|  |
| --- |
| This form is to be completed by international research candidates who have been offered admission to an ACU HDR program and who are requesting to temporarily commence their enrolment from a location other than Australia.  Applications will be assessed by the University on a case-by-case basis.  Candidates must be aware that following the [Tertiary Education Quality and Standards Agency (TEQSA)’s announcement](https://www.teqsa.gov.au/about-us/news-and-events/latest-news/education-services-overseas-students-esos-national-code-return-compliance#:~:text=TEQSA%20now%20expects%20that%20all,on%20an%20Australian%20student%20visa.) in October 2022 candidates must arrive in Australia by 30 June 2023.  Candidates who cannot arrive by this date will have their Confirmation of Enrolment (CoE) cancelled in accordance with the Australian Government’s requirements. This may lead to the cancellation of the student visa.  If an offshore enrolment request is approved, ***the approved extension will be to 30 June 2023only and will normally be on a part-time study load unless otherwise approved.*** *No further temporary offshore enrolment can be approved.*  In this application, candidates and their supervisors will be required to detail how candidature enrolment (research project, supervision, milestones and ethics approvals) would be **successfully managed over a period of** **12 calendar months from proposed date of commencement**.  The mapping of a 12 month timeframe allows the candidate and supervisors to carefully consider the practicalities of an offshore enrolment and assists the university in assessing the feasibility of the request.  If temporary offshore enrolment is approved, the following conditions will apply:   * candidates must be in possession of an Australian student visa or an Australian visa with appropriate study rights before offshore enrolment can commence; * candidates must relocate to Australia for on-campus study as soon aspracticable and no later than 30 June 2023; * temporary offshore enrolment is normally on a part-time study load;   + candidates who are approved for temporary part-time offshore study load must change to full-time load as soon as they arrive onshore in Australia;   + candidates who commence offshore on a part-time study load may find, once they’re onshore, that they may need to extend theirConfirmation of Enrolment (CoE) and apply for a student visa extension (ACU’s international student advisors can provide guidance on CoE and visa extensions when required);   + candidates should be aware of, and will be asked to acknowledge, possible implications of commencing offshore on a part-time study load on their visa. * the extension of an offshore enrolment is only to 30 June 2023. No further temporary offshore enrolment can be approved.   + a candidate’s agreed research activities for the period of offshore enrolment are detailed in Sections 3 and 4 of this form. Candidates who, at the end of their approved period of offshore enrolment, have not met their agreed activites shall be deemed to be making unsatisfactory progress ;   + unsatisfactory progress while enrolled offshore is not deemed an acceptable rationale for requesting an extension to onshore enrolment at a later date. * candidates who have been awarded a tuition fee waiver can use the tuition fee waiver for their studies while enrolled offshore; * candidates who have been awarded a stipend scholarship will not normally receive any stipend for the period of time (EFTSL) in which they are enrolled in a HDR program and are located offshore. Candidates who can undertake lab-based research with an ACU affiliate, partner or collaborator, or who can demonstrate that they can undertake meaningful research with an ACU affiliate, partner or collaborator situated at their offshore location, may be considered for stipend scholarship payments for the period of time in which they are enrolled in the HDR program and located offshore. Such stipend payments will only be made into a account held at an Australian [Authorised Deposit-taking Institution (ADI).](https://www.apra.gov.au/register-of-authorised-deposit-taking-institutions) * During the period of approved offshore temporary enrolment, should the candidate no longer be able to undertake meaningful research for their project (eg if a local COVID-19 lockdown is imposed and the candidate can no longer access necessary materials or infrastructure), the candidate must immediately suspend their candidature until such time that they can recommence meaningful research. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1: Candidate Details as per offer letter (to be completed by candidate)** | | | |
| First Name | Click here to add text | Family Name | Click here to add text |
| Degree | Click here to add text | School/Research Institute | Click here to add text |
| Start Date | Click here to enter a date. | Contact Email | Click here to add text |
