

Return the completed form to the

Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



COMPLETION OF THE CORE COMPONENT OF THE STRUCTURED PROGRAM

Division of the Deputy Vice-Chancellor and Vice-President
(Research) - Adelaide Graduate Centre

All Higher Degree by Research students should familiarise themselves with the relevant regulations, schedules, specific Academic Program rules and the Guidelines on Higher Degrees by Research (found in Volume II of the Calendar), as well as the Research Student Handbook:

<http://www.adelaide.edu.au/graduatecentre/handbook/>



Please do not bind or staple this form or any attachments. Secure papers together with a bulldog clip

A copy of this form and all attachments referred herein may be requested from the Adelaide Graduate Centre or downloaded from the website:

- <http://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/>

The Structured Program of Activities

Each student commencing a research program must complete a Structured Program (SP) of activities. The Structured Program comprises a Core Component (to be completed within a maximum of six months or half time equivalent) and a Development Component comprising skills training and professional development as negotiated with (or deemed advisable by) the supervisor or School. The Development Component extends for the duration of candidature.

The Core Component

Completion of the Core Component of the Structured Program will require at a minimum:

- Participation in a School Induction;
- Completion of the Graduate Centre Induction;
- Completion of the Minimum Resources Pro forma;
- Regular attendance of the School Seminar Program;
- The completion of a research proposal on the relevant Faculty template and (normally) its presentation at a School seminar/workshop. Faculty based research proposal templates are available at: <http://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/>
- Reading the Australian Code for the Responsible Conduct of Research: <http://www.adelaide.edu.au/research/our-research/integrity/> and completing the required training worksheets: <https://sms.gradcentre.adelaide.edu.au/>
- Reading the University's Research Data and Primary Materials policy <http://www.adelaide.edu.au/policies/atoz/> and Guide to Research Data Management <http://libguides.adelaide.edu.au/researchdata> and determining a data-management plan to facilitate the appropriate management and back-up of data during the research project. The data-management plan should encompass the storage of primary research materials, access to metadata and information about tracking and sharing the data once the research project is complete. A guide to research data management is available on the web at: <http://libguides.adelaide.edu.au/researchdata>. The worksheet on the management of data and primary materials also provides a useful resource. The worksheet forms part of the compulsory training for research students on the Australian Code for the Responsible Conduct of Research and may be accessed at: <https://sms.gradcentre.adelaide.edu.au/mainflow/moduleview>

- Obtaining an Open Research and Contributor ID (ORCID) and entering the details into Aurora, the University's web-based system for capturing and reporting research publications and outputs.
- Preliminary consideration of the planned thesis structure against the approved thesis formats detailed in the current year's Specifications for Thesis: <http://www.adelaide.edu.au/graduatecentre/program-rules/> and submission of an **'Application to vary thesis format'** form where there is an intention to vary the length, composition, language (from English) or structure of the thesis relative to the approved formats; and
- For international students (who have not been granted an exemption), participation in the Integrated Bridging Program-Research (IBP-R).

Note: International doctoral students in the School of Economics complete the IBP-R in the second semester of their enrolment.

Rather than devolving the responsibility for the design of a Structured Program to individual supervisors, some areas have developed a Faculty or discipline-specific Program.

In addition to the minimum requirements, the Core Component of the Structured Program will normally include:

1. Issues to be considered in the identification of a research topic and the structure and content of a research proposal, including the budget, the time-table, the University's intellectual property policy, stylistic and citation considerations, the role of the literature review, and the handling of sensitive matters (embargo);
2. Note: It is expected that the principal supervisor will inform students of the relevant policies and procedures.
3. Preliminary identification of research topics and a discussion of their academic feasibility, resource requirements and intellectual property implications;
4. Note: It is expected that students themselves will undertake the tasks with guidance from the supervisors in terms of how to identify a research topic, etc.
5. School procedures for the borrowing of equipment, sharing of School resources, computer systems and operation etc;
6. A discussion of the availability of University facilities to aid research, including Library resources, animal facilities and language assistance available through Careers & Research Skills Training <http://www.adelaide.edu.au/carst/>;
7. An introduction to research methodologies and technologies and the critical analytical skills required in the discipline;
8. Exposure to the research programs of staff in the School;
9. Techniques for effective seminar presentation and participation;
10. The preparation of a draft literature review.

The Development Component

The Development Component comprises Careers and Research Skills Training (CaRST) as negotiated with (or deemed advisable by) the supervisor or School. The Development Component will be formulated in conjunction with the supervisors in response to both the candidate's interests and any specific professional or academic needs identified in their background.

PhD students commencing from 2016, are required to complete a minimum of 120 hours of CaRST prior to thesis submission.

Master of Philosophy students commencing from 2016 are required to complete a minimum of 60 hours of CaRST prior to thesis submission.

Upgrade to a PhD

Students who are accepted to upgrade to the degree of PhD will be deemed to have completed the Core Component of the Structured Program. A revised copy of the detailed research proposal (which will normally have been presented at a School seminar/workshop) must be submitted to the Adelaide Graduate Centre together with the completed Application for a Change in Academic Program form.

Report on the Completion of the Core Component of the Structured Program

On completion of the Core Component of the Structured Program (CCSP), all students are to complete and return this form to the Adelaide Graduate Centre, together with a completed research proposal, a literature review (if required by the School or Faculty) and any required approvals (e.g. ethics).

Satisfactory completion of the Core Component is a prerequisite for continuing enrolment and for confirmation of candidature.

Recommendation for Termination of Candidature

Where the Head of School/Discipline, Postgraduate Coordinator and supervisory panel deem that the student has failed to satisfactorily complete the requirements of the Core Component of the Structured Program, conversion to the appropriate Master or termination of candidature may be recommended. Should the Faculty Higher Degrees Convenor and the Dean of Graduate Studies or the Student Matters Sub-committee uphold a recommendation for termination of candidature, candidature and any scholarship payments will be discontinued. The student may appeal the decision on procedural grounds only in accordance with the guidelines detailed in the Student Grievance Resolution Process available on line at:

<http://www.adelaide.edu.au/student/grievance/>

Information is also available in the section on 'Grievances, Complaints and Problems during Candidature' in the Research Student Handbook which may be accessed online at:

<http://www.adelaide.edu.au/graduatecentre/handbook/>

A copy of this form and all attachments referred herein may be requested from the Adelaide Graduate Centre or downloaded from the website:

<http://www.adelaide.edu.au/graduatecentre/milestones/core-component-structured-program/>

ANNE WITT

Director, Adelaide Graduate Centre

Notes to Assist Students in the Preparation of the Research Proposal

Students should note the following when preparing the research proposal.

1. The Research Proposal

The research proposal should be a detailed description of the scope and purpose of the research to be undertaken and the methodology to be employed. It should be entirely your work except where there is clear acknowledgement and reference to the work of others.

Faculty based templates for the completing your research proposal are available on the Adelaide Graduate Centre website at: <http://www.adelaide.edu.au/graduatecentre/milestones/core-component-structured-program/>

In working out the proposal, the following points should be considered:

1.1. Availability of Data/Materials and Financial Support

- Are adequate funds available to provide materials and (if required) travel to complete your research?
- Can your proposed research be undertaken here in Adelaide, given the available resources?
- If not, where will you have to go in order to complete the research? For how long?
- Will it be financially possible for you to work outside Adelaide?
- Is formal permission required to access restricted/confidential materials/data?
- Can these materials/data be used in any form in the thesis and published?
- Is there an expectation that an embargo on the thesis may be required?

1.2. Supervision

In the case of (or what looks like) an interdisciplinary topic, has the possibility of appointing somebody in another School (either in this University or another University) or from industry as a member of the supervisory panel been considered?

1.3. Examiners

Is it going to be possible to find suitable examiners for the thesis that eventuates from the research proposed? (This is an especially important consideration in the case of interdisciplinary and multi-disciplinary research, the results of which may be received unsympathetically by an examiner grounded in only one of the disciplines dealt with by the thesis.)

1.4. Foreign Languages

If the subject of research is some aspect of a culture whose native language is not English, do you have an adequate knowledge of the language of that culture? If not, is your dependency on English translations likely to invalidate the research in the opinion of an examiner?

2. Description of Work / Method of Research

How do you intend to go about the research proposed?

3. Ethics Approval

Section C relates to the University's processes for ethics approval. It is the responsibility of the student to obtain relevant ethics approval (if this is required) from the appropriate University Ethics Committee and any other relevant bodies outside the University; note that the principal supervisor must be named as the primary investigator on student ethics applications.

4. Biohazards

Candidates undertaking research which involves biohazards must do so in accordance with the University's Health Safety and Wellbeing policy and the responsibilities detailed in the Health Safety and Welfare Handbook. Further information is available at: <https://www.adelaide.edu.au/hr/hsw/handbook/biological>

5. Authorship

Before you commence your research you and your supervisor(s) should discuss and arrive at an agreement about the authorship of any publications that may result from your research. You are asked to familiarise yourself with the University's policy and guidelines on authorship which are outlined in the Research Student Handbook for Higher Degree by Research Students.

6. Funding and Intellectual Property

Section F in this form captures information in relation to funding. Any legal documents that have been signed relating to your candidature must also be supplied under this section (eg Student Agreements, PhD Intellectual Property Agreements, etc). Section G relates to the University's policy on intellectual property. Please refer to the IP information and guidelines found on the Graduate Centre website for further details (<http://www.adelaide.edu.au/graduatecentre/forms/intellectual-property/>).

7. Signatures

Your principal supervisor must sign this form together with the Head of School and Postgraduate Coordinator. If the Head of School OR the Postgraduate Coordinator is a member of the student's supervisory panel, the Deputy Head of School should also sign. In the rare instance where the Head of School and Postgraduate Coordinator are one and the same person AND are a member of the student's supervisory panel, both the Deputy Head of School and another senior member of the Academic Staff of the Department should sign the form.

8. Further information

Additional information about the Structured Program is available from your Postgraduate Coordinator.

Completion of the Core Component of the Structured Program

Student Name:	
ID No:	
E-mail address:	
Faculty:	
School/Discipline:	
Program:	
Commencement Date:	

Supervisors

Supervisor's Name (in full)	Principal / Co- / External	Discipline

A. Financial Implications

It is possible that in addition to the basic infrastructure support for your research, your project may involve fieldwork or research outside the University (local/interstate, or overseas). You may require special facilities such as inter-library loans, or access to specific materials/facilities/data.

1. With this in mind, what are the estimated total costs of your research?

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2. To what extent, if any, will your School contribute to these costs?

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B. Access to Restricted Data and/or Materials

1. Does this research require access to restricted materials/information?

Yes No

(If "NO", proceed to question B4.)

2. Has official permission been granted for the use of these materials/information?

Yes No

3. Does the use of these materials/information restrict the publication of your thesis?

Yes No

4. Is there an expectation of an embargo being placed on your thesis when it has been examined?

Yes No

(If "YES", you must lodge a written application with the Graduate Centre for an embargo on your thesis well in advance of your submission.)

C. Ethics and Compliance Approval

Please note: application for ethics approval is to be made in the name of the principal supervisor with the student involved also specified.

- i. 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: <http://www.adelaide.edu.au/ethics/animal/>
- ii. 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: http://www.adelaide.edu.au/red/animal_ethics/
- iii. 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: <http://www.adelaide.edu.au/ethics/human/>
- iv. Candidates whose research involves the use of gene technology require approval in advance from the University's Institutional Biosafety Committee. Further information is available at: <https://www.adelaide.edu.au/ethics/genetech/>

1. Does the proposed research involve the use of animals?

Yes No

If "YES", has ethics clearance been obtained from the University's [Animal Ethics Committee](#)?

