

Application for Admission to Research Higher Degree Candidature and Scholarship

WHO SHOULD COMPLETE THIS FORM?

This form should be used when applying for candidature in a Doctor of Philosophy, Professional Doctorate (e.g. Doctor of Psychology) or Masters by Research program. This form is also used to apply for scholarships for research programs.

AUSTRALIAN APPLICANTS

You must be an Australian or New Zealand citizen, or hold Australian permanent residency.

APPLICANT'S GUIDE TO COMPLETING THIS FORM

Step 1: Complete all questions, sign and date the application form.

- Please use BLOCK LETTERS.
- Please tick ✓ the appropriate boxes.
- Complete all sections and sign the declaration on page 7.

Step 2: Ensure that you attach certified copies of all university results or transcripts, evidence of completion and proof of name and citizenship

- Certified documents must be signed by an authorised person (refer to *'What supporting documentation must I provide?'*) and must include an original signature, the name, address and title of the person signing, and an appropriate registration number. Photocopies of previously certified documents are not acceptable.

Step 3: Ensure that you attach a current curriculum vitae.

Step 4: Applicants should note that:

- The Research Higher Degrees Committee will only consider those applications that are supported by a supervisor and Faculty. You should consult with your proposed supervisor(s) prior to completing this form.
- Further information about the application process and additional copies of this form are located at www.research.swinburne.edu.au/higher-degrees
- They should not use display folders when submitting their applications.
- Applications for the Doctor of Psychology should also lodge the postgraduate application form available at: www.swinburne.edu.au/corporate/registrar/student/postgrad_appln.pdf
- Two copies of this application form should be supplied.

Step 5: Return the completed form and all supporting documentation to:

Postal Address

National Recruitment
Admissions (H5)
Swinburne University of Technology
PO Box 218
HAWTHORN VIC 3122
Australia

In Person

Student Information Centre
(on any campus)

WHAT SUPPORTING DOCUMENTATION MUST I PROVIDE?

■ Copies of supporting documentation will be required by Swinburne University of Technology depending on your response to Section C: Questions 3, 8 and 12b, Section D: Question 1 and Section H: Questions 1, 2 and 3. Supporting documentation must be certified as a true and correct copy of the original by either the issuing body or by those people qualified to accept a statutory declaration (e.g. police, chemists, doctors, accountants).

■ **Do not submit original documents.**

■ Please provide translations of supporting documentation if original documents are in a language other than English.

Applicants who have obtained an award outside Australia must:

- Provide evidence of completion of the relevant award, ie: award certificate or letter of completion.
- Provide transcript/s of examination results.

WHAT WILL HAPPEN AFTER I LODGE MY APPLICATION FORM?

- A University staff member will contact you if you are required to participate in an interview or provide additional information to support your application.
- All applicants will be advised on the outcome of their application.



**Application for Admission to
Research Higher Degree Candidature and Scholarship**

SECTION A: PROPOSED STUDY PROGRAM

1. Which research program are you applying for? (To check program code refer to www.swinburne.edu.au/courses)					
Program Code e.g.N001, A007	Program Name e.g. Doctor of Philosophy, Professional Doctorate	Campus	Study Mode (full-time or part-time)	Intended commencement	
				Month	Year

Please note: The actual commencement date is the day on which you enrol.

2. If applying for the research component of a Professional Doctorate in a DDes, what was your commencement date in the program?

/ /

SECTION B: CURRENT / PREVIOUS RELATIONSHIP WITH SWINBURNE

1. Have you applied or enrolled at Swinburne University of Technology/ TAFE previously? Yes No – (proceed to Sect C)

If **yes**, please state (a) Swinburne student ID number

(b) Program Name:

(c) Last year of study at Swinburne

2. Are you a Swinburne staff member? Yes No

If **yes**, Swinburne Staff ID Number

3. Have you previously been excluded from a program at Swinburne or any other University? Yes No

If yes, please attach details.

(a) Institute

(b) Reason

SECTION C: PERSONAL DETAILS

1. (a) Date of birth / / **(b) Gender** Female Male

2. Current Name

Title: (Dr, Mr, Mrs, Miss, Ms)

Family name/Surname

First given name

Other given names

3. Previous Name(s)

Provide your previous name in full if your current name is different to that shown on supporting documentation or a previous enrolment at Swinburne. You must complete all fields (i.e. family name/surname/, first and second given names).

You must attach evidence of your change of name (e.g. marriage certificate, deed poll certificate) to this application.