| Principal Supervisor | Click here to enter text. | Co-supervisor | Click here to enter text. |
| Other Supervisors (where applicable) | | Click here to enter text. | |
| Please attach a copy of your ACU offer of admission to this application  If the start date on your letter of offer has already passed or you are requesting a different start date, indicate your requested start date here: Click here to enter a date. | | | |

|  |  |
| --- | --- |
| **Part 2: Candidate details (to be completed by candidate)** | |
| Do you currently hold an Australian visa with study entitlements? | Yes I currently hold an Australian student visa with expiry date: Click here to enter a date.  NB You must provide a copy of the visa grant notification with your request |
| Yes I currently hold another type of Australian visa with study entitlements and expiry date: Click here to enter a date.  NB You must provide a copy of the visa grant notification with your request |
| No I do not hold any type of Australian visa with study entitlements\*  \*If you are approved for offshore enrolment you must hold an appropriate visa before your offshore enrolment can commence |
| What is your country of citizenship? | Click here to enter text. |
| If your application is approved, in which country would you be located while studying offshore? | Click here to enter text. |
| Do you have health/medical insurance for the country in which you would be studying offshore? | Yes, I do  Either attach proof of medical/health and insurance coverage or explain how you are covered in that location (eg UK NHS)  Click here to enter text. |
| No, I do not  Click here to enter text. |
| Will you have uninterrupted access to the Internet using a Virtual Private Network (VPN) from the country in which you would be styding offshore? | Yes, I will  No, I will not |
| Why are you requesting to commence your enrolment from an offshore location? | Click here to enter text. |
| If your application for offshore enrolment is successful, do you agree to relocate to Australia for on-campus study as soon aspracticable? | Yes, I agree  No, I do not agree |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 3: Supervision arrangements and research activities for 12 calendar months from commencement**  **(to be discussed, agreed and completed collaboratively by Candidate and their Supervisory team)** | | | |
| To assist the candidate and superviors to identify the steps to be undertaken to ensure successful progress during the period of time the candidate is offshore, and for the University to consider the feasibility of a candidate’s enrolment while offshore, the information in Part 3 must cover at least 12 calendar months from proposed date of commencement. | | | |
| 1. The University is required to provide appropriate supervision to candidates during enrolment. A supervision plan must be developed between the candidate and their supervisors and include details on how the following would be managed for a period of 12 calendar months from proposed date of commencement: 2. the frequency of meeting with supervisory team via Zoom/Teams to be agreed to/scheduled in advance; 3. expectations around candidate and supervisor availablility by email at other times, with provision for additional meetings on request. 4. Managing the assessment of progress while offshore including    1. submission of further offshore enrolment requests for approval (not extending beyond 30 June 2023) completion of any ACU’s milestone requirements per Regulation 10 of the [HDR Regulations](https://www.acu.edu.au/handbook/handbook-2021/policies-and-general-information/higher-degree-research-regulations) . 5. any other relevant information   Click here to enter text. | | | |
| Provide a detailed timeline for the first 12 calendar months from commenencement that outlines the proposed research activities to be undertaken by the candidate while enrolled offshore.  Activites include but aren’t limited to Confirmation of Candidature, obtaining ethics approvals (if appropriate),submission of research papers, completion of literature review etc.  Include a timeline for each activity along with the expected outcomes.  Click here to enter text. | | | |
| 1. Would the candidate need access to any equipment/systems/information whilst offshore (that they would have access to if they were on-campus)? How would that access be managed?   Click here to enter text. | | | |
| **Part 4: Ethics and partnerships (to be discussed and completed by Candidates and their Supervisory team)** | | | |
