Now that you have been admitted to a Higher Degree by Research (HDR) (you should have an official confirmation of enrolment) you can start preparing the details of what you will do. Currently you have ‘provisional candidacy’. To gain full candidacy your detailed research plan will need to be approved by your supervisory team, the School of Physiotherapy and the Divisional Graduate Studies Committee (DGSC). Doctoral students have 6 months (or 12 months for half time students) and Masters students have 3 months (or 6 months for half time students) to gain candidacy. Following candidacy review and approval, and ethics review and approval if appropriate, you may commence your project.

We have established a staged process to help you develop a suitable research plan. Throughout the process you will be meeting regularly with your supervisory team as they will provide you with the guidance necessary.

Time frames given below are for full time doctoral studies. Remember that further details are available in the University Guidelines for Doctoral/Masters Students (web site http://research.curtin.edu.au/graduate/hdrguidelines/contents.html)

**Preparation of a written proposal**
About 3 months after admission prepare a draft 10 page proposal covering the following areas:

- Objectives
- Background
- Significance
- Method
- Budget
- Timetable

**School review of written proposal**
Your proposal must include a time plan and a budget, contact the Secretary HDR for an electronic copy (see example at end of document). About 4 months after admission submit your draft candidacy proposal to the Director of HDR. Your supervisor will have discussed your progress with the Director of HDR and suggested 2 internal reviewers. Your supervisor may also suggest you gain feedback from some external reviewers. The Director of HDR and the two reviewers will provide you with feedback for you to incorporate into your final version. While you are awaiting this feedback, complete the candidacy application form (web site http://research.curtin.edu.au/graduate/forms.html#candidacy) and prepare your ethics application if needed (web site http://research.curtin.edu.au/graduate/forms.html#ethics)

**Presentation of detailed plan to whole of School**
About 5 months after admission present your detailed plan (a revised form of the presentation you gave to your group at 3 months) to the whole School. Incorporate any suggested improvements or
modifications then submit your candidacy application and proposal to the Director of HDR after your supervisor has approved it. Keep a copy for your records.

Submit your Ethics application to the Secretary of HDR also, after approval of your supervisor.

**What happens to my application and proposal then?**

- The School Graduate Studies Committee will consider the feedback of your supervisors, the internal reviewers and feedback from the rest of the School. If they are satisfied that you are sufficiently prepared and that your proposal adequately describes a feasible project which will make a significant contribution then your candidacy application and proposal will be forwarded to the DGSC. (Please note the monthly close of agenda for DGSC to avoid unnecessary delays.) Once the SGSC has approved your proposal, submit your ethics application to the appropriate ethics committee (if needed).

- The DGSC reviews your proposal. Reviewers come from across the Division of Health Sciences. You should be available the Wednesday and Thursday prior to the DGSC meeting to provide answers to queries raised by the reviewers (by email/phone is fine – just make sure your supervisor knows where you are). You/your supervisor may be asked to be present at the Friday am DGSC meeting to answer queries.

- If the DGSC reviewers and other committee members find your proposal appropriate then you are admitted to candidacy – pending ethical approval of your studies if needed.

- Once you have DGSC and Ethics committee approvals you are set to commence your project.

**What else happens during my provisional candidacy period?**

**Orientation**

On arrival you will be given an orientation to the School, the Division of Health Sciences and the University.

**Becoming part of the School of Physiotherapy**

As a graduate student you have the opportunity, and the expectation, to participate in the broader activities of the School. You will be mingling with not only the academic staff, but also the other HDR students, postgraduate coursework students and undergraduate students. You will be encouraged to look for opportunities to assist with tutoring junior students, participating in other research projects and enjoying the social life of the School.

**Professional development**

You should have the expectation of considerable personal and professional development during your time achieving a HDR. The School provides a research seminar series where you will have the opportunity to learn relevant research skills. The Library provides research related seminars (web site [http://library.curtin.edu.au/](http://library.curtin.edu.au/)) to improve your skills. The University also provides seminars (web site [http://research.curtin.edu.au/graduate/development.html](http://research.curtin.edu.au/graduate/development.html)) specifically for HDR students, and Curtin University Postgraduate Students Association (web site [http://www.cupsa.curtin.edu.au](http://www.cupsa.curtin.edu.au)) also provides professional development opportunities (and social opportunities).

**Regular reviews**

Twice each year you will be asked to compete progress reports. In March you will complete a report for the School, and in September you will complete a report for the School and Division. These
reports help us keep up to date with your progress and support you. They are also an opportunity for you to raise any issues or concerns you have about your progress.

Study expenses
The School of Physiotherapy provides limited funds to cover study related expenses over the period of a HDR. Typical study related expenses during the preparation for candidacy period include inter library loan costs, photocopying and telecommunications. You may also have expenses related to pilot study work (questionnaires, laboratory consumables). Your candidacy proposal included a budget. To be reimbursed for items on that approved budget simply present the receipts to the Secretary HDR. For expenses not on the approved budget discuss with your supervisor as you will need to submit a revised budget for approval by the school. Keep a receipt of relevant expenses. Discuss expenses with your supervisor and if large discuss with DHDR.
Notes for Supervisors:
- Schedule preliminary research group presentation and detailed research group presentation – the group should consist of colleagues likely to be useful and knowledgable to the project.
- Schedule school presentation with Secretary of HDR.
- Advise student on timing of application – allow 3 weeks for SGSC prior to DGSC agenda.
- Check Application details.
- Add DEST research codes.
- Respond promptly to queries by SGSC.
- Be available to respond to queries by DGSC.

Notes for HDR Secretary:
- Provide student with copy of Advice.
- Provide student with copy of candidacy and ethics applications (via website).
- Advise student on timing of application – allow 3 weeks for SGSC prior to DGSC agenda.
- Assist DHDR to schedule presentations to School of Physiotherapy.
- On receipt of application check completeness and prepare SGSC review form.
- Discuss with DHDR to determine reviewers.
- Send application to first reviewer – give 3 days then chase.
- Send application to second reviewer – give 3 days then chase.
- Give application and reviewer responses to DHDR – give 3 days then chase for agenda.
- Check ethics application status.
### Budget for Higher Degree by Research

**Student** Smart One  
**PhD/MSc**

Project: Best PhD Ever: a Grounded Electrode approach to knowing within the context of post modern theories of bothering to do anything  
Supervisory Team: Best supervisor and best assoc. supervisor

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#### Budget notes

Phone – local calls covered by School, $25 fax/phone to equipment suppliers to correct fault………
Postage – 400 x 18c required for questionnaires = $80 (direct debit from School)…………………………
Library – 10 WA = $66, 10 Australia = $133, 10 International = $200 (by receipt to student)………
Stationary – 8 reams = $48 for thesis, 2 reams per year for papers etc. = $12 (dd from school)………
Computing – 10 CDs for data backup and thesis backup = $10 (dd from school)…………………………
Binding – 4 x $37.40 (dd from school)………………………………………………………………………..
Examination – 3 x $337 honorarium, 6 x $25 courier (dd from school)………………………………………..
Electrodes – 2x4musclesx12 pilot subjects = $100, 2x4x40subjects = $320 (dd from school)…………
Gell and tape – for electrodes – 1x500ml gel and 5 x 20m fleximol rolls = $60 (receipt)……………
8 channel emg paid for from supervisor research RPI funds……………………………………………………

#### Other Equipment needed and already available in School

Octopus 8 ch emg ………………………………………………………………………………………………………...
LabView software and Data Acquisition computer………………………………………………………………

#### SGSC comments

……………………………………………………………………………………………………………………………………..

#### Approval…………………………………………………………………………………………….. Date