GUIDELINES

Student Nomination Guidelines

Overview

These guidelines outline the student nomination process within the ARC Centre of Excellence for Cognition and its Disorders (CCD), which is in addition to their enrolment in a department/school at their institution. We encourage their active participation and membership in our Centre, and appreciate their contributions to our research accomplishments. Students must follow their host institution enrolment procedure, as this nomination does not form part of their formal university degree enrolment.

NOMINATION PROCESS

Chief Investigators, Partner Investigators, Associate Investigators and Program Leaders

Student nominations are to be submitted on the CCD Student Nomination Form by a CCD Chief Investigator, Partner Investigator or Associate Investigator and emailed to the CCD Program Leader for consideration. The CCD Program Leaders are:

- Belief Formation - Associate Professor Robyn Langdon
- Language - Professor Stephen Crain
- Memory – Associate Professor Olivier Piguet
- Person Perception - Professor Gillian Rhodes
- Reading - Professor Anne Castles

Suitable candidates will be submitted by the Program Leader to the Chief Operations Officer for consideration at the next CCD Research Management Committee meeting (held quarterly). Nominations will either be approved or declined by the Research Management Committee, which comprises of the Centre Director, Program Leaders and the Chief Operations Officer.

The official list of current CCD investigators, including Chief, Partner and Associate Investigators, and CCD students is on the Centre website www.ccd.edu.au/people. We also provide a list of CCD alumni.

ACCEPTANCE PROCESS

HR/HDR Administrator and Nominated Student

Once the Research Management Committee has approved a student nomination, the CCD HR/HDR Administrator will contact the approved student and a profile will be created on the CCD website for the new CCD Student. Please see the list of CCD Students and their webpages at: www.ccd.edu.au/people/. Additionally, these students will be added to the CCD mailing lists.
Additionally, CCD Students are required to include the ARC Centre of Excellence in Cognition and its Disorders as part of their affiliation on any CCD-related research outputs (e.g., journal articles, book chapters, conference presentations, etc.) More details are available in the CCD Affiliations/Acknowledgement Policy: [www.ccd.edu.au/information/members/policy/](http://www.ccd.edu.au/information/members/policy/)

A series of CCD templates (e.g., letterhead, PowerPoint, posters), logos/colours and mailing lists are also available: [http://www.ccd.edu.au/information/members/styleguide/](http://www.ccd.edu.au/information/members/styleguide/)

As part of our Annual Reporting requirements, CCD Students will be contacted to request information/updates on any CCD-related publications, outputs, grants, conference presentations, hosted visitors, and visits to other institutions. This information will be included in the Australian Research Council Annual Report, and also will be incorporated into the CCD Students webpage. Our Annual Reports are available online: [www.ccd.edu.au/publications/](http://www.ccd.edu.au/publications/)


The CCD hosts an Annual Workshop, and each year CCD Students will be invited to attend. Student winners of the Research in Excellence Student Award - Publication and Research in Excellence Student Award - Poster will present their research findings in a speed presentation at the Annual Workshop. More details about the CCD student award schemes are on the website: [http://www.ccd.edu.au/information/members/stuawardpublications/](http://www.ccd.edu.au/information/members/stuawardpublications/) [http://www.ccd.edu.au/information/members/stuawardposter/](http://www.ccd.edu.au/information/members/stuawardposter/)

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<th>CCD HDR/HR Administrator</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>20 June 2012</td>
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<tr>
<td>Approval Authority</td>
<td>CCD Research Management Committee</td>
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<tr>
<td>Date of Commencement</td>
<td>1 July 2012</td>
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<td>Amendment Dates</td>
<td>16 April 2013, 5 December 2014, 1 February 2017</td>
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<td>Date for Next Review</td>
<td>31 January 2018</td>
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<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>CCD Affiliations/Acknowledgement Policy, CCD Student Nomination Form</td>
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