**HDR Candidate Project Alternative Work Plan:**

An alternative work plan is to record that HDR candidates and their supervisory team have discussed and developed strategies and actions, and have agreed, realistic timelines for ensuring that a research projects can progress during restrictions imposed due to COVID-19.

For most HDR candidates, especially those in the writing up stage of candidature, the COVID-19 situation should have minimal impact, and there is no need to change the planned research program. For many others, making relatively minor changes to the research plan or order of planned work may be all that is required. For HDR caniddates with significant potential adverse research impacts, then a range of options could be considered by the candidate and supervisor panel.

**Developing an Alternative Work Plan:**

* Consider a variety of scenarios:
  + In the event candidates/supervisors are working off-campus, how will contact be maintained? (Consider setting up a [Remote Supervison Teams Channel](https://intranet.ecu.edu.au/research/for-research-students/information-for-supervisors/establishing-an-online-supervisor-teams-workspace) for each HDR Candidate and supervisor panel. The channel must be established by one of the supervisor panel via a staff account, but if all participants are made ‘owners’ all will have the same functionality once the channel is established)
  + In the event candidates are working off-campus, do they have acess to a computer? If not, will the School consider a temporary loan of the computer from the lab/office? Can access to research software (e.g. NVIVO or SPSS) be organised for them? Do they have internet access? If not, will the School consider this as a research expense for the period the candidate is required to work off-campus through their Postgraduate Research Funds?
  + In the event a supervisor is indisposed, who will take on which tasks on the supervisor panel?
  + What activities/tasks should the candidate work on over the coming months? Consider
    - additional research training, research skill and professional skill training on offer online;
    - writing of any peer review articles from the project to date;
    - revising/writing chapters
    - developing a thesis template in Word to add to as work progresses and to facilitate easy updates and formatting changes.
  + If the project is likely to have significant disruption to data collection (such as a project involving clinical trials, human participants, overseas data collection, access to theatres/galleries etc) what risk mitigation strategies can be put into place? Could the project undergo minor revisions to consider or adopt different approaches?
  + Are there key milestones pending? Are these still reasonable or do they need rescheduling?
  + Does the project involve external parties? Have they been notified of any updates or actions regarding the project?

You may also wish to discuss contingency measures that align with the perceived impact of the COVID-19 situation on the research project. These may include:

* All HDR candidates can access up to 20 days annual leave (this does not impact candidature but does provide an approved break from study). This is approved by your School.
* Reduced enrolment load.
  + Domestic candiates can enrol at 50%.
  + Domestic candidates anticipating major project impacts may request 25% enrolment from their Associate Dean Research for one semester.
  + International candidates may apply for reduced enrolment, which must be discussed with and approved by Student Success due to student visa implications. These are assessed on a case-by-case basis.
* Intermission. It is recommended that candidates wanting to intermit apply intiially for semester 1 2020. Those who decide to intermit now, can reassess and either resume their course from S2, or to reapply for a subsequent semester of intermission.
* Scholarship recipients’ should review their entitlements and investiage access to annual leave and sick leave provisions with their Supervisors. The [Coordinators Research Student Support](mailto:GRSStudentSupport@ecu.edu.au) can provide additional advice or work with the Scholarships Office if required.

**Changes to enrolment load may have implications on stipend payments for those on scholarship. You will need confirm any implications and consider this as part of your alternative plan.**

HDR candidate’s Name: Student ID:

Is the HDR candidate a scholarship recipient? If so, what type?

Supervisor Panel Members:

Are potential impacts to the research anticipated to be minimal (can continue as planned), minor (can continue with some modifications) or major?

Can the candidate work off-campus, or mostly off-campus?

If yes, is any special equipment/software required? Please detail how this will be provided.

How frequently will meetings take place, and in what format? What methods will you employ to maintain contact?

Does the planned order of work need to be modified? If so, how? Detail what tasks need to be undertaken when. (You can either attach a modified project plan, or provide details in the table below)

|  |  |  |
| --- | --- | --- |
| Task | Date for student to complete | Due date for supervisor's feedback |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |

What tasks/activities need to be postponed/rescheduled? This includes key milestones. You can either attach a modified project plan, or provide details in the table below)

|  |  |  |
| --- | --- | --- |
| Task | Original due date | Revised due date |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |
|  | <date> | <date> |

The alternative work plan should be signed (electronically or by typing agreement) by both HDR Candiate and the supervisory team and included with any future application to extend candidature or scholarship in the event the research project is delayed.

**Candidate Signature:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_