

APPLICATION FOR REMOTE CANDIDATURE

Application for enrolment as a remote candidate can be made on the appropriate form (*copy attached*), obtainable from the following web address <http://www.adelaide.edu.au/graduatecentre/forms/> or upon request from the Graduate Centre. Application may be made at the same time as application for candidature or as an internal candidate following completion of the Core Component of the Structured Program (CCSP).

Remote candidature is designed specifically for enrolled students who, for academic reasons, wish to pursue most or all of their research away from the University, interstate or overseas. It is not designed to replace the study leave option available to internal candidates who wish to be absent from the University for a short period of time to pursue approved studies outside the University.

Application for remote candidature is seen as exceptional and will be considered by the Research Education and Development Committee on a case-by-case basis subject to the following Rules and policy guidelines.

Rules Governing Remote Candidature

Enrolment for a remote candidature is governed by Rule 10 of the Doctor of Philosophy Academic Program Rules and of the General Academic Program Rules for Masters Degrees by Research (*University of Adelaide Calendar Volume 2*) as set out below:

Remote candidature

- 10.1 Initial enrolment as a remote candidate may be permitted on academic grounds where the School/Discipline concerned can ensure the provision of external supervision, facilities and affiliation to the satisfaction of the Research Education and Development Committee.
- 10.2 Unless otherwise exempted, a remote candidate will be required to complete a period of residence in the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned.
- 10.3 Notwithstanding Rule 10.2, a remote candidate will normally be required to undertake candidature in an internal attendance mode until such time as the Core Component of the Structured Program has been completed.
- 10.4 In accordance with Rule 7, a remote candidate may proceed to the degree either by full-time or half-time study.
- 10.5 On the recommendation of the School/Discipline, the Committee at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in 10.1, 10.2, 10.3 and 10.4 above.
- 10.6 A remote candidate may be permitted to convert to an internal mode of attendance at any time and shall be subject to the conditions normally applied.
- 10.7 Notwithstanding Rules 10.1 to 10.5 above, remote candidates are also required to abide by the other Rules and guidelines for the degree.

In addition the approval of a remote candidature is also governed by the following policy outlined in The Research Student Handbook:

Location of research

The Committee must be assured that the remote location provides an adequate research environment, infrastructure and expertise to enable the student's project to proceed smoothly. If another institution is involved an agreement must be in place detailing any cost sharing in the pursuit of the research as well as cost-sharing and ownership of any intellectual property that may arise from the research. Occupational health and safety standards and ethical clearance procedures must be within accepted University of Adelaide practice.

Appointment of an external supervisor

Unless specifically exempted by the Research Education and Development Committee, an external supervisor must be appointed, most often from the staff of the institution where the research is to take place. It is the responsibility of the School/Discipline concerned to ensure that the remote external supervisor is informed of and abides by the University's rules and policies governing remote candidature as outlined in *Volume 2*, Part II of the *University Calendar* and the *Research Student Handbook – Guide to Candidature for Higher Degree by Research Students*. The external supervisor must forward a detailed curriculum vitae and a letter on official letterhead agreeing to supervise the student.

Residency requirement

Unless otherwise exempted, a remote candidate will be required to complete a period of residence at the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned. In accordance with the relevant rule, Schools/Disciplines are to make individual proposals to the Research Education and Development Committee if a waiver of the residency period is required. Please note that notwithstanding this, a remote student is normally required to undertake candidature in an internal mode until completion of the Core Component of the Structured Program and, in the case of international remote candidates, until the Integrated Bridging Program has also been completed (both are usually achievable within 6-7 months). Full international student fees will be payable for the period(s) of residence completed at the University of Adelaide.

Note that international remote students will be required to apply for an Australian student visa if studying in an internal mode for a period longer than three months.

Communication

An application for remote candidature should detail the effective means and frequency of regular and interactive communication between the candidate and principal (internal University) supervisor.

Reviews of Progress

As for internal candidates, remote candidates will only be confirmed in candidature following the satisfactory completion of the **Major Review** which will take place at the end of the first year of candidature (full-time) or at the end of the second year of candidature (half-time).

The **Annual Review** will occur at the same time as the annual review for all other candidates in September/October each year. All students are required to complete an Annual Review of Progress each year. Research students who enrol during August, September or October however, are exempt from completing an Annual Review in their year of enrolment.

The **Minor Review** shall be undertaken by the internal University supervisor(s) in conjunction with the external supervisor (if applicable) and the candidate and shall be completed and forwarded to the Graduate Centre by 15 April each year. Students who commence candidature during January, February, March or early April are not required to complete the Minor Review during the year of enrolment. .

Failure to comply with requirements of reviews of progress may result in a suspension of candidature. Continuation of enrolment is subject to satisfactory progress reported at the reviews of progress.

Financial Implications of the Research

The financial implications of the student's research project must be negotiated, clarified and agreed upon between the School/Discipline and (where applicable) the external institution involved before the Committee can consider the application. The University cannot accept any retrospective financial claims.

Ethics Clearance

As for all candidates, a remote candidate who undertakes research involving animals outside the University must still prepare a detailed research protocol and his/her University of Adelaide (internal) supervisor(s) must apply to the University Animal Ethics Committee for ethics clearance approval - notwithstanding any other approval that might have been obtained from any other institution. The supervisor(s) will also have to apply for annual renewal.

Similarly, research involving humans must not proceed until clearance has been obtained from the University's Human Research Ethics Committee. For a research proposal submitted by a member of the University's clinical staff, protocol approvals granted by the Ethics Committee of the RAH, QEH or WCH are accepted. Clearances from overseas and interstate/intrastate institution(s) would not be accepted and ethics approval from the University's Human Research Ethics Committee is required.

Students seeking ethics approval for either animal or human studies must consult the principal supervisor with regard to timelines for granting of approval to commence research.

Intellectual Property

Any claims to be made on the intellectual property generated by the student must be negotiated and agreed upon by all parties concerned in advance of the consideration of the application. **In the event that a student's research will/may generate commercially sensitive/viable intellectual property, and in accordance with university policy, the student is required to sign a *Student Project Participation Agreement (SPPA)* before the application for remote candidature may be considered.**

Approval of Application

An application must be fully completed and accompanied by appropriate documentation and School/Discipline endorsement before it can be considered by the Research Education and Development Committee. The Committee normally meets once a month.

Checklist for Lodging Application

The completed application and appropriate documentation must be lodged with the Graduate Centre, at least four weeks prior to the commencement of the remote candidature. Where there is more than one internal supervisor, the person designated the principal supervisor should sign on behalf of the other supervisors.

✓ Please make sure that the following documentation (if applicable) is enclosed with this application:

- Details of how and when the period of residence is to be undertaken. **PLEASE NOTE** that **ALL students, unless exempted**, are required to complete a period of residency at the University of Adelaide as determined by the Research Education and Development Committee in consultation with the School/Discipline concerned. Notwithstanding this, remote candidates will normally be required to undertake candidature in an internal attendance mode until such time as the Core Component of the Structured Program and, in the case of international remote candidates, the Integrated Bridging Program has/have been completed
- Reasons and a detailed supporting statement from the internal supervisor(s) and Head of School/Discipline or Postgraduate Coordinator if a waiver of the residency period is desired.
- Reasons and a detailed supporting statement from the internal supervisor(s) and Head of School/Discipline or Postgraduate Coordinator if a waiver of the internal attendance period to complete the Core Component of the Structured Program/Integrated Bridging Program is desired. In this statement supervisors should address issues regarding completion of the Core Component of the Structured Program including attendance at the Postgraduate Research Induction, School/Discipline Seminar program and presentation at a School/Discipline seminar/workshop and, if applicable, completion of the Integrated Bridging Program.

RICHARD A RUSSELL AM
Dean of Graduate Studies

APPLICATION FOR REMOTE CANDIDATURE

(*Delete where appropriate)

Student Name: _____ ID No (If Known): _____

Faculty/School/Discipline: _____

Program: *PhD/ Doctor of Education/Doctor of Nursing/Doctor of Clinical Dentistry/Masters by Research

I am an international student: YES NO

Candidature commencement date: _____ Effective commencement date of remote candidature: _____

Research Topic: _____

Attendance Status

During my remote candidature I intend to study: Full-time Half-time

Name(s) of Internal University Supervisor(s)

(Please indicate the principal supervisor with a "P" against the supervisor's name. The principal must be from within the discipline in which the student is enrolled. All other University supervisors are designated "co-supervisors" – C.)

Supervisor's Name	Principal (P) / Co-(C)	Supervisor's Signature

Residential Requirement

(To be determined by the Research Education and Development Committee in consultation with the School/Discipline concerned)

Proposed period(s) of residency in Adelaide:

Initial period of residence of 6-7 months to complete the Core Component of the Structured Program and, where applicable, the Integrated Bridging Program.*1

Total period of residence required (in addition to the initial period of residence specified above) is _____ weeks/months and the provisional dates are as follows:

*1 If an initial period of residency is NOT required, please provide reasons and a detailed supporting statement from the internal supervisor(s) and Head of School/Discipline or Postgraduate Coordinator. In this statement supervisors should address issues regarding completion of the Core Component of the Structured Program including attendance at the Postgraduate Research Induction, School Seminar program and presentation at a School seminar/workshop and, in the case of international remote candidates, completion of the Integrated Bridging Program.

Contact Address While Outside the University

During the period of remote candidature, my contact and mailing address will be: *(please include e-mail, telephone and fax. numbers)*

Address: _____ City: _____

State: _____ Post Code: _____ Country (if outside Australia): _____

Telephone: _____ Fax: _____ Mobile: _____

Email Address: _____

and I hereby authorise the University to formally record this information in the University's records.

School/Discipline's Confirmation of Supervisory and Other Arrangements

(Please note also that it is the School/Discipline's responsibility to ensure that appropriate arrangements for external supervision and facilities are made and confirmed prior to the student's commencement of the remote candidature. The signature of the Head of School/Discipline/Postgraduate Coordinator indicates that such arrangements (where applicable) have been made and confirmed. The University will not be responsible for any costs that may be incurred as a result of these arrangements, other than those agreed to by the University.

NOTE: The following sections must be completed in sufficient detail to enable the Research Education and Development Committee to determine the likelihood of the candidate achieving a timely completion.

Academic reasons in support of remote candidature:

(If space provided is insufficient, please provide information on a separate sheet of paper and attach to this application.)

Details of facilities required, availability of such facilities at the remote location and funding and cost-sharing arrangements:

(If space provided is insufficient, please provide information on a separate sheet of paper and attach to this application.)

Details of frequency and mode of contact with internal supervisor(s):

(If space provided is insufficient, please provide information on a separate sheet of paper and attach to this application.)

Details of other arrangements (if any):

(If space provided is insufficient, please provide information on a separate sheet of paper and attach to this application.)

Ethics Clearance

My research involves the use of animals / human subjects / recombinant DNA / teratogens.

YES

NO

(If "YES", please answer the following questions as well.)

My internal supervisor(s) will apply for the relevant ethics clearance approval (indicated below) and supply a copy of the approval document(s) to the Graduate Centre. I understand that if the Graduate Centre does not receive the approval document(s) within 12 months of my initial enrolment, my candidature may be cancelled. *(Please "✓" the relevant box(es))*

Animal Ethics

Human Ethics

Biohazards

Biosafety

Intellectual Property [To be completed by the student in consultation with the internal supervisor(s)]

My research is likely to generate commercially sensitive intellectual property.

YES NO (If "YES", please answer the following questions as well.)

I have signed a *Student Project Participation Agreement* as required by the University.

YES NO (If "NO", the Graduate Centre, will arrange for the signing of this Agreement before the application for Remote Candidature is considered by the Research Education and Development Committee)

My research is subject to intellectual property claims by another institution/organisation (eg. my employer).

