

School of Agriculture and Food Sustainability (AGFS) Research Application and Learning Contract

Applications must be submitted no later than 14 days prior to project commencement. This form does not replace the standard University requirements for enrolment into courses via mySI-net.

This application must be completed by all students wishing to undertake research projects, for the following course codes: AGRC4614, AGRC4615, AGRC4616, AGRC4617, AGRC6001, AGRC6002, AGRC6005, AGRC7200, AGRC7400, AGRC7617, AGRC7620, AGRC7621, FOOD6001, FOOD6002, FOOD6100, FOOD6200, FOOD7617, FOOD7618, FOOD7619, FOOD7100 and FOOD7200.

The purpose of this form is to clarify for all participants the nature of the research project, to verify that all regulatory approvals are in place to carry out the proposed project, to identify backup plans in the event of experimental problems, to ensure continuity of quality supervision and to grant permission to enrol into the appropriate course.

This form should be completed by the student in consultation with the University Academic Supervisor (and External Supervisor if applicable). If the project is based in an organization outside of the University then a supervisor of the project needs to be appointed at that organization i.e. external supervisor.

If you need help in finding a suitable project topic and/or principal supervisor, please contact your Program advisor. A full list of our Academic (or Program) Advisors can be found on the AGFS website <https://agriculture.uq.edu.au/our-people>.

Estimated hours per week: It is anticipated that students will work an equivalent of 7-10 hours per 2 units of research.

Course Code & Title	Number of Semesters	Breakdown by Sem Units	Expected hours per week
AGRC4614 Research Project AGRC4615 Research Project AGRC4616 Research Project AGRC4617 Research Project AGRC7620 Graduate Research Project III AGRC7621 Graduate Research Project III FOOD7618 Graduate Research Project III FOOD7619 Graduate Research Project III	2	2 x 4 units	14 - 20 hours
AGRC7617 Graduate Research Project III FOOD7617 Graduate Research Project III	1	8 units	28 - 40 hours
AGRC6001 Honours Research Project AGRC6002 Honours Research Project FOOD6001 Honours Research Project FOOD6002 Honours Research Project FOOD6100 Honours with Industry FOOD6200 Honours with Industry	2	1 x 6 units 1 x 8 units	21 – 30 hours 28 – 40 hours
AGRC6005 Honours Research Project	4	1 x 2 units 3 x 4 units	7 – 10 hours 14 – 20 hours
AGRC7200 Graduate Research Topic	1	2 units	7 – 10 hours
AGRC7400 Graduate Research Project	1	4 units	14 – 20 hours
FOOD7100 Graduate Research Extensive Project FOOD7200 Graduate Research Extensive Project	2	8 units	28 - 40 hours

It is not expected that students will complete weekend work.

Student Details

Student Name:		Student Number:	
Student Email:		Student Mobile:	
Program:		Field of Study:	
Course Code:	Units:	Semester Start:	
Mode of Study:	Campus:	Attendance:	

Research Project Details

**Start date is generally Monday of week 1 of Semester commencing project, and End date is generally Friday of Week 13 of the semester the course enrolment is to finish.*

Title of Project:	
Location of Research:	
Start Date of Project*:	End Date of Project*:
Minimum Hours Per Week:	Maximum Hours Per Week:
Will weekend work be required?	
Project Description: <i>Please provide a brief description of your planned project</i>	
Background to Project:	
Aims and Significance of Project:	

Experimental Approach and Methods to be used by Student (if Applicable):

Immunisation Requirements

If there are immunisation requirements for this project, please list those the student will be required to provide proof of immunisation and/or screening statuses. (Q fever, Tetanus, Rabies). Indicate date of first instance of high risk activities to be undertaken. Noting that it may take time from injection for your immunity to come into effect (Q fever is 3 weeks from injection).

Provision for Failure to Obtain Results:

This section is included to reflect the unpredictable nature of scientific research and the finite time that an honours or postgraduate student has to complete their research.

Please provide an alternate plan which can be invoked if the main thrust of the initial project does not proceed in the manner initially predicted. Please do not simply state 'it has always worked' or similar as this does not provide guidance to the student or to the committee as to your likely back up plan.

Ethics Approvals (humans, animals, radiation, etc.) – include numbers of approvals and expiry dates:

Learning contracts can only be approved if required ethics approvals have been obtained. Delays in obtaining ethics approvals will delay the start time of the project.

All learning contracts must be approved before a project can commence.

