

## PhD & Masters by Research ONLY ADMISSION RECOMMENDATION BY PRINCIPAL SUPERVISOR

To enable this electronic form, you must first **SAVE** it then **REOPEN** as a PDF file (it will not function properly when used in a browser window).

Please complete Sections 1-12 and then forward to the next signatory via email. After the form has been endorsed by your Head of School, your Sub-Dean Graduate Studies will review and complete the Admission Recommendation prior to it being sent to the Office of Research and Graduate Studies for final review and processing. Thank-you.

### 1. Candidate Details

|                     |                      |            |                      |                    |                      |
|---------------------|----------------------|------------|----------------------|--------------------|----------------------|
| Title               | <input type="text"/> | First Name | <input type="text"/> | Last Name          | <input type="text"/> |
| Candidate ID Number | <input type="text"/> |            |                      | Commencing Session | <input type="text"/> |

### 2. Proposed Course Details

|  |                      |   |                      |  |                      |
|--|----------------------|---|----------------------|--|----------------------|
| Course Code  | <input type="text"/> | Course Name   | <input type="text"/> |  |                      |
| School   | <input type="text"/> | Faculty <select>  | <input type="text"/> |  |                      |
| <a href="#">Field of Education (FoE) Code</a><br><small>(6 digits, cannot end in 00)</small> | <input type="text"/> | <a href="#">Field of Research (FoR) Code</a><br><small>(6 digits, cannot end in 00)</small> | <input type="text"/> | <a href="#">Socio-Economic Objective (SEO) Code</a><br><small>(6 digits, cannot end in 00)</small> | <input type="text"/> |

Please advise whether the research is:

- Pure Basic Research     Strategic Basic Research     Applied Research     Experimental Development

If more than one, please nominate the % split -

- (a) List the name and code of the research subject of which the research candidate is to enrol. Please refer to the relevant course listing in the Charles Sturt University Handbook, and review the course structure section to see subjects associated with course. Before entering subject in the form please check the Subject Availability Listing to confirm subject is available for relevant session and campus.

Having trouble with [Handbook](#) or [SAL](#)?

| Research Subject Code | Research Subject Name | Enrolment Sessions   |
|-----------------------|-----------------------|----------------------|
| <input type="text"/>  | <input type="text"/>  | <input type="text"/> |
| <input type="text"/>  | <input type="text"/>  | <input type="text"/> |

- (b) Additional coursework subjects to be completed during probation period. If the candidate is required to satisfactorily complete additional coursework subject/s, list these subjects and their codes (maximum of 2). Subjects approved for probation are funded by the Faculty or School.

| Coursework Subject Code | Coursework Subject Name | Enrolment Sessions   | Fund Code            |
|-------------------------|-------------------------|----------------------|----------------------|
| <input type="text"/>    | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| <input type="text"/>    | <input type="text"/>    | <input type="text"/> | <input type="text"/> |

Please advise the reason additional subjects are required:

Reason:

(c) Study details, please <select>

Load

Mode

Home Campus

### 3. Previous Education History

(a) Summary of tertiary qualifications completed:

| Year/s Attended      | Institution          | Qualification Achieved |
|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |

(b) Summary of work or research experience relevant to the candidate's admission status:

Comments:

### 4. English Language Proficiency

Applies to candidates whose prerequisite qualifications were not examined in English.

Completed prerequisite qualifications in English language (including partner institutions) OR

Completed test for English language proficiency OR

Test Name

Test Name

Test Name

Conditional English language offer OR

English language proficiency waived (approval by Executive Dean only)

Basis:

### 5. Probation Conditions

List the milestones which must complete within the first 12 months (full-time) or 2 years (part-time) of their candidature.

Additional coursework subjects to be completed (see 2b above)

Other (eg appropriate critical literature review to the satisfaction of the supervisor/s)

Standard [Probation Conditions](#) to apply

HDR Induction only (candidate has had candidature confirmed at a previous Institution)

Comments:

## 6. Research Area

Describe the nature and content of the candidates proposed research and how it aligns with the Charles Sturt University [Research Narrative](#). (400-600 words):

## 7. Intellectual Property (IP)

Please refer to the \_\_\_\_\_ if research is subject to contract with a third party.

Is IP likely to be developed during the project or is the project in an area where the Faculty has Commercial in-confidence agreements with third parties?  Yes  No

If Yes, the Office of Research and Graduate Studies should be consulted prior to submission of the Research Proposal Approval Form.

## 8. Ethics Approval

Is the research likely to involve animal experimentation and/or involve human participants or human biological materials, genetic manipulation, science data sets, sensitive archival sources, importation of experimental organisms or the deposition of biological materials?  Yes  No

If Yes, then it is necessary to submit an application to the appropriate Ethics Committee prior to submission of the Research Proposal Approval Form.

## 9. Research/Study Sites

Location of the research project:  Other:

What facilities and/or equipment are needed to undertake the research proposed as envisioned at this stage?

Comments:

How will these facilities and/or equipment be provided/accessed?

Comments:

## 10. Prior candidature / credit

Has the candidate previously been enrolled in a Higher Degree by Research program at Charles Sturt University or another Higher Education Provider (HEP)?

Yes  No If No, proceed to section 11, Principal Supervisor

Is the research topic they plan to undertake the same as their previous candidature?

Yes  No This is a new research topic If No, proceed to section 11, Principal Supervisor

If yes, name of previous Institution?

