APPLICATION INSTRUCTIONS

APPLICATION

This Application form is used to apply for both admission to higher degree research candidature and for higher degree research scholarships.

- Tick the Candidature box if you are only applying for admission to a higher degree research program and not a scholarship.
- Tick the Scholarship box only if you are a currently enrolled Macquarie candidate and wish to apply for a research scholarship. Contact hdrschol@vc.mq.edu.au for advice on documents to supply.
- Tick both boxes if applying for both.

For a list of currently available scholarships and their closing dates please visit: http://www.research.mq.edu.au/students/scholarships.

Domestic Applicant is:
- a citizen of Australia or
- a citizen of New Zealand or
- a holder of dual citizenship with Australia or
- a permanent resident of Australia

International Applicant is any person who does not qualify as a domestic applicant.
- If you are a New Zealand permanent resident, you must apply as an international candidate.
- If you hold a Student visa or other temporary/bridging visa for your residency in Australia you must apply as an international candidate, and include a copy of your current visa with your application.

Student Number
If you have previously been enrolled at, or applied to Macquarie University, please provide your student number in the space provided. Indicate if you do not recall your student number or if you were enrolled under a different name.

Applying for a admission to candidature is a five-step process.

1. Ensure that you are academically qualified to undertake a program of research and that you have high enough level of English language skills. If you are not appropriately qualified please consult Macquarie research study pathway at: http://www.research.mq.edu.au/students/new_students/areas/research_degrees/research_degrees/pathway.
2. Consult with academic staff in the chosen research field at the University to discuss your proposed research topic[s] and to ascertain whether your research project can be accommodated. http://www.research.mq.edu.au/students/new_students/areas
3. Submit your initial research proposal directly to your academic contact for consideration. Research proposal requirements for an application vary according to the Department. Applicants are therefore required to establish what is expected for the research proposal with the appropriate Department.
4. Revise your initial research proposal as necessary after discussion with your potential supervisor or supervisors.
5. Submit a formal application, including your revised research proposal and the required supporting documents.

To assist you with the application process you should refer to the following sources:
- 2008 Higher Degree Research Prospectus which is available in a hardcopy form from the HDR Office and online: http://www.research.mq.edu.au/students
- Information for new students: http://www.research.mq.edu.au/students/new_students
- Academic and other contact details and University’s research expertise: http://www.research.mq.edu.au/students/new_students/getting_help

SECTION A PERSONAL DETAILS

All applicants must provide certified copies of documents as evidence of their date of birth and for verification of their full name. A suitable document for a domestic applicant to provide is a full Australian birth certificate or Australian citizenship certificate or current passport. A certified copy of driver’s licence is not acceptable. Your preferred name is the name you wish to be called while at Macquarie University.

International applicants are required to provide certified copies of their passport to show details of names, date of birth, nationality and country of birth.

If you are seeking admission on the basis of qualifications gained under another name you need to provide evidence of your name change before your application can be assessed. Suitable documents include an amended full birth certificate or a change name certificate or a marriage certificate or a divorce certificate issued by the appropriate authority.

If your documents are not in English, they must be officially translated into English. You must supply the documents in the original language and the English version.

Mailing address
All correspondence will be sent to this address. If you change your mailing address after you lodge your application, please immediately inform the HDR Office in writing (hdrschol@vc.mq.edu.au for domestic students, and hdrint@vc.mq.edu.au for international students).

For international applicants, this address may be their international Agent’s address.

Permanent address
This must be a permanent address in your home country and must include house number, street name, suburb or town. A Post Office box number is not acceptable. This is compulsory information required by the Australian Government.

SECTION B CITIZENSHIP AND RESIDENCY STATUS

Domestic applicants must provide certified copies of documents as evidence of Australian or New Zealand citizenship or permanent residency, such as an Australian Birth Certificate, or passport or Australian citizenship documents. If using passport method, please include the first page of your passport as well as the page showing residency status. A certified copy of your driver’s licence is not acceptable.

International applicants are required to provide certified copies of their passport to show details of names, date of birth, nationality and country of birth.

SECTION C PROPOSED STUDY

Preferred Commencement date
You are required to nominate a preferred start date for your enrolment. It is advisable that before a date is nominated you consult with your potential supervisor to ensure his or her availability. Please note that our application assessment is thorough and it can take on average 6-8 weeks to process a research application.

External attendance
Arrangements for external attendance may be made under certain conditions. All external attendance mode applications must first be approved by the Department in which the candidate is to be registered.

Full-time candidates are expected to commit a minimum of 40 hours per week on their research study program.

Part-time candidates must be able to spend on average throughout the year at least 20 hours a week on their research study program and attend the University on average at least once a week for consultation with their supervisors.

Scholarship applicants applying for part-time candidature are required to make a compelling case for their need to be enrolled part time. For additional information on scholarship conditions please refer to HDRO website: http://www.research.mq.edu.au/
SECTION F  RELEVANT RESEARCH EXPERIENCE

Research experience and publications

Briefly outline any research in which you have been engaged. Evidence of claimed publications/exhibitions/research attainments must be provided. List and attach summaries or abstracts of relevant publications or conference papers of which you are an author either individually or with others (must be published or accepted for publication). You may attach letter(s) of support from people familiar with your research project. Attach a separate statement as necessary.

Relevant professional experience

Briefly outline your professional work experience which is related to your research interest. Attach letter(s) of support (references) from relevant employers detailing duration and level or responsibility of employment or direct research experience. List professional associations in which you are a member, if applicable, state the type of your membership. Attach curriculum vitae detailing relevant experience and employment. Attach a separate statement as necessary.

SECTION G  ACADEMIC REFEREES

If you are applying for scholarship, please provide details of two referees who are familiar with your research capabilities and who can comment confidentially on your academic and/or professional background. If your proposed supervisor is used please obtain a third reference. Please download the appropriate Referee Report form (http://www.research.mq.edu.au/students/new_students/application_forms) and ask your referees to send the completed reports directly to the HDR Office as soon as possible. Applications for HDR program will not be processed without the referee reports.

If you are applying for a professional doctorate program you are required to request your referees to complete appropriate Referee Report form. Please download appropriate Referee Report form (http://www.research.mq.edu.au/students/new_students/application_forms) and ask your referees to send the completed reports directly to the HDR Office as soon as possible. Applications for HDR program will not be processed without the referee reports.

SECTION H  SUPPORTING DOCUMENTATION

All submitted documents will become the property of the University for the purposes of your application and will not be returned. To ensure the safety of your original documents it is recommended that applicants, unless asked otherwise, supply certified photocopies.

For the purposes of this application a certified copy is a photocopy of the original document that is sighted and signed as being an exact reproduction of the original by one of the following:

- an authorised officer in the admissions office at any academic 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 or above
- a principal of an Australian secondary college, high school or primary school
- a Justice of the Peace
- a minister of religion

The person certifying the photocopies must on each page:

- write on the photocopy “This is a true copy of the original document sighted by me” and
- print the following details: name, contact phone number, category in the above list, date verified and
- affix the official stamp or seal of the verifier’s organisation on the copy, if the organisation has a stamp.
MACQUARIE UNIVERSITY

HIGHER DEGREE RESEARCH APPLICATION

Read through the Application Instructions carefully before completing this form, especially items marked *. Delays will occur in the processing of this application if the application is incomplete.

This form is intended for domestic and international applicants.

Use this form to apply for both higher degree research candidature and for research scholarships.

Submit two copies of your application package: one original Application form containing original or certified supporting documents plus a photocopy of the completed Application form and all supporting documentation.

Applications will be assessed on the information provided.

Please print clearly using a blue or black pen and in BLOCK LETTERS.

APPLICATION

I wish to apply for: CANDIDATURE SCHOLARSHIP

I wish to apply as: DOMESTIC Applicant INTERNATIONAL Applicant

If applying for a scholarship, please indicate which scholarship(s) you are applying for:

For scholarship information refer to: http://www.research.mq.edu.au/students/scholarships

Previous enrolment Have you previously enrolled at, or applied to this University? Yes No

If yes, please provide your Student Number

• if you are currently enrolled, indicate your program

SECTION A PERSONAL DETAILS* [refer to Application Instructions]

Title Mr Ms Mrs Miss Other

Family Name

First Name(s)

Preferred First Name(s)

Date of Birth dd/mm/yy Gender Male Female

Work Phone (Home Phone (Mobile)

Fax (Mobile)

Email

Mailing Address

Country

Postcode

Permanent Address (i.e. home/residential address if different from above)

Country

Postcode

SECTION B CITIZENSHIP AND RESIDENTIAL STATUS [refer to Application Instructions]

Citizenship Are you an Australian Citizen? Yes No

if not, what is your country of Citizenship?

Are you a permanent resident of Australia? Yes No If yes, date granted / /

Are you a holder of a Permanent Humanitarian Visa? Yes No If yes, date granted / /

If born outside Australia, what is your country of birth first arrival date in Australia? / / dd/mm/yy

Where will you be residing during your studies? Within Australia Outside Australia

OFFICE USE ONLY

International Domestic F/T P/T Internal External Notes RTS/OOT/INTL H L

Scholarship APA APAI EIPRS MQRES Other Rule 2(8) Rule 2(4)

PRIOR EFTSL Min/Max
SECTION C  PROPOSED STUDY [refer to Application Instructions]

Proposed Degree Name ____________________________ (e.g. PhD in Electronics)

Department or CORE Name ________________________

Supervisor ________________________________

Thesis Topic ______________________________

Attendance

☐ Internal (on campus)

☐ External (residing outside NSW/ACT) OR External (residing outside Australia)

Mode

☐ Full-time ☐ Part-time* ☐

*Scholarship applicants are required to make a case to be considered for part time candidature.

Research Proposal Attached ☐ Yes ☐ No ☐

Your application may be delayed if your research proposal is not included with your application.

Proposed Commencement Date

_____/_____/______ (dd/mm/yy)

SECTION D  SCHOLARSHIP INFORMATION – for scholarship applicants [refer to Application Instructions]

Q1 Are you currently receiving a postgraduate scholarship?

Yes ☐ No ☐ If yes, please complete the following:

Scholarship name ____________________________

Name of institution or sponsor _______________________

Annual monetary value per annum $_____

Duration (dd/mm/yy): from _____ / _____ / ______ to _____ / _____ / ______

Degree ____________________________

Q2 Have you previously received a postgraduate scholarship?

Yes ☐ No ☐ If yes, please complete the following:

Scholarship name ____________________________

Name of institution or sponsor _______________________

Annual monetary value per annum $_____

Duration (dd/mm/yy): from _____ / _____ / ______ to _____ / _____ / ______

Degree ____________________________

Q3 Are you a current Macquarie higher degree research candidate applying for an upgrade to a PhD? Please note that your candidature consumed to date will be deducted from the duration of your scholarship tenure.

Yes ☐ No ☐

SECTION E  ACADEMIC STUDIES [refer to Application Instructions]

Please list all current/complete and incomplete qualifications:

Undergraduate Studies*

Degree/Diploma (e.g. BSc(Hons)) ____________________________

Level of Honours (e.g. Class 2, Div 1) ____________________________

Institution (e.g. Macquarie University) ____________________________

Years enrolled from (e.g. 2000) to (e.g. 2004) ____________________________

Year graduated (e.g. 2004) ____________________________

Postgraduate Studies*

Degree/Diploma (e.g. MSc) ____________________________

Full-time/Part-time (F/P/T) ____________________________

Institution (e.g. Macquarie University) ____________________________

Years enrolled from (e.g. 1999) to (e.g. 2002) ____________________________

Year graduated (e.g. 2002) ____________________________

Proposed Commencement Date

_____/_____/______ (dd/mm/yy)
SECTION E  ACADEMIC STUDIES continued

Transferring*
Are you transferring your higher degree research candidature from another Australian university/institution?

No ☐ Yes ☐ If yes, please provide the following details:

Are you currently enrolled at that university?  Yes ☐ No ☐

Degree/Program undertaken ____________________________

Name of university/institution __________________________

Student Number ____________________________

Number of Equivalent Full Time Student Load (EFTSL) consumed to date ____________________________

Incomplete Prior Research Studies
Have you commenced but not completed a higher degree research program(s) in Australia prior to this application?

No ☐ Yes ☐ If yes, please provide the following details:

Degree/Program undertaken ____________________________

Name of university/institution(s) ____________________________

Student Number(s) ____________________________

Number of Equivalent Full Time Student Load (EFTSL) enrolled? ____________________________

SECTION F  RELEVANT RESEARCH AND PROFESSIONAL EXPERIENCE [refer to Application Instructions]

1. Describe briefly and clearly your research experience including any research positions held. You may also include work/professional experience that is relevant to your proposed area of research/study.

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2. Has your work been published or accepted for publication in a refereed journal?

No ☐ Yes ☐ If yes, please provide evidence of claimed publications/exhibitions/research attainment.

Journal/Publication name, publication volume, page numbers reference, date (or due to be) published, full author list (as listed in the journal/publication), title of article/publication. Any new acceptances received after the application submission can be emailed to HDRO: hdrenq@vc.mq.edu.au

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SECTION G  ACADEMIC REFEREES  [refer to Application Instructions]

Please provide details of two academic referees who can comment on your research potential, preferably a senior academic or workplace supervisor.

Referee 1
Title __________________ Name __________________
Work Address _____________________________________________
Occupation _____________________________________________
Work Email _____________________________________________
Contact No Tel (___) __________________ Fax (___) ______________

Referee 2
Title __________________ Name __________________
Work Address _____________________________________________
Occupation _____________________________________________
Work Email _____________________________________________
Contact No Tel (___) __________________ Fax (___) ______________

SECTION H  REQUIRED SUPPORTING DOCUMENTS  [refer to Application Instructions]

Applicants are required to provide documentation in support of their application. Applications will only be considered if all relevant supporting documents are attached. Documentation submitted with this application must be certified as true copies of the original.

- Research proposal
- Domestic applicant - Documentary evidence of Australian citizenship or permanent residency
- International applicant - Personal details page of your passport and visa page
- Documentary evidence of research (eg. abstracts of thesis & publications, see detailed instruction under Section F)
- Academic transcripts AND testamurs (evidence of graduation) of all tertiary qualifications, including incomplete degrees, except those obtained at Macquarie University

Plus where applicable:
- Official translation of any documents not in English
- Documentary evidence of English language proficiency (see detailed instruction under Section E)
- Statement of consumed EFTSL during prior higher degree research candidature from another Australian tertiary institution
- Documentary evidence of prior higher degree research candidature from another academic institution
- Evidence of prizes, scholarships or awards, where not printed on official transcripts

SECTION I  DECLARATION

I declare that I have read the Application Instructions for the Higher Degree Research Application form and that the information supplied by me in this application is a true, accurate and complete.

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 statutory reporting requirements and further inform me about the program to which I am applying.

I understand that if I do not complete all the questions on this form, it may not be possible for the University to process my application.

I authorise Macquarie University to make enquiries to obtain official records from any university and tertiary educational institution concerning my current or previous attendance, which in its absolute discretion, it believes are necessary.

I understand that giving false and misleading information is a serious offence under the Criminal Code (Commonwealth) and acknowledge that Macquarie University reserves the right to reverse any decision made about an application for candidature and/or scholarship if it is found that applicants have provided false or incomplete information.

Applicant Name ____________________________ (please print)
Applicant Signature __________________________ Date _____ / ____ / ____ (dd/mm/yyyy)

WHERE TO SEND YOUR APPLICATION

Higher Degree Research Office
The Research HUB, Level 3, CSC East
Macquarie University NSW 2109 Australia
http://www.research.mq.edu.au/students
CRICOS Provider Code 00002J