Yes; the AEC approval number is _____

No; application is pending and will be provided by: _____ (date) AND the research this approval is required for, is

expected to commence on: _____ (date)

2. Does the proposed research involve human research?

Yes No

If "YES", what [level](#) of review is required?

Full review Low risk review None (assessed as negligible risk)

Where a full review is required, has ethics clearance been obtained from the University's

[Human Research Ethics Committee](#), or other approved Committee?

Yes No; application is pending and will be provided by: _____ (date)
AND

the research this approval is required for, is expected to commence on: _____ (date)

Where a low risk review is required, has ethics clearance been obtained from the University's

[Human Research Ethics Committee](#), or other approved Committee?

Yes No; application is pending and will be provided by: _____ (date)
AND

the research this approval is required for, is expected to commence on: _____ (date)

3. Does the proposed research involve use of gene technology (genetically modified organisms)?

Yes No

If "YES", has ethics clearance been obtained from the University's [Institutional Biosafety Committee](#)?

Yes No; application is pending and will be provided by: _____ (date)
AND

the research this approval is required for, is expected to commence on: _____ (date)

Where you have indicated that your project will involve animals, and/or human research that requires a full review from the Human Research Ethics Committee or equivalent and/or gene technology, your Core Component of the Structured Program will not be approved until you have supplied a copy of the letter(s) confirming ethics approval from the relevant ethics committee(s). Please do not attach copies of your ethics application(s).

Your Core Component can be approved if low risk ethics approval is pending, however, a copy of your ethics approval(s) must be provided to the Graduate Centre prior to the expected commencement date of the associated research.

4. Use of Biohazards

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/ohs/handbook/>

Does the proposed research involve use of biohazards (such as ammonium nitrate; radiological material; hazardous chemicals or harmful biological agents)?

Yes

No

D. Authorship

Have you and your supervisor(s) discussed and arrived at a mutual agreement regarding authorship in the event that there are publications resulting from your Higher Degree Research work, in accordance with the policy and guidelines set out in the Research Student Handbook?

Yes

No

Comment:

E. Funding and other Contracts/Agreements

(To be completed by the student, principal supervisor, and Head of School/Discipline or Postgraduate Coordinator.)

1. Have attempts been made by your supervisor(s) to obtain external funding?

Yes

No

Comment:

2. Are funds available for the establishment of a scholarship or supplementary scholarship to assist you in your research?

Yes

No

Comment:

F. Intellectual Property

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 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.), in which case the University claims ownership of any IP developed by the student during the course of the project. In these circumstances, to protect the University's IP and its obligations to other parties, the student's thesis will be embargoed for a period of 24 months from submission, after which time the embargo will automatically expire. The Adelaide Graduate Centre acts on the advice of Adelaide Research and Innovation (ARI) regarding the placement of an embargo arising from this IP information and will inform the student accordingly.

1. What is the student's project title?

2. Is this project likely to build on pre-existing University Intellectual Property? ("Special Case A");

For example, the student's 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

If yes, please provide details:

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

For example, the project which the student is working on receives funding support from another organisation (other than ARC or NHMRC), involves collaboration with another organisation or involves information or materials sourced from another organisation or is otherwise subject to an agreement with another organisation with affects ownership, use, publication or commercialisation of the results.

Yes

No

If yes, please list the titles of any relevant agreement(s) below and for each agreement, indicate whether it has been previously supplied to the Graduate Centre and note that: A copy of all agreements not previously provided to the graduate centre MUST be submitted with the completed CCSP form.

Title of Agreement	Names of Parties to the Agreement	Previously submitted to AGC?	Copy Attached?

4. Did the student sign a Student Project Participation Agreement (SPPA) any time prior to 2014?

Yes

No

5. Is the student employed by any external organisation that might reasonably have an interest in the IP developed for the project or in the confidential information? Note this will only be relevant where there is a connection between the scope of employment and the project/study.

Yes

No

If yes, please provide details:

Name of Employer:	
Address of Employer:	
Contact Person:	
Contact Number:	

G. Minimum Resources Proforma

This pro forma indicates that the following minimum resources will be available to the above-mentioned student for use relating to his/her postgraduate research candidature. Resource entitlements will be reviewed at the time of the annual review of progress.

