

# RESEARCH ACTIVITY AT EXTERNAL ORGANISATIONS APPLICATION FORM



**Use this form to apply to undertake a research activity at an external organisation.**

Per the [Higher Degree by Research Scholarship Policy](#) and [Research Training Program Scholarship Policy](#), after the completion of the first six months of candidature, scholars may undertake approved periods of research activities (e.g. industry placement, research internships, professional practice) at other organisations for a maximum of 12 months' duration (unless a case for exceptional circumstances can be made).

If the research activity period is greater than 3 months in any one semester, and the activity is located outside a 50km radius of the UON campus responsible for your program of enrolment, you will also use this form to apply to enrol as an off-campus student.

Approval is required by your Principal Supervisor and the Deputy Head of School Research Training. If you are also applying for off-campus enrolment approval is required by the Head of School Nominee.

## CANDIDATE DETAILS

**Family Name:**

**Given Name:**

**Student Number:**

## RESEARCH ACTIVITY

**Type of research activity:**

**Name of external organisation:**

**Brief description of research activity:**

**Outline, if applicable, how the research activity is related to your HDR research:**

### Research Activity Period

**Start Date:**

**End Date:**

Is the research activity located outside a 50km radius of the campus responsible for your program of enrolment?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Indicate modes of contact with your supervisors:

<input type="checkbox"/>	Phone	<input type="checkbox"/>	Email	<input type="checkbox"/>	In person	<input type="checkbox"/>	Other (state which:)	<input type="text"/>
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How often do you intend to visit campus?

## SIGNATURE AND APPROVALS

*I acknowledge that off-campus candidates are responsible for providing their own resources and I am aware that UON does not provide special services for those who are approved to undertake this study mode.*

Candidate  
Signature:

Date:

Please sign this form using your Adobe Digital Signature. Click on the box above and follow the prompts. Email the completed form to your Principal Supervisor. Once signed off, they will return to you, for you to forward to UON Graduate Research: [graduate-research@newcastle.edu.au](mailto:graduate-research@newcastle.edu.au). **You must copy in all of your supervisors when you submit the form to UON GR.**

## APPROVALS

Principal Supervisor

Supervisor Name:

Do you support this activity?

Yes:

☐

No:

☐

Provide justification for this decision:

Signature:

Date:

Please return the completed form to the candidate, who will forward to UON Graduate Research: [graduate-research@newcastle.edu.au](mailto:graduate-research@newcastle.edu.au). UON GR will arrange for approval by the HoS (if required), Deputy HOS and DoGR.

## Deputy Head of School Research Training

HoS approval is required If the research activity period is greater than 3 months in any one semester, and the activity is located outside a 50km radius of the UON campus responsible for the program of enrolment.

Deputy Head of School  
Name:

**Do you support this off-campus  
enrolment?**

Yes:

☐

No:

☐

**Provide justification for  
this decision:**

**Signature:**

**Date:**

Dean of Graduate Research

**Dean of Graduate  
Research Signature:**

**Date:**