

POSTGRADUATE PROGRAMME OF STUDY

SECTION A *(to be completed by the student)*

1. Full Name

Surname

Given Names

2. Student Number

3. Faculty in which you are enrolled

4. Current Degree Enrolment

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MPhil	PhD	EdD	DPsych	DIT	DHRM	LLM(Res)	RMT	MEd(Res)

If you are enrolled for an MPhil at this stage, do you intend to apply for transfer to PhD Candidature?

Yes No

*Note that students enrolling initially for MPhil and subsequently transferring to PhD do not need to complete a second Programme of Study form, but should expand on changes in their application to upgrade. The application must also include a revised research plan and a timetable for completion.

5. Enrolment Status:

Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Remote Candidature (previously approved)	<input type="checkbox"/>
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6. Date of commencement of studies:

Month: Year:

7. Supervision Panel:

Supervision panels must have two or more members, one of whom must act as the principal supervisor and is expected to meet the experience criteria set down by the R&D Board at:

<http://www.research.murdoch.edu.au/gradcentre/superapoint.html>

The principal supervisor shall act as the chair of a supervision panel and shall coordinate supervision and be responsible for administrative matters relating to supervision. A panel can consist of two or more co-supervisors.

Where a student and supervisor propose not to engage in a supervision panel, this form must include an attached justification (not more than one page) for approval by the School and Faculty.

PRINCIPAL SUPERVISOR

Name:	%	Signature:
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OTHER SUPERVISORS

Name:	%	Signature:
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8. Are you in an Area of Research Excellence? (See - <http://www.research.murdoch.edu.au/management/areintro.html> for the Areas of Research Excellence at Murdoch University)

9. Does your research involve regional WA? If yes, which region?

10. Proposed Thesis Title

Questions 11,12,13,14 and 15 should be answered as an attachment, and stapled to this form.

11. Briefly describe the nature and aims of your thesis.
12. How will your project contribute to scholarly knowledge in the field?
13. Describe the approaches, methods and techniques to be used in this project.
14. Outline your research plan with tentative target dates for the completion of each phase.
The University has a system called 'Candidature Milestones', which help both you and the University to manage your research candidature more effectively. The purpose of the milestones is to introduce into the research degree programme a number of clearly identifiable goals which you can work towards. Information on the milestones is contained in the **SIGNPOSTS** booklet and these milestones should be incorporated into the target dates outlined in your Programme of Study.
15. Bibliography of major references. Include those sources which are the most pertinent to your area of research.

16. Does the project involve: (Note contact details for relevant Committees provided below)

- | | | | | | |
|---|-----------------------------|------------------------------|---|--|------------------------------|
| a) Human participants who will contribute personal data, information or opinions? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have human Research Ethics Committee Approval? | Yes <input type="checkbox"/> |
| b) The use of animals? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have Animal Ethics Committee Approval? | Yes <input type="checkbox"/> |
| c) In vitro production of recombinant DNA molecules or the use of genetically modified organisms?* | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have Institutional Biosafety Committee Approval? | Yes <input type="checkbox"/> |
| d) Potentially biohazardous materials or situations? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have Institutional Biosafety Committee Approval? | Yes <input type="checkbox"/> |
| e) Use and disposal of potent teratogens or carcinogens? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have Hazardous Chemicals Sub-Committee Approval? | Yes <input type="checkbox"/> |
| f) The use of ionising radiation? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have Radiation Safety Sub-Committee Approval? | Yes <input type="checkbox"/> |
| g) The use of any other hazardous materials? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have Occupational Health Policy Committee Approval? | Yes <input type="checkbox"/> |
| h) Fieldwork? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | → | If yes, do you have approval from your Head of School? | Yes <input type="checkbox"/> |
| i) If you have answered 'yes' to any of the above questions, and do not yet have approval, please indicate when you expect to request it. | | | | | |

*It is a statutory requirement of the Gene Technology Act 2000 that you notify your Institutional Biosafety Committee of all work involving genetically manipulated organisms. If you are unsure please contact our IBC (see IBC webpage on CWIS)

Contacts: Ethics Committee (for a & b) – 9360 6677 or ethics@murdoch.edu.au; Institutional Biosafety Committee (for c & d) – Dr Phil O'Brien 9360 2785 or obrien@murdoch.edu.au; For queries in relation to e, f g & h please speak with your **Supervisor**, or contact your **Post Graduate Co-ordinator**

17. Have you discussed with your supervisor?

Further advice can be obtained from:

- a) The code of practice for supervision and candidature of research students? Yes Division of Research and Development
<http://www.research.murdoch.edu.au/>
- b) Your intellectual property rights? Yes Division of Research and Development
<http://www.research.murdoch.edu.au/>
- c) Any confidential material? Yes Division of Research and Development
<http://www.research.murdoch.edu.au/>
- d) Authorship and joint authorship in reference to the University Guidelines on Joint Authorship? Yes Division of Research and Development
<http://www.research.murdoch.edu.au/>
- e) Project safety issues and appropriate safety workshops? Yes Faculty Safety Representative
<http://edusafe.edu.au/murdoch/contacts.html#reps>
- f) Do you need advice on intellectual property? Yes Office of Legal and Governance
<http://www.legal.murdoch.edu.au/>
- g) Potential Training requirements* Yes Graduate Centre, Division of Research and Development
<http://www.research.murdoch.edu.au/gradcentre/training.html>

*You need to discuss with your supervisor any potential training needs in relation to your proposed programme.

The GREAT Program, run by the Graduate Centre, offers a range of courses and workshops designed to assist postgraduate researchers in their academic progress and development. You are encouraged to identify your own specific needs in relation to the skills and knowledge required for your particular program, and choose workshops that will best benefit you. GREAT Program Seminars cater for all stages of candidature – from putting ideas onto paper to analysing data and condensing the final thesis.

Additionally there may be units either at Murdoch University, or at another WA institution, which may be of benefit to your candidature.

18. Have you fulfilled any other Faculty requirements (eg: training programmes, seminars), relating to your research enrolment?

Signature of Candidate:

Date:

SECTION B *(to be completed by principal supervisor)*

After completing this section, the principal supervisor should pass the form on to the senior academic in the discipline (see over).

1. Please provide your evaluation of the student's proposed programme of study and of the candidate's ability to undertake it:

2. Does the candidate currently possess competence to prepare a thesis in the English language?
If not, how will this competence be obtained?

Yes No

3. Are there any other training requirements that have been identified? Please specify.
(For example seminars and workshops provided by the Graduate Centre – for more information see <http://www.research.murdoch.edu.au/gradcentre/training.html> or contact the Graduate Centre on 9360 6506. Students may also access other University unit offerings for further skill development)

4. Can the estimated cost of this project be covered by the standard Faculty maintenance allowance?
If not, how will the funds be obtained?

Yes No

5. Identify any special resources required by this project (eg special literature, help with English language, instruments, equipment etc.) If these are not available please indicate how they will be obtained?

6. Are there likely to be any confidentiality restrictions on publications of results of this research? If so, please specify the nature of these restrictions, and the reasons for them.

Yes No

7. If the project involves the use of human participants, animals, or hazardous materials, etc. (See Question 16 in Section A), has the appropriate authority been obtained from the relevant committee?

Yes No

8. If the project involves the student's intellectual property rights or joint authorship of a paper (see question 17 in Section A), have you reached a mutually satisfactory agreement on these matters which conforms with the University's guidelines?

Yes No

9. Have you previously supervised postgraduate research students?

Yes No

10. Do you have more than two higher degree completions, as principal supervisor?

Yes No

If yes have you attended a university training course for supervisors new to the supervision of research students?

Yes No

Supervisor's signature:

Date:

SECTION C *(to be completed by the School Dean in the discipline or by another senior academic in the field if the supervisor is also the School Dean)*

Please comment on the information provided by the candidate and the supervisor. In particular, the Board would appreciate your comments on:

- i.) significance of the project
- ii.) facilities and support required
- iii.) whether the supervision experience of the proposed supervisor is strong, and if not, how this will be addressed

Is the Faculty prepared to make available the resources and facilities required by the supervisor for the project (subject to Faculty guidelines the Policy on Minimum Resources for Research Students and Ethics approval)?

Yes No

School Dean's Signature:

Date:

After completion of this section, the form should be sent to the Graduate Centre

SECTION D *(to be completed by the Faculty's Postgraduate Director. If that person is the principal supervisor, the form should be referred to the Chair of the Research Degrees and Scholarships Committee.)*

Has the student fulfilled any other requirements (eg training programmes, seminars) of the Faculty?

I approve this programme of study on behalf of the Research Degrees and Scholarships Committee.

Name:

Signature:

Date:

After completion of this section, the form should be submitted to the Secretary of the Research Degrees and Scholarships Committee, Division of Research and Development. If you wish the proposed Study Programme to be considered by the Committee before approval, please inform the Secretary of the Research Degree and Scholarships Committee accordingly.