Family name/Surname

First given name

Other given names

4. CHESSN (if known)

Application

10. Do you have a disability, impairment or long term medical condition?

Providing information about a disability will not disadvantage your application. This information is collected to ensure that the University provides appropriate information on the support services available to students. This information is also collected for statistical and planning purposes.

- No (proceed to Section D)
- Yes – (please tick one or more of the following):
- Hearing/Deaf Intellectual Mobility Learning Acquired Brain Impairment
- Visual Physical Mental Illness Medical Condition
- Other (please specify)

If you answered **yes** to this question, you may wish to contact the **Disability Support Service** for further information concerning the support services available on +61 3 9210 1181 (TAFE) or +61 3 9214 8500 (Higher Education) or visit the website www.swinburne.edu.au/stuserv/disability

SECTION D: EDUCATIONAL HISTORY

YOU MUST SUBMIT THE FOLLOWING DOCUMENTS

- (a) a certified copy of all transcripts of results (refer to 'What supporting documentation must I provide?' notes on cover page of this application form); and
- (b) proof of completion of academic qualifications

POST-SECONDARY EDUCATION

1. List any studies you have completed or attempted at university, TAFE or other post-secondary institution.

Year started	Year completed/ceased	Institution	Title of Program	Program Type (Office use only)	Completed Yes/No	Honours Level eg H1, H2A

2. Are you currently enrolled at another university? Yes No

3. Are you transferring from another Australian university or have you previously been enrolled in a research degree at another Australian university?

- Yes No

If yes, (a) Name of university

(b) What was your candidature commencement date? / /

(c) Have you withdrawn/completed your candidature? Yes No

If yes, Date of completion/withdrawal / /

4. Have you been previously excluded from a program at Swinburne or any other University?

- Yes No

If yes, please provide details:

- (a) Institute
- (b) Reason

SECTION E: PRIOR RESEARCH

1. Did any of the completed degrees/diplomas above include a research component? Yes No

If yes, (a) What percentage of the degree was research? Please provide evidence.....

(b) Please provide a brief summary of that research (attach further documentation if required):

2. Have you undertaken any additional research work or has any of your work been published? Yes No

If yes, please list: (attach further documentation if required)

.....

.....

.....

SECTION F: RELEVANT EMPLOYMENT OR RESEARCH EXPERIENCE HISTORY

(For instance, if you have been a Research assistant, include that experience here.)

Start Date	End Date	Employer	Nature of Work	Full-time or Part-time

SECTION G: REFEREES

Please provide details of at least two people whom we can contact to provide a report on your academic ability and research potential.

	Referee One	Referee Two
Name		
Position		
Address		
Daytime Telephone		
Mobile Number		
Email Address		

SECTION H: SCHOLARSHIPS

1. (a) Have you been awarded a scholarship to undertake your research? Yes No

(b) If yes, please tick the scholarship you have been awarded

- APAI** – Australian Postgraduate Award (Industry) **CRC** Scholarship
- Others**

Other – (including ‘top up’ scholarships) Please specify:

2. (a) Applying for a scholarship – Notes

- Information on scholarships offered and a detailed guide to each scholarship is available on the web at www.swinburne.edu.au/research/schols.htm
- Completion of the following section of the form signifies that you wish to be considered for a scholarship during the next scholarship round which opens in either March or August. It is your responsibility to ensure that referee reports are forwarded to your referees and returned in time to be considered during the scholarship round.
- Offer of candidature is not dependent on the award of a scholarship.
- If you are already enrolled in a research program, please contact Swinburne Research on (03) 9214 5547.
- Your scholarship application will only be considered if all the required documents are provided.
- Scholarships are normally awarded only for full-time study and awarded to our top doctoral students based on a meritorious assessment.

(b) Scholarships for which you are applying:

- Chancellor’s Research Scholarship (CRS)
- Australian Postgraduate Award (APA), Swinburne University of Technology Postgraduate Research Award (SUPRA) and Vice Chancellor’s Research Scholarship (VCRS)

(c) Other Scholarships

3. Referee reports

In addition to nomination of referees in Section G, you must send a copy of the full referee report form (available on the web at <http://swinburne.edu.au/research/schols.htm>) to each of your referees for completion and return to Swinburne Research by the end of May or October, whichever is the next scholarship round.

4. If your application for scholarship is not successful, indicate below what action you want to take

- I still wish to be considered for admission to the University, as I have other financial support/sponsor – provide details

.....

- I wish to be considered in the next scholarship round

- I wish to withdraw my application

SECTION I: RESEARCH PROPOSAL

1. What is the title of your proposed research?

.....

2. Please provide a brief description of your project (approximately 100 – 200 words). As a guide, the description may include: background of the research problem, proposed research methodology, proposed research method, an overview of the initial literature of the research problem, possible limitations, the contribution to knowledge that this project will potentially make. **Please note:** Different faculties may have different requirements. Please check with your faculty before submitting your application.

3. Resources, location and attendance

- (a) Are there any essential resources required to complete your research project?** Yes No

(b) If Yes, please specify what these are. (You must also discuss resource requirements with your proposed principal coordinating supervisor.)

.....

(c) Where will the research work be conducted?

- Internally (ie at Swinburne)
- Externally (please name organisation/s and provide the address/es)
- Combination of both internal and external, please state where the majority of the research will be carried out.

SECTION J: EXTERNALLY SUPPORTED RESEARCH

Is your research being supported by an organisation external to Swinburne? (e.g. APAI, CRC, Industry Scholarship)

- Yes
- No (proceed to Section K)

If yes, have you signed a ‘Deed of Assignment’?

- Yes
- No

If you have not signed a ‘Deed of Assignment’ you may be required to do so prior to commencing your project. The Deed of Assignment is a formal contract between the candidate and the University and is tied to the formal contract between the University and the funding body that covers issues pertaining to the ownership of Intellectual Property. Where an external body that is providing funds for the research holds a contract with the University you are not permitted to commence your candidature until you and the University have signed a ‘Deed of Assignment’. For further information please check with your proposed principal coordinating supervisor. The University’s Intellectual Property Policy is available at www.swinburne.edu.au/corporate/registrar/ppd/docs/IntellectualPropertyPolicy.pdf

SECTION K: SUPERVISION

1. (a) Please nominate supervisors

Principal Coordinating Supervisor:

Coordinating Supervisor:

Associate Supervisor:

(b) Have you spoken with the above-named supervisors about your intended project?

- Yes
- No (Please note that strict rules apply to the number of candidates that an academic can supervise)

SECTION L: ETHICS APPROVAL

Please discuss with your proposed principal coordinating supervisor prior to completion of this section.

1. (a) Does your project involve any of the following: (please tick)

- Human Research (eg various activity with or about people or their data, personal belongings or tissue) – proceed to Q1 (b)
- Care and Use of Live Animals – proceed to Q1 (b)
- Genetically Modified Organisms (GMO) – proceed to Q1 (b)
- None of the above – proceed to Section M

If your research does involve any of the above, it will require ethics approval from either the Human Research Ethics Committee (HREC) or the Animal Experimentation Ethics Committee (AEEC). Application forms are available from the Secretary, HREC / AEEC, telephone 613 9214 8468 or 613 9214 5218 or facsimile 613 9214 5267 or www.research.swinburne.edu.au/researchers/ethics

(b) Do you have ethics clearance from or on behalf of either the Swinburne’s Human Research Ethics Committee (SUHREC) and/or the Animal Experimentation Ethics Committee (AEEC) and/or Institutional Biosafety Committee (SUIBC)?

- Yes – Please provide certificate number given to your application
and date approval was obtained ,,
- No

SECTION M: CHECKLIST

Check that you have

- Completed and signed the application form
- Answered all questions
- Nominated two academic referees
- Contacted an Academic Supervisor/s and obtained relevant signatures in Section F or attached email confirmation
- Kept a copy of the application for your records

Check that you have attached copies of the following:

- Translated documentation if original documents are in a language other than English
- Summary of Research Proposal
- Details of awards or achievements
- Details of research experience
- List of academic publications
- A copy of your curriculum Vitae outlining details of any relevant research and/or professional experience
- Academic transcript/s (including key to results)
- Evidence of Completion of previous academic programs
- A copy of your passport

Please ensure that documentation is certified as a true and correct copy of the original by either the issuing body or by those people qualified to accept a statutory declaration (eg police, pharmacist, doctors, accountants). **Do not submit original documents**

SECTION N: APPLICANT’S DECLARATION

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the research program I undertake.

I acknowledge that giving false or misleading information is a serious offense under the criminal code (Commonwealth).

I understand that:

- My information may be disclosed to relevant government agencies and bodies (eg: DEEWR, Office of Skills Victoria) and in some cases other non-government bodies, agencies or other third parties to enable Swinburne to confirm my identity, eligibility to government support, to verify my entitlement to become an enrolled student and to otherwise progress my application.
- Confirmation of study and results from previous or current study for the purpose of determining eligibility may be undertaken.
- Swinburne collects, stores and uses personal information in accordance with Swinburne’s Privacy Policy which can be accessed at: www.swinburne.edu.au/privacypolicy
- The University will correspond with me by electronic means.

