

## OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

### Application for Advanced Candidature for Higher Degree by Research

*The form is to be used by prospective applicants seeking to apply for Advanced Candidature in cases where HDR studies have been conducted towards a research degree at another institution or the prospective applicant is seeking to incorporate prior scholarly publications and/or manuscripts that have been submitted or deemed ready for submission by the prospective supervisor, in the thesis.*

Forward the completed application with proposal and associate documents (refer to Checklist at end of this form) and the A125 Apply for Research to [apply.research@vu.edu.au](mailto:apply.research@vu.edu.au) (domestic applicants only).

#### 1. Applicant Details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Proposed Thesis Title: \_\_\_\_\_

Proposed degree: \_\_\_\_\_

Are you seeking Advanced Candidature for:

- Studies conducted towards a research degree at another institution  
(complete Section 2)
- Prior scholarly publications and/or manuscripts that have been submitted or deemed ready for submission (by the prospective supervisor & externally reviewed)  
(complete Section 3)

#### 2. Previous Institution Details

Name of Institution: \_\_\_\_\_ Course Title: \_\_\_\_\_

Are you currently enrolled in the degree?

Yes\*: please provide date of enrolment:

No: please provide date of course discontinuation

Have you had Confirmation of Candidature approved:      Yes                      No

Total period of enrolment at previous institution (in full-time months):

Proposed Thesis Format:

Thesis (Standard Format)

Thesis by Creative Product

Thesis by Publication (*Doctoral degree only*)

## Ethics Approval

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)

## Occupational Health and Safety

(a) 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

(b) Any safeguards or controls implemented, or to be implemented?

Yes

No

Upon enrolment at Victoria University, you will be required to complete the online VU online Health, Safety & Wellbeing Awareness Training:

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

## 3. Prior Scholarly Publications and/or Manuscripts

VU permits the presentation of thesis with:

- a. Scholarly publications
- b. Manuscripts accepted for scholarly publication after peer review and/or
- c. Manuscripts ready for submission for peer review

The scholarly publications and/or manuscripts must be linked and framed to produce a coherent and cogent thesis. This format is referred to 'Thesis with Publication'.

Scholarly publications that have been published more than 10 years before the date of submission of thesis will not be considered, nor accepted.

Please attach a copy of each scholarly publication and/or manuscript you are seeking to incorporate into the thesis and provide a link of the publication and/or manuscript (if applicable):

Your prospective supervisor, in consultation with the Research Institute Deputy Director, will determine which scholarly publications and/or manuscripts are eligible to be included in the thesis and calculate prior consumed load for enrolment (if applicable). Please refer to the [Guidelines for Prospective Applicants\\_Candidates & Supervisors of Thesis with Publication](#)

Please ensure you refer to the applicant checklist on the last page, as incomplete applications will not be accepted.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*the applicant is required to submit an official letter of enrolment from the previous institution.

#### 4. Prospective Principal Supervisor Details

Prior to completing this application, it is recommended you familiarise yourself with [HDR Procedure 1 Admission](#) and [HDR Procedure 8 Thesis Requirements](#).

Principal Supervisor: \_\_\_\_\_ Workload Split: \_\_\_\_\_

Associate Supervisor/s: \_\_\_\_\_ Workload Split: \_\_\_\_\_

Do you agree to the proposed thesis title?

Yes

No- please provide proposed thesis title:

FOR code/s: \_\_\_\_\_ SEO codes: \_\_\_\_\_

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

Pure Basic Research

Applied Research

Strategic Basic Research

Experimental Development

Does the applicant's research fall within one of the priority Field of Research?

Yes

No

End-User Engagement code:

A HDR Candidate who is: (candidate may select more than Code)		
Code:	Meaning:	Select Code:
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 style="text-align: center;">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>  
3)	<p>Please indicate the number of attendance days you will be working with the external organisation:</p> <p style="text-align: center;"><input style="width: 100px; height: 20px;" type="text"/></p>
4)	<p>Is a research contract, or other agreement in place?</p> <p style="text-align: center;">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?                      YES                      NO</p> <p><i>If 'yes', please attach a copy of the agreement to your application</i></p>

Is the applicant seeking admission with prior scholarly publications and/or manuscripts?

Yes (please provide justification below)

No

*Number of high quality scholarly publications and/or manuscripts to be included.  
Overall material presented for examination must meet the requirements of an AQF 10 doctoral degree.*

Prospective Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Research Institute Approval- Deputy Director or nominee**

The applicant is seeking Advanced Candidature based upon:

- Previous enrolment at another Institution
- Prior scholarly publications and/or manuscripts

I have consulted with the prospective supervisor to discuss the application:

- Yes
- No

Will prior consumed load be considered if offering a place?

- Yes: please indicate remaining consumed load:
- No: please provide justification for offering the full timely duration of the degree

Please comment on the following:

- a. Applicant falls within a priority Field of Research?
- b. Appropriate supervision for the proposed research is available
- c. Adequate facilities, infrastructure and project support for the proposed research are available

Comments:

Application for Advanced Candidature:

Approved

Not Approved

Deputy Director or nominee \_\_\_\_\_

Date: \_\_\_\_\_

## **Applicant Checklist**

I have included the following attachments to this application:

### **Previous Institution Details**

- Research Proposal approved by previous institution AND extended abstract of the research OR a revised proposal.
- A statement from my previous supervisor regarding the work completed in my previous enrolment.
- A statement regarding the reasons for the transfer.
- Documentary evidence that candidature was approved by the previous institution (This could be a letter or the standard notification of approval used by your previous institution).
- Documentary evidence from my previous institution for approval to conduct research with humans (or animals) from the institutions Human (or Animal) Research Ethics Committee.
- A statement of my progress to date and timeline for completion.
- A budget for my project showing expenses paid by previous institution and expenses yet to be incurred.
- Other supporting documentation deemed relevant to the application.
- Certified Copies of Transcripts must be included with this application.
- Candidate to provide a letter from the previous institution indicating previous EFTSU consumed (start date, date of discontinuation, intermission dates, date of confirmation of candidature).
- Alternatively candidature to indicate the name of a contact person and provide written permission for VU to obtain previous EFTSU consumed, if candidate cannot obtain this information.
- Candidate to confirm if they have officially withdrawn from previous institution or are still enrolled.

### **Prior Scholarly Publications and/or Manuscripts**

- a copy of the scholarly publication/s and/or manuscripts to be considered for inclusion in the thesis.
- link/s to published scholarly publications and/or manuscripts.

### **All Categories for Advanced Candidature**

- Provide evidence of citizenship status.

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](http://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](http://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**