

## Faculty of Business & Government



### ***Applying for a research degree in the Faculty of Business & Government at University of Canberra***

Is University of Canberra the right university for you? Canberra is Australia's capital and is the home of public administration for the Australian Government and the local ACT Government, plus it is home to many national institutions and organisational headquarters, and to private businesses and professions which exist to support them and their workforce. The University of Canberra focuses on applied research with practical applications for

- Governments their people, economies, societies, and cultural institutions
- The professions and the dynamic cultural and business organisations they lead
- Planned cities like Canberra aiming to be a dynamic knowledge based economy, ecologically sustainable, socially just and aesthetically beautiful in its built and natural environments.

### **About research in the Faculty of Business & Government**

The Faculty of Business and Government makes a major contribution to research at University of Canberra; we have over 75 higher degrees by Research candidates working in the Faculty across 5 disciplinary areas:

- Accounting, Banking and Finance
- Economics (includes Labour market research)
- Government (includes public sector management & leadership, development administration, politics and public policy)
- Management and Marketing (includes human resource management, strategic management and organisation studies)
- Tourism Management

Each of these disciplines has academics who can supervise you. See the faculty website <http://www.canberra.edu.au/faculties/business>

For more information about our research interests and strengths check out:

<http://www.governanceinstitute.edu.au/>  
<http://www.canberra.edu.au/centres/tourism-research>  
<http://www.canberra.edu.au/centres/natsem/>

The faculty offers two kinds of doctoral programs, one is a traditional PhD doctoral program suitable for candidates with a strong research background – usually entrants hold a relevant Honours Degree, a Research Masters Degree, or a Masters by Coursework Degree that includes studies in research methods and completion of a 10,000 word research project/thesis:

244AC Doctor of Philosophy in Commerce  
244AD Doctor of Philosophy in Economics  
921AA Doctor of Philosophy in Government  
853AA Doctor of Philosophy in Management

The second kind of Doctoral Program is the Professional Doctorate. This suits candidates with a strong professional background interested in combining some coursework studies of their field and of research methods with a thesis that is 25-30% smaller than the PhD. The Faculty of Business & Government offers 2 Professional Doctorates:

851AA Professional Doctorate in Business Administration (Research)  
324AA Professional Doctorate in Public Administration (Research)

The Faculty of Business & Government also offers 3 research masters degrees:

920AA Master of Arts in Government (Research)  
372AA Master of Arts in Tourism (Research)  
859AA Master of Business (Research)

You can find out more information about each of these courses in the Courses & Units Online Handbook at <http://www.canberra.edu.au/courses/>

FAQ: What is the difference between a PhD and a Professional Doctorate (eg DBA, DPA)?

PhD takes 3 years and has traditionally been the highest research degree and entitles you to call yourself Dr. To do a PhD you need to have shown you can do primary research. In the field you wish to study you usually need to have – a 1st class or 2A honours degree with a thesis component of 10,000 to 20,000 words; OR a Masters (research) degree; OR a Masters (coursework) degree with a distinction average and a significant component of research training units and a research project with dissertation. Usually one third of the units should be for the research project and research training units. Research experience with publications in international refereed journals can mean you will be granted equivalence to one of the above and so can apply for a PhD.

The Professional Doctorate takes 3 years and is now offered by some Australian Universities as equivalent to the PhD. Graduates can call themselves Dr and this degree is highly regarded; it perhaps ranks a little below the PhD in pure research Universities, but it often ranks more highly in terms of applied research within the work-place. This is because the research done in a Professional Doctorate with an emphasis on practical outcomes. It was designed for professionals without a research background but with considerable work experience wanting to undertake a research degree at doctoral level. The Professional Doctorate in Australia is modelled on the US PhD program and combines coursework and substantial research. Usually the route into a Professional Doctorate is a Masters by coursework in the field of study. In the Professional Doctorate you will spend the 1st year in a taught program learning research methods and in-depth coursework in your field of study. The dissertation will be done over 2 years and is about two thirds of the length of the PhD.

## The Application Process

Allow plenty of time to prepare your application. It may take some time to gather and prepare everything you need. This will include:

- Filling in the right form (see below)
- Preparing a research proposal (4-5 pages see below)
- Securing copies of relevant existing qualifications including official transcripts
- Requesting 2 referees reports, including at least one from an academic referee

For International students -securing an IELTS assessment of 6.5 or above. When should you apply?

Students may apply at anytime. However the Faculty of Business and Government commences Higher Degree Research Students twice a year. The next commencement date for 2011 Semester 2, is Monday 8<sup>th</sup> August 2011. Applications need to be received 3 months prior to this which is Monday 9<sup>th</sup> May 2011.

Future deadlines will be -

<b>2012 Semester 1</b>	
Application due date – 24 <sup>th</sup> October 2011	Commencement date – 30 January 2012
<b>2012 Semester 2</b>	
Application due date – 7 <sup>th</sup> May 2012	Commencement date – 6 August 2012
<b>2013 Semester 1</b>	
Application due date – 29 <sup>th</sup> October 2012	Commencement date – 29 January 2013
<b>2013 Semester 2</b>	
Application due date – 6 <sup>th</sup> May 2013	Commencement date – 5 August 2013

- Many of the Scholarship deadlines are in the May to October period.
- International students applying for any of the Australian Government Scholarships will need a letter of offer before the deadline for the Scholarship application
- A letter of offer is issued after your full application is considered and the University has decided it can supervise you and will admit you.

It can take 2 to 3 months to consider your application.

**So the time to prepare and apply is usually one year before you plan to begin your studies.**

To apply for admission to a research higher degree you need to fill in an application form.

You can find the form and more information about the application process at <http://www.canberra.edu.au/research-students/apply>

If your application is successful and you are an Australian Domestic student you are likely to be offered a place under the Australian Government's Research Training Scheme (RTS). 100% of your tuition fees will be covered by the Australian Government. Check the University scholarships site too. If you intend to undertake your research degree full-time you can make a separate application for a scholarship to cover your living expenses. Many full-time domestic Australian students hold an Australian Postgraduate Award (APA).

Other scholarships are also listed here for which part-timers may be eligible: <http://www.canberra.edu.au/research-students/scholarships>

If you are an international student you too can apply for some scholarships through the University – see the above link. You can also apply for scholarship schemes run by the Australian Government. You might be eligible for these schemes:

- Australian Development Scholarships
- Australian Leadership Awards
- Endeavour Programme For information and application forms. See: <http://www.australianscholarships.gov.au/>

## **Preparing the research proposal**

The Faculty of Business & Government at University of Canberra requires you to prepare a research proposal of 4 to 5 pages as part of your application for a research degree course. This is a serious undertaking, it is used with your qualifications and referees reports to decide on your capability to do research. Make sure it is a scholarly document and include references and a bibliography. Talk to friends and colleagues at home and abroad who have done a research degree or who know your research area.

Research proposals for PhD courses are expected to be at an advanced level. In many cases, after you are admitted and commence your PhD you will change your proposal as you talk with your supervisor and read more about your research area. Applicants for a Professional Doctorate or Masters by research course would normally be expected to further develop their research proposal as part of their candidature.

You can find help in writing your research proposal from:

<http://www.canberra.edu.au/research-students/your-candidature/writing-a-research-proposal>

You may wish to use these headings:

1. Context for research and justification for the project: why is this project important?
2. Review of some of the relevant research – be up to date; what is known already and how will your research make an original contribution to knowledge? In this section demonstrate knowledge and understanding of the topic.
3. Methodology, methods and justification. Why was this method chosen and not another? How will this method provide the data needed?

## **Referees reports**

You need 2 referees' reports. At least one should come from an academic referee. There is a form you should fill out and send on to your referees. They will send it direct to the University of Canberra.

The form you can send to your referees is at:

<http://www.canberra.edu.au/student-services/attachments/forms/Referee-Reports.pdf>

Referee reports are important documents in assessing your application. Referees sometimes do not send the report. Be polite but firm – it is your responsibility to check and ensure your referee gets their report done. Know the deadlines and remind your referee to send their report; keep checking until they do. The University will not chase referees.

## **IELTS**

You will need an IELTS (or equivalent) of 6.5 to do doctoral research in English. You can get a letter of offer with a lower score but it will say that the offer is conditional on your attainment of IELTS of 6.5 – this is a good offer as once your IELTS score is up you already have a place offered. Usually, if you have already gained 2 or more years qualification from an English instruction University you can have the IELTS requirement waived, if the qualification was awarded in the past 2 years.

## **Proof of qualifications**

You will need to provide officially certified copies of your qualifications and transcripts. Provide English translations, again properly certified.

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