yes | No |
| If yes, have these variations been approved by the HREC? | Yes | No |

| ANIMAL RESEARCH | | |
| --- | --- | --- |
| Does your research involve vertebrate animals? | Yes | No |
| **If yes, your research requires animal ethics clearance!** | | |
| If yes, has such clearance been obtained? | Yes | No |
| If yes:   * Please provide the **University AEC** Clearance reference number (e.g. **A06098**): * Please provide expiry date of clearance   If no, date you expect to submit your application: | \_\_\_\_\_\_\_\_\_\_\_\_  \_\_/\_\_/\_\_  \_\_/\_\_/\_\_ | |
| Have there been any variations to the original ethics application? | Yes | No |
| If yes, have these variations been approved by the AEC? | Yes | No |
| GENETIC RESEARCH | | |
| Does your research involve genetic research | Yes | No |
| If yes, does your research require notification to the IBC and/or OGTR clearance? | Yes | No |
| If yes, has such notification occurred and, if necessary, clearance been obtained? | Yes | No |

|  |
| --- |
| **PART C** |
| *Please provide details of all your research activity for the past year (or since you were enrolled) in relation to your original timeline (****attach a copy of your timeline****)* |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please indicate precisely in point form your planned research work for the next 12 months and any changes to your timeline* | | | | | | |
|  | | | | | | |
| **PART D** | | | | | | |
| *Please indicate if your supervision arrangements have been satisfactory. If not, indicate the nature of the assistance sought and whether it is still required* | | | | | | |
|  | | | | | | |
| Frequency of meetings: \_\_\_\_\_\_\_\_\_time(s) per week/fortnight/month  Level of satisfaction: (1= very dissatisfied to 5 = very satisfied) | | | | | | |
|  |  | *Very dissatisfied* | *Dissatisfied* | *Neither Satisfied nor dissatisfied* | *Satisfied* | *Very satisfied* |
| (i) | Frequency of meetings: | *1* | *2* | *3* | *4* | *5* |
| (ii) | Usefulness of meetings: | *1* | *2* | *3* | *4* | *5* |
| *Please indicate any problems that have affected your progress (e.g. technical, resource, personal)* | | | | | | |
|  | | | | | | |
| *Do you require any specific action to be taken as a result of this report? If yes, please specify what action you believe is required, who you believe should be responsible for those actions and include suggested timeframes.* | | | | | | |
|  | | | | | | |
| **PART E: HDR STUDENTS RESEARCH END-USER ENGAGEMENT ACTIVITIES** | | | | | | |
| A 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.  Note: 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 a higher education provider * Equivalents (international or domestic) of the above exclusions | | | | | | |
| *Please indicate if you are undertaking or plan to undertake any type of research end-user engagement (include the period of time/dates).*  *This could take the form of:*   * *an internship;* * *a project;* * *research being funded by a research end-user;* * *supervision, if one of your supervisors is from a research end-user organisation;* * *formal training on end-user engagement;* * *other.* | | | | | | |
|  | | | | | | |

If any space on this form is insufficient for your needs please attach separate document.

**Please note that the information provided in this report may be used to resolve any issues.** If you have indicated that you require action to be taken, your College Dean (or their nominee) will be in contact with you on receipt of your report. If academic progression issues are unable to be resolved through this process they will be referred to the Dean of Graduate Studies on receipt of your report by the Office of Research & Innovation.

**PRINCIPAL SUPERVISOR’S REPORT**

|  |  |  |
| --- | --- | --- |
| Please answer these questions by ticking “*yes*” or “*no*”.  *These questions are designed to effectively monitor academic progress and assess administrative, supervisory and quality issues*. | | |
| PROGRESS | | |
| **Is the candidate’s research progressing according to plan?** If no, please provide details below. | Yes | No |
| Does the expected completion date require revision? | Yes | No |
| HUMAN ETHICS | | |
| **Does the candidate’s research involve humans?** | **Yes** | **No** |
| If yes, has ethics clearance been obtained from the University Human Research Ethics Committee? | Yes | No |
| Is the human ethics clearance current?  (It must be renewed every year until thesis is submitted) | Yes | No |
| Have there been any variations to the original application? | Yes | No |
| If yes, have these variations been approved? | Yes | No |
| ANIMAL ETHICS | | |
| **Does the candidate’s research involve animals?** | **Yes** | **No** |
| If yes, has ethics clearance been obtained from the Animal Ethics Committee? | Yes | No |
| If yes, is clearance current?  (It must be renewed every year until thesis is submitted) | Yes | No |
| Have there been any variations to the original application? | Yes | No |
| If yes, have these variations been approved? | Yes | No |
| Please outline any issues regarding ethics in the space below: Have there been any variations to the original application? | | |