Supervisors - please ensure that if a student is to perform a procedure for which you currently have ethical approval, that the students name is submitted as a modification to the current approval.

<i>Ethics details:</i>

Supervision

Supervisors play an important role in providing ongoing training to students throughout the project. It is the responsibility of the supervisor to ensure that all necessary inductions are organized and completed prior to the student commencement of work.

Principal Supervisor's Details*

Name:	
School/Departmental Address:	
Email Address:	
Phone — Work & Mobile:	
Will the Principal Supervisor be absent for > 1 week during the Research/Honours Project and if so, please give dates of Proposed Absences and Acting Supervisor Contact?	
Dates: Not applicable /	Acting Supervisor Name:

Co-Supervisor's Details

Name:
School/Departmental Address:
Email Address:
Phone — Work & Mobile:
Will the Principal Supervisor be absent for > 1 week during the Research/Honours Project and if so, please give dates of Proposed Absences?
Dates: Not applicable /

Additional Supervisor Details

Name	Supervisor	Email	Phone
	School		
	Associate		

Digital Signatures ONLY

	Signatures	Date
PRIMARY SUPERVISOR		
CO-SUPERVISOR		
SCHOOL SUPERVISOR		
ASSOCIATE SUPERVISOR		
STUDENT		

Is it possible that this project will result in data that needs to be treated as 'commercial in confidence'? If so please consult the Program/Course Coordinator prior to submitting this proposal. The School strongly encourages wherever possible, the formulation of projects in a manner which does not cause the students difficulty, whether real or perceived, in presenting their academic work in an open and effective manner.

School of Agriculture & Food Sustainability – Administration Only

APPROVED DATE:		Program Coordinator Name & Signature:		
APPROVED DATE:		Course Coordinator Name & Signature:		
Added to Si-net Permission List – date:		Student notified – date:		

Definitions

The Principal Supervisor (often referred to as ‘the supervisor’) is a staff member who will take primary responsibility (i.e. at least 60%) for the overall program of research including issues such as OHS training, and will provide appropriate levels of supervision and feedback in tasks such as preparation of talks and the thesis. It is expected that supervisors will be contactable, and in a position to provide feedback, to students at critical times (e.g. the three (3) week period before assessment is due). Staff on extended or study leave during the student’s research project will need to verify to the respective Program Coordinator that effective supervision can be maintained for the duration of their absence.

A Co-Supervisor is a staff member who is able to fulfill all of the roles of a Principal supervisor. These roles may be exercised jointly with the principal supervisor (e.g. 60:40 supervision). It is expected that a Co-supervisor or Principal supervisor will be in a position to adequately supervise the student during critical times such as the period of thesis writing. A Co-supervisor is essential if the Principal Supervisor will be absent at critical periods in the course of the students research. If absence is not anticipated, a Co-Supervisor is optional, but is advised for new staff members who may be unfamiliar with the supervision process.

School Supervisor: Where the Principal Supervisor is based in an organisational unit outside the School of Agriculture and Food Sustainability (e.g. DAF, CSIRO etc.), a School Supervisor is required. This individual will be able to assist in issues such as nuances of thesis and seminar preparation, advice on expectations, but may or may not be directly involved in the project. If a School Supervisor is required, this application will not be accepted until a School Supervisor has been chosen and a minimum of 15% responsibility to be allocated.

An Associate Supervisor is an individual who may assist with selected aspects of the project e.g. lab skill training and supervision in the laboratory environment. Postdoctoral staff are frequently asked by the Principal Supervisor to be an Associate Supervisor, and this is strongly encouraged. An Associate supervisor is not regarded as sufficient substitute for a Co-Supervisor or Principal supervisor at critical times such as seminar preparation or thesis writing etc. Postgraduate students should not be asked to be an Associate Supervisor for Honours students as this will not be approved.

Student Immunisation

‘Student Immunisation Evidence Request’ will be implemented to manage all new student immunisation/screening requests. This request process will be initiated by faculty or organisational unit staff (professional staff, principal advisors, safety network advisors). If you are required to provide proof of immunisation and/or screening statuses, the new Student Immunisation Evidence Request process will send an email to your student email address with detailed instructions. The Immunisation Records Team (IRT) will assess and verify your documents. If anything is outstanding, you will receive automatic notifications and can view the requirements in the email sent to you or in my.UQ. Work impacted by immunisations requirements must not commence until IRT have verified your documents.

Please refer to UQ's [Student immunisation requirements](#) for more detail.