

## Graduate Research Academy June 2024 Offsite Research Writing Event Attendee Application Form

The Graduate Research Academy's 2024 Winter *Offsite Research Writing Event* (ORWE) will run Wednesday 19 – Friday 21 June 2024, on the tranquil grounds of [Peter Canisius House, Pymble](#). Although, PCH is owned by Jesuit and Ignatian Spirituality Australia (and religious iconography can be seen throughout the grounds), the ORWE will be run by Macquarie University's Graduate Research Development team.

This 3-day/2-night residential will provide you with a unique opportunity to progress your thesis writing and hone your writing skills away from everyday distractions. Places are strictly limited and will be allocated to research candidates on a first-come-first-served basis providing the conditions below are satisfied. Priority will also be given to those who have not participated in a GRA offsite event before.

Please ensure that you read all the information before applying.

### Criteria for Attendance

To be considered for the *ORWE* candidates need to:

- commit to the whole 3-day program\* and agree to the terms and conditions,
- present a convincing outline of what they will be working on over the three days that demonstrates they are in a writing intensive stage of candidature, and
- have the support of their supervisor in attending the event.

*\*Given that the limited number of places are being sponsored by the GRA, successful applicants who do not attend all three days or comply with the outlined terms and conditions will be penalised.*

### How to Apply

- 1) Register your interest via [myRDC](#). Register before **Friday 24 May**
- 2) Complete this Application Form.
- 3) Have one of your supervisors review and sign this document on p.4.
- 4) Email this completed form to [gr.development@mq.edu.au](mailto:gr.development@mq.edu.au) **within 2 weeks of registering** on the myRDC.

If your Application Form is not received within 2 weeks of your myRDC registration, you may be removed from the registration list to allow other candidates the opportunity to apply.

### Details about the Offsite Research Writing Event

Accommodation and all meals will be covered by the GRA. Each participant will have their own room; bathrooms are shared facilities. Please note that transport is *not* included; successful applicants will need to arrange their own transport. Ample parking is available on site and there is a bus stop in front of the venue. Participants need to BYO laptop, power cords and other peripherals such as external monitor, keyboard, headphones. Wi-Fi will be available.

Arrival is 8:30am, Wednesday 19 June. The retreat will start promptly at 8:45am and end at 4pm, Friday 21 June. Each day timetables large chunks of writing time so you can get on with your own thesis writing, but we'll also provide facilitated writing-focused activities, social evening activities, and access to 1:1 consultations with a Graduate Research Development Advisor.

## For the graduate research candidate

Full Name:			
Email:		Mobile:	
Student ID:	Degree (PhD/MPhil/MRes):	Study Load (Full time/Part time):	Candidature Year (full time equivalent):

Terms and Conditions:

Please read and tick the following terms and conditions to participating in the offsite research writing event. By signing you acknowledge and agree to the following:

I understand that my participation at the offsite research writing event (including venue hire, meals, accommodation, and writing support) is sponsored by the Graduate Research Academy.

I understand that transport to and from the offsite research writing event will not be provided and that if accepted I am to make my own way there.

I declare that I am available and, if accepted, I agree to attend all three days and two evenings of the offsite research writing event from 8:30am, Wednesday 19 June to 4pm, Friday 21 June 2024.

If I am no longer able to commit to all three days, I agree to immediately withdraw from the offsite research writing event by emailing [gr.development@mq.edu.au](mailto:gr.development@mq.edu.au).

I understand that if I am offered a place at the offsite research writing event and do not attend all three days without a reasonable excuse (e.g. health/medical condition, family emergency) that I or my research training funds/department will be charged \$400.

I have provided an outline of what I plan to write during the 3-day offsite research writing event (see page 3).

	Date:
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### For the Graduate Research Candidate: Writing Plan

This 3-day offsite research writing event provides a structured program to help you progress your thesis and your writing skills. Each day timetables large chunks of writing time so you can get on with your own thesis writing. To ensure participants make the most of this event, we require all attendees to provide a detailed plan on what they will be working on over the three days. Please include in the plan any data or drafts that you intend to have by the time of the offsite research writing event.

Overall Objective: (what is the main piece of writing you plan to work on during the 3 days e.g. thesis chapters, journal article)

Day 1 Objective: (what are your specific writing goals for Day 1?)

Day 2 Objective: (what are your specific writing goals for Day 2?)

Day 3 Objective: (what are your specific writing goals for Day 3?)

### For the Supervisor

Please review the following terms and conditions with regards to your Graduate Research (GR) candidate participating in the *Offsite Research Writing Event*. By signing you acknowledge and agree to the following:

I acknowledge that my GR candidate has applied to attend the 3-Day *Offsite Research Writing Event* from Wednesday 19 June to Friday 21 June 2024.

I have reviewed and agree to the Terms and Conditions of the event on page 2.

I have reviewed and approve my candidate's writing plan on page 3.

I support their attendance at the 3-day *Offsite Research Writing Event*.

Supervisor's Name	
Supervisor's Signature:	Date: