

RESEARCH DEGREE ADMISSION APPLICATION FORM



UNIVERSITY OF
CANBERRA
AUSTRALIA'S CAPITAL UNIVERSITY

SECTION A - TO BE COMPLETED BY THE APPLICANT

Research Scholarships Instructions:

PhD Applicants Only – Please see our [Scholarships Webpage](#) on how to apply.
To check box's using Microsoft Word, double click the desired box and select 'Checked' under the heading 'Default Value'.
Faculty of Business, Government and Law applicants must check the [How to Apply Webpage](#) page for available start dates.

COURSE DETAILS

Course Code (e.g. 246AA) Course Name (e.g. Doctor of Philosophy in Communication)

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EXPECTED COMMENCEMENT DATE

Professional Doctorate or Masters

Semester 1 (Jan) 20____ (year)
Semester 2 (July) 20____ (year)

Attendance Status

Full Time (minimum of 38 hours per week)
 Part Time (considered to be 50% of full-time)

PhD

DD / MM / YYYY

PERSONAL DETAILS

Title – Mr Mrs Miss Ms Other

Email Address

Given Name(s)

Phone Numbers (BH)

Family Name

(AH)

Gender Male Female

(M)

Date of Birth DD / MM / YYYY

ADDRESSES

MAILING ADDRESS

Street

Town State Country Postcode

RESIDENTIAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS ABOVE)

Street

Town State Country Postcode

INTERNATIONAL ADDRESS (TO BE COMPLETED BY INTERNATIONAL STUDENTS ONLY)

Street

Town State Country Postcode

EMERGENCY CONTACT

Given Name(s) Family Name

Street

Town State Country Postcode

Email Address Phone (BH) (M)

AGENT DETAILS

Did you apply through an agent? Yes No Agents Name

Agents Email Agency and Branch

GOVERNMENT STATISTICS**1) Are you an Aboriginal or Torres Strait Islander?**

No Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal & Torres Strait Islander

2) What is your current citizenship status?

- Australian Citizenship (including Australian citizens with dual citizenship) Student with Permanent Residence status but excluding those who have New Zealand citizenship
- Humanitarian Visa holder Temporary entry permit or a diplomat or a dependant of a diplomat (except New Zealand) and residing in Australia during this teaching period and/or International Student Visa holder
- New Zealand Citizen or diplomat or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependant relative of such a representative, excluding those with Australian citizenship Other Citizenship

3) In what country is your residence during the year?

Australian Postcode Overseas Country

4) In what country were you born? When did you arrive in Australia?

Born in Australia; or Overseas Country Year of Arrival

5) What was your postcode during year 12, if completed in Australia?**6) What language do you speak at home?**

English; or Other language

7) What institution did you completed your undergraduate studies?

No undergraduate institution Prior undergraduate institution

8) Parent/Guardian Highest Educational Attainment

Parent/Guardian 1 Female/Guardian; or Male/Guardian - Number (from list below)

Parent/Guardian 2 Female/Guardian; or Male/Guardian - Number (from list below)

1. Did not complete Year 10 or equivalent
2. Completed Year 10 or equivalent
3. Did not complete Year 12 or equivalent
4. Complete Year 12 or equivalent
5. VET Cert, Associate Degree or Diploma
6. Bachelor Degree
7. Post grad course e.g. Masters, Grad Dip, PhD
8. Don't know education background

9) Please specify whether or not you have a disability

No I do not have a disability

Yes, please indicate the area of impairment:

Hearing Learning Medical Mobility Vision Psychiatric

Other, please specify disability:

If you ticked yes to any disability, tick this box if you would like to be contacted by the UC AccessAbility Office

ENGLISH LANGUAGE PROFICIENCY

Applicants are required to provide evidence of English language proficiency. The University of Canberra requires Higher Degree by Research students to obtain a minimum academic IELTS equivalence. Students must obtain equivalence of an overall score of 6.5 with no band less than 6.0 for admission. Faculty of Business, Government and Law and Faculty of Education have an overall score of 7.0 with no band less than 6.5 for admission.

Please tick which is applicable:

- First Language is English
 Awarded a degree from a University that used English as the medium of instruction within the last 5 years (Please attach supporting documentation)
 I will take an IELTS test TOEFL test

Test scheduled for Booking Number:

- I have taken an Academic IELTS test in the past two years. (Please attach supporting documentation)
 I have taken a TOEFL test in the past eighteen months (Please attach supporting documentation)
 I have met alternate English Proficiency in line with *Admission to Higher Degree by Research Courses Policy*. Please provide details below and attach supporting documentation:

INTENDED STUDY

Research Proposal (please attach as a separate document)

You must attach your research proposal (**no more than 2 pages in length**), which details the problem, hypothesis or question that you will examine, the methodology or approach that you will use and the anticipated resources for the research project to be viable.

Proposed Thesis Title

Have you made contact with a potential supervisor at UC? Yes No

If yes, please complete the following:

Name of Potential Supervisor Name of Potential Supervisor
Faculty Faculty

Note: you are **strongly recommended** to make contact with the Associate Dean of Research in the area which your research is likely to take place, to ascertain whether the research project can be accommodated by the University of Canberra. If potential supervisors are not listed, this may cause delays to the processing of your application.

ACADEMIC QUALIFICATIONS

Please complete the table below, also include incomplete qualifications/ qualifications that you are currently studying and attach certified supporting documentation. Are you currently studying? Yes No

Qualification	Institution	Country	Honours Level	Duration	Completion Date/ Expected Completion Date
					MM/YYYY
					MM/YYYY
					MM/YYYY
					MM/YYYY

PREVIOUS RESEARCH CANDIDATURE

If you have undertaken prior higher degree by research at an Australian institution you are required to provide certified copies of documents that state the Equivalent Full-time Student Load (EFTSL) you have utilized under the Research Training Scheme (RTS) at any other Australian University.

Have you consumed previous EFTSL from an Australian institution? Yes No (Go to Research Experience)

Have you been enrolled in this research candidature within the last 3 years? Yes No

Institution

Student ID

Course Name

Expected Completion

RESEARCH EXPERIENCE

Resume

Please attach your current resume to your application. Please include details of any research outputs, research experience and work experience relevant to your proposed research project.*

ACADEMIC REFEREES

Your academic referees must submit a report to our office separate of your application. You may wish to supply your academic referees with the *Referee Report Template*; this can be found on the [Forms webpage](#) at the Research Students' Office.

Please be aware that referees may be contacted by the University of Canberra for further information. Nominated academic referees should have an informed, personal and professional knowledge of your academic ability, and should be able to exercise judgement of your research potential. It is recommended that you select the supervisor of the most recent tertiary program in which you are/were enrolled.

Name of Referee 1	Position	Contact Details (institutional address, telephone number, fax and email address)
Name of Referee 1	Position	Contact Details (institutional address, telephone number, fax and email address)

ADDITIONAL INFORMATION

If you are applying for a scholarship (closing 31 October) and have completed the Scholarship Application Form please tick the box

Which factors most affected your decision to study at the University of Canberra? (Please check relevant boxes)

- Recommendation of friends and/or family
- Courses provided
- Reputation
- Location of Canberra – nation's capital
- Price
- Other (please specify)

How did you learn about the University of Canberra? (Please check relevant boxes)

- Source**
- Direct enquiry
 - Exhibition/seminar
 - Recommended by an agent
 - Via the internet
 - Newspaper/magazine
 - Friend/relative studying at the University of Canberra
 - Recommended by my employer
 - Australian Education Centre in your home country
 - Other (please specify)

Please specify

PRIVACY STATEMENT

The University of Canberra is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave the University, the University may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of the University. They include the following:

- We inform Centrelink of your enrolment details if you are receiving payments;
- We release statistical information to the Department of Education, Employment and Workplace Relations (DEEWR) as noted on your Government Statistics form;
- We disclose the personal information you have given in this application to DEEWR. DEEWR will collect and store this information for use in connection with the Higher Education Information Management System (HEIMS) for the purpose of allocating a Commonwealth Higher Education Student Support Number (CHESSN) to you;
- We tell the Australian Taxation Office (ATO) about your HELP liabilities;
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;
- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by the university for planning purposes;
- If you are an overseas student or permanent resident we give the Department of Immigration and Citizenship, the Australian Agency for International Development (AusAID) and DEEWR certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or a tertiary admission centre information about your academic progress at this University.

DECLARATION

I am aware that submission of an incomplete application may delay or eliminate consideration of my application. I declare that all the information I have provided, to the best of my understanding and belief, is complete and correct.

I understand that the giving of false or misleading information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. As detailed in the Privacy Statement, I authorise the University to supply any relevant official records to government bodies.

I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State Government agencies in accordance with the University's obligations under the ESOS Act 2000 and the national code, available from www.deewr.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Universities Australia, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise University of Canberra to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I authorise the University to access my Visa status and information using the Visa Entitlement Verification Online Service (VEVO). I understand that University of Canberra is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

I agree to monitor and communicate with the University of Canberra using my University of Canberra student email account.

I have read the Privacy Statement and the Declaration above and agree with these conditions

Applicant's Signature Date

If you are a current UC or UCC staff member please include your staff number:

Have you previously studied at, or applied to, the University of Canberra, University of Canberra College (UCC), or Canberra College of Advanced Education (CCAEE)?
No
Yes → Previous ID Number

CLOSING DATES FOR SUBMISSION OF APPLICATION

Doctor of Philosophy

Continuous intake

Faculty of Business, Government and Law applicants must check the [How to Apply](#) webpage page for available start dates.

Professional Doctorates and Masters Programs

31 October (for Semester 1 start)

31 May (for Semester 2 start)

Applications for University Administered PhD Scholarships

31 October

(scholarships are only available for a Semester 1 start)

International Applicants

International applicants can apply throughout the year, however if you would like to apply for a PhD scholarship your application must be submitted before 31 October. Please ensure you submit your application at least 3 months before you wish to commence your studies. Please check with the Australian embassy in your country on the length of time it takes for a visa application.

CHECKLIST

Note: if your application is incomplete, it cannot be processed.

Have you completed the following steps?

- Completed all parts of your application form
- Signed the application form
- Attached certified copy birth certificate, passport or citizenship certificate (including name change if applicable)
- Attached English language test results or confirmation of test booking
- Attached your research proposal (**not more than 2 pages**)
- Attached certified copies of all academic transcripts (and certified translations where applicable) and/or previous research candidature
- Attached certified copies of qualifications/diplomas
- Attached your current resume including: publications and research experience
- Have you confirmed with your referees that their reports have/will be forwarded within 5 working days of submitting your application (**but before the closing date**)? Please ensure reports are forwarded directly to the University Of Canberra to the address below.
- Attached *Application for Research Degree Scholarship* (PhD Applicants only)

A **certified copy** is one in which a person able to sign affidavits (e.g. an officer of the official records department of the institution that originally issued the documents, an official of an Australian overseas diplomatic mission or Australian education centre, Justice of the Peace with registration number, solicitor, a practising accountant, a bank manager, a police officer in charge of a police station of the rank of sergeant or above, a postal manager, a principal of an Australian secondary college, high school or primary school) has certified it as a true copy of the original document.

The person certifying the document must write on the copy that it is a true copy of the original document they have seen, provide full name, address and contact details, and signature, including professional registration numbers and/or official stamp or seal of the authorised officer's organisation if available.

SUBMITTING YOUR APPLICATION

Please send your application to: research.admissions@canberra.edu.au

Research Students' Office

Student Administration
University of Canberra
Bruce, ACT 2601

T (02) 6201 5199 (within Australia) or (T) +61 2 6201 5199 (from outside Australia)

F (02) 6201 5391

E research.admissions@canberra.edu.au

CRICOS Provider Code: 00212K