Minimum Resources (includes HDR students working at remote locations)

- Regular and planned access to quality panel supervision for the duration of candidature as defined in the Research Student Handbook.
- Access to computing facilities appropriate to the needs of the candidate's research
- Unrestricted Internet access for research purposes at no cost to the student (monitored usage)
- Full access to Library resources and services
- The right to input into a Discipline's book purchases and journal subscriptions
- Access to shared Discipline office resources for research-related purposes including (i) a fax, (ii) a photocopier, (iii) a pigeon hole and (iv) mail
- 24-hour access to a shared postgraduate study area that meets the Occupational Health and Safety requirements for lighting, noise and ventilation
- Individual desk or study carrel with an ergonomically sound chair and two-drawer filing cabinet located in an area that meets the Occupational Health and Safety requirements
- Access to adequate laboratory space and bench space (if applicable) that meets the Occupational Health and Safety requirements
- Access to a shared telephone for research-related purposes
- Access to a parking permit (if student is on a remote campus)
- Access to a Discipline vehicle where necessary and where the Discipline is satisfied that the student has an appropriate licence and sufficient experience

If it is not possible to guarantee the minimum resources listed above, please indicate below (a) what alternative arrangements have been made and (b) the likely effect on the student's progress.

Attach a separate sheet if necessary.

A fixed amount to be agreed between the student and Discipline at the commencement of candidature (\$pa) (may include travel, conference and workshop attendances, photocopying, printing and binding of thesis, attending courses/training as part of Structured Program, inter-library loans, database searches etc)

\$ _____

Access to Discipline Research Infrastructure

Please indicate below the major items of equipment/facilities that the student will have access to in the host discipline and the level of access that can be expected:

Equipment/Facility	Level of Access/Comment

Access to External Research Infrastructure

In the event that access to specific equipment and facilities not available in the discipline has been arranged, please list the name and location of the equipment/facility and the level of access the student can expect:

Equipment/Facility	Location	Level of Access/Comments
E.g. Electron Microscope	CEMMSA	Twice per week

Please attach a separate sheet to the Minimum Resources Pro forma section for any additional comments

H. Data Management Plan

If you enrolled on or after 1/1/16, you are required to submit a Data Management Plan together with your completed Core Component. Your data-management plan should encompass the planned storage of primary research materials, access to metadata and information about tracking and sharing the data once the research project is complete.

A comprehensive Guide to Research Data Management and a Data Management Plan template, together with contact details for further advice if required is available from The Library Guide at:
<http://libguides.adelaide.edu.au/c.php?g=165041&p=1084000>

Please also familiarise yourself with the University's Research Data and Primary Materials policy:
<http://www.adelaide.edu.au/policies/atoz/>

A copy of my Data Management Plan is attached

Yes No, I enrolled prior to 1/1/2016

I. Open Researcher and Contributor ID (ORCID)

An ORCID provides a persistent digital identifier that distinguishes you from every other researcher, throughout your career, all researchers at the University of Adelaide, including research students are required to obtain an ORCID and to enter the details into Aurora, the University's web-based system for capturing and reporting research publications and outputs. For further information on how to register for an ORCID:

<http://libguides.adelaide.edu.au/c.php?g=165098&p=1083690>

For further information about Aurora and managing your research publications: <http://www.adelaide.edu.au/aurora/>

Yes, I have obtained an ORCID and the details are as follows: _____

Yes, I have entered my ORCID into Aurora

J. Thesis Format

Please indicate below if you intend to submit the thesis in one of the approved formats detailed in the Specifications for Thesis for the current year (<https://www.adelaide.edu.au/graduatecentre/program-rules/>)

Yes, approved thesis format No, I wish to request a variation to the approved the length, composition, language (from English) or structure

If 'No', you must complete an '[Application to vary thesis format](#)' and submit it together with your completed CCSP.

