Application for enrolment as a remote PhD candidate must be made on the appropriate form (copy attached), obtainable from the Student Centre. Application may be made before enrolment (at the same time as application for candidature) or after enrolment as an internal candidate.

The remote PhD candidature is designed specifically for enrolled students who wish to pursue most or all of their research away from the University, interstate or overseas. It is not designed to replace the leave of absence 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 a remote PhD candidature is seen as exceptional and will be considered by the Board of Research Education and Development on a case by case basis subject to the following Rule and policy guidelines.

**Rule Governing Remote PhD Candidature**

Enrolment as a remote PhD candidature is governed by Rule 13 of the PhD Rules (University of Adelaide Calendar Volume 2) set out below:

**Remote candidature**

13. (a) Enrolment as a remote candidate may be permitted on the conditions that the Department(s) concerned can ensure, and the Board of Research Education and Development is satisfied, that appropriate external supervision, with appropriate affiliation, and facilities are available.

(b) A remote candidate may be required to complete a period of residence in The University of Adelaide as determined by the Board of Research Education and Development in consultation with the Department concerned.

(c) In accordance with Rule 8, a remote candidate may proceed to the degree either by full-time or half-time study.

(d) On the recommendation of the Department, the Board at any time may permit an enrolled student to enrol as a remote candidate subject to the conditions specified in (a), (b) and (c) above.

(e) A remote candidate may be permitted to convert to the normal PhD program and be subject to the conditions normally applied.

(f) Not withstanding (a) to (d) above, remote candidates are also required to abide by the other Rules and Guidelines for the Degree of Doctor of Philosophy.

In addition to this Rule, the approval of a remote candidature is also governed by the following policy guidelines:

**Location of research**

The Board 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 a co-supervisor**

Unless specifically exempted by the Board of Research Education and Development, a co-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 department concerned to ensure that the remote co-supervisor is informed of and abides by the University’s rules and policies governing the PhD as outlined in Volume 2, Part II of the University Calendar and the Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees.

**Residency requirement**

In accordance with Rule 13(b) departments are to make individual proposals to the Board of Research Education and Development covering the period of residence required (if any), frequency and mode of direct supervisor-student interaction, attendance at research training seminars, preparation, discussion and presentation of research proposals and conclusions with peer groups.

**Communication**

An application for remote candidature should detail the effective means and frequency of regular and interactive communication between the candidate and principal (internal) supervisor.

**Reviews of Progress**

As for normal PhD candidature, remote candidature will only be confirmed following the oral presentation and defence of the proposal in a departmental seminar, if required, and the submission of a copy of the research proposal to the Manager, Administrative Services. Reviews of progress would then occur at six-monthly intervals with one minor and one major review each year.

The major review will occur at the same time as the annual review for all other PhD candidates in September/October each year.
The **minor review** shall be undertaken by the internal supervisor in conjunction with the external supervisor and the candidate and shall be completed by the end of March each year. The minor review report shall be forwarded to the Manager, Administrative Services, by 15 April. Failure to comply with this requirement may result in a suspension of candidature and the consequent loss of privileges associated with an enrolled candidature.

Continuation of enrolment is subject to satisfactory progress reported at the reviews of progress.

**Full-time Candidature**

In accordance with Rule 13(c), a remote candidate may enrol full- or half-time. If the candidature is to be full-time, the Board of Research Education and Development must be satisfied that the candidate is able to devote full attention to the research project. Accordingly, the candidate must provide documentation supporting an application for full-time studies in the form of a letter from the external supervisor and/or the Head of the institution or facility in which the student is to undertake the research. The supporting documentation would need to be endorsed by the internal supervisor and Head of Department (in Adelaide).

**Financial Implications**

The financial implications of the student’s research project must be negotiated, clarified and agreed upon between the department and the external institution involved before the application can be considered by the Board. The University cannot accept any retrospective financial claims.

**Ethics Clearance**

As for all PhD candidates, a remote candidate who undertakes research involving animals outside the University of Adelaide must still prepare a detailed research protocol and his/her University of Adelaide (internal) supervisor must apply to the University Animal Ethics Committee for ethics clearance approval - notwithstanding any other approval that might have been obtained from any other institution. The supervisor will also have to apply for annual renewal.

Similarly, research involving humans must not proceed until clearance has been obtained from the Committee on the Ethics of Human Experimentation. In this respect, clearances obtained from the Queen Elizabeth Hospital and Women & Children Hospital and the Royal Adelaide Hospital are accepted. Clearances from overseas and interstate/intrastate institution would not be accepted and ethics approval from the Committee on the Ethics of Human Experimentation is required.

**Intellectual Property**

Any claims to be made on the intellectual property generated by the student must be negotiated and agreed upon by all parties concerned in advance of the consideration of the application. **In the event that a student’s research will/may generate commercially sensitive/viable intellectual property, and in accordance with university policy, the student is required to sign a **Student Project Participation Agreement (SPPA)** before the application for remote candidature may be considered. Details about higher degree student intellectual property policy and the SPPA are found in Attachments D1, D2, E1 and E2 of the Code of Practice on the web: http://www.adelaide.edu.au/Graduate_Studies/courses/index.html**

**Approval of Application**

An application must be fully completed and accompanied by appropriate documentation and departmental endorsement before it can be considered by the Board of Research Education and Development. The Board normally meets once a month between February and November.

**Lodging Application**

The completed application and appropriate documentation must be lodged with the Manager, Administrative Services, at least four weeks prior to the commencement of the remote candidature. Where there are more than one internal supervisors, the person designated the principal supervisor should sign on behalf of the other supervisors.

