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Internal use only

Application Form for Higher Degree Research (HDR) Candidature and Scholarship

Please complete all sections. Tick ✓ or Cross × boxes that are applicable. Tick N/A if not applicable.

Section 1 – Personal Details

Name & Contact Information	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____	
Family Name:	
First Name(s):	
Preferred First Name or Alias:	
Date of Birth: ____/____/____ (dd/mm/year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	
Mailing Address	
City or Suburb:	
State or Province:	Postcode:
Country:	
Permanent Address (must be a residential address, please specify below if different from your mailing address)	
City or Suburb:	
State or Province:	Postcode:
Country:	
Birth, Citizenship & Residency Status	
My country of birth is:	
I am a citizen of: <input type="checkbox"/> Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Other: _____ (Please attach a certified* copy of your birth certificate, certificate of citizenship, or passport) <i>* Refer to Section 8 for definition of certified copy</i>	
Do you currently hold an Australian visa? (If yes, please attach a certified* copy of your visa) <input type="checkbox"/> No/not applicable <input type="checkbox"/> Yes, a temporary visa subclass: _____ <input type="checkbox"/> Yes, a permanent residency or humanitarian visa subclass: _____ If yes, I first arrived in Australia in the year _____	
I am of (tick all that apply): <input type="checkbox"/> Aboriginal origin <input type="checkbox"/> Torres Strait Islander origin <input type="checkbox"/> neither	
The primary language I speak at home is:	

MACQUARIE UNIVERSITY

Section 2 – Candidature & Scholarship Application Details

2.1 Candidature Details	
<p>I am applying as a:</p> <p><input type="checkbox"/> Domestic applicant (Citizens of Australia and New Zealand, or Australian permanent residency visa holders only)</p> <p><input type="checkbox"/> International applicant (All other countries of citizenship and other types of Australian visa holders)</p>	
<p><input type="checkbox"/> I have previously applied for, or been enrolled in, a program at Macquarie University and my student (or reference) number is: _____</p> <p><input type="checkbox"/> I am currently enrolled at Macquarie in the following program: _____</p>	
<p>I am applying for:</p> <p><input type="checkbox"/> Candidature & Scholarship*</p> <p><input type="checkbox"/> Candidature only</p> <p><input type="checkbox"/> Scholarship only* (current Macquarie HDR candidates only)</p> <p><small>* Scholarship applicants must also obtain two Academic Referee Reports (http://www.hdr.mq.edu.au/information_about/forms)</small></p>	
<p><input type="checkbox"/> I am applying to undertake a <input type="checkbox"/> Cotutelle / <input type="checkbox"/> Joint PhD degree (please select) at Macquarie University and the following overseas university:</p> <p>_____</p> <p>in (country): _____</p>	
<p>I am applying for the following program (choose ONE per application):</p> <p><input type="checkbox"/> Master of Philosophy (MPhil)</p> <p><input type="checkbox"/> Doctor of Philosophy (PhD)</p> <p><input type="checkbox"/> Combined Doctor of Philosophy/Master of Clinical Psychology*</p> <p><input type="checkbox"/> Combined Doctor of Philosophy/Master of Clinical Neuropsychology*</p> <p><input type="checkbox"/> Combined Doctor of Philosophy/Master of Organisational Psychology*</p> <p><small>* Applicants for these programs must also include a Psychology Personal Supplementary Information Form and two Professional Doctorate Referee Reports. These can be downloaded from: http://www.hdr.mq.edu.au/information_about/forms and http://www.psy.mq.edu.au/courses/pdf/referees_report_faq.pdf respectively.</small></p>	
<p>My proposed principal supervisor is: _____</p> <p>From the Faculty of: <input type="checkbox"/> Arts <input type="checkbox"/> Science <input type="checkbox"/> Human Sciences <input type="checkbox"/> Business & Economics <input type="checkbox"/> MGSM</p> <p>in the Department or School of: _____</p>	
<p>My proposed thesis title is: _____</p> <p>_____</p>	
<p>I intend to study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Full-time candidates are expected to devote at least 40 hours per week on average to their research program.</p> <p>Part-time candidates are expected to devote 20 hours per week on average to their research program. Please include a single-page attachment entitled 'Part-time Candidature' outlining how you intend to manage your studies in relation to your other commitments.</p> <p>Are you able to devote adequate time to complete the proposed research project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments: _____</p>	
<p>During my studies, I intend to reside:</p> <p><input type="checkbox"/> in Sydney, Australia</p> <p><input type="checkbox"/> in Australia, but outside of Sydney*</p> <p><input type="checkbox"/> outside Australia*</p>	<p><small>* Please include a single-page attachment entitled 'Offsite Research' detailing how you will maintain regular contact with your supervisor and have access to the necessary equipment and resources to undertake your proposed research. Offsite research requires special approval from the University. Cotutelle and Joint Degree candidates are expected to split their time between MQ, Sydney and the overseas partner university as per agreement.</small></p>
<p>I would like to commence my studies in the:</p> <p><input type="checkbox"/> First Semester (between 1 January and 30 June) of the year _____</p> <p><input type="checkbox"/> Second Semester (between 1 July and 31 December) of the year _____</p> <p>My preferred start date is: ____/____/____ (dd/mm/year)</p>	