| Candidates and their supervisors must consider any potential barriers which may impact progress if the candidate commences (or is approved to continue temporary enrolment) from an offshore location.  Candidates whose research project involves any of the below must ensure that they have all ethics, `n place from the relevant committee(s)/regulator(s):   * contact with human participants, interviews, the administration of questionnaires or access to public or private records; * animals; * genetically modidfied organisms; or * ionising radiation.   Failure to obtain written ethics clearance in advance of the data collection, including recruitment of research participants, is considered to be a breach of the ACU Research Code of Conduct, as well as the Australian Code for the Responsible Conduct of Research, 2018.  Any research that requires ethics approval must be submitted to ACU’s HREC for review and approval. Depending on the nature of the research, candidates may need to navigate local research compliance requirements in the country in which they are located in addition to the research compliance requirements for when they relocate onshore to Australia. Compliance requirements may take considerable time to navigate.  It is recommended that a candidate and their supervisors map out the approvals needed for the entire duration of candidature, covering both the offshore location and the onshore Australian requirements. The candidate’s ACU ethics application should cover all research, i.e. across both locations. Depending on the requirements in the candidaste’s local jurisdiction, approval from the ACU HREC may be sufficient. If however, local offshore ethics approval is required, evidence of such approval should be provided to the ACU HREC.  If a candidate is unsure of the onshore Australian ethics requirements, they may still submit an ACU HREC ethics approval for the offshore location and then undertake a variation to incorporate the onshore Australian ethics requirements before relocating.  Candidates may seek to work with or use the facilities of a university or health provider partner in the candidate’s offshore location. Such arrangements may require establishment of Memorandums of Understanding, Partnership Agreements, Co-Authorship agreements etc before a candidate could avail of the partner’s facilities. Candidates and supervisors should be aware that establishment of such agreements usually take many months.  The Federal Government’s Foreign Relations Act 2020 took effect on 10 March 2021. Under this Act, ACU now has an obligation to report any new research involving an ‘arrangement’ with a foreign government body (which in some jurisdictions can include universities and hospitals) to the Department of Foreign Affairs. For these purposes, the term ‘arrangement’ means any written agreement and can include such things as ethics registration, co-supervision, co-authorship, funding, data/resource sharing, etc. Candidates who are approved for temporary offshore commencement and are located in China, Iran or North Korea are likely to be unsuccessful in receiving ethics approval to undertake research in those locations.  Further details on ethical frameworks can be found in appendix A. | | | |
| a) Will the candidate’s proposed research require ethics approval at any point during their enrolment at ACU? | | No | |
| Yes.  i) What country/countries will the candidate need to obtain ethics approval from?  Click here to enter text.  ii) Detail what local offshore approvals are needed and how the candidate will be supported to obtain them. Include timeframes if known.  Click here to enter text.  iii) What is the contingency plan if the candidate is unable to obtain ethics at the offshore location? How would the candidate continue to undertake meaningful research in their degree or would the candidate need to suspend their enrolment?  Click here to enter text. | |
| b) Would the candidate intend to work with an ACU partner institution and/or local provider in their country while enrolled offshore? | | No.  Yes-which partner?  Click here to enter text. | |
| Does ACU have an existing agreement with the partner which would permit the candidate to work with them?  Yes – please attach copy of the agreement or else advise name of agreement and date executed Click here to enter text.  No – please advise how the supervisors/School/Research Institute/Faculty will arrange for appropriate agreements to be executed?  Click here to enter text.  If you are unsure if ACU has an agreement please contact [HDR.Projects@acu.edu.au](mailto:HDR.Projects@acu.edu.au) before proceeding. | |
| c) Is the candidate a stipend scholarship recipient who is requesting commencement of stipend payments during the period of time that they are enrolled and located offshore? | | No. | |
| Yes  Explain below how the candidate is undertaking lab-based research with an ACU affiliate, partner or collaborator, *or* how the candidate can undertake meaningful research at their offshore location eg access to ACU affiliate, partner or collaborator resources or libraries.  Click here to enter text.  Temporary offshore commencement is normally only considered on a part-time basis. If the candidate is requesting full-time commencement with their stipend, indicate here:  Full-time commencement with stipend requested | |
| d) Stipend payments will only be made into a account held in the candidate’s name at an Australian [Authorised Deposit-taking Institution (ADI).](https://www.apra.gov.au/register-of-authorised-deposit-taking-institutions)  Which Australian ADI does the candidate currently hold an account or is establishing an account with? | | Click here to enter text. | |
| e) Please provide any additional information regarding the candidate’s research:  Click here to enter text. | | | |
| **Part 5: Candidate and Principal Supervisor Checklist and Declarations** | | | |
| Document checklist:  ACU offer of enrolment  Visa grant notification (if applicable)  Health insurance (if applicable)  ACU Partner/Partnership agreement (if applicable)  any other documentation  Click here to enter text. | | | |
| We declare that the information provided herein for the assessment of a temporary offshore enrolment is correct and complete.  We confirm we understand and agree to the following:   1. that temporary offshore candidature enrolment, if approved will be to 30 June 2023; 2. that temporary offshore candidate enrolment is for part-time study, unless otherwise approved; 3. that enrolment will be changed to full-time load as soon as the candidate arrives onshore in Australia; 4. that we have read the information in this form and are aware of the possible visa implications of commencing offshore on a part-time study load; 5. that if stipend payments are approved for the period of offshore enrolment, those payment can only be made into an account held in the candidate’s name at an Australian [Authorised Deposit-taking Institution (ADI) ;](https://www.apra.gov.au/register-of-authorised-deposit-taking-institutions) 6. that the candidate will relocate to Australia for on-campus study as soon aspracticable; 7. that the candidate must have the necessary student visa arrangements before any temporary offshore enrolment can commence; 8. that where appropriate, the candidate and supervisors must ensure any ethics, compliance and safety clearances and agreements are finalised/ obtained prior to any research activity being undertaken by the candidate. 9. that during the period of approved offshore temporary enrolment should a candidate no longer be able to undertake meaningful research for their project (eg if a local COVID-19 lockdown is imposed and the candidate can no longer access necessary materials or infrastructure), the candidate must immediately suspend their candidature until such time that they can recommence meaningful research. | | | |
| **Signatures (emailed approval acceptable)** | | | |
| **Candidate print name:**  Click here to enter text. | **Candidate signature:**  [Signature here] | | **Date**  Enter the date |
| **Principal Supervisor print name:** Click here to enter text. | **Principal Supervisor signature**: [Signature here] | | **Date**  Enter the date |
| **Co-Supervisor print name:**  Click here to enter text. | **Co-Supervisor signature:**  [Signature here] | | **Date**  Enter the date |
| **Any additional supervisors print name:**  Click here to enter text. | **Any additional supervisors signature:** [Signature here] | | **Date**  Enter the date |

|  |
| --- |
| **Instructions to Candidate and Supervisors**  You must now submit this form directly to your Head of School or Institute Director |

|  |  |  |
| --- | --- | --- |
| **Part 6: Head of School / Institute Director Recommendation** | | |
| I have reviewed this application and:  I recommend that temporary offshore enrolment be approved up to 30 June 2023; or  I do not recommend temporary offshore enroment for this candidate  Comments: Click here to enter text. | | |
| **HoS / Inst. Director print name:**  Click here to enter text. | **HoS / Inst. Director Signature**  Sign here | **Date**  Enter the date |

|  |
| --- |
| **Instructions to NHoS/Institute Director**  Please submit this form to your Faculty Associate Dean (Research). |

|  |  |  |
| --- | --- | --- |
| **Part 7: Associate Dean (Research) (ADR) Recommendation** | | |
| I have reviewed this application and:  I recommend that temporary offshore enrolment be approved up to 30 June 2023; or  I do not recommend temporary offshore enroment for this candidate  Comments: Click here to enter text. | | |
| **ADR print name:**  Click here to enter text. | **ADR Signature**  Sign here | **Date**  Enter the date |

|  |
| --- |
| **Instructions to ADR**  Please submit this form to Candidature Services for PVCR’s consideration: [res.cand@acu.edu.au](mailto:res.cand@acu.edu.au). |

|  |  |
| --- | --- |
| **Part 8: Pro Vice-Chancellor Research Decision** | |
| The Pro Vice-Chancellor, Research has considered the recommendation for commencement of temporary offshore enrolment  Approved for temporary offshore commencement   |  |  | | --- | --- | | Part-time | Stipend scholarship to be paid while offshore | | Full-time |  |   Not Approved for temporary offshore commencement  Comments: Click here to enter text. | |
| **Pro Vice-Chancellor Research** [Signature here] | **Date** Enter the date |

|  |
| --- |
| **Appendix A: Research Ethics/Compliance information:** |
| ACU ethics have provided the legislation and/or policies governing research ethics in some of the overseas jurisdictions below (the list below is not limited to these, and only covers the bulk of international collaborations that ACU has dealt with)  For the most part, these jurisdictions have research ethics frameworks similar to ACU; with ethics review managed at the institution, hospital or government department level, in accordance with a national framework. Please note however that some of these jurisdictions, such as Japan and Singapore, appear to be focused on regulating biomedical research, and don’t necessarily provide guidance on ethics as it applies to non-health related research.  **Canada:**  [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans - TCPS 2 (2018)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fethics.gc.ca%2Feng%2Fpolicy-politique_tcps2-eptc2_2018.html&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432725360%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=uvDYfpiRo7Wc9ZBdBjX5xo6ndmyY087%2F3MHetvjQrsc%3D&reserved=0) – Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada and Social Sciences and Humanities Research Council of Canada    **European Union:**  [http://www.eurecnet.org/legislation/index.html](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.eurecnet.org%2Flegislation%2Findex.html&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432735347%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=OjYIg1WcmKyznbd6P1KKOLNB8SQ9IIkD9QpwXs557Jw%3D&reserved=0)  Please note, except in the case of [clinical trials](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fec.europa.eu%2Fhealth%2Fsites%2Fdefault%2Ffiles%2Ffiles%2Feudralex%2Fvol-1%2Fdir_2001_20%2Fdir_2001_20_en.pdf&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432735347%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Gqc4eL3mKSZXgd7chen5Pdyt7ESDT3FKCJT%2B7jJzCeo%3D&reserved=0), which are governed at a Union level, each EU member state maintains its own laws and or guidelines with respect to research ethics.    **Japan:**  [Ethical Guidelines for Medical and Health Research Involving Human Subjects](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mhlw.go.jp%2Ffile%2F06-Seisakujouhou-10600000-Daijinkanboukouseikagakuka%2F0000080278.pdf&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432745347%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=2q%2FbIXGxuf470267n%2BKfOcs1ZT5zMBSyean%2BxzNnw1I%3D&reserved=0) – Ministry of Health, Labour and Welfare of Japan    **New Zealand:**  [HRC Research Ethics Guidelines](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hrc.govt.nz%2Fsites%2Fdefault%2Ffiles%2F2021-04%2FHRC%2520Research%2520Ethics%2520Guidelines-%2520April%25202021_1.pdf&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432745347%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=bXx7cFm0jCIj4A3GTCmlbpHIkLcvnfJMXeInTA16MI0%3D&reserved=0) – Health Research Council of New Zealand    **Singapore:**  [Human Biomedical Research Act 2015](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsso.agc.gov.sg%2FAct%2FHBRA2015&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432755332%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=S%2FchXrqYoVrjJFvs1wmjwxyhiwpf5GVIUFtoklRzchQ%3D&reserved=0) – Singaporean Ministry of Health  **United Kingdom:**  [UK Policy Framework for Health and Social Care Research](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hra.nhs.uk%2Fplanning-and-improving-research%2Fpolicies-standards-legislation%2Fuk-policy-framework-health-social-care-research%2F&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432755332%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=b8Cv7pIRURjwE%2B8JkzTdQMGs0gz24kywjtvo8wYXiJM%3D&reserved=0) – Health Research Authority, UK National Health System    Please note, the UK operates a split research ethics system, with all health-related research requiring some level of oversight from the Health Research Authority (a central government department) and all other types of research being managed at the institutional level.    **United States:**  [Title 45 Code of Federal Regulations Part 46 (Protection of Human Subjects)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hhs.gov%2Fohrp%2Fregulations-and-policy%2Fregulations%2F45-cfr-46%2Findex.html%23subparta&data=04%7C01%7CDavid.Choi%40acu.edu.au%7C6f34d576bfc7468b725408d918faf495%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C637568288432765334%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=P%2F7giYGt1JLkqh7GvSUJiT9gJbJ3S11jM4x5UpSRDmc%3D&reserved=0)– Office of Human Research Protections, US Department of Health & Human Services  Information on ACU’s HREC ethics approvals and processes can be found on the [ACU Research Ethics](https://www.acu.edu.au/research/research-ethics-integrity-and-compliance/research-ethics) webpage. |