YES NO (If "YES", please provide details on a separate sheet of paper. If an agreement has been signed with another organisation regarding this research, please enclose a copy of the agreement.)

Application for Remote Candidature by International Students

(This section of the form must be completed jointly by the international student and the internal supervisor(s))

Remote candidature for international students aims:

- to allow research activity to be undertaken in the country of origin to promote perceived relevance to that country's developmental needs;
- to develop collaboration between the University of Adelaide and selected centres overseas with the aim of establishing long term student exchange and staff cooperation in research consultation;
- to encourage academic staff involvement in research activity in developing areas.

Unless otherwise exempted, international students are expected to complete a period of residence in Adelaide to ensure a proper introduction to the Adelaide research culture. Notwithstanding this, a remote student is normally required to undertake candidature in an internal attendance mode until such time as the Core Component of the Structured Program and, where applicable, the Integrated Bridging Program is completed. The program proposal (including the completion of the Core Component of the Structured Program) for remote candidature is developed during the student's first period of residence to enable the Committee to be satisfied that adequate supervision and infrastructure are available for the research to proceed away from Adelaide. The frequency and nature of visits by the University of Adelaide supervisor(s) to the overseas institution is an important part of the proposal. The Core Component of the Structured Program should include at a minimum: participation in a the Postgraduate Research Induction, School Induction, participation in the Integrated Bridging Program (IBP), completion of the Minimum Discipline Resources Proforma, attendance as required at the School Seminar Program; the completion of a research proposal and (normally) its presentation at a School seminar/workshop. International remote students are required to apply for an Australian student visa if studying in an internal mode for a period longer than three months.

Please provide below a detailed financial plan of the remote candidature proposal. This should include, where appropriate, overseas bench fees and/or supervisory charges, travel and subsistence costs for both the student and Adelaide supervisor(s), and other costs.

Financial plan of the remote candidature proposal:

Declaration

We declare that all arrangements and costs associated with the remote candidature have been negotiated, clarified and agreed upon by the parties concerned and that the University will not be liable for any financial claims.

<i>Student's signature</i>	<i>Date</i>
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To be completed by the External Supervisor of remote candidate (who is not a Staff Member, Examiner or Titleholder(Adjunct/Affiliate/Clinical) of the University of Adelaide)

Title: _____ Family Name: _____ Given Names: _____

Preferred Name (if different) _____ Date of Birth: ___/___/___ Gender: Male/Female

Please Note:

If you are/have been a Student or Staff Member, Examiner or Titleholder (Adjunct/Affiliate/Clinical) at the University of Adelaide, you may already have been assigned an EmplID or ID. Similarly if you are/have been known under a different Family name, you may exist in the University records, under this name.

Please advise if any of the above apply to ensure that a duplicate record is not created and advise your EmplID or ID, or former Family name: _____

Email address: _____

Business Name (Company/Organisation): _____

Business Address: _____

City _____

State _____ Postcode: _____

Country (if outside Australia) _____

Mailing Address: _____

City _____

State _____ Postcode: _____

Country (if outside Australia) _____

Home Address (Optional): _____

City _____

State _____ Postcode: _____

Country (if outside Australia) _____

Business Phone: _____ Fax: _____ Mobile: _____

Declaration

I DECLARE that in providing the above information I am requesting to be considered as an External Supervisor and, if accepted for entry onto the University of Adelaide's *Register of Eligible Supervisors*, I understand that it is a condition of my initial maximum registration for a period of four(4) Years that I read, understand and abide by the rules, policies and guidelines of the University and in particular those at: <https://www.adelaide.edu.au/policies/2063> and in the Research Student Handbook at: <http://www.adelaide.edu.au/graduatecentre/handbook/>. I acknowledge that this application will be not considered unless I attach a copy of my curriculum vitae.

I have attached a letter on official letterhead indicating my willingness to act in the supervisory capacity for this student.

External supervisor's signature

Date

