

# APPLICATION FOR ADMISSION AND SCHOLARSHIP For Research Higher Degree Candidates (PhD & MPhil)



This form is available as an electronic document at <http://www.uq.edu.au/grad-school/candidature-forms>.

**DO NOT COMPLETE THIS FORM UNTIL YOU HAVE BEEN INVITED TO COMPLETE AN APPLICATION BY A REPRESENTATIVE OF YOUR PROPOSED ENROLLING SCHOOL OR INSTITUTE**

## ENSURING YOUR APPLICATION IS COMPLETE AND READY FOR LODGEMENT

Before applying, please ensure you are familiar with the [terms and conditions of research higher degree candidature](#) at The University of Queensland.

Note that you *cannot* be considered for admission or a scholarship until all necessary forms and documents are completed and received at the Research Higher Degrees Unit. The checklist provided on the last page of this document lists these documents.

Once completed, either:

- **email an electronic copy** of the *Application for Admission and Scholarship*, together with all other necessary documents, to your nominated enrolling academic unit's (school or institute, referred to as "school" hereafter) Administrative Officer, stating in the email body: 'I certify that I have read and agree to the Statement by Applicant as set out in the attached *Application for Admission and Scholarship* form'; or
- print out the *Application for Admission and Scholarship*, sign it, and **mail the hard copy** of the document, together with all other necessary documents, to your nominated enrolling school's Administrative Officer; or
- print out the *Application for Admission and Scholarship*, sign it, and **email a scanned copy** (pdf) of the document, together with all other necessary documents, to your nominated enrolling school's Administrative Officer.

**PLEASE NOTE – IF LODGING THIS FORM ELECTRONICALLY, ANY RESULTING OFFER WILL BE CONDITIONAL ON THE RECEIPT AND VERIFICATION OF CERTIFIED ACADEMIC RECORDS AND PROOF OF CITIZENSHIP BY THE RESEARCH HIGHER DEGREES UNIT.**

Your School Postgraduate Coordinator uses the information on the *Application for Admission and Scholarship* and your other documents to make a recommendation to the Dean of the UQ Graduate School using the *School Recommendation* form. Once completed, the documents are sent by your nominated enrolling school to the Research Higher Degrees Unit for further action.

You may also need to complete an *Enrolment in Additional Courses* form.

You are *not* required to complete this form if you are currently enrolled in a research higher degree program (MPhil or PhD) at UQ and wish to:

- transfer to another research higher degree program at UQ, or
- be considered for a scholarship for your current research higher degree program.

## 1. Personal details

Title	<input type="text"/>	Family Name	<input type="text"/>	Given Names	<input type="text"/>	
UQ Student Number (if known)	<input type="text"/>			Preferred Name	<input type="text"/>	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Day	Month	Year
Citizenship	<input type="checkbox"/> Australian/New Zealand Citizen	Attach certified copy of birth certificate, citizenship certificate or passport				
	<input type="checkbox"/> Australian Permanent Resident	Attach certified copy of passport				
	<input type="checkbox"/> Other – please specify	<input type="text"/>	Attach certified copy of passport			
Country of Birth	<input type="text"/>					

- If your proof of citizenship is under a different name from the name in which the application is made, you must provide a certified document indicating the change of name: for example, a marriage certificate.
- Certified copies of passports must include a copy of the biographical details page as well as copies of any relevant visa details.

I have previously been or am currently employed at UQ (including casual appointments and/or scholarships)

UQ Staff Number (if known)

## 2. Contact details

Mailing Address – Country  Telephone (home)

Street  Telephone (work)   
 Telephone (mobile)   
 Facsimile   
City/Suburb  E-Mail   
Post/zip code  State

Permanent Address in home country outside Australia – (if applicable)

Country   
Street   
City/Suburb   
Post/zip code  State

- Please ensure your contact details will be valid for at least two months after you lodge your application. Once enrolled, you can update your contact details at any time through [mySI-net](#).
- In particular, please ensure your email address will be valid, as you will be informed of the outcome of your application by email.
- Once enrolled, you are issued a UQ student email account. This account will be used for all email communications from UQ following enrolment.

### 3. Proposed program

PhD program  MPhil program In the School of   
Based at  the school  another UQ location – please specify below  elsewhere – please specify below

- Please review the [formal entry requirements for the PhD and MPhil programs](#) at UQ before completing this section.
- Please review the [full list of enrolling Schools and Institutes](#) and [information on UQ campuses and locations](#).

Commencing between    and    as a  Full-Time candidate  Part-Time candidate  
Day Month Year Day Month Year

- You must give an expected commencement date range: not providing this information will delay the processing of the application. Your actual commencement date will be confirmed when you accept your offer of a place in the program.
- Any scholarship payments start on or after your actual commencement date, as advised on the Scholarship Holder Induction Checklist.
- Please indicate if your [attendance status](#) should be full-time or part-time. Full-time candidates are expected to engage in regular research and study for 35 to 40 hours of work a week for 48 weeks of the year. Part-time candidates are expected to engage in research and study for the equivalent of at least 50% of the full-time rate over the course of a year.
- International candidates on a student visa must be enrolled full-time while in Australia.
- To obtain [maximum benefit for the first semester of tuition fees](#), international applicants should commence between 1 December and 31 March for Semester One, and between 1 June and 31 August for Semester Two.
- Please refer to the [UQ Research Scholarships General Conditions](#) regarding eligibility for part-time scholarships.

I am applying for a short-term placement (maximum 12 months) as a non-award [research study abroad](#) candidate

Commencing on    Ending on     
Day Month Year Day Month Year

I am applying for enrolment under an international exchange and collaboration ([Cotutelle](#)) agreement

- You must discuss your intended collaborative arrangements with your proposed advisory team and enrolling school postgraduate coordinator before lodging your application for admission.

I wish to be considered for remote status because I WILL reside more than 250 km from my principal place of research and study at

The University of Queensland

- [Remote status](#) can be adopted at any time during candidature with the approval of your enrolling school. Remote candidates are required to attend a UQ campus for a minimum of 9 weeks over the duration of their candidature.
- International candidates on a student visa may be considered for remote status only if they are based outside Australia.

I wish to be considered for the following [research training and/or thesis format option](#):

- Architectural Design (only available in the School of Architecture)
- Art History by Exhibition (only available through the PhD program in the School of English, Media Studies & Art History)
- Creative Writing (only available in the School of English, Media Studies & Art History)
- Drama Performance (only available through the PhD program in the School of English, Media Studies & Art History)
- Music Composition (only available in the School of Music)
- Music Performance (only available through the MPhil program in the School of Music)
- Specialist Veterinary Registration (only available through the PhD program in the School of Veterinary Science)

The assessment of your application will be delayed if you do not attach any additional documents that the school requires to consider this request. Contact the school office for advice on what additional documents are required.

#### 4. Proposed research project

You must [consult with potential advisors and/or the School Postgraduate Coordinator](#) before lodging this *Application for Admission and Scholarship*. The assessment of your application will be delayed if you do not do so, and other processes (such as obtaining ethical clearance for your proposed research project or obtaining funding to conduct your research) may also be delayed.

The title of my proposed research project is  
(maximum 20 words)

- Please provide a description of your proposed area of research. The information you provide about your proposed research project is the starting-point for discussions with potential advisors and your proposed enrolling school. The *final version* of your *mutually agreed* research project *may be different* from the information you provide here: however, the information you provide helps determine if your research interests are a good match with the research strengths of your advisors and school, can be appropriately resourced and funded at UQ, are of appropriate scope and originality for your proposed RHD program, and can be completed in the expected period of candidature (1-2 years FTE for the MPhil, 3-4 years FTE for the PhD).

What are your proposed project's research question or problem and its significance? (maximum 300 words)

- To ask the question another way, "What are you going to do and why?" Because the PhD and MPhil must consist of original research, it is important to show that the problem you propose to investigate is significant enough to warrant the investigation. Please explain what problem your research is going to address and why it is necessary to answer this problem, in language suitable for a non-specialist academic audience.

What is your proposed project's research methodology and expected outcomes? (maximum 600 words)

- To ask the question another way, "How are you going to do it?" This section covers the practical aspects of your research: it may be very difficult to determine if your research project is suitable for the PhD or the MPhil program if you cannot describe how you will conduct the research. You are not expected to have a detailed methodology at the beginning of your research project, but you should be able to identify in broad terms the way(s) you intend to approach the research question. Please explain what you would do to carry out your research, in language suitable for a non-specialist academic audience.

What is your proposed project's timeline for completing major research tasks? Insert additional rows into the table if required.

Major Tasks (for example, gathering data, fieldwork, thesis writing)	How long will it take?

- To ask the question another way, "How long do you expect this will take?" The MPhil is expected to take 1-2 years FTE, while the PhD is expected to take 3-4 years FTE. You are not expected to have a final plan for completing your project at this time, but it is important to establish that your project could be completed within the expected duration of your RHD candidature and to identify any externally imposed deadlines that may affect how long you can take to finish (for example, if you have tuition fee funding for 6 semesters, your project needs to be one that can be reasonably completed within 6 semesters). Please list the major tasks you expect to undertake and how long you expect it will take to complete them.

What resources (such as expertise, facilities, funding, travel, and so on) do you think your proposed project would require, and do you have funding to support your research?

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- To ask the question another way, “What would UQ have to provide to allow you to do this research?” For example, are you doing experiments that need access to large or expensive equipment? Do you need to do field work? Do you need access to journals and manuscripts that may not be available through the UQ library? Do you need access to and training in specific software? It is important to identify any resources that are likely to be essential to your research as early as possible, and to let your potential advisors and school know if you have funding from another source to help meet the costs of your research.

Who have you discussed your proposed research project with at The University of Queensland? Insert additional rows into the table to list additional academics.

Title and Name	Mailing and E-Mail Address

### 5. Scholarship support

- Domestic research higher degree candidates do not pay tuition fees during their research higher degree studies. UQ covers the cost of the research training place for domestic candidates who do not qualify for a Federal Government (RTS) place.
- International research higher degree candidates are liable for tuition fees for each semester for which they are enrolled.

I am self-funded and do not require a scholarship

I have already been awarded or offered

- full or partial tuition fee support (please specify below)  
 full living allowance support (please specify below)  
 partial living allowance support or “top-up” (please specify below)

I have previously held an Australian Postgraduate Award – please specify below and provide documentary evidence

If any of the above apply, please give details and attach official documentation from your sponsoring organisation that includes the scholarship duration, scholarship purpose (for example, living allowance) and if there are any restrictions on the field of study, topic of research, or rights to Intellectual Property (add additional rows if necessary):

Scholarship Name	Funding Source	Value (per annum)	Duration		Purpose (for example, tuition fee, living allowance, travel grant, Overseas Student Health Cover)
			From	To	

I will apply or have applied to an external source for

full or partial tuition fee support (please specify below)  
 full living allowance support (please specify below)  
 partial living allowance support or “top-up” (please specify below)

Scholarship Name	Funding Source	Value (per annum)	Purpose (for example, tuition fee, living allowance, travel grant, Overseas Student Health Cover)	Decision Expected (day/month/year)

The University may award a scholarship to a research higher degree candidate. Note that scholarship numbers are limited and thus only available for candidates with a [highly competitive track record](#). Tick all boxes that apply.

I wish to be considered by The University for

full or partial tuition fee support  
 full living allowance support  
 partial living allowance support or “top-up”

## 6. Previous study and qualifications

You must attach certified copies of academic records and degree certificates for all previous tertiary studies, complete and incomplete, unless that study took place at The University of Queensland or you have attached these documents to a previous application form. Photocopies must be certified as true copies of the original documents. Semester results slips are not considered equivalent to an academic record. The assessment of your application will be delayed if you do not attach certified copies of these documents.

Program/Award	Institution	Country	Duration		Completed or completion expected (day/month/year)
			From (month/year)	To (month/year)	

- Please give details of all tertiary studies you have been enrolled in, whether complete or incomplete. Please note that international qualifications may not be directly equivalent to Australian standards.
- UQ transcripts are not required.
- You must supply certified copies of original transcripts of your academic record for all non-UQ tertiary studies undertaken or currently enrolled in (irrespective of whether the study was completed or credit transferred to another institution). A certified document must be signed after it is photocopied by a Justice of the Peace, Commissioner for Declarations or Notary Public (or similar government official in an overseas country). [UQ Student Centres](#) have staff qualified as Commissioners for Declarations and can certify documents.
- Transcripts must be the official academic record issued by the institution, outlining details of all individual courses undertaken and the results obtained. Details of any degree or diploma completed must be included on the record, including evidence of graduation. An authorised translation must be provided for documents not written in English. Online transcripts, semester results or examination slips cannot be accepted.
- If you have previously enrolled in any research higher degree program at an Australian university without completing the program you must provide a full transcript from these studies and a statement of consumed EFTSL. Previous incomplete research studies may reduce the duration of a scholarship and/or the Research Training Scheme funding available to support your candidature at UQ.

- I have previous incomplete research higher degree studies
- I am transferring from a current research project/continuing a previous research project
- I am starting a new research project

- You must attach a certified copy of your academic record for the incomplete research higher degree, plus certified copies of documents that state how much research higher degree student load you used up in Equivalent Full-Time Student Load (EFTSL) at any previous Australian University, unless that study took place at The University of Queensland. Your consumed EFTSL may be calculated from your HECS liability statements, which are issued to students by every University in each semester of enrolment. The assessment of your application will be delayed if you do not attach certified copies of these documents.
- If you are continuing a research project, please note that your required period of enrolment at UQ before submitting your thesis for assessment depends on the Dean's assessment of [credit for the work already completed](#).

Please give brief details of the reason for transfer/withdrawal from previous research higher degree studies. The assessment of your application may be delayed if you do not provide this information.