Signature of Applicant:Date: ,,

SECTION N: FOR COMPLETION BY SUPERVISORS

- Before you agree to supervise an applicant you must be approved to the 'Register of Accredited Supervisors'. You should also read the Research Higher Degrees Policy and Procedure at www.research.swinburne.edu.au/higher-degrees/postgraduate
- Maximum supervisory loads apply. Supervisors are limited to 7 EFTSL as coordinating supervisor and 10 students in total. In some circumstances, the Research Higher Degrees Committee may apply lower limits. Please ensure that you are within current load limits before you agree to supervise a student.
- If there are more than three members of the proposed supervisory team, please attach extra copies of this page.

1. Principal Coordinating Supervisor

I agree to be the principal coordinating supervisor for: (Applicant's name)

I am approved by the Swinburne Research Higher Degrees Committee to supervise at this level and I have read the Research Higher Degree Policy and Procedures and the Statement of Supervisory Practice.

Current supervisory load (Number of students) : Register checked

Doctoral Full time Part-time **Masters** Full-time Part-time

Name:

Present Position:

Email: Swinburne Internal Mail No.

Telephone:

Faculty or External Address.

Signature Date: / /

Have you attended any workshops on research supervisory practice in the last 12 months? Yes No

2. Coordinating Supervisor

I agree to be the coordinating supervisor for: (Applicant's name)

I am approved by the Swinburne Research Higher Degrees Committee to supervise at this level and I have read the Guidelines for Supervision of Higher Degree Research Students.

Current supervisory load (Number of students) : Register checked

Doctoral Full time Part-time **Master** Full-time Part-time

Name:

Present Position:

Email: Swinburne Internal Mail No.

Telephone:

Faculty or External Address.

Signature Date: / /

Have you attended any workshops on research supervisory practice in the last 12 months? Yes No

3. Associate Supervisor

I agree to be the associate supervisor for: (Applicant's name)

I am approved by the Swinburne Research Higher Degrees Committee to supervise at this level and I have read the Guidelines for Supervision of Higher Degree Research Students.

Current supervisory load (Number of students) : Register checked

Doctoral Full time Part-time **Master** Full-time Part-time

Name:

Present Position:

Email: Swinburne Internal Mail No.

Telephone:

Faculty or External Address.

Signature Date: / /

Have you attended any workshops on research supervisory practice in the last 12 months? Yes No

FACULTY RESEARCH COMMITTEE APPROVAL

1. Please mark the category used to establish eligibility for candidature. (Please ensure that evidence of eligibility, including equivalence, is provided with the application).

- Master by Research, Master by Coursework, 4 year Bachelor Degree with Honours 1 or 2A or equivalent, Other postgraduate qualifications, Other relevant tertiary qualification, Other relevant experience

2. Are essential resources that are required to complete the applicant's research project available? Yes No

If No, please provide details of essential requirements and when they are expected to be available.

3. Does the Faculty have sufficient depth of expertise in the appropriate area to cover a situation where the current supervisory team is no longer available? Yes No

Is the applicant required to undertake any preliminary studies? Yes No

If Yes, please provide details of required preliminary studies.

4. Will the applicant be awarded a Faculty/Industry scholarship to undertake the research? Yes No

5. If the applicant has applied for an APA or SUPRA do you wish to support the scholarship application? Yes No

6. Are you requesting a Tuition Fee Scholarship without stipend (previously Division Fee Exemption)? Yes No

CHAIR OF FACULTY RESEARCH COMMITTEE APPROVAL

CHECKLIST - Prior to approving this application:

- Consider information contained within the applicant's referee reports, Ensure that current supervisory load limits are adhered to prior to approving the application

The Faculty Research Committee recommends the applicant for admission to candidature

- Program: PhD, MA, MCom, MEng, MSc, MDes, MMaths; By Thesis, By Exegesis/Project, By Publication

Or research component of: DPsych (Couns), DPsych(Clin), DDes

Program Code Unit of Study Code/s

Name of Chair of Faculty Research Committee:

Signature: Date: DD/MM/YYYY

RESEARCH HIGHER DEGREES COMMITTEE APPROVAL

Authorised by Chair, Research Higher Degree Committee

Signature: Meeting Date: DD/MM/YYYY

Outcome: Admitted, Conditional, Rejected, Pending, Deferred

Conditions/Reasons:

