



Complete this form by **TYPING** over the fields using a PDF editor.

**STEP 1.** Complete the compulsory online training modules via vUWS.

**STEP 2.** Meet with your Principal Supervisor to discuss your current progress and the Early Candidature Plan.

**STEP 3.** Complete all sections of the form, plus attach a timeline and the Supervisor-HDR Candidate Compact.

**STEP 4.** Ask your Principal Supervisor and Associate Dean, HDR or HDR Director to review the completed document and provide approval.

**STEP 5.** Submit the completed form and attachments to [grs.hdr@westernsydney.edu.au](mailto:grs.hdr@westernsydney.edu.au).

**NOTE:** Your Early Candidature Plan must be completed within two (2) months of your research commencement date for both full-time and part-time candidates.

## 1. CANDIDATE DETAILS

Student ID number

Title

Family name

Given name(s)

School / Institute / Centre

Principal supervisor

Co-supervisors

  
  
  

Enrolment status:  Full-time  Part-time

## 2. PROJECT DETAILS

Provide a short description of your project:

What was your candidature commencement date?

Will you require ethics approval for your project?

Yes

No

Unsure

### 3. SKILLS DEVELOPMENT AND TRAINING

List the key areas where you need to develop skills and/or undertake training (e.g. *undertake training in SPSS statistics application, practice presentation skills, review specific methodology, etc.*)

RESEARCH SKILLS	COMMENTS / RECOMMENDATIONS

ACADEMIC SKILLS	COMMENTS / RECOMMENDATIONS

PROFESSIONAL SKILLS	COMMENTS / RECOMMENDATIONS

## 4. CANDIDATE-SUPERVISOR MEETING ARRANGEMENTS

The information you provide below is intended to be a guide only and it will change over time. It should help you to establish expectations with your Principal Supervisor and set the minimum regularity of meetings.

What are the primary way(s) you plan to meet with your Principal Supervisor?  Face-to-face  Video conference  Phone

How often have you agreed to have a scheduled meeting with your Principal Supervisor?  Weekly  Fortnightly  Monthly

If possible, provide details of your proposed meeting schedule:

Usual meeting days	Usual meeting times	Duration	Other notes

Provide a general description about arrangements for contacting your Principal Supervisor outside of scheduled meetings (e.g. general frequency of contact, expected response times, how will you manage delays, etc.):


Who will be responsible for setting the agenda prior to a scheduled meeting?  HDR Candidate  Principal Supervisor  Both

How will you record the discussion points and action items at meetings?  Note taking  Audio recording  Both

How often do you plan to have a scheduled meeting with your full supervisory panel?  Monthly  Quarterly  As required

## 5. FEEDBACK ARRANGEMENTS

Provide a general description about arrangements for requesting and receiving feedback from your Principal Supervisor (e.g. draft manuscripts, turnaround times, regularity of reviews, level of detail, track changes, etc.):


## 6. CANDIDATURE MILESTONES

The following modules must be completed prior to the submission of your Early Candidature Plan. You will need to attach confirmation emails from the Graduate Research School for the completion of these modules.

- Research Fundamentals       Privacy at Western Sydney University
- Research Integrity Online       Workplace Health and Safety

## 7. PROJECT RESOURCE REQUIREMENTS

Provide a short statement about any resources you will require to undertake your project, approximate costs and how you will access these resources (*e.g. purchase of specialist software, purchase of laboratory consumables, conference travel, use of external facilities, etc.*).

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## 8. PROGRESS CHECK AND MEETING NOTES

Provide a short statement about your meeting with your Principal Supervisor to discuss your progress and your Early Candidature Plan (*e.g. what points were discussed, are you making satisfactory progress, etc.*).

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## 9. SUPERVISOR-HDR CANDIDATE COMPACT

The Supervisor-HDR Candidate Compact establishes expectations and responsibilities for the candidature and must be completed in consultation with your Principal Supervisor.

I have met with my Principal Supervisor to discuss the Supervisor-HDR Candidate Compact.

I have attached a copy of the completed Supervisor-HDR Candidate Compact.

## 10. RESEARCHER PROFILE

Have you met with your School or Institute librarian?  Yes  No

All researchers at Western Sydney University should establish an ORCID (Open Researcher and Contributor) number and a Google Scholar profile. This will help to ensure that your publications are visible and correctly attributed to you.

ORCID:

Google Scholar profile:

If you have not already established these profiles, please contact your School or Institute librarian for more information: <https://library.westernsydney.edu.au/main/help/contact-us/school-librarians>

## 11. TIMELINE TO CONFIRMATION OF CANDIDATURE

You must attach a timeline that details your plan for working towards your Confirmation of Candidature. Ideally, your Confirmation of Candidature should be completed within 6 – 9 months of your commencement date (and within a maximum of 12 months for both part-time and full-time candidates). You may choose to use a Gantt chart or similar breakdown of tasks to be completed and expected completion dates.

I have attached a timeline detailing my plan to the Confirmation of Candidature.

What is the expected date of your Confirmation of Candidature  
(an approximate date/month is acceptable at this stage).

DD / MM / YYYY

## 12. APPROVALS

We agree that we have discussed the contents of this form and understand that the Graduate Research School will distribute a confirmation to the candidate, Principal Supervisor, Associate Dean, HDR / HDR Director and add a copy to the candidate's record for future reference.

HDR Candidate

Signature

Date

Principal Supervisor

Signature

Date

Associate Dean, HDR / HDR Director

Signature

Date