I wish to apply for a scholarship Yes. Please complete the following section 2.2
 Not applicable. Proceed to section 2.3.

2.2 Scholarship Details

Legend

MQRES – Macquarie University Research Excellence Scholarship
 iMQRES – International Macquarie University Research Excellence Scholarship
 APA – Australian Postgraduate Award
 APAI – Australian Postgraduate Award Industry
 IPRS – International Postgraduate Research Scholarship
 ALA – Australian Leadership Award (AUSAid)
 ADS – Australian Development Scholarship (AUSAid)
 EPA – Endeavour Postgraduate Award
 CSC – China Scholarship Council
 OTHER – Specify the name of scholarship

I would like to be considered for the following internal scholarships at Macquarie University:

Domestic: APA APAI MQRES Other: _____ Reference No: _____

International: IPRS iMQRES Other: _____ Reference No: _____

I am applying for the following external scholarship(s):
 ALA ADS EPA CSC Other: _____
 which require(s) me to have an offer of candidature from an Australian University by
 ___/___/_____ (dd/mm/year)

I have been a scholarship recipient at my previous university* N/A

Degree name: _____
 Scholarship name: _____
 Institution/Sponsor's name: _____
 Duration of scholarship: _____
 Annual value of the scholarship (in original currency): _____ AUD\$

* If you have received multiple university-level scholarships, please include a single-page attachment entitled 'Prior Scholarships' and list the above information for each scholarship. You must also include certified documentary evidence for each scholarship.

I have previously received university-level academic prizes or awards* N/A

* Please include a single-page attachment entitled 'Prior Prizes & Awards' listing all relevant prizes and/or awards and providing any relevant information about them. You must also include certified documentary evidence for each prize or award.

2.3 Details for Applicants Transferring from Another Australian Institution

I am applying to transfer from another Australian university to Macquarie University* N/A

Name of current program: _____
 Name of institution: _____
 Student number: _____
 Date of commencement: ___/___/_____ (dd/mm/year)
 Date of withdrawal: ___/___/_____ (dd/mm/year) or still enrolled
 Total number of years (in full-time equivalence) enrolled in this program: _____
 Reason for transferring: _____

* Please note that any prior period of HDR candidature will be deducted from the maximum period of candidature for your new program as well as from the maximum tenure period of any offered scholarship. If you are transferring from another Australian university, an official statement from your university providing details of your enrolment periods, study mode, any received scholarship(s), and total consumed Equivalent Full-Time Student Load (EFTSL) will be required.

Section 3 – Agency and Sponsorship Details (International applicants only)

