

APP-FORM-01
Higher Degree by Research Application Form



JCU Graduate Research School (GRS)

What is the purpose of this form?

This form is for all applications for Higher Degrees by Research. It must be completed and submitted with the online application. It includes questions regarding the applicant's research training, the research proposal and arrangements such as finance. This form comprises 7 Sections.

Section 1	Application questions	Applicant to complete
Section 2	Research training and experience	Applicant to complete
Section 3	Details of proposed Research Project and Advisory Panel	Applicant and Primary Advisor to complete
Section 4	Research project budget	Applicant and Primary Advisor to complete
Section 5	Off-campus (external) study	Applicant to complete
Section 6	Applicant and Advisor checklist	Applicant to complete
Section 7	Approvals	Applicant and Advisors to complete

Required approvals

This form must be signed by the Applicant and their nominated Primary and Secondary Advisors.

Relevant procedures and information

The applicant and their advisors should read HDR Procedure 1: Application and Offer and the information on the Graduate Research School's website regarding applications.

IMPORTANT NOTE: This form is not the application for a Higher Degree by Research. This form must be submitted in conjunction with the online application and all required documentation for an application to be assessed.

Submission instructions

The applicant must attach this completed form to their online application in eStudent once fully completed and signed by the applicant and proposed advisors.

Applicant's Details

First /Given Name:			
Surname / Family Name:			
Degree applying for:	<input type="checkbox"/> PhD	<input type="checkbox"/> Professional Doctorate	<input type="checkbox"/> Masters by Research
Intended Study Rate:	<input type="checkbox"/> Full time		<input type="checkbox"/> Part Time
Intended Study Mode:	<input type="checkbox"/> Internal		<input type="checkbox"/> External
Status:	<input type="checkbox"/> International Applicant		<input type="checkbox"/> Domestic Applicant
Intended Enrolment (Commencement) Date:			
Campus:	<input type="checkbox"/> Townsville	<input type="checkbox"/> Singapore	<input type="checkbox"/> Cairns

Note: For the purposes of this form the term "College" also refers to ARC CoE and JCUS where relevant.

Section 2 –Research Training and Experience
Applicant to complete

Formal Research Training

Please list in the table below all the formal research training you have received to date.

Formal research training can include undertaking a research project that was an assessable component of a degree, completing a research training subject, such as statistics or other research methods training that was undertaken as part of a formal course of study. Duration should be indicated in months, rather than semesters or similar, as the length of academic periods varies between institutions. If the relevant training was undertaken part-time indicate the duration as full-time equivalence e.g. 6 months part-time = 3 months full time.

Degree	Subject / Course	Type of Training	Duration of this training (full time or equivalent)
<i>Example only - Masters of Economics</i>	<i>Statistical analysis for economists</i>	<i>This was a subject which included statistical training and a small assessable project</i>	<i>6 months</i>

Prizes and Awards

If you have been awarded any prizes, letters of commendation or other recognition for outstanding work in a research context, please provide the details below. You will be required to provide copies of relevant documents e.g., certificate or letter with your online application.

Example - Letter of Commendation from the Dean of the Faculty for outstanding performance in an undergraduate research project (graded as High Distinction) 2011.

Section 2 – Details of Proposed Research Project and Advisory Panel

Applicant to complete in consultation with proposed Primary Advisor or entire Advisory Panel

Each application requires an Advisory Panel as defined in the [HDR Supervision Procedure](#). In summary:

Doctoral level panels need at least:

- A Primary Advisor, a Secondary Advisor and an Advisor Mentor qualified member if neither the Primary or Secondary are qualified

OR

- A Primary Advisor (Advanced) and a Secondary Advisor.

Masters level panels need at least:

- A Primary Advisor and a Secondary Advisor. An Advisor Mentor qualified panel member is not necessary.

The JCU Register of Advisors can be accessed at:

https://secure.jcu.edu.au/pkg_auto/research/advisor_register.html

Nominated Advisors:

Advisor's Name (If on Contract Please Add Current Employment End Date of Primary Advisor)	College	Role (e.g. Primary / Secondary)	Level on Register

Project Title and Brief Description of the Research Project

Although research projects often evolve and change over time, applicants should have a clear idea of the overall research project, including what research questions they are seeking to answer and how this will be achieved.

The project title should be clear, concise and easily understood.

Answers should be limited to the space provided – longer answers will not be available to others.

The description of the research project should be no more than 100 words and provide an easily understood summary the project will and the expected outcome.

Project Title:

Brief Description of the Project:

Field of Research (FoR) of Project: Please select the most appropriate 4-digit FoRs from this list (2 max.) This information is used for University statutory reporting requirements.

<https://www.jcu.edu.au/jcu-connect/research-toolkits/research-classification-codes>

FoR 1: ____	% FoR 1 ____	FoR 2 ____	%FoR 2 ____
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Background and significance of the research: This should be no more than 500 words and should identify the gap in current knowledge that this project will address, how this research will contribute to knowledge in this area and why that is important. References are not required.

Methods and Techniques

The methods and techniques should be a maximum of 500 words and include the methodologies, techniques and how the data will be collected and analysed.

This section should be as specific as is possible at this time.

Specialist Equipment and Access Requirements

Include the details below if the project will require specialist equipment such as access to a scanning electron microscope, boats for aquatic study sites, patients, specialised software etc. Standard equipment of facilities e.g. car to travel to study site, software routinely available on University computers or access to a general purpose laboratory, need not be specified here.

Section 3 – Research Project Budget
 Applicant to complete in consultation with Primary Advisor

Lack of anticipated funding can have serious consequences for a project and candidature.

Although not all expenses can be anticipated at this stage, major expenses should be identified and costed approximately to ensure that a secured source of funding can be identified. This funding cannot come from the candidate (i.e., self-funding project costs) and must be guaranteed to be available at the commencement of the project work and for the anticipated duration of the project. The only permitted exception to this rule (which requires the written approval of the Dean, Graduate Research) occurs when the candidate is undertaking the project under the aegis of their employment external to JCU.

Items should be indicated to the nearest \$500 AUD.

Items such as conference attendance, thesis preparation or access to facilities or consumables for which the College is normally responsible do not need to be included here.

All costs are to be in Australian Dollars.

Attach additional pages if required.

	Items required (description, cost & number required)	Total cost in AUD to nearest \$500	Justification for requirement	Source of funds e.g. School funding, Advisor's grant funding
Equipment Items that will cost a total of \$1000 or more,	<i>Example only: Mosquito traps, \$150 each x 20 units</i>	<i>\$3,000</i>	<i>Required to capture the mosquitos needed for the study</i>	<i>Primary Advisor's ARC grant funds</i>
Travel e.g. Travel to and from study sites, accommodation,				
Consumables Items that cost less than \$1000,				
Other e.g. Specialist training, medical costs for travel, fieldwork costs,				

Section 4 – Off-campus candidates (External Study only)

Applicant to complete in consultation with proposed Primary Advisor or entire Advisory Panel if they not intending to be in regular attendance at a campus of JCU.

Off-campus study applies to candidates who are not intending to be in regular attendance at a JCU campus.¹

Off-campus study does not include periods away from campus to undertake field work, when the remaining time will be spent in regular attendance at a campus.

Candidates studying in external mode are required to attend a JCU campus (which could include the Singapore campus) for at least 5 days a year as required to complete the degree requirements, such as workshops and milestones.

Candidates wishing to be awarded a JCU-funded scholarship will not normally be permitted to study externally.

Candidates wishing to study externally must be able to provide sufficient justification for their request and demonstrate how they will be adequately supported and be able to meet the degree requirements.

Candidates studying externally are required to have reliable and regular internet access and must check their JCU student email account frequently.

Approval to study externally is not granted automatically and must be agreed to by the Advisory Panel and approved by the Dean, Graduate Research

Please answer all the questions below:

Question 1 –Why you are seeking to study off-campus / externally?¹

Question 2 – How often and by which means of communication will maintain contact with your Advisory Panel?

Question 3 – What support services will you have access to in your off-campus location (e.g. access to on-site supervision, field sites and/or equipment, advisor or mentor, University library etc)?

Comments / additional information – Please provide any comments or additional information in relation to your request to study externally.

External Study Approved by Dean,
Graduate Research:

Signature

Section 5 – Applicant and Advisor Checklist

Applicant to complete in consultation with proposed Primary Advisor or entire Advisory Panel.

It is important that applicants and their nominated Advisors discuss the matters listed on the checklist below prior to completing this form and finalising the application.

Below is a checklist of matters that should be discussed. It is expected that each of these matters will be addressed – please tick once discussed.

<input type="checkbox"/>	Applicant's eligibility for the nominated degree
<input type="checkbox"/>	Infrastructure and resource requirements
<input type="checkbox"/>	How the project budget will be funded
<input type="checkbox"/>	Applicant funding sources, such as scholarships or government funding
<input type="checkbox"/>	Membership of the Advisory Panel
<input type="checkbox"/>	The English language requirements for entry to the degree
<input type="checkbox"/>	Additional training requirements before enrolment or before the Confirmation of Candidature.

Please indicate how you have held discussions regarding the matters above and the project in general (e.g., 3 meetings face-to-face, 2 meetings by Skype).

Do you have any further comments in relation to the matters above, or any other matters that should be raised at this time?

Section 7 – Approvals

Applicant's Signature			
In signing below, I acknowledge that the information in this research proposal has been prepared by me in consultation with my nominated Advisors and is, to the best of my knowledge, free of error, plagiarism or misleading information.			
<input type="checkbox"/>	I understand that I must submit an application in accordance with the HDR Application Procedure .		
Signature:		Date:	

Primary Advisor Signature	
<p>In signing this form I affirm my commitment to the JCU Code of Conduct, and the Principles for Respectful Supervisory Relationships, in particular that a sexual or romantic relationships between a supervisor and their student is never appropriate, and that the professional relationship between and supervisor and their student is characterised by mutual respect and trust.</p> <p>I commit to eliminating sexual harassment and sexual assault, and meeting JCU standards in relation to appropriate staff-student relationships, bullying and academic integrity. Consequences for breaches of that Code could include removal from the supervisory relationship with that student in the first instance, and disciplinary proceedings.</p> <p>In signing below, I acknowledge that the information in this research proposal has been prepared in consultation with me and is, to the best of my knowledge, free of error, plagiarism or misleading information. I agree in principle, that should the applicant be successful in gaining an offer for the degree, to act in the role of their Primary Advisor subject to the agreement of my line-manager.</p> <p>In assessing the information provided by this applicant, I agree that (please indicate for each):</p>	
<input type="checkbox"/>	This applicant has sufficient research training, experience and knowledge for the proposed degree and project.
<input type="checkbox"/>	The budget proposed by the applicant is reasonable and can be supported by existing guaranteed funding or alternative funding.
<input type="checkbox"/>	The infrastructure and resources required, which are not included in the budget, should be able to be provided by the College
<input type="checkbox"/>	Based on my current supervisory load, other workload considerations and plans, I am in a position to supervise this candidate for the duration of their candidature.
<input type="checkbox"/>	I have contacted at least one of the applicant's referees by phone or Skype for a frank evaluation.
<p>If you consider that the applicant requires further training either before enrolment or before the Confirmation of Candidature, please specify the nature and timing of training required:</p>	

If the applicant has indicated that they wish to study off-campus (externally) please indicate below whether you support this arrangement and believe the applicant will be able to be adequately supported and supervised.			
<input type="checkbox"/>	Yes – I support the applicant to study off-campus		
<input type="checkbox"/>	No – I do not support the applicant to study off-campus		
Do you have any further comments to make in relation to this application or applicant?			
Signature:			Date:
If you are an Australian Institute of Marine Science staff member, please have this application endorsed by the Research Director of AIMS@JCU:			
Signature:			Date:

Secondary Advisor Signature			
<p>In signing this form I affirm my commitment to the JCU Code of Conduct, and the Principles for Respectful Supervisory Relationships, in particular that a sexual or romantic relationships between a supervisor and their student is never appropriate, and that the professional relationship between and supervisor and their student is characterised by mutual respect and trust.</p> <p>I commit to eliminating sexual harassment and sexual assault, and meeting JCU standards in relation to appropriate staff-student relationships, bullying and academic integrity. Consequences for breaches of that Code could include removal from the supervisory relationship with that student in the first instance, and disciplinary proceedings.</p> <p>In signing below, I acknowledge that the information in this research proposal has been prepared in consultation with me and is, to the best of my knowledge, free of error, plagiarism or misleading information. I agree with the assessment of the Primary Advisor in relation to the suitability of the applicant for this degree and project and that should this applicant be successful in gaining an offer for the degree, that I will act in the role of Secondary Advisor for their candidature, subject to the agreement of my line-manager.</p>			
Comments (if any):			
Signature:			Date:
If you are an Australian Institute of Marine Science staff member, please have this application endorsed by the Research Director of AIMS@JCU:			
Signature:			Date: