* The candidate should complete the Candidate section and then send this form to the principal supervisor
* The principal supervisor should complete the final page and send the form to  hdrexams@cdu.edu.au

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| **Candidate section** |

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| **1 Details of the Candidate** |
| Student name |  | Student number |  |
| Principal supervisor |  |
| Faculty of student |  |
| Thesis title |  |
| Date |  |
| Year in which you commenced |  |
| Course |  PhD [ ]  Masters by Research [ ]  |

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| **2 Ethics** |
| Did you need to receive clearance from the Human Research Ethics Committee? | Yes [ ]  | No [ ]  |
| Did you need to receive clearance from the Animal Research Ethics Committee? | Yes [ ]  | No [ ]  |
| If you did receive ethics clearance* you will need to complete the Final Ethics Report when prompted
* please specify your clearance number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* please specify the expiry date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 You can contact Ethics@cdu.edu.au to locate this information, if necessary |

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| **3 Internship/Employment** |
| Did you complete any internship or employment with a research end-user as part of your HDR course? | Yes [ ]  | No [ ]  |
| Did you sign any internship agreement or employment contract with the end-user? | Yes [ ]  | No [ ]  |
| If you completed an internship or employment* you must complete the internship or employment survey by following the link below

<https://forms.office.com/r/QL8hFF20yj>* please specify the agreement/contract sign date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* please specify the commencement date for the internship/employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* please specify the completion date for the internship/employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* please specify workload in a week (hours per week)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **4 Preferred language** |
| If applicable to you, do you want CDU to inform the examiners that English is not your preferred language. This information could help the examiner * appreciate the effort necessary to write the thesis
* understand the cause of any minor grammatical errors

However, write the thesis as proficiently as you can, and seek an editor if needed | Yes [ ]  | No [ ]  |

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| **5 Personal development** |
| To earn this degree, you must participate in workshops, activities, and experiences that extend your capabilities and promulgate your research. You would have been informed of the minimum degree of participation when you enrolled. To ascertain whether you have achieved this minimum, please list, in either this space or an attached page* the workshops you completed during the research enhancement program—or other comparable experiences
* the presentations or conferences in which you disseminated your research

If you have not achieved this minimum, you might need to complete other activities before earning the degree.  |

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| **6 Candidate declaration** |
| Please indicate which of the following statements are correct. |
| If I wanted, I could have expressed concerns about potentially inappropriate examiners to my supervision panel. | Yes [ ]  | No [ ]  |
| I will not contact or influence the examiners until after my thesis has been approved | Yes [ ]  | No [ ]  |
| The thesis was written in English unless the Research Training Committee has agreed otherwise | Yes [ ]  | No [ ]  |
| The title page of this thesis includes the title, date of submission, and name of the candidate, Faculty, and degree. | Yes [ ]  | No [ ]  |
| The abstract outlines the purpose, methods, and conclusions of this research and comprises less than 600 words. | Yes [ ]  | No [ ]  |
| I consent to this copy of my thesis, once deposited in the Charles Darwin University Library, to be available to loan, photocopy, and access online.  | Yes [ ]  | No [ ]  |
| This thesis contains no material that has been submitted for any other degree or diploma at any university. | Yes [ ]  | No [ ]  |
| The thesis contains no material that another person or I have written, except when this material is acknowledged in the thesis.  | Yes [ ]  | No [ ]  |
| If the thesis contains work that I submitted previously, I have acknowledged this work, and the roles of each co-author, somewhere in the thesis. | Yes [ ]  | No [ ]  |

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| Candidate’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Principal supervisor section**  |

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| **1 Supervisor certification** |
| Please indicate which of the following statements are correct. |
| I believe the candidate has answered the previous questions on this form accurately | Yes [ ]  | No [ ]  |
| I believe the thesis is ready to be submitted to the examiners | Yes [ ]  | No [ ]  |
| The associate supervisors of this research believe the thesis is ready to be submitted to the examiners | Yes [ ]  | No [ ]  |

If the principal supervisor does not believe the thesis is ready to be submitted, but the candidate wants to submit the thesis, the Research Training Committee will determine whether the submission should proceed.

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| Principal supervisor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |