

Student Registration Form

To be lodged with the Education Office and Human Resources
Email: education@burnet.edu.au; anita.cranwell@burnet.edu.au

Please note that IT privileges will be provided once the completed form is lodged.

Student name (incl. title):

Research project details

Project's primary Discipline:

Project's secondary Discipline (if applicable):

Project's primary Program:

Project's secondary Program (if applicable):

Project title:

Provide a 300-word abstract about the research project (to be written in conjunction with the student supervisor).

The abstract must cover the overall goal/hypothesis, aims, significance and approach (including major techniques/methods).

Student Details

Home address:

Email address:

Mobile number:

Enrolment

Are you a domestic or international student?

Proposed degree:

If OTHER, state:

Status of enrolment:

Enrolled university:

Department:

Coordinator name:

Student ID number:

Source of support (PhD only)

What is your source of support?

If you DO hold a scholarship, scholarship name and tenure:

If you DON'T hold a scholarship, you must complete the Scholarship Exemption Form (Appendix 1)

How did you hear about Burnet Institute?

Did you attend a university-led student information session where Burnet Institute held a stand?

Yes

No

If YES, did you decide to undertake your research project at Burnet Institute based on the information presented to you during this information evening?

Yes

No

If NO, what attracted you to undertake your research project at Burnet Institute?

Supervisors

List all supervisors on this project.

At least two supervisors are required for PhD students.

¹The total percent supervision must add up to 100%.

²Nominate a junior staff member (from any Group) who is able to provide daily mentoring.

³If the study involves laboratory work; nominate staff members who will oversee laboratory training.

Supervisor Name	Role(s)	Supervisor Affiliation (Discipline (internal)/ University (external))	%
	Primary (Mentoring) ¹		
	Secondary (Mentoring) ¹		
	Tertiary (Mentoring) ¹		
	Junior staff member (Mentoring and/or Training) ²		
	Lab Staff (Training) ³		
	Lab Staff (Training) ³		

It is the supervisor's responsibility to ensure that all appropriate laboratory inductions are organized and that the student completes such inductions prior to commencing work within the laboratory.

If required, please provide any other additional information in relation to supervisors/student supervision:

What is the source of Group funding for this project:

PhD students only: It is the supervisor's responsibility to ensure that the student has been awarded a scholarship prior to commencing studies at Burnet Institute. Students that have not been awarded a scholarship must complete the Scholarship Exemption Form (Appendix 1); otherwise there may be delays in processing your registration.

Ethics**Research involving humans****Does this project involve research on humans?**

Yes

No

If YES, please list the Human Ethics Committee and application number for this project:**If final clearance has not been approved, state why:****Experiments on animals****Does this project involve experimentation on animals?**

Yes

No

If YES, please list the Animal Ethics Committee and application number for this project:**If final clearance has NOT been approved, state why:***It is the supervisor/s responsibility to ensure that appropriate ethics are obtained.*

Advisory Committee Members (Life Sciences PhD projects only)

Nominate three Burnet Institute staff (Senior Postdocs and Group Heads) that you think would be appropriate to act as part of the student's advisory committee panel.

The nominated staff should not be related with the student's project in anyway, but have appropriate scientific knowledge in order to provide constructive feedback. Only two of your nominees will be approached.

Nominated Advisory Committee Members	Email Address (if external)

Please note that the RSC has the authority to appoint more appropriate Advisory Committee Members than those suggested by the supervisor.

Supervisor checklist

I, as the primary supervisor have:

Seen a copy of the student's CV and academic transcript

Discussed the research project with the student via (please select)

In-person

Video conferencing

Deemed the student to be a suitable member of my Working Group

Have checked that the student is NOT from a [DFAT-listed sanctioned country](#) (if international student)

Declaration

I hereby certify that the above information is true and correct.

Student signature and date:

Primary supervisor signature and date:

Electronic signatures or writing your name above are both acceptable.

Research Student Committee and Director's Approval Only

(To be completed following the submission of this form)

Advisory Committee:

- **Chair:**
- **Advisory Committee Member 1:**
- **Advisory Committee Member 2:**

RSC Recommendation:

Director's Approval:

Appendix A Scholarship Exemption Form

This form must be completed if the PhD student does NOT have a scholarship at time of commencement.

A copy of the student's most recent academic transcript and CV must be submitted along with the student registration form.

Student details

Provide a brief personal statement on why you would like to undertake research at Burnet Institute and state the scholarship that you intend to apply for:

Provide the details of the course grade and marks for the highest relevant degree you have attained:

Provide the details of all your relevant research experience including the dates and duration of each:

List all relevant publications/presentations/prizes including those publications that are in press/preparation.

Evidence of these may be requested.

Supervisor details

Number of students currently in your Group:

Number of Honours and Postgraduate students supervised to successful completion:

Honours

Masters

PhD (or similar)

Provide a brief outline of your experience with supervising students in the proposed field of research:

Describe the funding that is currently in place for your Group:

Please note that students must be paid at a level commensurate with the APA level for the current year.

Declaration

I hereby certify that the above information is true and correct.

Student signature and date:

Primary supervisor signature and date:

Electronic signatures or writing your name above are both acceptable.

All new research projects are required to undergo a risk management process, which includes the identification of hazards, the assessment of risk and the implementation of risk controls.

Laboratory-based projects

The following templates can be found on the Burnet Institute intranet:

- Project proposal form
- Risk assessment/control worksheet
- Risk assessment reference sheets

The project must be submitted to the Laboratory-based Health and Safety Committee (1) for approval via the OH&S Manager.

Other projects

The following templates can be found on the Burnet Institute intranet:

- Risk assessment/control worksheet
- Risk assessment reference sheets

The project must be submitted to the Health and Safety Committee (2) for approval via the OH&S Manager.

For further information and assistance, please contact the Burnet Institute OH&S Manager.

It is the responsibility of the supervisor/s to ensure that appropriate Health and Safety Committee approvals are obtained.