

Postgraduate Research Independent Study Contract Application Form

DEADLINE FOR I.S.C. APPLICATIONS

ISC applications can be considered at any stage prior to the start of the teaching period in which they commence Applications should be submitted at latest by the first day of the teaching period, but it is preferable to apply at least several weeks in advance.

Section A – Personal Details	
Student number:	
E-mail address:	
Given & Surname:	
Telephone number(s): Home:	
Office:	
Mobile:	
Address (incl postcode):	
Application type:	Postgraduate Research ISC
Students are not normally permitted to undertake more than 2 ISCs (8 points maximum) per semester.	
I have not already completed a maximum of two ISCs for this course? <i>*The exception to this is for students enrolled in the Doctor of Psychology</i>	
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
I am enrolled in the Doctor of Psychology	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have not already completed a maximum of 9 points of ISCs for the Doctor of Psychology.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section B – Contract Details	
1. Course enrolled in	
2. How will the contract be studied	Internally <input type="checkbox"/> Externally <input type="checkbox"/>
<i>(Note: if the contract is to be studied externally, regular contact with the supervisor is still required.)</i>	

3. Supervisor						
<i>The Principal Supervisor must be a Murdoch University academic staff member</i>						
Title	Name	Position			School	
4. Associate supervisor (if applicable)						
<i>If external to Murdoch, please attach confirmation of their availability.</i>						
Title	Name	Position			School	
5. Enrolment option and location of campus for contract						
<i>Tick the appropriate boxes to indicate the study period of the contract and whether you will enrol at Murdoch campus, Rockingham or Peel.</i>						
	Contract starts	Completion date	Semester option eg S1, S2, Y	Murdoch campus	Rockingham	Peel
Semester 1	Monday Week 1	First day of assessment period				
Semester 2	Monday Week 1	First day of assessment period				
Full-Year (Feb – Nov)	Monday Week 1	First day of Sem 2 assessment period				
Winter	Monday after end Sem 1	Monday before start of Sem 2				
Summer	Monday after end Sem 2	Monday before start of Sem 1				
Full Year H option (July to June)*	Monday Week 1 Sem 2 semester	First day of Sem 1 assessment period				
* Where this option is required students should enrol in 2 individual ISCs for each						
<i>All contracts must finish by the dates shown above, unless deferred assessment is approved.</i>						

6. Contract title

This will appear on your academic transcript, so cannot exceed 70 characters (including spaces between words). It should be a specific topic (not a whole discipline or something very general), and be informative when it appears on the transcript so that employers and others who sight your academic transcript will know both your topic and the discipline involved. As far as possible, please try to use words that would be readily understood by a person not fully acquainted with the area of study. Leave out redundant words such as "A study of".

TIP *The title of your contract appears on your academic transcript forever, and will be seen by future employers and others, so make sure it is meaningful and clear.*

7. Is this ISC a replacement for a core or specified elective unit?Yes No

If YES, please provide the following information on the unit to be replaced:

Unit code	Unit Title	Core or Specified Elective unit

Program Chair ApprovalApproved Not approved

Signature

Date

8. Specific learning objectives

(These refer to the knowledge, attitudes, skills or abilities you wish to develop during this contract. Give a clear concise statement, preferably in point form, of the objectives or aims of the contract. The objectives will depend on the purpose of the contract, what is to be learned, and whether or not the contract leads to more advanced studies. A contract, for example, may aim to examine a topic in depth, to acquire specific skills, to survey an area, to pursue an aspect not covered by the curriculum or to place some other topic in context.

9. Project outline

Summarise the subject matter to be covered, and outline how you propose to cover it. This should be explained in sufficient detail to indicate also the depth and breadth of the contract. A vague outline is not sufficient. Note: An ISC cannot duplicate a Murdoch unit, or use a unit from another institution.

TIP

Your outline must be clearly focussed on a particular topic(s). This shows that you have thought through what you intend studying, and allows the University to evaluate its academic merit and whether the contract is feasible within the time and resources available.