Agency Details
<p>I am applying through a Macquarie registered agent* <input type="checkbox"/> N/A</p> <p>Name of agent: _____ Country: _____</p> <p>Address: _____</p> <p>Agent's Phone: _____ Fax: _____</p> <p>* For a list of Macquarie registered agents, please check our International website: http://www.international.mq.edu.au/representatives</p>
Funding Arrangements
<p><input type="checkbox"/> I have been offered an external scholarship to attend my proposed program at Macquarie University*</p> <p>Scholarship name: _____</p> <p>Institution/Sponsor's name: _____</p> <p>Duration of scholarship: _____</p> <p>Annual value of the scholarship (in AUD): AUD\$ _____</p> <p><small>* Please include documentary evidence of this scholarship (eg, a copy of your offer or sponsorship letter). The sponsorship letter should state the course to be sponsored, start and end dates of the sponsorship, list all sponsored fees with amounts where appropriate (e.g. tuition, stipend, travel, health insurance etc) and contact details for the sponsoring organisation (including the name of a contact person, telephone, fax, email and mailing address). If there is a limit on the amount of sponsorship, this should be stated clearly in the letter.</small></p> <p>The ultimate responsibility for settling outstanding debts incurred during enrolment at Macquarie University is with the candidate. This includes any debt arising from the candidate's sponsor's failure to settle outstanding debt.</p>
<p><input type="checkbox"/> If you are not being sponsored, have not been offered an external scholarship and are not applying for scholarship at Macquarie, please outline how you will fund your study at Macquarie, including paying for your tuition fees, overseas student health cover, and your educational and living cost. Please attach additional sheets if required.</p> <p><small>Note: Cost of living in Australia for a single person is approximately A\$22,000 p.a.; Tuition fee ranges from A\$24,000 – A\$30,000 p.a. depending on the program and subject to indexation each year; 4 year single OSHC is around \$1,700. Hence, total cost for a single person for 4 years is approximately A \$185,000 - \$210,000 (excluding airfare and visa costs).</small></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Section 4 – Academic Background

Please list all prior university-level studies, whether from completed, current or incomplete qualifications. You will need to provide original or certified copies of your transcripts and testamur (i.e. degree certificate or diploma) for every listed qualification, whether complete or incomplete (certified transcripts and testamurs are not required for any degrees obtained at Macquarie University). If not providing original transcripts, please remember to copy both sides of transcripts if there is information on the reverse side. Any documents not in English must be accompanied by a certified English translation. If your name has changed since your qualifications were issued, please include a certified copy of a change of name or marriage certificate.

Undergraduate Studies (list all prior university-level studies whether completed, current or incomplete)				
Name of Degree* (eg, BSc)	Name of Institution & Country (eg, Macquarie University, Australia)	Length of Program (eg, 3 years)	Commenced (mm/year)	Completed** (mm/year)
Postgraduate Studies (list all prior university-level studies whether completed, current or incomplete)				
Name of Degree* (eg, MSc)	Name of Institution & Country (eg, Macquarie University, Australia)	Length of Program (eg, 2 years)	Commenced (mm/year)	Completed** (mm/year)

* If there is a level of honours associated with the degree, please indicate this in abbreviated form (**H1** for First Class Honours, **H2A** or **H2:1** for Second Class Honours Upper Division, **H2B** or **H2:2** for Second Class Honours Lower Division, etc.) – eg, BA(H2A).
 ** If you are still completing a degree, please write **CUR** for 'current'. If you withdrew from a degree before completing it, please write **INC** for 'incomplete'.

Current Degree (if applicable)
I intend to complete my current degree by ____/____/____ (dd/mm/year)
Incomplete Research Studies (in Australia Only)
<input type="checkbox"/> I commenced, but did not complete a postgraduate research degree in Australia* Name of program: _____ Name of institution: _____ Student number: _____ Date of commencement: ____/____/____ (dd/mm/year) Date of withdrawal: ____/____/____ (dd/mm/year) Total number of years (in full-time equivalence) enrolled in this program: _____ Reason for withdrawing: _____
* Please note that any prior period of HDR candidature will be deducted from the maximum period of candidature for your new program as well as from the maximum tenure period of any offered scholarship. You must include an official statement from the Australian university where you have incomplete research studies, providing details of your enrolment periods, study mode, any received scholarship(s), and total consumed Equivalent Full-Time Student Load (EFTSL). If you have incomplete research studies at more than one Australian university, please include a separate single-page attachment titled 'Prior Incomplete Research Studies' listing the above requested information for each institution.

Section 6 – English Language Proficiency

Proficiency in the English language is a requirement for admission to all higher degree research programs at Macquarie University. English language proficiency requirements may be met by either having obtained a university-level qualification from an institution in an English-speaking country (see below), or by obtaining appropriate results in either the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL).

Macquarie University's minimum TOEFL and IELTS requirements are as follows:

- **Computer-based TOEFL:** An overall of 237 with no less than 19 in Listening, 19 in Reading, 25 in Structure/Writing and 5.0 in the Writing Examination.
- **Paper-based TOEFL:** An overall of 580 with 53 in Listening, 52 in Reading, 59 in Structure/Writing and 5.0 in the Writing Examination.
- **Internet-based TOEFL:** An overall score of 92, with 23 in Speaking, 18 in Listening, 22 in Writing and 17 in Reading.
- **Academic IELTS:** An overall of 6.5 with no less than 6.0 in each band.

