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THE UNIVERSITY
of ADELAIDE

Application for Remote Candidature

Division of Research and Innovation - Adelaide Graduate Centre

This form should be used when lodging an application for candidature or as an internal candidate following completion of the Core Component of the Structured Program (CCSP).

Remote candidature is possible for students who, for academic reasons, are required to conduct 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 Dean of Graduate Studies or the Student Matters Subcommittee on a case-by-case basis subject to the following Rules and policy guidelines.

Rules Governing Remote Candidature

Enrolment for a remote candidature is defined in the Academic Program Rules for relevant research degrees as outlined below:

Remote candidature

- 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 Dean of Graduate Studies or the Student Matters Subcommittee.
- Unless otherwise exempted, a remote candidate will be required to undertake his/her candidature in an internal attendance mode until the following milestones have been completed:
 - The Core Component of the Structured Program (~6 months);
 - Coursework requirements where applicable (~12 months in the case of students in the mixed research and coursework stream of the Master of Philosophy); and
- A remote candidate may proceed to the degree either by full-time or half-time study.
- A remote candidate may be permitted to convert to an internal mode of attendance at any time after completion of the CCSP and shall be subject to the conditions normally applied.
- 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 rules outlined in the [Research Student Handbook](#):

Location of research

The University 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

Appointment of an external supervisor

Unless specifically exempted by the Dean of Graduate Studies or the Student Matters Subcommittee, 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 the academic program rules for the degree and the Research Student Handbook. The external supervisor must forward a detailed curriculum vitae and sign the declaration agreeing to supervise the student.

Residency Requirement

A remote candidate is required to undertake candidature in an internal mode until completion of the Core Component of the Structured Program (usually the first 6-7 months), and any coursework requirements have been completed. Full international student fees will be payable for the period(s) of residence completed at the University of Adelaide.

If an exemption to the residency requirement is being requested by the principal supervisor, the supervisor will need to complete the **Residential Requirement** section of the application form.

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.

Review 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).

As required for all research students, the **Annual Review** will be completed in September/October each year. Research students who enrol during August, September or October however, are exempt from completing an Annual Review in their year of enrolment.

All remote students will also complete the **Minor Review** in conjunction with internal University supervisor(s) and the external supervisor (if applicable) by 15 April each year. Students are exempt from completing the Minor Review in the year in which they enrol as remote students.

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 Dean of Graduate Studies or the Student Matters Subcommittee can consider the application. The University cannot accept any retrospective financial claims.

Ethics Clearance

As for all candidates

- i. Remote candidates whose research involves the use of animals must obtain approval in advance from the University of Adelaide Animal Ethics Committee (AEC). Candidates located within other institutions also require ethical clearance from the AEC at the place where research is to be conducted. Please refer to the AEC website for information on requirements: <https://www.adelaide.edu.au/research-services/oreci/animal/>
- ii. Remote candidates who are using animals for research must complete animal ethics training and assessment and append, to this form, a certificate confirming that the assessment has been satisfactorily completed: <https://www.adelaide.edu.au/research-services/oreci/animal/training/>
- iii. Remote candidates who undertake any human research must obtain ethical approval in advance, in accordance with requirements explained at the University of Adelaide Human Research Ethics Committee's web site: <https://www.adelaide.edu.au/research-services/oreci/human/>
- iv. Remote candidates whose research involves the use of gene technology require approval from the University's Institutional Biosafety Committee. Further information is available at: <https://www.adelaide.edu.au/research-services/oreci/gene-tech/>
- v. Remote candidates who are required to use a biohazard(s) in their research must do so in compliance with the University's Health, Safety and Wellbeing guidelines as detailed in the Health, Safety and Wellbeing Handbook: <https://www.adelaide.edu.au/hr/hsw/handbook/>

Intellectual Property

As for all candidates, all remote students will be required to sign an enrolment form which includes a specific provision confirming the student's willingness to comply with the University's Intellectual Property Policy ("IP Policy": available at: <http://www.adelaide.edu.au/policies/1263/>). As per the IP Policy, all students own the IP created in the course of their studies, **except** that if they participate in a project that: (a) builds upon pre-existing University owned IP ("Special Case A") **OR** (b) is being carried out for, or in conjunction with, an external third party (e.g. a Co-operative Research Centre, a company, etc.) ("Special Case B"), the University claims ownership of the IP by requiring that relevant students sign a standard form, the Student IP Deed Poll. If another institution is involved in the remote candidature (meaning that the project is "Special Case B"), an agreement must be negotiated which deals with the ownership of any intellectual property that may arise from the research.

All students (regardless of whether they are remote or local) working on a Special Case A or Special Case B project, who sign a Student IP Deed Poll will have an automatic IP embargo placed over their thesis for a period of 12 months from the date of submission, after which time the embargo will automatically expire and the thesis will be placed in the public domain, unless prior arrangements have been made.

The Core Component of the Structured Program (CCSP), which must be completed within six months (or half time equivalent) from the commencement of candidature, captures information relating to IP. As part of the CCSP, it is determined whether a student is working on a "Special Case A" or "Special Case B" project, or not. Based on the information obtained, other documents *may* also need to be signed or action taken in connection with IP, including the requirement that the student signs a Student IP Deed Poll.

Approval of Application

An application must be fully completed and School/Discipline endorsement before it can be considered by the Dean of Graduate Studies or the Student Matters Subcommittee.

MICHAEL LIEBELT
Dean of Graduate Studies

Application for Remote Candidature

Section A - all students must complete this section

Student Name:	
ID No (if known):	
E-mail address:	
Faculty:	
School/Discipline:	
Program:	
Scholarship Holder	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending
I am an International Student	<input type="radio"/> Yes <input type="radio"/> No
I am a current student	<input type="radio"/> Yes <input type="radio"/> No

Candidature commencement date: _____

Effective commencement date of remote candidature: _____

Expected End date for remote candidature (if applicable): _____

NB When transferring from remote to internal mode students will also be required to complete a [Change in Mode form](#).

Research Topic:

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Contact Address During Remote Candidature

Address:	
City:	
State:	
Postcode:	
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

Note: The following sections must be completed in sufficient detail to enable the Dean of Graduate Studies or the Student Matters Subcommittee to determine the likelihood of the candidate achieving a timely completion.

(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).

Academic reasons in support of remote candidature

Residential Requirements

Unless exempted, a remote candidate is required to undertake his/her candidature in an internal mode for the first 6-7 months.

Are you seeking an exemption of the residency requirements? * YES NO

*** If answered "YES", the principal supervisor must** address in detail how the requirements of the Core Component of the Structure Program (CCSP), including attendance at School/Discipline Seminar program, presentation at a School/Discipline seminar/workshop, any coursework requirements, and any CaRST activities will be completed.

Details of facilities required, availability of such facilities at the remote location and funding and cost sharing arrangements and details of external supervision

If an external supervisor will not be appointed please also include detailed reasons in the space provided below.

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

Details of other arrangements (if any).

Ethics Clearance

The research involves the use of animals / human research / gene technology (genetically modified organisms)/ biohazards.

YES NO

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

The internal supervisor(s) will apply/have applied for the relevant ethics clearance approval (indicated below) and will supply/have supplied a copy of the approval document(s) to the Graduate Centre. The School/Discipline and the student understand that if the Graduate Centre does not receive the approval document(s) within 12 months of initial enrolment, candidature may be cancelled. *(Please tick the relevant box(es))*

Animal Ethics Human Ethics Biosafety Biohazards

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.

International students are required to complete a period of residence in Adelaide to ensure a proper introduction to the Adelaide research culture. All remote students are required to undertake candidature in an internal attendance mode until such time as the Core Component of the Structured 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 Dean of Graduate Studies or the Student Matters Subcommittee 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 the on-line Postgraduate Research Induction, School Induction, 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.

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

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:	<input type="radio"/> Female <input type="radio"/> Male

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:	
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:	
Business Fax:	
Mobile:	

External Supervisor Declaration

I DECLARE that:

I am already an approved External supervisor on the University of Adelaide's Supervisor Register

OR

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 agree that by signing this form I am available to supervise this student for the duration of candidature

I have attached a copy of my CV

External Supervisor's name

Sign here

Date

Details of All Supervisors

All nominated supervisors must be admitted to the Supervisor Register prior to supervising students. If a nominated supervisor is not already on the Register, they will need to complete an online application which can be found by going to scrs.adelaide.edu.au/apply . For all supervisors, please list their role, School/Discipline, percentage responsibility for supervision, and registration status in the table below. All supervisors must still sign this form

†NOTE: All Higher Degree Research students must be supervised by a panel comprising a Principal and at least one Co or External Supervisor. The Principal Supervisor has the primary responsibility for supervision and must be a member of the academic staff of the School in which the student is enrolled, or, a Titleholder (excluding visitors) with that School. The Principal Supervisor must have a minimum of 60% on any student's panel. A Co-Supervisor may be an academic employee from any University School (including a titleholder (excluding visitors)). An External Supervisor is defined as a subject matter expert who is not a member of University Academic Staff and who has not been awarded an Academic Title of the University of Adelaide, excepting a Visitor Title. Appropriately qualified Professional Staff and Internal Visitors are considered to be external for the purposes of supervision. Each co-supervisor (including external) on the panel must be assigned a minimum of 20% of the responsibility for the supervision. Weighting split will be entered as 60/20/20 in the case of 3 supervisors. A maximum of 3 supervisors may be on any student's panel.

Title	Supervisor Name (in full)	Supervisor Role (Principal (P), co-supervisor (C), External (E))	% Supervision Responsibility (already enrolled students only)	On Register Y/N	School/Discipline	Supervisor's Signature

Only students who have not completed their Core Component of the Structured Program must complete this section

Intellectual Property

All commencing students are required to confirm their willingness to comply with the University's Intellectual Property Policy ("IP Policy"). As per the IP Policy, students own the IP created in the course of their studies, except where they participate in a project that: (a) builds upon pre-existing University owned IP; OR (b) is being carried out for, or in conjunction with, an external third party (e.g. a Co-operative Research Centre, a company, etc.). To the extent that either of these conditions apply the student is required to assign to the University their interest in the relevant IP in accordance with and subject to the terms of the IP Policy.

Is this project likely to build on pre-existing University owned Intellectual Property (e.g. patent, plant breeders rights number, secret know how) that is maintained and potentially commercialised by the University? ("Special Case A")

For example, your project is likely to:

- Further develop existing staff research with potential commercial value (in particular IP that is the subject of protection and commercialisation efforts)
- Develop or build upon existing materials, tools, software, processes, techniques etc. with commercial potential or use
- Refer to or otherwise disclose existing University confidential information.

YES NO

Is the project being carried out **by the University** for, or with others outside of the University? ("Special Case B")

For example, the project:

- Receives external funding support, i.e. the University is receiving a grant which is subject to a funding agreement
- Involves collaboration between the University and another organisation (e.g. a Co-operative Research Centre, a company, etc.)
- Involves information, data or materials sourced by the University from an external party
- Is otherwise subject to an agreement between the University and another organisation which affects ownership, use, publication or commercialisation of the results.

Please note Special Case B applies where the student is participating in a project being carried out by the University that involves an external third party (e.g. funding body, collaborator etc.) Special Case B will not apply where the University is not involved in the project.

YES NO

Are you employed by any external organisation that might claim ownership of any outputs from the project or IP/confidential information developed by you during the course of the project?

YES NO

(If "YES", please provide further details on a separate sheet of paper. If an agreement has been signed with another organisation regarding this research, a copy of the agreement must be provided with this application.)

Certification by Student

I am aware of and agree to the conditions of my remote candidature as outlined above.

Student signature

Date

To be completed by the Principal Supervisor

I 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.

External Supervisor has agreed to supervise YES NO

Is the candidate seeking an exemption of the University's residency requirements? * YES NO

*** If you have selected "YES" please ensure you have completed the Residential Requirement section on page 6.**

Principal Supervisor's name

Sign here

Date

Approved/Not Approved Head of School/Discipline or Postgraduate Co-Ordinator

I approve/do not approve remote candidature as requested by the Principal supervisor.

Head of School/Discipline or Postgraduate Coordinator

Sign here

Date

Endorsement of External Supervisor by the Executive Dean of Faculty

External supervisor to be attached to the following:

School: _____ Discipline: _____

Executive Dean

Sign here

Date

Approved/Not Approved Convenor, Higher Degrees Committee

I approve/do not approve the recommendation.

Convenor

Sign here

Date

Endorsement by the Dean of Graduate Studies

Application for remote candidature:

Approved Not Approved

Application for exemption of residency requirements:

Approved Not Approved

External Supervisor to be added to Register of Eligible Supervisors:

Approved Not Approved

Dean of Graduate Studies

Sign here

Date

For Office Use Only

Advise Scholarships

Comment:

External Supervisors Empl ID: _____

Signature: _____

Date: _____

www.adelaide.edu.au/graduatecentre

Further Information

Ph: (08) 8313 5882

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