

Independent Study Contract Application Form

DEADLINE: 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: _____

Given & Surname: _____

E-mail address: _____

Telephone number(s):

Home: _____

Office: _____

Mobile: _____

Address (incl postcode):

Section B – Contract Details

Students are permitted to undertake **a maximum** of 2 ISCs (8 points max) per course.

I have not already completed a maximum of two ISCs for this course

Yes No

The exception to this is for students enrolled in the Doctor of Psychology.

I am enrolled in the Doctor of Psychology

Yes No

I have not already completed a maximum of 9 points of ISCs for the Doctor of Psychology.

Yes No

1. Course enrolled in

2. How will the contract be studied? Internally Externally

If the contract is to be studied externally, regular contact with the supervisor is still required.

3. Supervisor

The principal supervisor must be a Murdoch University academic staff member

Title	Name	Position	School

4. Associate supervisor (if applicable)

If external to Murdoch, please attach confirmation of their availability

Title	Name	Position	School

5. Enrolment option and location of campus for contract

- Tick the appropriate boxes to indicate the study period of the contract and whether you will enrol at Murdoch campus, Rockingham or Peel.
- All contracts must finish by the dates shown above, unless deferred assessment is approved

	Contract starts	Completion date	Semester option eg S1, S2, Y	Murdoch campus	R'ham	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	First day of Sem 1 assessment period				

* Where this option is required students should enrol in 2 individual ISCs for each semester

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

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 allows an evaluation of the contract's academic merit and whether it 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 field work laboratory experiments
 interviews data collections writing

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



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).

14. 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.

Applicant Name: _____

Signature: _____

Date: _____

Postgraduate Director

Approved Not approved

Name: _____

Signature: _____

Date: _____

Section C – Supervisor

		Yes	No
1.	Apart from your time and normal library facilities, are any other facilities or resources required for the contract? (e.g. special literature, equipment, technical assistance, transport, maintenance costs, laboratory space)		
	If so, are they available?		
2.	Apart from associate supervision, does the contract involve other institutions, organisations or persons? <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>		
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>		
5.	Does the contract involve:		
	a. research with human subjects (e.g. experimental work, interviews, surveys or observation)		
	b. work with animals or animal materials		
	c. work with flora		
	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);		
e. research on a matter of special political or social sensitivity			
	<i>If you indicate yes on any of these categories, 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.	Does the contract involve issues relating to personal and commercial confidentiality?

I am willing to supervise this ISC.

Name: _____

Signature: _____

Date: _____



Section D – Dean of School (School in which the supervisor is located)

I confirm that

	Yes	No
The necessary resources are available for this contract.		
The supervisor has expertise in the area of this contract.		
The supervision and assessment arrangements are appropriate.		
The contract as outlined is of sufficient academic merit to be credit towards the students course.		

Approved Not approved

Name: _____

Signature: _____

Date: _____

*Tip for students: School Deans may not be able to resource staff members to supervise ISCs.***Section E – Graduate Centre**

Name: _____

Signature: _____

Date: _____