# Application for Confirmation of Candidature
## Masters by Research and Doctoral Degrees

**Please return the approved form and the required attachments to**
**grs@ecu.edu.au total file size must NOT exceed 15MB**

## SECTION A: TO BE COMPLETED BY CANDIDATE

| | | | |
|---|---|---|---|
| Candidate Given Name(s): | | Family Name: | |
| Student Number: | | Schools / Teaching Area: | Select |
| Course Level: | | ORCID ID (required): | |

| Proposed Thesis Title: | |
|---|---|

| Proposed Thesis Format: | Standard | Thesis with Publication |
|---|---|---|
| | Exegesis & Creative Works(s) | Other |

## Required for Application to Confirm Candidature: Link to Forms, Policies and Guidelines

| | |
|---|---|
| Completed | ECU Work Health and Safety Induction |
| Attached | Revised research proposal. |
| Attached | Evidence of independent review (reviewers' reports) AND changes made in defence of the reviewers' recommendations. |
| Attached | Research Integrity Professional Learning (RIPL) completion certificate. |
| Attached | Graduate Research Induction Program (GRIP) confirmation of completion. |
| Approved | Radiation, Biosafety, Hazardous Substances Approval (If required). — Riskware Ref No: |
| Approved | Approved Riskware Health and Safety Risk Assessment. — Riskware Ref No: |
| Attached | Candidate – Supervisor Panel Agreement. |
| Attached | Publication Plan, Skills Audit and Career/Professional Development Plan (MyPlan). |
| Attached | Originality Report of written proposal in TURNITIN (attach summary page only). |
| Commenced | Preparation of an Ethics application in REMS or STREAM or an Exempt or Out of Scope Notification Preparation of a Data Management Plan. |

## Candidate Declaration

I make the declarations and acknowledgements below:

- I will not perform or undertake any research until I receive explicit written advice from Research Assessments that my candidature has been confirmed, including the provision of human ethics or animal ethics approval or Out of Scope Notification.
- I will retain copies of the requirements for confirmation of candidature, which I may be required to produce on request of the Associate Dean Research.
- I am aware of my responsibilities as a researcher including those that relate to Academic Integrity, Research Integrity, Occupational Health and Safety, and Research Ethics.
- I will seek guidance and assistance from my supervisor, the Graduate Research Services, or Student Administration if I have any queries regarding my responsibilities.
- I understand that falsification of records or details may be construed as academic or non-academic misconduct and is subject to the right of the University to terminate my enrolment or impose other sanctions in accordance with the University Rules.

| CANDIDATE SIGNATURE: | | DATE: |
|---|---|---|

## SECTION B: TO BE COMPLETED BY PRINCIPAL SUPERVISOR

*Supervisor to send the completed Form to the School or Teaching Area Associate Dean Research or nominee for approval.*

| | | |
|---|---|---|
| DATE PROPOSAL SEMINAR HELD: | | |
| REVIEWER 1 | | |
| REVIEWER 2 | | |

## Research Classification

| | | |
|---|---|---|
| RESEARCH CLASSIFICATION | Fields of Research Classification Code (FoR) (%) | |
| | Socio Economic Objective Code Type (SEO) (%) | |
| | Type of Research (**A**pplied, **P**ure, **E**xperimental Development, **S**trategic Basic) | |
| | Fields of Education Classification Code (FoE) (%) | |

| | |
|---|---|
| Does the thesis involve research funded by Australian Department of Defence or captured within the Defence and Strategic Goods List | |

## Supervision Panel

*Approved supervisor panel. Please use drop-down boxes to confirm supervisor roles.*

| ROLE | TITLE/ NAME | SCHOOL OR ORGANISATION | LOAD (%) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## Supervisor Declaration

I make the declarations and acknowledgements below:

- The proposal has been amended addressing feedback from the reviewers, and an outline of changes made in defence of the reviewers' recommendations has been made to my satisfaction.
- I have worked through the candidate-supervisor agreement, learning plan and TURNITIN report with the candidate.
- I have discussed research integrity, authorship, IP, data management and other aspects of the Australian Code for the Responsible Conduct of Research including health and safety with the candidate.
- There are sufficient resources, facilities, and budget to support the proposed project.

