

REQUEST FOR OFFSITE ENROLMENT (updated May 2023)

BEFORE COMPLETING THIS FORM

Offsite Research Enrolment is governed by the [Offsite Research Enrolment Policy and Procedures](#). All candidates, Supervisors and Departments should read and understand the Policy prior to completing this form.

DEFINITIONS
<p>Onsite Research Enrolment (onsite enrolment) means residing within reasonable commuting distance from the University's Wallumattagal campus. This does not mean daily attendance at campus, but candidates and supervisors will have frequent contact, which may be online, with an agreed, regular attendance schedule on campus to enable the candidate to be embedded in the campus environment and research culture. Candidates who reside within a reasonable commute of the University's Wallumattagal campus but who are permanently (greater than 6 months) carrying out research, or research related travel, fieldwork or collaboration activities at a location outside that campus (such as candidates who are employed by industry and carrying out research for their HDR in the course of their employment at an industry location) are considered to be 'onsite', and expected to have frequent contact with their University supervisor, with an agreed, regular attendance schedule on campus to enable the candidate to be embedded in the campus environment and research culture.</p>
<p>Offsite Research Enrolment (offsite enrolment): is a mode of enrolment where the candidate lives permanently (greater than 6 months) outside reasonable commuting distance to the University's Wallumattagal campus. Candidates and Supervisors will have frequent contact via online or other digital means. Offsite Research Enrolment does not apply to candidates undertaking research related travel, fieldwork or collaboration activities away from campus for less than 6 months. Approval of short term (less than six 6 months) HDR research related activities away from the Wallumattagal campus should be approved via the relevant Faculty processes, with notification to the Graduate Research Academy.</p>

Candidates should discuss their intent to enrol on an offsite basis with their supervisor prior to completing this form, to discuss plans for research progress, work space, internet access, communication with the supervisory team, ethics approval/amendments (where applicable), [eResearch support tools](#) and data security. Candidates and Supervisors must also be aware of and comply with the University's [Policy and Procedure on data management](#). More information and Guidelines for Distance Supervision can be found on the [Supervision Website](#). All offsite enrolments must be approved by the GRA using this form.

Availability and eligibility for stipends while enrolled offsite: Macquarie University reserves the right to withhold stipend payments to scholarship recipients in accordance with their conditions of award while they remain offsite (away from MQ campus). Candidates intending to enrol on an offsite basis will need to consider their ability to financially support themselves in the absence of stipend payments whilst progressing in their research. Macquarie University takes the welfare and wellbeing of HDR candidates seriously, and may not approve a request for offsite enrolment where it is not clear that the candidate has the financial means to support themselves during their enrolment. The following circumstances may be considered for payment of a stipend while enrolled on an Offsite basis:

- (1) The research project requires that the candidate be in an offsite location (for example embedded in a hospital as a clinician, an indigenous candidate being embedded in their community for research purposes) AND that there is a detailed support arrangement in place to ensure they are not disadvantaged, AND some plans are committed to attend campus during the course of the program.
- (2) In exceptional and rare extenuating cases where the candidate's personal circumstances (health, disability, caring responsibilities, obligations to their indigenous community) prevent them from fully relocating to Sydney, but only where the detailed case is made with a support arrangement(s) in place to ensure they are not disadvantaged, AND some plans are being committed to attend campus during the course of the program.

CANDIDATE DETAILS			
Family Name		MQ ID	
Given Names		Faculty	
Citizenship	<input type="checkbox"/> Domestic <input type="checkbox"/> International	Department	
Program	<input type="checkbox"/> PhD <input type="checkbox"/> MPsy/PhD <input type="checkbox"/> MRes Y2		
Scholarship Name (as per your Letter of Offer)			
Scholarship Allocation number			
DISTANCE SUPERVISION PLAN FOR OFFSITE ENROLMENT			
TO BE COMPLETED BY THE CANDIDATE WITH THE MQ SUPERVISOR			
<p><i>Supervisors and candidates intending on engaging in <u>supervision remotely</u> (that is any other mode than face to face meetings) should discuss and document how, and how often, they intend to communicate with each other to support HDR training. Above all, supervisors intending to supervise their students remotely must continue to accept the candidate's work and provide feedback, with candidates responsible for collaborating with their supervisors. A contingency plan should be developed in case issues arise, for example if one or other party stops responding to messages or fails to meet commitments or appointments. For any field based, laboratory based or off-site activity for the candidate, the supervisor is required to adequately assess risk and provide appropriate general supervision (eg. associate or post-doctoral, field/research advisor) in the absence of Principal supervisor at these sites.</i></p>			
Total Period of offsite enrolment	From		To
Physical location while undertaking research – please give the details of planned day to day place of work:			
Location	City	Country	
Is this your home residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – please provide additional details below	
<p><i>For candidates intending to carry out research at locations other than their home residence (including field work, archival research in libraries for example), detailed information must be documented about the intended physical location and type of work.</i></p>			
Type of location/entity (for example private business, public library, university)			
Do you have or will you have a contract (for example casual, visiting scholar or research assistant) or similar with this entity?		<input type="checkbox"/> No <input type="checkbox"/> Yes – please attach a copy	

Please outline in detail the type of work/nature of the research you will be doing including physical tasks and location (i.e. laboratory, field work site), colleagues and individuals you may be working with. If you are intending on interacting with members of a local community please detail this.

Is additional approval required for you to undertake your research?

Macquarie University staff and students conducting research with or about people, their data, or tissue, must apply for ethics approval. Approval is required before there is any interaction with participants or their data. If your research includes any of the above, you must apply for ethics approval before you commence your research. If your research has biosafety or biohazards issues, including the use of recombinant DNA, potential pathogens, radioactive isotopes or other hazardous substances, the project may need clearance from the Institutional Biosafety Committee. Visit [Biosafety, biosecurity and gene technology](#) for more information. All staff and students who will be conducting research or demonstration teaching projects that involve the use of live vertebrate animals must apply to Macquarie University's Animal Ethics Committee for ethics review.

- ☐ No
☐ Yes – MQ only (HREC, AEC or IBC)
☐ Yes – I need approval from another institution and MQ

Ethics approval number (if applicable)

Please provide the details of a local supervisor where applicable

Adjunct Supervisor Name		Institution	
Adjunct Supervisor Position		Email	

Macquarie University has an obligation to ensure that candidates are only enrolled where they have access to the resources required to complete a high quality research project. The resources need to be appropriate to the agreed project and location of the candidate, including information on research ethics and conduct, library support, information services and IT infrastructure, workplace health and safety training, access to academic and personal counselling, and access to appropriate mediation or grievance resolution procedures.

Please outline the measures in place to ensure adequate **physical working environment** (access to office space, internet, computer etc. or equivalent) for carrying out your research.

In accordance with the [HDR Supervision Procedure](#), the Principal Supervisor (for MPhil or PhD) or Research Masters Supervisor (for MRes) must meet the candidate at least fortnightly face to face or using digital tools, unless otherwise agreed by the parties. Please outline the plan for **frequency of communication, modes of communication (for example, email, phone, skype, [zoom](#)), and how time differences (if applicable) will be managed.**

Do you intend to undertake your research on a full time basis (average ≥ 40 hours per week)?

☐ Yes ☐ No

Please briefly describe your plan to financially support yourself while meeting the required progress milestones in your research

CANDIDATE DECLARATION

- ☐ I confirm the above details are correct, and accurately reflect my current circumstances.
- ☐ I have attached a detailed timeline for my research progress for the time that I am offsite (away from MQ Campus)
- ☐ I understand that personal injury insurance or public liability insurance will not be guaranteed from MQ while I am away from MQ campus
- ☐ I understand and agree that I will not commence any research activities until approval is given in writing by MQ to undertake research on an offsite basis from the Graduate Research Academy
- ☐ **(scholarship recipients) I understand that MQ reserves the right to withhold my stipend payments until I am able to attend MQ campus, and I have the financial means to support myself in the absence of stipend payments**
- ☐ I understand that a maximum of 12 months offsite research may be approved, and if I am unable to travel to MQ campus at the end of this 12-month period then Macquarie University may suspend my enrolment
- ☐ I will notify my supervisor/HOD/Department HDR Director if it becomes clear that research progress becomes untenable due to my offsite location
- ☐ I understand that 3 monthly reviews of progress are a condition of my approval for offsite enrolment

Signature

Date

TO BE COMPLETED BY THE SUPERVISOR
Please specify the arrangements in place to enable the candidate to carry out a high quality research project including access to resources/research infrastructure for data collection (where applicable) and applicable IT/information services in accordance with their proposed timeline of candidature.
Please specify the measures in place to ensure that the candidate is not disadvantaged by their location with respect to engagement with the intellectual culture of the Department, other researchers, and opportunities for social engagement with other students and staff.
Please outline the measures in place to enable the candidate to meet local (Department or Faculty-based) requirements of their program (for example Faculty Commencement Program)
PRINCIPAL SUPERVISOR DECLARATION
<input type="checkbox"/> (if applicable) Ethics approval is required for this research and has been obtained (<i>please attach the project's final letter of approval</i>) OR will be obtained from MQ <input type="checkbox"/> I am confident that the candidate has adequate resources and support to maintain research progress as outlined in the timeline <input type="checkbox"/> I will notify the HOD/Department Director if it becomes clear that research progress becomes untenable due to the offsite location of the candidate I confirm that the research project has been designed such that the candidate can carry out their research and maintain progress towards timely completion of the degree, and if travel to Australia is not feasible, that completion of the program is viable offsite.

ENDORSEMENT					
Principal Supervisor					
Name		Signature		Date	
HOD or Delegate					
Name		Signature		Date	
Associate Dean HDR					
Name		Signature		Date	
PVC Graduate Research					
Name		Signature		Date	

Newly commencing candidates: Please forward this form and attachments if applicable to
gr.applications@mq.edu.au

INTERNATIONAL SOS

All candidates approved to work outside Australia should register with [International SOS](#) using Macquarie University's provider code. iSOS provides access to intelligence and information services with up to date medical and security information in international locations. Advice including counselling support in local languages is also available.