

INSTRUCTIONS FOR APPLICANTS

To check a box, double-click the desired box and select 'checked' for the Default Value.

Current UC research students applying for *scholarship only* must complete the *Research Scholarship Application for Current Research Students*, available here: <http://www.canberra.edu.au/current-students/canberra-students/current-research-students/forms>

APPLICANT DETAILS

Title: Mr Mrs Miss Ms Other

Gender: Male Female Other Prefer not to say

Given Name(s)

Family Name

Date of Birth

Email Address

Phone Numbers (Mobile) (Home)

COURSE DETAILS

Doctor of Philosophy (PhD) Select the Faculty in which you wish to undertake your research course

- Faculty of Arts and Design Faculty of Health
- Faculty of Business, Government and Law * Faculty of Science and Technology
- Faculty of Education * includes Institute for Governance and Policy Analysis

Professional Doctorate, Master by Research or PhD Clinical Complete the following details

Course code		Course name	
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Expected commencement: Semester One (February) 20____ (year) Semester Two (August) 20____ (year)

Attendance status: Full-Time (minimum of 35 hours per week) Part-Time (minimum of 18 hours per week)

Proposed thesis title	
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SUPERVISION

Have you contacted a potential supervisor at UC? Yes No

If yes, complete the following:

Name of potential supervisor 1		Faculty	
Name of potential supervisor 2		Faculty	

SCHOLARSHIP/SPONSORSHIP DETAILS

Are you applying for a stipend scholarship through the University of Canberra? Yes No

Indicate which University scholarship you are applying for:

- Australian Government Research Training Program (RTP) Stipend Scholarship (**closing date 30 September**)
- W J Weeden Postgraduate Research Scholarship (**closing date 30 September**)
- Other University scholarship, provide details below: (e.g. Faculty-based or project-funded stipend scholarships)

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If applying for a University scholarship as indicated above, in addition to admission application documentation, you need to provide:

- Research Publication/Output Details Form** and **Research and Professional Experience Form** both available from: <http://www.canberra.edu.au/current-students/canberra-students/current-research-students/forms>
- Information on awards, prizes, or other scholarships you have been awarded, examiner reports from honours/master thesis, or other information that will strengthen your application for research scholarship

Ensure you have checked the **Research Scholarships website** for the relevant scholarship eligibility requirements and application deadline:

<http://www.canberra.edu.au/future-students/scholarships-and-financial-support/scholarships-and-fees>

Higher Degree by Research

Application for Admission/Scholarship



Have you been approved for a scholarship or tuition fee sponsorship by an external organisation/institution? Please provide details of the externally funded scholarship or sponsorship below: (e.g. MORA, VIED, CSC)

APPLICANT & EMERGENCY CONTACT DETAILS

CONTACT DETAILS									
Phone (home)		Phone (mobile)		Email					
MAILING ADDRESS									
Street number and name									
City		State		Country		Postcode			
RESIDENTIAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)									
Street number and name									
City		State		Country		Postcode			
INTERNATIONAL ADDRESS (TO BE COMPLETED BY INTERNATIONAL APPLICANTS ONLY)									
Street number and name									
City		State		Country		Postcode			
EMERGENCY CONTACT									
Given name(s)		Family Name							
Street number and name									
City		State		Country		Postcode			
Email		Phone		Mobile					

AGENT DETAILS (TO BE COMPLETED BY INTERNATIONAL APPLICANTS ONLY)

Did you apply through an agent? Yes No Agent Name

Agents Email Agency and Branch

GOVERNMENT STATISTICS

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

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

WHAT IS YOUR CURRENT CITIZENSHIP STATUS?

<input type="checkbox"/> Australian Citizen. If you are an Australian citizen with dual citizenship, list the Dual Citizenship Country below: <input type="text"/>	<input type="checkbox"/> 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
<input type="checkbox"/> Other Citizenship (as per passport) <input type="text"/>	<input type="checkbox"/> Student with Permanent Residence status but excluding those who have New Zealand citizenship
	<input type="checkbox"/> Humanitarian Visa holder

WHAT TYPE OF VISA WILL YOU BE COMING TO AUSTRALIA ON? (TO BE COMPLETED BY INTERNATIONAL STUDENTS ONLY)

Student Diplomatic Other

IN WHAT COUNTRY IS YOUR RESIDENCE DURING THE YEAR?

Australian Postcode Overseas Country

IN WHICH COUNTRY WERE YOU BORN? WHEN DID YOU ARRIVE IN AUSTRALIA?

<input type="checkbox"/> Born in Australia	<input type="checkbox"/> Overseas Country <input type="text"/>	Year of Arrival <input type="text"/>
City <input type="text"/>	State <input type="text"/>	Region <input type="text"/>

WHAT LANGUAGE DO YOU SPEAK AT HOME?

English Other language:

Higher Degree by Research Application for Admission/Scholarship



WHAT IS THE HIGHEST LEVEL OF EDUCATION OF YOUR PARENT/GUARDIAN?

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

Parent/Guardian 2 Female/Guardian; or Male/Guardian - Number (indicate relevant 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	Completed Year 12 or equivalent	5	VET Cert, Associate Degree or Diploma	6	Bachelor Degree
7	Postgraduate course, e.g. Grad Cert, Grad Dip, Master, PhD			8	Do not know education background

DO YOU HAVE A DISABILITY AND/OR ONGOING HEALTH CONDITION THAT MAY IMPACT ON YOUR STUDIES?

- No Yes – please indicate below:
- Vision Hearing Learning Medical
- Mental Health Physical Other

If you ticked yes to any disability or health condition, would you like to be contacted by UC Inclusion & Engagement to discuss reasonable adjustments to support your studies?

Yes No

ACADEMIC QUALIFICATIONS

Complete the table below, listing your **tertiary** qualifications only, including incomplete tertiary qualifications or that you are currently studying and attach certified supporting documentation.

Are you currently studying? Yes No

	Qualification name	Institution (including country)	Honours level	Duration	Completion/Expected Completion
Bachelor degrees					
Master degrees					
Other undergraduate/postgraduate degrees					

PREVIOUS HIGHER DEGREE BY RESEARCH CANDIDATURE

If you have undertaken prior Higher Degree Research (e.g. been enrolled in a PhD or Master 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 consumed at any other Australian University.

Have you consumed previous EFTSL from an Australian institution? Yes No

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

Institution	<input type="text"/>	Student ID	<input type="text"/>
Course Name	<input type="text"/>	Expected Completion	<input type="text"/>

Higher Degree by Research Application for Admission/Scholarship



ENGLISH LANGUAGE PROFICIENCY

Applicants are required to provide evidence of English language proficiency. Please visit <http://www.canberra.edu.au/future-students/research-students/english-proficiency> for details of the English proficiency requirements. Please tick which is applicable:

First Language is English (*Category 2 – see link above*)

Note: if you intend to take an English proficiency test, your application cannot be processed until you have provided the results.

I will take an: Academic IELTS test TOEFL iBT test

Test scheduled for

Booking Number:

I have met English Proficiency in line with the [Admission to Higher Degree by Research Courses Policy](#). Provide details below and attach supporting documentation:

ACADEMIC REFEREES

Your academic referees must submit a report to our office separate to your application. You should supply your academic referees with the *Referee Report Template*, which can be found on the [Apply for Admission](#) webpage.

	Name	Position and Institution	Contact details including institutional address, phone number and email address
Referee 1			
Referee 2			

ADDITIONAL INFORMATION

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

Source

- Current University of Canberra student
- Direct enquiry
- Exhibition/seminar
- Recommended by an agent
- Via the internet
- Newspaper/magazine
- Friend/relative studying at the University of Canberra
- Other (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 personal information. 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 which are set out in the Australian Privacy Principles (the APPs). This means that we do not use or disclose any personal information we hold about you, including your address or your results, even to close relatives, without your permission or as permitted by the APPs. For further detail, please see the Privacy Policy at www.canberra.edu.au/privacy or telephone the Privacy Contact Officer (PCO) at the University of Canberra on 02 6201 5111 or email at privacy@canberra.edu.au.

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 <https://www.legislation.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 ID number:

Have you previously studied at, or applied to, the University of Canberra, University of Canberra College (UCC), or Canberra College of Advanced Education (CCA)?

No

Yes

→ Previous ID Number

CLOSING DATES FOR APPLICATIONS

Applications for admission and scholarship must be submitted by the relevant scholarship application deadline. For University scholarships the deadline for the University scholarship allocation round is **30 September** each year.

Applications for admission only are accepted at all times throughout the year and will be considered on receipt of all required supporting documentation.

International applicants: Please ensure you submit your application at least three 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 student visa application.

APPLICATION CHECKLIST

Please note, if your application is incomplete it will not be processed.

Have you completed/included the following?

- Completed all parts of the application form
- Signed the application form
- Attached certified copies of qualifications/diplomas
- Attached certified copies of all academic transcripts (and certified translations where applicable) and/or previous research candidature
- Attached your research proposal
- Confirmed with your referees that their reports have/will be forwarded within 5 working days of submitting your application. Please ensure reports are forwarded directly to the University of Canberra to the address below.
- Attached your current resume including: publications and research experience
- Attached a letter from your current university detailing previous research degree candidature including discontinuation date (if applicable)
- Attached English language test results or confirmation of test booking
- Attached certified copy birth certificate, passport or citizenship certificate (including name change if applicable)
- Research Publication/Output Details Form (*scholarship applicants only*)
- Research and Professional Experience Form (*scholarship applicants only*)

WHAT IS A CERTIFIED COPY?

A **certified copy** is a copy of an original document that has been authorised as being a true copy of the original. A copy can be certified by a person authorised to sign affidavits, such as:

Within Australia

- Justice of the Peace with registration number
- a 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

Outside of Australia

- 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
- an international agent registered with University of Canberra

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 and all supporting documentation **by email** to hdrsupport@canberra.edu.au

Further information:

Graduate Research
University of Canberra
Bruce, ACT 2601

T: (02) 6206 8370 (within Australia) or
T: +61 2 6206 8370 (from outside Australia)
E: hdrsupport@canberra.edu.au