

# Information for Higher Degree by Research Applicants

Australian Citizens or Permanent Residents Only



## Return Completed Application and all Documents to

Adelaide Graduate Centre  
Level 6, 115 Grenfell Street  
University of Adelaide 5005

### GENERAL INFORMATION

The attached application form serves as both an application for admission to a Higher Degree by Research and an application for scholarships held for study at the University of Adelaide (if eligible). It is not for use when applying for scholarships to study at an overseas institution (such as the George Murray Scholarship).

The application form must be completed and submitted **IN TRIPLICATE** to the Graduate Centre at the University of Adelaide (on or before 31 OCTOBER 2008 in the case of APA applicants). **ELECTRONIC OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

Use this form only if you are an Australian citizen, NZ citizen or if you have Permanent Resident status in Australia. Applicants must provide evidence of citizenship or permanent resident status at the time of lodging the application.

Applicants for grant-funded postgraduate scholarships such as those funded under Australian Research Council Grants or Co-operative Research Centres should also complete the scholarship section of the application form and forward it to the Graduate Centre indicating the name of the scholarship(s) for which you wish to apply in the section marked 'Other'. If you have already lodged an APA or other scholarship application, you need not lodge a second set of application forms. Simply advise the Graduate Centre that you wish to add another scholarship to your application form. However, if you are applying for admission/scholarship in more than one discipline, you are required to provide additional copies of your application form including all attachments for each additional discipline.

You are requested to notify the Graduate Centre of any change to the information contained in your original application, particularly any change of address or contact details.

Please telephone the Graduate Centre on (08) 8303 5882 or email [graduatecentre@adelaide.edu.au](mailto:graduatecentre@adelaide.edu.au) if you have any questions concerning this application or if you require further information.

International applicants should use the form available at:

[http://www.adelaide.edu.au/publications/pdfs/inter\\_pg\\_res08form.pdf](http://www.adelaide.edu.au/publications/pdfs/inter_pg_res08form.pdf)

**PLEASE CAREFULLY GO OVER THE CHECKLIST TO ENSURE YOUR APPLICATION IS COMPLETE PRIOR TO SUBMITTING IT. THE GRADUATE CENTRE ACCEPTS NO RESPONSIBILITY FOR INCOMPLETE APPLICATIONS LEADING TO INELIGIBILITY FOR SCHOLARSHIP OR ADMISSION.**

**Applications must be copied and collated, all copies of documentation certified (as needed) prior to submitting them to the Graduate Centre.**

### APPLICATION INSTRUCTIONS

## Section 1 – Program Details

You must indicate the degree you wish to be considered for admission to, and the appropriate Faculty, School and Discipline, in order of preference.

Your intended area of study is a brief title of the project you wish to undertake (e.g. Plant Functional Genomics).

If you indicate that you wish to apply for remote candidature (to pursue most or all of your research away from the University, interstate or overseas) you must also complete the 'Application for Remote Candidature' form available from the Graduate Centre website <http://www.adelaide.edu.au/graduatecentre/policy/> and attach it to your application.

If you indicate that you wish to study on a half time basis please provide supporting documentation outlining your reasons. **Scholarship applicants may only apply for half time candidature for health or carer-related reasons that are approved by the Graduate Centre.**

To obtain correct Faculty/School/Discipline title please go to: <http://www.adelaide.edu.au/departments/academic/>

## Section 2 – Scholarship Details

If you are applying for a Specified Faculty Divisional Scholarship, APA (Industry) or Specified CRC Scholarship you must provide the name of your potential supervisor, the name of the CRC or the project title.

## Section 3 – Applicant Details

The University ID requested is only applicable if you have previously studied at the University of Adelaide.

## Section 4 – English Language Proficiency

English is the language of instruction at the University of Adelaide and proficiency in speaking, listening to, reading and writing English is essential. Please supply any evidence of English Language Proficiency as listed on page 5 so that your English Language can be assessed.

## Section 5 & 6 – Undergraduate and Postgraduate Qualifications

**PLEASE NOTE: TRANSCRIPTS FOR ANY STUDY UNDERTAKEN AT THE UNIVERSITY OF ADELAIDE DO NOT NEED TO BE PROVIDED.**

You must provide original or certified copies of your academic transcripts, (other than those from University of Adelaide) showing the conferral of your degree and the level of Honours (if appropriate) that you were awarded. If you are currently in your Honours year you must provide the most recent transcript possible at the time of application and provide proof of your Honours result prior to enrolment and receiving payment of a scholarship.

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 a Justice of the Peace (JP), Commissioner authorised to take affidavits in the Supreme Court of South Australia, Head or Postgraduate Coordinator of a discipline at the University or staff member of the University of Adelaide Student Centre. The Graduate Centre cannot certify documents.

You must inform us if you have previously undertaken study towards a higher degree by research. If you are transferring your candidature from another institution you must complete the 'Application for Credit' form and submit it with your application for admission. The form can be found at [http://www.adelaide.edu.au/graduatecentre/forms/Credit\\_App.pdf](http://www.adelaide.edu.au/graduatecentre/forms/Credit_App.pdf)

### Section 8 – Research Area Information

You must provide a short statement of your research interests (size guide – ½ of an A4 page).

### Section 9 – Other Postgraduate Scholarships

You must advise us if you have previously received a scholarship for any postgraduate study you have undertaken, even if the course was incomplete.

You DO NOT need to advise us of scholarships received for your Bachelor or Honours degrees.

### Section 10 – Academic Referees

Applicants are required to provide contact details for two academic referees. One referee should normally be your Honours supervisor. If this is not possible, applicants are advised to contact the Postgraduate Coordinator in the relevant area regarding the matter of the most suitable referees. For a list of Postgraduate Coordinators please visit: <http://www.adelaide.edu.au/graduatecentre/forms/pgcoordinators.pdf>

**Written reports are not required unless specifically requested by the School/Discipline.** If this is the case, you will be contacted to provide this information.

### Section 11 – Special Circumstances

You can only apply for a scholarship under the special circumstances category where you have experienced an adverse event during your undergraduate or Honours degree which impacted on the outcome of your results, meaning they were other than as expected. Financial circumstances are NOT considered under special circumstances.

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## HIGHER DEGREE BY RESEARCH APPLICATION FOR ADMISSION AND/OR SCHOLARSHIP

- Admission Only
- Scholarship & Admission
- Scholarship Only (existing Higher Degree students only)
- Transfer of Candidature and/or Scholarship from another Australian institution

### 1. Program Details (all applicants)

Please indicate the program of study you wish to apply for:

- Doctor of Philosophy (PhD)
- Master of \_\_\_\_\_
- Doctor of \_\_\_\_\_

To obtain correct Faculty/School/Discipline title please go to: <http://www.adelaide.edu.au/departments/academic/>  
(Please note: if you are applying for admission/scholarship in more than one discipline, you are required to provide additional copies of your application form including all attachments for each additional discipline)

Faculty: \_\_\_\_\_ School: \_\_\_\_\_ Discipline: \_\_\_\_\_

Faculty: \_\_\_\_\_ School: \_\_\_\_\_ Discipline: \_\_\_\_\_

Faculty: \_\_\_\_\_ School: \_\_\_\_\_ Discipline: \_\_\_\_\_

Please Note: If you have arranged supervision within a particular school, or wish only to be considered for one school, please list only that one school.

Intended area of study: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Preferred Attendance Status:  Full Time  Half Time  
(scholarship applicants only: refer to Section 1 of instructions regarding Half time study)

Internal Study  Remote Study  (you must also complete the form found at: <http://www.adelaide.edu.au/graduatecentre/policy/>)

If you are an existing higher degree by research student provide the date on which your enrolment commenced: \_\_\_\_\_

### 2. Scholarship Details (scholarship applicants)

Please indicate the scholarship(s) you wish to apply for:

- Australian Postgraduate Award (closing date 31 October 2008)
- Specified Faculty Divisional Scholarship (indicate supervisor): \_\_\_\_\_
- Australian Postgraduate Award (Industry) (provide details): \_\_\_\_\_
- Any other scholarship I am eligible for
- Other: \_\_\_\_\_

### 3. Applicant Details (all applicants)

Initials:

Family Name:

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ University of Adelaide ID (if applicable): \_\_\_\_\_  Male  Female

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Mailing Address (if different to Home Address): \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes.

Aboriginal  YES  NO Torres Strait Islander  YES  NO

Are you an Australian Citizen?  YES  NO

Are you a New Zealand Citizen?  YES  NO

Are you a Permanent Resident?  YES Arrival Date: \_\_\_\_\_  NO  
(Please provide certified copy of the relevant pages of your passport showing arrival date)

If you have indicated 'NO' to all of these questions you are considered an international student. Please go to <http://www.international.adelaide.edu.au/study/>

#### 4. English Language Proficiency

Please indicate below how you will meet the English Language Proficiency requirements.

- First Language is English
- Awarded a degree from a University that used English as the medium of instruction
- Most recent IELTS (academic) test undertaken
- Most recent TOEFL test undertaken
- I will be sitting an IELTS/TOEFL test on \_\_\_\_\_ and will forward the results to the University as soon as possible
- Other – please give details: \_\_\_\_\_

## 5. Undergraduate Qualifications (all applicants)

Please give details of your undergraduate qualifications including Honours and attach original (or certified copies\* of) transcripts (and parchments if degree awarded at an institution outside Australia) giving subject details and results.

Qualification	Level of Honours Obtained	Institution/ University and Location	Date Commenced	Date Last Enrolled	Completed Yes/No	In Progress Yes/No

## 6. Postgraduate Studies (all applicants)

Please give details of all your postgraduate studies commenced and/or not completed and attach original (or certified copies\* of) transcripts (and parchments if degree awarded at an institution outside Australia) giving subject details and results.

You must list any complete or incomplete studies below.

Qualification	Level of Honours Obtained	Institution/ University and Location	Date Commenced	Date Last Enrolled	Completed Yes/No	In Progress Yes/No

I am transferring my candidature from another Institution/University to the University of Adelaide. Please note that transferring between Institutions/Universities may affect your RTS entitlement and candidature duration. You must complete the form found at: [http://www.adelaide.edu.au/graduatecentre/forms/Credit\\_App.pdf](http://www.adelaide.edu.au/graduatecentre/forms/Credit_App.pdf)

## 7. Research Experience and Employment (all applicants)

Please briefly describe your research experience (excluding your honours project) including any research positions held. Attach a CV to support your application where this is applicable.

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Has your research been published?  YES (please attach a list of refereed publications)  NO

## 8. Research Area Information (all applicants)

Please attach a brief statement of your research interests (approximately half a page). This information will assist the discipline in determining whether or not appropriate supervision, facilities and other resources are available.

Proposed Supervisor (if identified): \_\_\_\_\_

The Graduate Centre recommends that all applicants have contact with a potential supervisor or the Postgraduate Coordinator of the relevant Discipline prior to submitting this application.

Please refer to: <http://www.adelaide.edu.au/graduatecentre/forms/pgcoordinators.pdf> for contact information.

## 9. Other Postgraduate Scholarships (scholarship applicants)

(a) Have you previously received a postgraduate scholarship in Australia?  YES  NO

If Yes,

What was the name of the scholarship? \_\_\_\_\_

At which institution was the scholarship held? \_\_\_\_\_

For what level of study was the scholarship awarded? \_\_\_\_\_

What was the duration of the scholarship? From \_\_\_\_\_ To \_\_\_\_\_

(b) Are you currently receiving a postgraduate scholarship?  YES  NO

If Yes,

What is the name of the scholarship? \_\_\_\_\_

At which institution is the scholarship held? \_\_\_\_\_

For what level of study is the scholarship awarded? \_\_\_\_\_

What is the duration of the scholarship? From \_\_\_\_\_ To \_\_\_\_\_

What is the monetary value (in Australian dollars) of the scholarship? \$ \_\_\_\_\_

Give a brief description of the degree or research work supported by this scholarship: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 10. Academic Referees

All applicants must provide details of two academic referees. Written reports are not required unless specifically required by the School/Discipline. If this is the case, you will be contacted to provide this information.