|  |  |  |
| --- | --- | --- |
| OTHER | | |
| Are there any resource problems that are impeding the candidate’s progress in their research? (If yes, please outline details below). | Yes | No |
| Does the candidate have adequate access to relevant literature? (If not, indicate action taken to ameliorate the situation, below) | Yes | No |
| Is the candidate’s time commitment to study appropriate for their enrolment designation? (If not, indicate action taken to ameliorate the situation, below) | Yes | No |
| Is the candidate undertaking paid work to the detriment of their studies?  (If yes, indicate action taken to ameliorate the situation, below) | Yes | No |
| Has the candidate fulfilled all requirements with reference to report writing or other duties? (If not, indicate action taken to ameliorate the situation, below) | Yes | No |
| Has the candidate experienced difficulties with report writing skills?  (If yes, indicate action taken to ameliorate the situation, below) | Yes | No |
| Has the candidate submitted any work for publication? (Including conference papers etc) | Yes | No |

|  |  |  |
| --- | --- | --- |
| **CONFIRMATION OF CANDIDATURE -** see candidate’s response in Part A (page 2) | | |
| Has the candidate submitted a detailed Supervision Agreement?  If no, date planned for submission: \_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No |
| Has the candidate submitted a detailed Research Proposal?  If no, date planned for submission: \_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No |
| Has the candidate given an Oral Defence Presentation to a group of disciplinary peers?  If no, date planned for presentation: \_\_\_\_\_\_\_\_\_\_\_\_ | Yes | No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MEETINGS** | | | | | | |
| How frequently do you meet with the candidate to discuss their research?  Frequency of meetings: \_\_\_\_\_\_\_\_\_\_time(s) per week/fortnight/month  Level of satisfaction: (1 = very dissatisfied to 5= very satisfied) | | | | | | |
|  |  | *Very dissatisfied* | *Dissatisfied* | *Neither Satisfied nor dissatisfied* | *Satisfied* | *Very satisfied* |
| (i) | Frequency of meetings: | *1* | *2* | *3* | *4* | *5* |
| (ii) | Usefulness of meetings: | *1* | *2* | *3* | *4* | *5* |
| **SEMINARS**  Research degree candidates are required to present seminars as an element of their program of study, with the objective of encouraging candidates to seek peer review at critical stages in their candidature. Doctoral candidates are required to present two (2) seminars during their period of candidature and Masters candidates are required to present one (1) seminar.  Number of seminars presented to date: \_\_\_\_\_\_\_\_\_\_  Details of seminars presented: | | | | | | |
| **GENERIC SKILLS WORKSHOPS**  Candidates are required to attend a minimum of 5 generic skills workshops/seminars throughout their candidature.  Number of generic skills workshops the candidate has attended to date: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **PROGRESS, ISSUES and ACTIONS** | | | | | | |
| *In the space below please provide comments on the candidate’s progress. If any aspect of the progress has not been satisfactory, or if you foresee problems that you may require assistance with please indicate below. If the space is insufficient create more space in the form or attach a clearly labelled sheet to the back of the form.* | | | | | | |
|  | | | | | | |
|  | | | | | | |
| *What actions have you taken/ are you taking to remedy the issues raised in this report? Please specify the issue and the actions.* | | | | | | |
|  | | | | | | |
| *Do you require any other specific action to be taken by the College Dean (or their nominee) as a result of this report? If yes, please specify. Please include suggested timeframe.* | | | | | | |
|  | | | | | | |
| ***In light of your above responses, do you consider that a probationary period\* is required****?*  *Yes No*  *\*A probationary period would only be required where academic progression is of concern. A probationary period would normally be 3 months, after which time a further report will be requested. If no improvement is seen then the matter will be investigated by the Dean of Graduate Studies, who will make a determination on the recommendation of the College, whether to initiate the show cause process.* | | | | | | |

**DECLARATION BY CANDIDATE AND PRINCIPAL SUPERVISOR**

This completed report has been read by both the candidate and the supervisor and the contents have been discussed.

*Candidate’s signature: Date:*

*Principal Supervisor’s signature: Date:*

**REPORT FROM THE DEAN (OR THEIR NOMINEE)**

|  |
| --- |
| I have read the candidate’s and supervisor’s report: Yes No |
| **Action/s I have taken** to address the issue/s raised in this report. |
| **Further College action/s** required to address the issue/s raised in this report including who is responsible. |
| Specific action to be taken by **DEAN OF GRADUATE STUDIES** as a result of this report.  **The input of the Dean of Graduate Studies should only be sought where academic progression has not proceeded according to plan and further guidance/action is required.** |
| **OUTCOME:**  I am satisfied with the candidate’s progress and no further action is required  I am satisfied that issues raised in this report are being adequately dealt with within the College  I have concerns regarding the candidate’s progress – for forwarding to the Dean of Graduate Studies for consideration |
| *Signature Date:* |

**REPORT OF DEAN of GRADUATE STUDIES**

|  |  |
| --- | --- |
| The following actions are required before the report is approved:  *Signature Date:* |  |
| This report is accepted conditional upon the following :  *Signature Date:* |  |
| All action required has been completed and the report is now accepted.  *Signature Date:* |  |