10. Indicate your previous study related to the topic**11. Expected activities (please be as specific as possible)**

If your contract involves work with human subjects or animals, you should discuss with your supervisor any potential ethical difficulties and how these are to be addressed. If ethics approval has been obtained evidence of this must be attached.

library research laboratory experiments writing field work data collections

Other, e.g. surveys, radio, drama, theatre or video production, performance, work placement. Please give details:

12. Provisional reading list

Author	Title	Publication date

13. Methods and frequency of assessment			
Each contract is expected to require approximately 1,500 words of written work per point – e.g. 6,000 words for a 4 point ISC – though this may vary depending on the discipline, and other types of assessment may be appropriate. More than one piece of assessment is required, e.g. a 1000 word preliminary and 5000 word final report.			
Description of assessment components	Word length	%	Date due
<p>TIP <i>The most common problem area with ISC applications is the assessment details. Take extra care when completing this section: make sure the assessment reflects your specific learning objectives, is appropriate for the points value of the contract, that there is more than one piece of work, and that the due dates are specific ("last week of June" is not explicit enough).</i></p>			
14. Level of contract			
Please indicate the level of this Postgraduate ISC:			
500 <input type="checkbox"/> 600 <input type="checkbox"/>			
15. Credit points (max 4 pts per ISC)			
The points value of an ISC should reflect the work load involved and the depth and extent of the learning objectives and content. ISCs have a value of 2, 3 or 4 points. If a subject area is too large for 4 points, you could reduce it or consider applying for two separate contracts.			
What is the points value of this ISC?			
points			
16. Previous experience, if any, of independent study			
If this includes previous Independent Study Contracts, please list the title, points value, supervisor and final grade of each contract.			
I agree to fulfil the contract as fully specified above.			
Signature		Date	
Section C – Supervisor			
1.	Apart from your time and normal library facilities, are any facilities or resources required for the contract? (e.g. special literature, equipment, technical assistance, transport, maintenance costs, laboratory space)	YES	NO
	If so, are they available?	YES	NO
2.	Apart from associate supervision, does the contract involve other institutions, organisations or persons?	YES	NO

	<i>If so, please attach confirmation that this support will be available.</i>			
3.	Does the contract involve overseas travel? <i>If so, please indicate the cost and how this will be met:</i>	YES		NO
4.	Are there any confidentiality restrictions on publication of the results of this contract? <i>If so, please attach a statement providing details of the nature of the restriction, the reasons for this, and the rights of the student to any intellectual property involved in the work.</i>	YES		NO
5.	Does the contract involve:			
a.	research with human subjects (e.g. experimental work, interviews, surveys or observation)	YES		NO
b.	work with animals or animal materials	YES		NO
c.	work with flora	YES		NO
d.	matters of a hazardous nature (e.g. potentially biohazardous procedures and situations the use and disposal of hazardous chemicals, or the use of ionising radiation);	YES		NO
e.	research on a matter of special political or social sensitivity?	YES		NO
<i>If yes, please provide (in conjunction with the student) a separate page indicating the potential problems or difficulties and the way these will be addressed. In some cases, permission may be required from the appropriate body before the contract can proceed (this can take a few weeks, so follow it up early). Where such approval has been obtained, please give details and cite the permit or license number or other proof of approval.</i>				
6.	Please comment upon the student's capacity to undertake the contract and your assessment of the quality of the proposed ISC.			
7.	Outline the nature and frequency of expected contact with the student. (If contract is to be studied externally, spell this out in detail).			
8.	How many other Independent Study Contracts have you agreed to supervise during the same period as this contract?			
9.	The nature of the contract does not involve any problems relating to personal and commercial confidentiality.	YES	NO	
I am willing to supervise this ISC.				
Signature		Date		

Section D – School Dean (School in which the supervisor is located)		
I confirm that		
The necessary resources are available for this contract.	YES	
The supervisor has expertise in the area of this contract.	YES	
The supervision and assessment arrangements are appropriate.	YES	
The contract as outlined is of sufficient academic merit to be credit towards the student's course.	YES	
Approved	Not approved	
Name:		
Signature	Date	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">TIP</div> <i>Tip for students: School Deans may not be able to resource staff members to supervise ISCs.</i>		
Section E – Postgraduate Research Director		
Approved	Not approved	
Name:		
Signature	Date	

Please lodge the completed form with HDR Services, The Student Centre, Level 2, Chancellery Building.

Actioned

HDR Liaison Officer: _____ Date: _____