| | | | |
|---|---|---|---|
| | I believe the candidate has demonstrated the capability to continue in the research degree, and support this application for candidature to be confirmed; or | | |
| | I do not believe the candidate has adequately demonstrated the capability to continue in the research degree and do not support this application for candidature to be confirmed. | | |
| | | | |
| SUPERVISOR NAME | | SIGNATURE | DATE |

## SECTION C: TO BE COMPLETED BY ASSOCIATE DEAN (RESEARCH) or Nominee

I make the declarations and acknowledgments below:

- The proposal has been amended addressing feedback from the reviewers, and an outline of changes made in defense of the reviewers' recommendations has been made to my satisfaction.
- There are sufficient resources, facilities, and budget to support the proposed project.

| | | | |
|---|---|---|---|
| | Application to continue in the research degree approved; or | | |
| | Application to continue in the research degree not approved, and candidate will be recommended to Academic Progression Committee for exclusion from the course. | | |
| | | | |
| ASSOCIATE DEAN (RESEARCH) NAME | | SIGNATURE | DATE |

**Please return the approved form and the required attachments to Graduate Research Services grs@ecu.edu.au (total file size MUST NOT exceed 15MB)**

## Guidelines

1. **SUPPORTING DOCUMENT**

   Supporting documentation must be a maximum of 15MB in total.

2. **RESEARCH INTEGRITY & ETHICS**

   ECU's Framework for Responsible Conduct of Research underpins our approach to research integrity. Candidates and supervisors have a responsibility to be aware of their ethical requirements prior to commencing the proposed research.
   - Candidates must not commence research until they have complied with the ECUs ethics requirements, as well as any relevant State or National legislation in Australia or elsewhere (if relevant).
   - Candidates must familiarise themselves with ECU's ethics policies referred to above before commencing their research.
   - Candidates must complete the Proportional Review Checklist in ECU's Research Ethics Management System to determine whether their work requires human or animal ethics review or is Exempt or Out of Scope of review. This must be completed for all research projects.
   - **Candidates are not permitted to perform or undertake any research until they have received explicit written advice from Student Administration advising them that their candidature has been confirmed, including ethics approval**.
   - For more information on ethics, see Research Ethics.

3. **ACADEMIC INTEGRITY**

   ECU values of Integrity, Respect, Rational Inquiry and Personal Excellence underpin the University's strong commitment to Academic Integrity. Plagiarism and other forms of Academic Misconduct can have significant consequences including the exclusion from the course. Candidates are required to be aware of their responsibilities regarding Academic Integrity as per the relevant Rules on Academic Misconduct (students).

4. **WORK SAFETY AND HEALTH**

   Candidates have a duty to take reasonable care of their own work safety and health and must ensure they extend reasonable care that their acts or omissions do not adversely affect the work safety and health of other persons, including research participants.

   Candidates must:
   - Successfully complete either the on campus or off campus work safety and health induction
   - Comply as far as they are able, with any work safety and health instructions provided by ECU and the ECU work safety and health policy, guidelines, and associated procedures.
   - Complete a Work Health and Safety Hazard Risk Assessment for research project activity(s) and gain any other required approvals such as Radiation, Biosafety and Hazardous Substances (RBHS) or Fieldtrip, Event or Travel approval.
   - Ensure hazards and incidents, including near misses, occurring as a result of their research are reported to the Research Supervisor who will record and investigate it.

   Candidates must ensure they are familiar with ECU's Work Safety and Health management system and that the foundations of their research project and activity(s) are based on health and safety hazard risk assessment and management practices. In particular if your research project/activity(s) involve the use of any high-risk materials such as radiation, biosafety, or hazardous substances (RBHS) you must meet the requirements of the RBHS application and approval process available via the RBHS webpage and have approval for your activity prior to the research commencing.

5. **LEARNING PLANS**

   Learning plans assist candidates to communicate to their supervisor team the skills and knowledge they bring to a project as well as the additional skills, knowledge and training they will need to successfully complete their research project.

   Candidates can develop a learning plan in conjunction with their supervisor team, or there are learning plan templates for each stage of candidature available on the MyPLAN website.

6. **RESEARCH INTEGRITY PROFESSIONAL LEARNING (RIPL)**

   Candidates will be automatically enrolled in the RIPL module (on Canvas). Any enquiries may be directed to research.integrity@ecu.edu.au