



Geelong Campus at Waurn Ponds
Pigdons Road
Victoria 3217 Australia

HIGHER DEGREE RESEARCH CANDIDATURE AND /OR SCHOLARSHIPS APPLICATION FORM - INSTRUCTIONS

HOW TO APPLY

The following application form can be used to apply for HIGHER DEGREE RESEARCH CANDIDATURE AND /OR SCHOLARSHIPS at Deakin University.

ADVICE FROM POTENTIAL SUPERVISORS

You are strongly encouraged to contact academic staff of the appropriate Faculty before submitting your application. These staff can provide you with assistance concerning the research topic. In addition, they can advise on the preparation of the research proposal. Please mention in the form if you have had contact with a staff member whom you would like to have as a supervisor. Please also note, however, that the University is not always able to appoint the requested person as your supervisor.

COMPLETE ALL SECTIONS OF THE APPLICATION FORM

Please ensure that you complete all sections of the form. In the section dealing with postgraduate research experience and publications you are encouraged to provide details of the following, for example:

- previous research publications;
- conference papers you have presented;
- previous research projects you have undertaken (whether for higher degree purposes or otherwise);
- any other research experience (such as working as a research assistant).

DOCUMENTS REQUIRED

When submitting your application, please make sure that you include all the required documents (the checklist on the application form will assist you with this). Wherever possible, it is best to avoid submitting documents separately - submit them all with the application.

The following documents are required:

- Research proposal
- List of publications and copies of the contents page and abstract page

Certified copies of the following documents are required:*

- proof of any changes of name (eg marriage certificate);
- proof of Australian or New Zealand citizenship (eg birth certificate, relevant pages of passport, or citizenship certificate) or Australian permanent residency (eg relevant pages of passport showing visa);
- transcripts of all of your tertiary education studies except those undertaken at Deakin University. These should indicate the name of the qualification, the institution of enrolment, the years of study, the subjects/units undertaken, the grades achieved, explanatory notes concerning the grades, and proof that the qualification has been completed
- proof of your commencement date and evidence of any intermissions or changes of candidature (eg from full time to part time) if you are applying to transfer a Higher Degree from another institution proof of your commencement date and evidence of any intermissions or changes of candidature (eg from full time to part time) if you have previously been enrolled in a Higher Degree at another institution
- If relevant, English language test results

* A **certified copy** is one in which a person able to sign affidavits (eg pharmacist, medical doctor, Justice of the Peace, dentist, solicitor, Member of Parliament, school principal, etc.) has certified it as a true copy of the original document.

ENGLISH LANGUAGE PROFICIENCY

Where an applicant's first language is not English, or where degree qualifications were not undertaken in the English language, Deakin reserves the right to seek further documentary evidence of English proficiency.

RESEARCH PROPOSAL

Please provide a brief outline (300 words) of your proposed research topic. This is used to assess whether the University has appropriate supervision expertise available. If you have already been in contact with a potential supervisor, you may work with them to develop a research proposal. (Please note that if you are applying for a Higher Degree in the Faculty of Arts and Education, a 750 word proposal is required.)

ACADEMIC REFEREES' REPORTS

Reports from two academic referees are required. It is recommended that you request reports from current or former lecturers, or academic or employment supervisor who are able to comment on your research expertise. Please urge your referees to complete and send in their reports as soon as possible. It is also recommended that you ask your referees to retain a photocopy of the reports they provide to the University. Please note that these reports are confidential and should be sent by your referees directly to Deakin University at the address indicated on the form.

MAKE A PHOTOCOPY OF YOUR APPLICATION

It is advisable to keep a photocopy of your application for your own records.



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**HIGHER DEGREE RESEARCH CANDIDATURE
 AND /OR SCHOLARSHIPS**
 APPLICATION FORM

1. Type of Application

Research candidature and scholarship	<input type="checkbox"/>
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*There are no fees for domestic candidates (Australian citizens or permanent residents or New Zealand citizens). International candidates pay full fees for candidature without scholarship.

2. Personal Information

Title (Dr, Mr, Mrs, Ms, Miss)	
Given name(s)	
Family name	
Preferred first name	
Former name if applicable (eg maiden name)*	
Date of birth (day/month/year)	
Male / Female	
Postal address**	
Permanent residential address (if different from postal address) **	
Telephone: day (include all area codes)	
Telephone: evening (inc. all area codes)	
Mobile:	
Email:	
If previously enrolled at Deakin, your student ID number	

*NOTE: If qualifications were gained in former name, certification of name change must be provided.

**If contact details will change while this application is being processed please attach the date they will change and the new details if known. If details change unexpectedly while this application is being processed, please advise Research Services immediately.

3. Citizenship

Country of citizenship (as on passport)	
Country of birth	
Are you an Australian citizen, a New Zealand citizen, or an Australian Permanent Resident?	Yes / No
If no, have you applied for Australian Permanent Resident status?	Yes / No
If yes, the date of application	
Visa type (e.g. student, visitor)	
Visa expiry date	
Passport number	
Will you be bringing your family to Australia while you study at Deakin?	Yes / No

Please attach proof of citizenship (certified photocopies of either birth certificate, citizenship certificate, or passport) or Australian permanent residency status (certified photocopies of relevant pages of passport).

4. Proposed Study

4. Proposed Degree (tick ONE only)

Doctor of Philosophy	<input type="checkbox"/>
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Will you be using confidential information in your research?*	Yes / No	
Please list any Deakin academic staff with whom you have discussed your proposed thesis	1.	2.
Faculty/School		
Would you prefer them as a potential supervisor?	Yes / No	Yes / No

5. Proposed Study Mode

Full-time or part-time*	Full-time	Part-time		
On campus or off campus	On campus	Off campus		
If ON campus, select campus**	Geelong	Burwood	Warrnambool	Geelong Waterfront
Reasons for seeking OFF campus candidature				
What is the full address of your proposed off campus location?				
Please provide detail about whether you intend to study off campus for your entire candidature or just a portion				
Please describe off campus research working environment (eg: home, local institution. More information may be requested.)				
Proposed Start Date				

*Status must be full-time if applying for a scholarship.

** Please note, not all courses are available at all campuses

6. Current or incomplete studies

Are you currently studying?	Yes / No
If you are currently studying, please provide: Name of course	
Institution	
Date results expected	
Do you wish to transfer your higher degree candidature from another institution?*	Yes / No
If you wish to transfer please provide: Name of course (eg: MA)	
Institution	
Date Commenced	
Full/Part-time	
Have you previously been enrolled in a Higher Degree by Research?*	Yes / No
If so, please provide: Name of course	
Institution	
Date Commenced	
Date discontinued	

*A higher degree by research is a degree comprising more than 2/3 research. Please provide certified proof of your commencement date at that institution. Please also provide evidence of any intermissions/breaks or suspensions to candidature or changes of candidature status that may have occurred during your candidature.

7. Previous Tertiary Qualifications

Please provide details as requested below of previous tertiary qualifications you have *completed*:

Degree	Level of Honours	Years enrolled (eg: 2000-2004)	Part/full time	Institution	Country/State

Please **attach** an original transcript or certified copy of qualifications from institutions other than Deakin University. Please note that the key to grades which is often on the reverse side of transcripts is also required. Transcripts **must be in English** or translated into English. Your application cannot be processed without this information.

Did you complete a thesis, dissertation or supervised original research in your previous studies?	Yes / No	
If yes, Degree	1.	2.
Duration of whole course (years)		
Duration of research component (semesters)		
Thesis credit points out of total course credit points (eg 12/40)		
Word or page length (specify)		
Grade for thesis*		
Grade/GPA for whole course (expressed as %)		

*Can include 'ungraded pass' if on transcript
Attach further details if required.

8. Research Experience

Please describe briefly any postgraduate research experience (if insufficient space, please attach further information).

9. Publications

Have you had any research published?	Yes / No
If yes, please list number of:	
Refereed journal articles	
Refereed conference papers	
Non-refereed conference papers	
Books based on original research	
Book chapters based on original research	
Professional research reports	

If yes, please attach a complete list of publications as per the above groups. For each, you must provide:

- **Full bibliographic references** For example: Smith. J., **Brown. S.**, Shaw. P. "Title", Name of Publication, Type of Publication, (e.g., refereed journal article, non-refereed journal article, book chapter, review etc.), Publication Details (e.g., Volume 29, issue 2, 2005).
- **Outline your contribution to the work**
- **Whether the journal or conference was national or international**
- **Copy of contents page and abstract page for each item**

10. Other Scholarships or Awards

Have you previously received any postgraduate awards or prizes	Yes / No	
If yes, Name and duration of award	1.	2.
Institution which granted award		

Attach further details if required.

11. English Language Proficiency

Is English your first language?	Yes / No	
If no, Have you obtained a tertiary degree taught in English?*	Yes / No	
OR have you sat an IELTS test?*	Yes / No	
OR have you sat a TOEFL test?*	Yes / No	

*Attach certified copy of transcripts

12. Referees

Are you a current Deakin Honours student?	Yes / No	
If no, please provide the details of two referees: Name	1.	2.
Institution		
Position		
Telephone		
Facsimile		
E-mail		
Have you forwarded referee reports to both referees to complete?	Yes / No	

13. Choosing Deakin

Please tell us how you heard about higher degrees at Deakin (eg: newspaper, website etc)	
What motivated you to apply to Deakin for your higher degree?	

Checklist

- Have you answered all questions?
- Have you confirmed that the referee report forms will be forwarded?

Are the following documents attached?

- Research proposal
- *Certified proof of name change if relevant
- *Certified proof of Australian/New Zealand citizenship or Australian permanent residency
- *Certified transcript of qualifications from institutions other than Deakin University including full results for all units undertaken (include key to results found on reverse side of transcript)
- *Certified proof of your commencement date and evidence of any intermission or changes of candidature status if you want to transfer research masters or doctoral candidature from another institution
- *Certified proof of your commencement date and evidence of any intermissions or changes of candidature (eg from full time to part time) if you have previously been enrolled in a Higher Degree at another institution
- For publications, copies of contents page and abstract page for each publication

*NOTE: A certified copy is one in which a person able to sign affidavits (eg pharmacist, medical doctor, Justice of the Peace, dentist, solicitor, Member of Parliament, school principal, etc.) has certified it as a true copy of the original document.

Declaration

- I declare that the information given in this application is correct and complete.
- I will provide original documentation as required
- I acknowledge that providing incorrect information or documentation, or withholding relevant information or documentation relating to this application, may result in any offer or enrolment being cancelled.
- I have read and understood the sections of the Deakin website relating to the courses I have selected, admission procedures, and the fees and refund policy (if relevant).
- (International students only) I agree to make timely payments of any fees or costs which I owe.
- (International students only) I am aware of the likely costs of my stay in Australia and have the necessary financial capacity to meet such costs for the duration of my course.
- I authorise Deakin University to obtain from other educational institutions or relevant authorities, any details of my enrolment, academic record, examination results and bond status. I am aware that giving false or misleading information is a serious offence under the Criminal Code (Commonwealth of Australia).

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Signed _____

Date _____

Closing date

Scholarship applicants – dd month 2010

Address

Research Scholarship Officer
Research Services Division
Deakin University Geelong Campus at Waurn Ponds
Pigdons Road
Waurn Ponds
Geelong VIC 3217
AUSTRALIA