First Referee	Second Referee
Name:	Name:
Position:	Position:
Address:	Address:
Email:	Email:
Phone: Fax:	Phone: Fax:

### 11. Special Circumstances (scholarship applicants)

Do you wish to apply for a scholarship under the special circumstances provision?  YES  NO

If yes, please attach a confidential statement in a sealed envelope and original (or certified copies\* of) supporting documentation which describes briefly any circumstances which may have affected your tertiary academic performance, eg serious illness, long-term disability or other exceptional personal events such as a death in the family.

### 12. Statistical information (scholarship applicants)

Where did you hear about the scholarships?

- |                                                |                                             |
|------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Scholarships Brochure | <input type="checkbox"/> School Seminar     |
| <input type="checkbox"/> Newspaper             | <input type="checkbox"/> Website            |
| <input type="checkbox"/> Open Night            | <input type="checkbox"/> Honours Supervisor |
| <input type="checkbox"/> Other: _____          |                                             |

### 13. Application Checklist

In order to expedite your application, please ensure that the following checklist is complete prior to the submission of your application.

- Original plus TWO photocopies of your application (Please note: if you are applying for admission/scholarship in more than one discipline, you are required to provide additional copies of your application form including all attachments for each additional discipline).
- ONE Original plus TWO copies, OR THREE certified copies\* of your official academic transcript and an explanation of the grading scheme used. If your transcript does not provide graduation details (ie date of degree conferral), your degree certificate will also be required. Transcripts for any study undertaken at the University of Adelaide DO NOT need to be provided. Please note that original documents will not be returned including CD's, DVD's, musical scores, manuscripts or books.
- ONE Original plus TWO copies, OR THREE certified copies\* of your birth certificate (Australian certificate only), citizenship papers or permanent residency visa. NB. Permanent residents must also supply proof of their date of arrival in Australia. If you are a graduate of the University of Adelaide you are still required to provide this information. If your name has changed since this documentation was issued, please provide certified proof of the alteration (ie marriage certificate, deed poll)
- THREE copies of IELTS/TOEFL results (if applicable)
- THREE copies of your resume
- THREE copies of your Research Interests
- THREE copies of your list of publications (if applicable)
- ONE copy of documents to support any special circumstances in a sealed envelope (if applicable)
- ONE Original plus TWO copies OR THREE certified copies\* of any other supporting documentation in relation to your application. If submitting CD's, manuscripts or plans of any description only one copy is required.
- Application for Remote Candidature (if applicable)
- Application for Credit (if applicable)
- Supporting statement re: half time study (Only required for Scholarship Applicants)
- Have you signed the declaration?

\* 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 a Justice of the Peace (JP), Commissioner authorised to take affidavits in the Supreme Court of South Australia, Head or Postgraduate Coordinator of a discipline at the University or staff member of the University of Adelaide Student Centre. To obtain a list of Justice of the Peace please go to: <http://www.adelaide.edu.au/hr/career/networks/jp.html>. The Graduate Centre will not be able to certify copies.

#### 14. Declaration (all applicants)

I declare that the information supplied by me on this form is complete, true and correct in every particular.

I authorise the University to obtain from other educational institutions and relevant authorities at any time, details of my enrolment, academic record, examination results and bond status, including details of enrolment variations, attendance and addresses during the year in connection with my application and with any benefits payable to me.

Where applicable, in the event that this application for the scholarship(s) nominated is not immediately successful, I would wish to be regarded as an applicant for any other scholarship(s) at the University of Adelaide for which the Graduate Administration and Scholarships Officer might consider me eligible. I accept that this places the university under no obligation to consider me for any scholarship for which I have not lodged a written expression of interest.

I authorise the release of this application and supporting documents to appropriate persons within the University of Adelaide in confidence as part of any selection process for admission and/or scholarship which might follow.

I agree to abide by the University's conditions of award and course regulations and rules, where applicable.

I am aware that there are severe penalties for providing false or misleading information and that I may be required to repay monies received to which I am not entitled and have my enrolment cancelled.

I understand that summary information may be released to DEEWR as part of the University's reporting requirements. I consent to the disclosure of information where appropriate by the University to the Australian Vice-Chancellors Committee or any AVCC member institution.

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only	
Comments:	Data Entry: _____ Date: _____
	Checked: _____ Date: _____