**Further Information**

For further information please contact the Graduate Studies which is located in Room 615, on Level 6 of the Hughes Building.

Tel.: (08) 61 8 8303 5882  
Fax.: (08) 61 8 8223 3394  
E-mail: graduate.studies@adelaide.edu.au  
http://www.adelaide.edu.au/Graduate_Studies/

Manager, Administrative Services  
January 2000

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**CHECKLIST**

Please make sure that the following documentation (if applicable) is enclosed with this application:

- [ ] Supporting document from the remote (if applicable) supervisor(s) and endorsed by the Head of Department in Adelaide if applying for full-time remote candidature.
- [ ] Reasons and supporting statement from the internal supervisor and Postgraduate Coordinator or Head of Department if no residency period is required.
APPLICATION FOR REMOTE PhD CANDIDATURE

Name: 

Student No. (if known) 

Department: 

Faculty: 

Candidature Commencement Date: 

Attendance Status

(If applying for full-time studies, please provide a supporting document from the “external” supervisor and endorsed by the Head of Department in Adelaide.)

During my remote candidature I intend to study 

FULL-TIME [ ] HALF-TIME [ ]

I am an international student 

YES [ ] NO [ ]

I am in receipt of a living allowance scholarship 

YES [ ] NO [ ]

Name(s) of Internal Supervisor(s)

(If more than one supervisor, please indicate the principal supervisor with a “P” against the supervisor’s name.

Name(s) of Internal Supervisor(s) 

Residential Requirement

(To be determined by the internal supervisor)

Residence in Adelaide is required. YES [ ] Total period of residence required is _______ weeks/months over the period of candidature.

NO [ ]

If residence is required, please provide details on a separate sheet of paper on how this period of residence is to be undertaken.

Contact address while Outside the University

During the period of remote candidature, my contact and correspondence address will be: (please include e-mail, tel and fax. nos)

________________________________________________________________________

________________________________________________________________________

and I hereby authorise the University to formally record this information in the Student Information System (SIS).
Department’s Confirmation of Supervisory and Other Arrangements

(Please note also that it is the Department’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 Department/Postgraduate Coordinator indicates that such arrangements 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 by the University.)

<table>
<thead>
<tr>
<th>Name(s) and location(s) of external supervisor(s) (including e-mail, tel. &amp; fax. nos.):</th>
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<td>(If space provided is insufficient, please provide information on a separate sheet of paper and attached to this application.)</td>
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<tr>
<th>Details of facilities required, availability of such facilities at the remote location and funding and cost-sharing arrangements:</th>
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<td>(If space provided is insufficient, please provide information on a separate sheet of paper and attached to this application.)</td>
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<tr>
<th>Details of frequency and mode of contact with internal supervisor(s):</th>
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<td>(If space provided is insufficient, please provide information on a separate sheet of paper and attached to this application.)</td>
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<th>Details of other arrangements (if any):</th>
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<tr>
<td>(If space provided is insufficient, please provide information on a separate sheet of paper and attached to this application.)</td>
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Ethics Clearance

My research involves the use of animals / human subjects / recombinant DNA / teratogens.

YES  [ ]  NO  [ ]  (If “YES”, please answer the following questions as well.)

My internal supervisor will apply for the relevant ethics clearance approval (indicated below) and supply a copy of the approval document/s to Graduate Studies. I understand that if Graduate Studies does not receive the approval document/s within 12 months of my initial enrolment, my candidature may be cancelled. (Please “✓” the relevant box(es))

Animal Ethics [ ]  Human Ethics [ ]  Biohazards [ ]  Biosafety [ ]

Intellectual Property (To be completed by the student in consultation with the internal supervisor(s).)

My research is likely to generate commercially sensitive intellectual property.

YES  [ ]  NO  [ ]  (If “YES”, please answer the following questions as well.)

I have signed a Student Project Participation Agreement as required by the University.

YES  [ ]  NO  [ ]  (If “NO”, Graduate Studies, will arrange for the signing of this Agreement before the application for Remote Candidature is considered by the Board of Research Education and Development)

My research is subject to intellectual property claims by another institution/organisation (eg. my employer).

YES  [ ]  NO  [ ]  (If “YES”, please provide details on a separate sheet of paper. If an agreement has been signed with another organisation regarding this research, please enclose a copy of the agreement.)

Application for Remote PhD Candidature by International Students

(This section of the form must be completed jointly by the international student and the internal supervisor.)

Remote PhD 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 development 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.

Under normal circumstances, international students are expected to complete a period of residence in Adelaide to ensure that they are properly introduced to the Adelaide research culture. The program proposal (including the completion of the Structured Program and research proposal) for remote candidature is developed during the student’s first period of residence in Adelaide and submitted to the Board of Research Education and Development for approval. It should be sufficiently detailed to enable the Board 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 to the overseas institution is an important part of the proposal.

Please provide below a detailed financial plan of the remote candidature proposal. This should include, where appropriate, overseas bench fees and/or supervision charges, travel and subsistence costs for both the student and Adelaide supervisor, and other related costs.
**Declaration**

We 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.

__________________________  ________________________
Student’s signature          Date

**To be complete by External Supervisor**

I agree to be the student’s external supervisor and will abide by the University’s policy and guidelines on postgraduate supervision.

__________________________  ________________________
External supervisors’ signature  Date

**To be completed by the Internal Supervisor**

__________________________  ________________________
Internal/principal supervisor’s signature  Date

*Head of Department’s/PGC’s signature  ________________________
(* Delete as appropriate)  Date