Previously consumed candidature time expressed as Equivalent Full Time Student Load (EFTSL)

Balance of remaining candidature time (EFTSL)

Has a Research Proposal been approved by the previous HEP?  Yes  No

If yes, please provide the thesis title

Evidence of previously consumed load and Research Proposal approval (where applicable) from previous HEP must be provided with this Admission Recommendation form.

OR

Evidence attached  Yes

**Where prior candidature is proposed to be recognised, please ensure that Section 5, Probation Conditions is completed accordingly.**

## 11. Course & Career Planning and Expectations

I have had a discussion with the candidate about their course and career expectations.

Yes  No

## 12. Principal Supervisor

Please note the Principal Supervisor must be listed as research active and registered as a Principal Supervisor on the [HDR Supervisory Register](#).

Name

Staff ID

Is the Principal Supervisor research active?  Yes  No

Please list existing candidates that the principal supervisor is already supervising,

Listings of candidates currently supervised can be generated from the "Supervisor Student List" available from the homepage on [MyResearch](#). See 'Instructions to run reports in MyResearch' on [this page](#) for detailed instructions. (If there are more than 5, please include attachment, listing additional candidates).

|      |                      |      |                      |            |                      |        |                      |
|------|----------------------|------|----------------------|------------|----------------------|--------|----------------------|
| Name | <input type="text"/> | Role | <input type="text"/> | Study mode | <input type="text"/> | Status | <input type="text"/> |
| Name | <input type="text"/> | Role | <input type="text"/> | Study mode | <input type="text"/> | Status | <input type="text"/> |
| Name | <input type="text"/> | Role | <input type="text"/> | Study mode | <input type="text"/> | Status | <input type="text"/> |
| Name | <input type="text"/> | Role | <input type="text"/> | Study mode | <input type="text"/> | Status | <input type="text"/> |
| Name | <input type="text"/> | Role | <input type="text"/> | Study mode | <input type="text"/> | Status | <input type="text"/> |

### 13. Co Supervisor/s

|      |                      |          |                      |
|------|----------------------|----------|----------------------|
| Name | <input type="text"/> | Staff ID | <input type="text"/> |
| Name | <input type="text"/> | Staff ID | <input type="text"/> |

### 14. Approvals and Authorisations

**PLEASE NOTE:** This is an electronic form and requires the below authorisations in the order they appear. After each authorisation this report needs to be emailed to the next signatory by clicking the 'submit by email to next signatory' button and entering in the next recipient's email address. For any queries about this form please contact the [Office of Research and Graduate Studies](#).

#### Principal Supervisor:

I have confirmed with the Co-Supervisor/s their willingness to be nominated for appointment and I am prepared to supervise this project with the candidate. I undertake to advise the candidate of the requirements for the Probationary Period and the Ethics approval, if necessary is to be obtained prior to the Research Proposal being approved by the Research Committee.

|      |                      |           |                      |       |                      |
|------|----------------------|-----------|----------------------|-------|----------------------|
| Name | <input type="text"/> | Signature | <input type="text"/> | Date: | <input type="text"/> |
|------|----------------------|-----------|----------------------|-------|----------------------|

### 15. Support Networks and Research Culture (to be completed by Head of School)

Outline how the candidate will be aligned with existing or emerging research strength teams, support networks, and research culture within the school and what strategies are in place for identifying and managing early problems or issues.

Comments:

#### Head of School:

I certify that adequate financial and physical resources are available for this Candidate and have consulted DFM where necessary ([spaceman@csu.edu.au](mailto:spaceman@csu.edu.au))

|      |                      |           |                      |       |                      |
|------|----------------------|-----------|----------------------|-------|----------------------|
| Name | <input type="text"/> | Signature | <input type="text"/> | Date: | <input type="text"/> |
|------|----------------------|-----------|----------------------|-------|----------------------|

#### Sub-Dean Graduate Studies:

I endorse this recommendation for admission of the Candidate. I certify that the proposed Supervisors are sufficiently expert in this area of research and have the time and commitment to be able to provide appropriate supervision.

I certify that the nominated Principal Supervisor is registered on the Office of Research and Graduate Studies HDR Supervisor register within the A list.

I confirm the Principal Supervisor has been reviewed and is currently registered as research active:  Yes  No

|      |                      |           |                      |       |                      |
|------|----------------------|-----------|----------------------|-------|----------------------|
| Name | <input type="text"/> | Signature | <input type="text"/> | Date: | <input type="text"/> |
|------|----------------------|-----------|----------------------|-------|----------------------|

#### Nominee of the Research Committee:

I endorse this admission recommendation.

|      |                      |           |                      |       |                      |
|------|----------------------|-----------|----------------------|-------|----------------------|
| Name | <input type="text"/> | Signature | <input type="text"/> | Date: | <input type="text"/> |
|------|----------------------|-----------|----------------------|-------|----------------------|

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Confirmed proposed Principal Supervisor is Tier 1 or Tier 2 Research Active?  Yes  No

Session Due to Commence:

Rate Code:

Minimum Candidature:

Maximum Candidature:

External Transfer: Transferring from:  Eligible Credit (Subject Code):

Total previous PRTS EFTSU:  Separation Status:

ATSI Descent:  Yes  No

Autonomous Sanction Check: If International Candidate, what country are they from?

Is this an AS Country?  Yes  No

Scholarship:

- Yes, Offer of Scholarship made (offer attached)
- No, No Scholarship, full-fee paying
- Pending, Applicant has applied for Scholarship, decision pending, Office of Research and Graduate Studies to advise at a later date

Comments:

Candidature Management Officer:

Date sent to Admissions: