



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

## School of Agriculture and Food Sciences

### Application and Learning Contract

**This application must be completed by all students wishing to undertake research projects, for the following courses: AGRC4611, AGRC4612, AGRC4613, AGRC4614, AGRC4615, ENVM4321, ENVM4322, AGRC6001, AGRC6002, AGRC6005, AGRC6650, AGRC6651, AGRC7611, AGRC7617, AGRC7618 and AGRC7619.**

(Sections marked with an \* are mandatory entry requirements on the form.)

**Note:** This form does not replace the normal University requirements for enrolment.

The purpose of this form is to clarify for all participants the nature of the Research/Honours project, to verify that ethical 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.

Please complete this form, then print it, add appropriate signatures and submit to the School of Agriculture and Food Sciences. Early submission is welcomed. Email **fully** completed forms to [safs@enquire.uq.edu.au](mailto:safs@enquire.uq.edu.au) or submit to SAFS Admin Office, Room 110 Building 8117a, The University of Queensland, Gatton Campus QLD 4343 Australia. Or submit to SAFS Admin Office, Level 3, Hartley Teakle Building 83, St Lucia, Brisbane, QLD 4072.

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 one of the Program advisors. A full list of our Academic (or Program) Advisors can be found on the SAFS website at <https://agriculture.uq.edu.au/academic-advisors>.

#### 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.

**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 Science (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.

**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.

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Complete the form on the next page.

(Sections marked with an \* are mandatory entry requirements on the form.)

**Student Details\***

Student Name:		Student Number:	
Student Email:		Student Mobile:	
Program:		Field of Study/Major:	
Course Code:		Semester Start:	
Mode of Study: Internal External	Campus: Gatton St Lucia	Attendance: Full time Part time	

**Research Project Details\***

Title of Project:	
Location of Research:	
Start Date of Project:	End Date of Project:
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):	

Provision for Failure to Obtain Results (if Applicable):

*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 backup plan.*

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

*When submissions are pending please indicate date of submission.*

*Where approvals are not current, please ensure timely submission of documentation to appropriate ethic committees to avoid delays in starting your Project. 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.*

*Ethics details:*

**Supervision:** It is expected that supervisors will be contactable and in a position to provide feedback to students especially at critical times (e.g. the three (3) week period before the literature review is due and before the thesis is due). Staff on extended or study leave during the Student’s research project/honours year will need to verify to the respective Program Coordinator that effective supervision can be maintained for the duration of their absence.

**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?	
Dates:	Not applicable

### Co-Supervisor's Details

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

### School Supervisor Details

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

### Associate Supervisor's Details

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

	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 Sciences – Administration Only**

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