Scholarship applicants are expected to demonstrate a higher level of English language proficiency. The expected TOEFL and IELTS results are as follows:

- **Computer-based TOEFL:** An overall of 250 with no less than 19 in Listening, 22 in Reading, 26 in Structure/Writing and 5.0 in the Writing Examination.
- **Paper-based TOEFL:** An overall of 600 with 53 in Listening, 56 in Reading, 61 in Structure/Writing and 5.0 in the Writing Examination.
- **Internet-based TOEFL:** An overall score of 100, with 25 in Writing and 23 in all other sections.
- **Academic IELTS:** An overall of 7.0 with no less than 6.0 in each band.

IELTS and TOEFL test results are valid for two years from the date of the test. Please provide valid IELTS or TOEFL results with your application.

English Language Proficiency

- I have completed a university-level qualification, of at least one year's duration, with English as the Language of Instruction from one of the following countries: American Samoa, Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom (including Northern Ireland), United States of America or Zambia.
- I completed an IELTS TOEFL (please select) test on ____/____/____ (dd/mm/year) and have attached a copy of my results.
- I plan to sit for an IELTS TOEFL (please select) test on ____/____/____ (dd/mm/year) and will forward a copy of my results as soon as available.

Section 7 – Academic Referee Details

Please include the names of two academic referees who can comment on your research potential and/or research output. These should preferably be senior academics and/or workplace supervisors. If you are applying for scholarship, these referees should **also** complete and submit referee report forms directly to our office. A third referee is required if your proposed supervisor at Macquarie is acting as a referee.

The University may contact these referees directly to seek additional information relating to your candidature and/or scholarship application.

The referee report forms can be downloaded from http://www.hdr.mq.edu.au/information_about/forms

Referee 1	
Title:	Name:
Occupation:	
Work address:	
Work Phone:	Fax Number:
Work Email:	

Referee 2	
Title:	Name:
Occupation:	
Work address:	
Work Phone:	Fax Number:
Work Email:	

Referee 3 (only required if your proposed supervisor is acting as a referee)	
Title:	Name:
Occupation:	
Work address:	
Work Phone:	Fax Number:
Work Email:	

Section 8 – Checklist of Application and Supporting Documents

You are responsible for ensuring that your application is complete and contains all required supporting documentation. Please be aware that it can take, on average, 6-8 weeks to process a research application; submitting an incomplete application may cause delays or prevent your application from being processed. Please note that original documents will NOT be returned to applicants. Please provide **certified copies*** of any official documents if you need to retain the originals.

Additional forms, such as referee report forms, can be downloaded from our website at http://www.hdr.mq.edu.au/information_about/forms

* A certified copy must be signed and dated by an authorised officer and affixed with the verifier's official stamp or seal and registration number (if applicable), and should include the statement 'This is a true copy of the original document sighted by me'. The verifier should also print their name, profession or occupation, organisation name, and contact telephone number.

Macquarie University accepts certified documents from the following authorised officers: an Australian Justice of the Peace, a notary, or an official records officer from the institution that issued the original document (such as a university registrar). English translations of documents must be certified as accurate translations of the original documents by an official registered translator. All other types of certified documents and translations will not be accepted.

Compulsory Documentation for All Applicants

I have included the following compulsory documents:

- ONE set of my complete application.
The complete application set should contain this application form and all supporting documentation including original or certified copies of any official documents (such as transcripts and testamurs).
- A research proposal which follows my proposed Department's guidelines and which has been discussed with my proposed supervisor.
- A certified copy of my birth certificate (domestic applicants only), certificate of citizenship, or passport (page(s) showing all personal details).
- Original or certified copies of my academic transcripts and testamurs (i.e. degree certificates or diplomas).
Please remember to copy both sides of your transcripts if there is information on the reverse. Transcripts and testamurs are not required for any qualifications obtained at Macquarie University as we can access your student record.
- Proof of English proficiency in the form of university-level qualifications from an English-speaking country (as listed in Section 6), or valid TOEFL or IELTS results.