School Recommendation

We recommend:

Approval of Completion of the Core Component of the Structured Program

On the grounds that the student has:

- Completed the Integrated Bridging Program-Research (doctoral students only)
- Completed and attached the research proposal using the Faculty's research proposal template (<http://www.adelaide.edu.au/graduatecentre/milestones/core-component-structured-program/>)
- Completed the Minimum Resources Proforma,
- Attached the necessary certificate confirming that training in the Australian Code for the responsible conduct of research has been completed,
- Attached evidence of necessary ethics approval(s). ONLY a copy of the letter(s) confirming ethics approval from the relevant ethics committee(s) is required; DO NOT ATTACH COPIES OF ETHICS APPLICATION(S)
- Attached the necessary certificate confirming that the Animal Ethics and Welfare training requirements have been completed (where students are using animals in their research),
- Attached a copy of any relevant agreements not previously supplied to the Adelaide Graduate Centre, where the project is being carried out for, or with others outside of the University,
- Attached a copy of their data management plan (required for all commencing students from 1/1/16)
- Attached a completed Application to Vary Thesis Format (where applicable) and
- Agreed to a program of professional development and skills training as part of the Development Component of the Structured Program. The details of the program for the next twelve months are attached.

NB. By approving completion of the Core Component of the Structured Program, the Head of School is also certifying that s/he authorised the provision of the facilities listed in the Minimum Resources Proforma section on the understanding that the facilities listed will be sufficient to meet the resource needs of this candidature.

Conversion to the Appropriate Master

Specify the Master _____

In this instance, details of unsatisfactory progress should be attached and accompanied by a completed "Transfer from a PhD to a Masters Application". A copy of this form may be obtained upon request from the Adelaide Graduate Centre or from the web at:

<http://www.adelaide.edu.au/graduatecentre/forms/candidature-management/>

Termination of Candidature

Please attach a detailed report of unsatisfactory progress to support the recommendation:

School Certification

_____ Principal Supervisor's name	_____ Sign here	_____ Date
_____ Head of School's name	_____ Sign here	_____ Date
_____ Postgraduate Coordinator's name	_____ Sign here	_____ Date
_____ Deputy Head of School's name	_____ Sign here†	_____ Date
_____ Senior School Academic Staff Member's name	_____ Sign here†	_____ Date

†Only where required as defined under 'Notes to Assist Students in the Preparation of the Research Proposal' Step 7.

Student Certification and Assessment of Progress

- All material in the enclosed research material is my own work except where there is clear acknowledgement and reference to the work of others. I have read the University Policy and Guidelines on Plagiarism (<http://www.adelaide.edu.au/policies/230/>) and give permission for my work to be evaluated for plagiarism if required. I also acknowledge that plagiarism associated with RESEARCH will be dealt with under the Guidelines and Rules for Responsible Practice in Research (<http://www.adelaide.edu.au/policies/96/>).
- I acknowledge that I am required to conduct my research according to the requirements of The Australian Code for the Responsible Conduct of Research. I have undertaken the required training in the Code and read both it and the University's guide to research data management (<http://libguides.adelaide.edu.au/researchdata>). I understand that it is a requirement that I lodge all the original data or primary research materials with the University or my Principal supervisor. I recognize that if I fail to do so, I will be in breach of The Code and my thesis will not be accepted for examination.
- I agree with the School's assessment of my progress.

In the case of disagreement with the School's recommendation, please attach details separately.

_____ Student sign here	_____ Date
_____ Student Name	_____ Student ID number

Approval by Higher Degrees Committee Convenor

I approve/do not approve the recommendation:

- Completion of the Core Component of the Structured Program be confirmed.
- Conversion to the appropriate Master.
- Candidature be terminated.

I wish to make the following comments:

Name of Convenor

Convenor - sign here

Date

Approval by Dean of Graduate Studies (†† Where Conversion to Master/Candidature Termination Recommended)

I approve/do not approve the recommendation.

Dean of Graduate Studies - sign here††

Date

Further Information

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Web: www.adelaide.edu.au/graduatecentre

www.adelaide.edu.au/graduatecentre