

Instructions:

1. This form is to be used when a candidate is nominated for action and support.
2. Circumstances under which candidates may be nominated for action and support are outlined in the [HDR Action and Support Procedure](#).
3. A copy of this form and attached action plan must be provided to the candidate and all supervisors. A copy must also be filed in the candidate's e-file.
4. Progress against the action plan must be assessed at the end of the CASP period by the HDR Delegated Authority (HDR DA).
5. If a [candidature variation](#) is recommended as a part of this CASP separate approval will need to be sought.

Section 1. Name and details

Student ID:

Name:

Program:

School:

Section 2. Details of action and support meeting

Date of meeting:

How was the meeting held?

Who attended the meeting?

Why has the candidature been nominated for action and support?

Has the candidate had a previous CASP?

Yes

No

If yes, when?

Was the previous CASP referred to in the development of this CASP?

Yes

No

CASP end date:

The CASP end date must be within three (3) months or part-time equivalent. The candidate's progress against the attached action plan will be reviewed at that time by the HDR DA who will determine if the action and support period will end, if addition action and support is required or if a referral to College review is required.

Section 3. Reasons for developing this CASP (candidate to complete)

What issues have you encountered in your research?

Are there any external factors impacting on your capacity to conduct your research?

What support do feel you need?

Are there any other issues/concerns that you think your supervisory team and/or HDR DA need to know about?

Section 4. Recommendations (academic to complete)

A) School-based support

The candidate and supervisors should:

- Increase frequency of meetings with the supervisory team to _____ per _____
- Create a communication plan
- Meet with / contact the school HDR DA _____ per _____
- Increase the number of hours spent on the research project to _____ per week
- Request to postpone a milestone. Please contact your College Research Training Services Team.
- Take detailed meeting notes and ensure they are accurately recorded, shared and maintained on file
- Other details of how the candidate will be supported by the school:

B) Recommendations to vary candidature

- Candidate requires extension beyond maximum to the end date of this CASP
- HDR DA to review supervisory arrangements

The candidate should consider applying for:

- Changing study load (e.g. change to part-time)
- Leave of absence
- Transferring to another HDR program

C) Recommendations for general academic and other support services

RMIT offers a range of support services to assist students during their studies, including:

[Academic support](#) - free assistance with academic writing, study skills and English language development

[Student Wellbeing Services](#) – free and confidential wellbeing support services, including counselling and equitable learning services, accommodation, financial and legal advice. They can also refer you to other Student Services and community services for specialist assistance

Please detail advice provided to the candidate about the available support services:

Section 5. Candidate action plan

An action plan based on the comments and recommendations of this form must be developed and attached to this form. The plan should include:

- clear, detailed and specific tasks that are understood by everyone involved with the development of this CASP
- deadlines for each task that are achievable within the time frame of this CASP (refer to section 2 for the CASP end date)
- any periods of leave during the CASP period (for candidate or supervisors) that may impact on the action plan. The plan may also include tasks and deadlines for the supervisory team (e.g. provision of feedback)

Section 6. Declaration and signatures

In signing this CASP, candidate, supervisors and the HDR DA confirm that:

- An appropriate action plan with clear, detailed and specific tasks has been attached to this form and that it includes deadlines that are achievable within the time frame of this CASP.
- The candidate has been advised of the end date of this CASP and understands the consequences of not adhering to the agreed action plan.

Candidate signature:

Date:

Senior Supervisor

Name:

Signature:

Date:

Joint Senior Supervisor

Name:

Signature:

Date:

Associate Supervisor/s

Name:

Signature:

Date:

Name:

Signature:

Date:

HDR Delegated Authority

Name:

Signature:

Date: