This application form is for both local and international students applying for a higher degree by research or a higher degree research scholarship.

Local = Australian citizens, New Zealand citizens and Australian Permanent Residents

Tick ✓ Both Candidature and Scholarship if you wish to apply for a higher degree by research and a Scholarship with stipend.

Tick ✓ Candidature only if you wish to apply for a higher degree by research and not a scholarship.

Tick ✓ Scholarship only if you are a current student and wish to apply for a scholarship with stipend.

Local student applications:
- closing date for first round applications 31 October
- closing date for second half year applications 31 May

International applications are accepted all year round.

Check the details for Scholarship applications at www.ro.mq.edu.au/HDRU/Scholar.htm

SECTION A PERSONAL DETAILS

Former Name If documentation is in a former name evidence of change of name must be submitted eg certified copy of marriage certificate.

SECTION B CITIZENSHIP AND RESIDENTIAL STATUS

Applicants born in Australia must provide certified evidence of Australian Citizenship eg birth certificate or passport.

Applicants born outside Australia must submit a certified copy of their Australian Citizenship certificate or passport evidence of permanent residence status. Please note that Certificates and passports must indicate country of birth.

SECTION C PROPOSED STUDY

External Attendance is usually only granted to candidates interstate or overseas meeting approved University conditions. Further information on conditions of external study are in the Higher Degree research booklet.

Full time Study Load A minimum of 40 hours per week on average is expected.

Part time Study Load A minimum of 20 hours per week on average is expected.

Scholarship applicants must attach a statement of the reasons why you cannot undertake full-time study.

Proposed Topic and Supervisor you should contact academic staff in your proposed discipline/department to discuss options available before completing the application form.

A Research Proposal must be attached with your application. The proposal should be discussed with the Department or proposed supervisor and include information about the importance of the research, the questions you propose to answer, an outline of the background reading you have done, the data you think you will need to collect and the proposed methodology appropriate to the research.

SECTION F ACADEMIC STUDIES

Please list on the form all previous studies including undergraduate and postgraduate degrees, all incomplete and current studies as well as completed qualifications. Note carefully instructions overleaf concerning supporting documents.

SECTION G RELEVANT RESEARCH/PROFESSIONAL EXPERIENCE

Research Experience If you have completed a thesis or project report as part of a previous degree or diploma, please attach an abstract in English of the thesis/project and indicate in percentage terms the research component of the course.

Professional Experience List any relevant professional experience here. If you are applying for a professional doctorate you should also request your referees to complete the appropriate referee report form. Doctor of Psychology and combined PhD and Master of Psychology applicants must complete the Psychology supplementary information form.

Publications Give the names and dates of publications, indicate whether you are the sole or joint author and if the article was refereed. Include all publications to which you have contributed and in which you are named. Do not include works in progress.
SECTION H  ACADEMIC REFEREES
Give details of the two academic referees who are familiar with your studies.
If you are a scholarship applicant, download and forward the Scholarship Referee Report form to your referees. It is your responsibility to check with your referees that the form has been forwarded to HDRU. The form can be downloaded from: www.ro.mq.edu.au/HDRU/Scholar.htm
If you are applying for a professional doctorate you will need to download and forward the Professional Doctoral Referee Report form to your referees. The form can be downloaded from: www.ro.mq.edu.au/HDRU

SUPPORTING DOCUMENTS

a. Attach to your application an original or certified copy of the full official transcript of your academic record for all studies at tertiary institutions other than Macquarie. Transcripts must show all subjects taken including failures, marks and/or grades awarded with an explanation of the grading system, and proof of completion. Result notices and uncertified photocopies are not acceptable evidence of your qualification.
b. If you are currently enrolled in a course at another institution you must supply a certified copy of the official transcript of your results to date immediately, and send your final transcript with outstanding grades once a qualified-for-award date or statement is available.
c. If a transcript is being sent direct from your former university, please note that your application will not be processed until all documentation is in order.
d. If you are transferring a Master by Research or Doctoral degree commenced and not completed in the past three years at an Australian institution, you must supply documentary evidence from the university which indicates your exact period of candidature. A statement from the University is required showing date commenced, periods of full-time or part-time research candidature; any leave of absence and how much official EFTSL you have used.
e. If you have changed your name and your documents are in your former name, you must provide evidence of your name change.
f. Transcripts will only be returned if you send a set of certified corresponding photocopies and a stamped self-addressed envelope.
g. Documents not in English must be accompanied by certified translations.

CERTIFICATION OF DOCUMENTS

Photocopied documents must be stamped and certified as a true copy of the original by one of the following:
→ an authorised officer in the admissions office at any Tertiary Institution
→ an accountant - members of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
→ a bank manager, but not a manager of a bank travel centre
→ a barrister, solicitor or patent attorney
→ a police officer in charge of a police station, or of the rank of sergeant & above
→ a principal of an Australian secondary college, high school or primary school
→ a Justice of the Peace
→ a minister of religion

PLEASE NOTE
The person certifying the photocopies must:
→ write on the copy: “This is a true copy of the original document sighted by me”
→ sign it
→ print the following details: - name
→ contact phone number
→ category in the above list
→ date verified
→ affix the official stamp or seal of the verifier’s organisation on the copy, if the organisation has a stamp.

LODGING APPLICATIONS
Applications together with all supporting documents may be

LOREGD  directly on campus at:
Higher Degree Research Unit, Cottage C4C

or POSTED to:
Higher Degree Research Unit, Cottage C4C
Macquarie University NSW 2109 AUSTRALIA