Additional Documentation (as applicable)

I have also included the following additional documents as applicable:

- A certified copy of my current Australian visa.
- A certified copy of my change of name or marriage certificate (if your name has changed since your qualifications or other official documents were issued).
- A certified English translation of any document not in English (particularly transcripts and testamurs).
- A single-page attachment entitled 'Part-time Candidature' outlining how I intend to manage part-time study in relation to my other commitments.
- A single-page attachment entitled 'Offsite Research' detailing how I will maintain regular contact with my supervisor and have access to the necessary resources and equipment for my research while residing outside of Sydney, Australia.
- An official statement from the Australian university where I am currently undertaking a postgraduate research degree, providing details of my enrolment periods, study mode, any scholarships I have received, and total consumed EFTSL.
- A single-page attachment entitled 'Prior Incomplete Research Studies' listing the requested information in *Section 3: Incomplete Research Studies* for any additional incomplete Australian research qualifications.
- An official statement from any and all Australian universities where I have an incomplete postgraduate research degree, providing details of my enrolment periods, study mode, any scholarships I have received, and total consumed EFTSL.
- Abstracts of my undergraduate and/or postgraduate theses. (DO NOT submit full theses)
- A Curriculum Vitae (CV) outlining my past professional experience.
- Letters of support from past employers.
- A document entitled 'Relevant Research Experience' which briefly outlines my past research experience which is relevant to my proposed project.
- A bibliographic summary of all my peer-reviewed research activity.
The summary should be categorised by type: conference presentation, conference proceedings, academic journal, book, book chapter, or creative work. Bibliographic information should be presented in the academic style appropriate to your discipline and should include the names of all authors (in order of contribution/publication), the year of publication, the title of the work, the name of the conference or journal, and the volume, issue and page numbers (as appropriate).
- Documentary evidence of any claimed publications or conference presentations. (E.g. a photocopy of the published abstract. DO NOT submit full articles)

Compulsory Documentation for Scholarship Applicants
<input type="checkbox"/> I have requested TWO academic referees (THREE if one is my proposed supervisor at Macquarie) to complete and submit an Academic Referee Report. I have also included, as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> A single-page attachment entitled 'Prior Scholarships' listing the requested information from <i>Section 2: Scholarship Details</i> for each of my past scholarships. <input type="checkbox"/> A single-page attachment entitled 'Prior Prizes & Awards' listing all relevant prizes and/or awards and providing relevant information about them. <input type="checkbox"/> Documentary evidence of any claimed current or prior scholarships, awards and prizes.
Documentation for Combined PhD/Master of Psychology Applicants
<input type="checkbox"/> I have completed and included a Psychology Personal Supplementary Information Form . <input type="checkbox"/> I have requested TWO referees (one professional and one academic) to complete and submit a Referee Report which can be downloaded from the Department's website: http://www.psy.mq.edu.au/courses/pdf/referees_report_faq.pdf

Section 9 – Declaration

1. I declare that the information supplied by me in this application is true, accurate and complete and that I have supplied all required supporting documents. I understand that Macquarie may request original copies of any submitted documents for the purpose of verification.
2. I understand that if I do not complete all the relevant sections of this form, or fail to supply all required supporting documentation, that it may not be possible for Macquarie University to process my application.
3. I hereby authorise Macquarie University to make enquiries and to obtain official records from any university or tertiary institution concerning my current or previous attendance, which in its absolute discretion, it believes to be necessary.
4. I understand that the information collected on this form is to enable Macquarie University to assess my application, create a record on its student database, undertake statistical analysis, meet any statutory reporting requirements, and to further inform me about the program to which I am applying.
5. I understand that giving false and misleading information is a serious offence under the Criminal Code of the Australian Commonwealth and acknowledge that Macquarie University reserves the right to reverse any decision made about my application for candidature and/or scholarship if it is found that I have provided false or incomplete information.
6. Should my application be successful, I agree to comply with Macquarie University's rules and policies as set out on the University Higher Degree Research Office (HDRO) website (<http://www.hdr.mq.edu.au/>) and elsewhere on the Macquarie University website, along with any subsequent amendments approved by the University Higher Degree Research Committee.
7. I understand that information collected about me on this form and during my enrolment may be released, in certain circumstances: to the Australian Commonwealth and State agencies under the *Education Services for Overseas Students (ESOS) Act 2000*; to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information; or as required to be disclosed by law.
8. I acknowledge that all documents submitted in this application become the property of Macquarie University and will not be returned to me.

Name (please print):	
Signature:	Date: ____/____/____ (dd/mm/year)

Please send your application to:

Higher Degree Research Office
 Level 3, Building C5C East
 MACQUARIE UNIVERSITY NSW 2109
 AUSTRALIA