

## APPLICATION INSTRUCTIONS

Higher Degree Research Office (HDRO)  
The Research HUB, Level 3, C5C East  
Macquarie University NSW 2109 Australia  
<http://www.research.mq.edu.au/students>

### 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](mailto: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](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](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](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](http://www.research.mq.edu.au/students/new_students/getting_help)  
<http://www.mq.edu.au/divisions/index.html>  
[http://www.research.mq.edu.au/excellence/research\\_centres](http://www.research.mq.edu.au/excellence/research_centres)  
[http://www.research.mq.edu.au/students/new\\_students/areas](http://www.research.mq.edu.au/students/new_students/areas)
- Higher Degree Research Guide for Candidates and Supervisors:  
<http://www.research.mq.edu.au/students/>

### 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 your 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 ([hdrenq@vc.mq.edu.au](mailto:hdrenq@vc.mq.edu.au) for domestic students, and [hdrint@vc.mq.edu.au](mailto: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 Australian 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/>

students/scholarships/information\_for\_scholarship\_applicants  
A written statement must be included with the application.

### Proposed area of study

You are required to make contact with a potential supervisor(s) at the University and present him or her with an initial proposal outlining your proposed topic of research before submitting your application for admission. Sufficient detail is required to enable the Department to determine that it has the resources, including suitably experienced supervision personnel, to support your candidature.

Research proposal requirements for an application vary according to the Department. Applicants are required to establish what is expected for the research proposal with the appropriate Department. Information and Department contact details are provided in the 2008 Higher Degree Research Prospectus or you may search for the University's research expertise at: <http://www.mq.edu.au/divisions/index.html> and [http://www.research.mq.edu.au/excellence/research\\_centres](http://www.research.mq.edu.au/excellence/research_centres) [http://www.research.mq.edu.au/students/new\\_students/areas](http://www.research.mq.edu.au/students/new_students/areas)

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## SECTION D SCHOLARSHIP INFORMATION

To be eligible for a scholarship you must be eligible for candidature. Admission to a higher degree program does not guarantee an offer of a scholarship. Scholarship selection is based on academic merit and demonstrated research potential. Information on the currently available scholarships and scholarship conditions is available at: <http://www.research.mq.edu.au/students/scholarships> and [http://www.research.mq.edu.au/students/scholarships/information\\_for\\_scholarship\\_applicants](http://www.research.mq.edu.au/students/scholarships/information_for_scholarship_applicants)

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## SECTION E ACADEMIC STUDIES

Please provide details and documentary evidence of all completed, uncompleted and current tertiary studies, including:

- Original or certified copies of all official transcripts and testamurs. Transcripts must show all courses attempted including failures, marks and/or grades and a statement, if appropriate, that all requirements of the degree or diploma have been satisfied. All transcripts must include official explanation/guide on the grading system used. (A "course" is a subject, module or unit of study.)
- If the documents are not in English they must be accompanied by an officially certified English translation.
- If you are currently enrolled in your Honours year, you must provide with your application an original or a certified copy of the official transcript of your results to date. Please indicate when your final results will be available. As soon as your Honours results become available, you must send an original or a certified transcript of your results to the HDR Office.  
**Note: transcripts for any study at Macquarie University do not need to be provided.**
- If your education qualifications were completed in a country where English is not the spoken language, you are required to provide documentary evidence to demonstrate that you have met Macquarie's English language proficiency requirements. For specific details please refer to: [http://www.research.mq.edu.au/students/new\\_students/criteria](http://www.research.mq.edu.au/students/new_students/criteria).
- If you have changed your name and your documents are in your former name, you must provide evidence of your name change.

### Transfers & Incomplete Prior Research Study

If you are transferring your current HDR program from another academic institution your period of candidature and RTS entitlement will be reduced as required by the RTS and Macquarie rules. In support of your application, you are required to attach an official certified copy of your complete academic record at your former academic institution, together with a letter from the institution confirming the number of Equivalent Full Time Student Load (EFTSL) consumed during your HDR enrolment. The same information is also required if you have ever commenced but not completed a higher degree research program in Australia.

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## 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.

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## 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](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](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.

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## 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.



**SECTION C PROPOSED STUDY** (refer to Application Instructions)

Proposed Degree Name \_\_\_\_\_ (e.g. PhD in Electronics)  
 Department or CORE Name \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Thesis Topic \_\_\_\_\_

Attendance Mode  Internal (on campus)  
 External (residing outside NSW/ACT) **OR**  
 External (residing outside Australia)

Proposed Commencement Date  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yy)

Study Load 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.

**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 A\$ \_\_\_\_\_

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 A\$ \_\_\_\_\_

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 <small>(e.g. BSc(Hons))</small>	Level of Honours <small>(e.g. Class 2, Div 1)</small>	Institution <small>(e.g. Macquarie University)</small>	Years enrolled		Year graduated <small>(e.g. 2005)</small>
			from <small>(e.g. 2000)</small>	to <small>(e.g. 2004)</small>	

**Postgraduate Studies\***

Degree/Diploma <small>(e.g. MSc)</small>	Full-time/ Part-time <small>(P/T)</small>	Institution <small>(e.g. Macquarie University)</small>	Years enrolled		Year graduated <small>(e.g. 2003)</small>
			from <small>(e.g. 1998)</small>	to <small>(e.g. 2002)</small>	



**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, C5C East  
 Macquarie University NSW 2109 Australia  
<http://www.research.mq.edu.au/students>  
 CRICOS Provider Code 00002J