



NOTIFICATION OF APPROVED OFFSITE* RESEARCH

HDR candidates are to complete this form to advise the University that Faculty approval has been received to conduct research overseas/offsite. Obtain all required Faculty authorisations and submit this form to the HDRO before commencing this activity. (* Away from Macquarie University, North Ryde)

1. Name

_____ Family Name

_____ Other Names

2. Student Number _____

Degree/program _____

3. Are you an international student? YES NO

4. Will you be travelling overseas? YES NO
 If 'YES', you should obtain advice with regard to visa matters.

5. (a) Are you currently a Macquarie University or Australian Government scholarship holder? YES NO
 NB Special conditions may apply to the scholarship in relation to overseas/offsite research.

If 'YES' _____
 Name of Scholarship (eg MQRES/ iMQRES/APA/APAI etc)

(b) Are you a Cotutelle or Joint Research Degree enrolled candidate? YES NO

If 'YES' _____
 Name of Partner Institution

Is this a visit to your partner institution? YES NO

DETAILS OF THE APPROVED RESEARCH ACTIVITY
 (Including periodic visits to the nominated places during designated time)

6. Total period of offsite research From

DD	MM	YY
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 To

DD	MM	YY
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7. I will be primarily located at

_____ Institution City Country

I will also attend the following location/s or place/s during this period (if applicable).

Location/Place	City	Country

8. Outline the work that will be undertaken during the above period and how it relates to your overall research program

9. Will you be conducting this research in collaboration with another organisation/institution? YES NO

If 'YES', please name the organisation/institution. _____

10. Financial support for this research

- Not required
 PGRF Amount approved \$ _____
 Faculty Amount approved \$ _____
 Other _____ \$ _____
Specify Amount

11. Adjunct Supervisor required? YES NO

If 'YES', details of Adjunct Supervisor

_____ Title & Name Institution

NB You must also submit a 'Change of Supervisor' (SUP) form and attach proof of acceptance of this nomination.

If 'NO', please outline arrangements for your continued supervision by the Principal Supervisor.

Signature of Candidate _____ Date _____

Principal Supervisor must confirm by ticking relevant boxes and signing approval

The Faculty has approved the overseas/offsite research and confirms that:

- the research is relevant to the degree
- the research is integrated within the overall structure of the research project
- the research is consistent with the timeline for degree completion
- funding is provided for the activity (if required)
- all requirements in relation to visas, travel, medical insurance, OH&S, risk assessment, etc have been approved
- ethics approval is required for this research and has been obtained (**please attach the project's final letter of approval**)
- approval from the host institution for the visit has been received (if applicable)
- all documentation is complete for the appointment of an Adjunct Supervisor (if required)
- travel arrangements conform to the requirements of the Macquarie University Travel Policy
http://www.mq.edu.au/policy/a_z.html#
- the candidate is not undertaking OSR and taking LOA concurrently

Approvals: Principal Supervisor _____ Date _____

DD HDR/Head of Dept _____ Date _____

Associate Dean (HDR) _____ Date _____
(or nominee)

Faculty HDR Office confirmation:

- A copy of this form has been given to the candidate as proof of approval of the overseas/offsite research.

_____ Name Signature Date

HDRO use only

Consumed EFTSL _____ (as at 30 June/31 December)

Adjunct Supervisor registered on AMIS by _____ Date _____

Guidelines for Completing the OSR Form

1. Why do I have to complete this form?

Rule 5 of the Doctoral Degree Rules and Rules for the Degree of Master by Research require that the Higher Degree Research Committee approve requests to conduct study and research outside of the University. HDRC has delegated this approval responsibility to Faculties. The University requires confirmation from candidates and Principal Supervisors that all requirements such as ethics approval, medical insurance and travel approval including insurance have been met by candidates conducting offsite research. Note that you remain enrolled during the approved OSR period; therefore you must not seek to take Leave of Absence concurrently.

2. What does “Offsite” mean?

“Offsite” refers to locations outside of the Macquarie University campus situated at North Ryde. Macquarie University campus also includes the locations of MQ’s controlled entities.

3. What are the Macquarie University controlled entities?

Macquarie University controlled entities include MGSM, APF, U@MQ, Risk Frontiers, Macquarie University Hospital and Clinic, ACCESS Macquarie, CMBF, LAMS, etc. A full list is available through the Legal Office or contact hdrcurrent@mq.edu.au.

4. What type of activities are NOT considered as offsite research such that a form is not required?

Activities that meet the following criteria will not be considered as offsite research:

- Visiting libraries, attending seminars and conferences or equivalent; and
- are based in Sydney and within 50km away from the University or place of departure; and
- institutional or third party approval is not required.
- Conference-only attendance, as approved, for candidates enrolled in the *Faculty of Science and Human Sciences*.

5. What is meant by “third party approval”?

This refers to approval from another organisation to come onto their premises for research purposes. For example, conducting research at CSIRO in Sydney, or the Australia Telescope National Facility; or Ryde Rehabilitation Centre will require approval from the organisation to come onto the premises as a researcher. Registering for a local seminar or conference is not considered as “third party approval”.

6. Why is this important to know if travel is more than 50 kms away from the University?

For travel insurance, a trip is defined as travel in excess of 50 kms away from the University (or departure point). The 50 km guideline is approximate and additional advice may need to be sought from the Faculty if there is any concern about a particular place. Note that the University’s travel insurance policy has a limit of 180 days travel unless declared in advance. If you are travelling for longer than 180 days, you should advise the Insurance Manager, via your Faculty HDR Manager, before you travel so that a declaration can be made to the insurance company.

7. Do I need to complete the form if I am undertaking my research in, say, a hospital or school or other establishments located in Sydney?

This type of active research requires Ethics approval and/or some form of institutional or third party approval. For this reason, it is important that the form is completed to ensure that the appropriate approval for the research has been obtained to conduct the research “offsite”.

8. Do I need to complete a separate form each time I visit a place to conduct my research?

No, it is not necessary to do this if you will be repeating the same research activity during a defined period. For example if you are conducting your research at a number of government schools over an extended period of time, then it is only necessary at Question 5 to record the estimated timeframe of the visits, for example from March 2010 until July 2011. At Question 6 it is sufficient to say that you will be conducting your research at a number of government schools in Sydney and regional NSW. Your Ethics approval form will probably guide you in the detail you are able to give.