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- I have attached a copy of my [academic Curriculum Vitae](#)

Your academic Curriculum Vitae helps the school and the Dean of the UQ Graduate School determine your readiness for research higher degree candidature, and in some cases will provide the basis for your admission. The assessment of your application will be delayed if you do not attach a current academic Curriculum Vitae, even if you have previously provided an academic Curriculum Vitae to the University.

## 7. University's English proficiency requirement

- English is my first language
- I have applied to study or are currently studying at UQ's Institute of Continuing and TESOL Education (ICTE-UQ)
- I wish to be considered for a [Package Offer](#), which includes English language tuition at ICTE-UQ, if I do not meet the UQ English proficiency requirement but meet all other requirements for a Package Offer
- I intend to sit an English language proficiency test on     
day month year

How do you demonstrate that you meet UQ’s English proficiency requirement? Please provide details below.

- I have completed an academic IELTS, TOEFL, or other English language proficiency test accepted by UQ
- I have completed a qualification at a University where English is the mode of instruction and of assessment
- I have studied for at least 2 years at a University where English is the mode of instruction and of assessment
- I match another criterion specified as meeting the UQ English proficiency language requirement
- I do not meet UQ’s English proficiency requirement

- If you do not meet UQ’s English proficiency requirement, you cannot be issued an unconditional offer of a place in the PhD or MPhil program at UQ.
- You *must* attach original copies of IELTS and TOEFL tests, or certified documents confirming that the mode of instruction and assessment at your previous place of study was English, or certified documents confirming that you match another criterion specified as meeting the UQ English proficiency language requirement. The assessment of your application will be delayed if you do not attach your documents in the appropriate format.
- Test results are only valid for two years from the date of the test. Test results must still be valid the month your UQ degree program commences or they cannot be accepted.
- UQ will not accept institutional TOEFL tests, photocopies or certified copies of examinee’s TOEFL results. If you have not done so already, you must ask your TOEFL testing centre to send your official results to UQ. UQ’s TOEFL code is 0987.
- If you sat an IELTS test and you can provide an IELTS Test Report Form (TRF) number you do not need to provide an official copy of your IELTS results to UQ.

My TRF number is:

- Photocopies of documents regarding the mode of instruction and assessment must be certified as true copies of the original documents.

**8. Visa Information – FOR INTERNATIONAL APPLICANTS ONLY**

For further information, contact the Department of Immigration and Citizenship (DIAC) at [www.immi.gov.au/contacts/viasa-enquiries/student-visas.htm](http://www.immi.gov.au/contacts/viasa-enquiries/student-visas.htm).

- I have studied in Australia before, or I am currently studying in Australia (add additional rows if necessary)

Type of Study Undertaken	State	Duration	
		From (day/month/year)	To (day/month/year)

Will you need to apply for an Australian student visa to study at UQ?

- I require a student visa
- I have a temporary residence visa that permits longer term study, such as dependant of a Temporary Business (Long Stay) visa holder – student visa may not be required
- I intend to study as a remotely based off-shore candidate – student visa may not be required
- Other – please provide details below

**9. Overseas Student Health Cover– FOR INTERNATIONAL APPLICANTS ONLY**

It is a condition of a student visa that you maintain Overseas Student Health Cover (OSHC) for the duration of your studies in Australia. The University of Queensland can organize program-length cover with OSHC Worldcare, its preferred OSHC provider, on your behalf.

- Yes, I would like UQ to arrange  Single rate OSHC for myself **or**  Family rate OSHC for myself and my dependant/s
- No, I will make my own arrangements for the duration of my studies at UQ
- I am a Swedish or Norwegian student covered by a government insurance scheme recognised by the Australian Government.

## 10. Academic referees

Title and Name	Position and University	Mailing and E-Mail Address

- You must nominate two referees who are familiar with your recent academic and/or research work. Your current supervisor, head of school and postgraduate coordinator are all acceptable as referees. It is your responsibility to forward the [Referee's Report form](#) to your nominated referees.

## 11. Checklist

Please complete the following checklist and ensure you attach all requested documentation. If you tick "No", please explain when you will provide the missing document in the "Additional Comments" column.

### I have attached the following documents to my *Application for Admission and Scholarship*:

### Additional Comments:

Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>		Written invitation (letter or email) to complete this application from a representative of my proposed enrolling school or institute.	For example, "Academic transcript ordered, will be provided on 30/01/09."
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified proof of my Australian or New Zealand citizenship or of my Australian permanent/temporary residency.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Officially certified copies of my academic transcripts and grading systems for all tertiary studies undertaken or currently enrolled in (complete or incomplete). Evidence of graduation for all degrees/diplomas must be included. <b>UQ transcripts are not required.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified proof of name change.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified proof of meeting the University's English proficiency requirements.	
<input type="checkbox"/>	<input type="checkbox"/>		Academic Curriculum Vitae.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrolment in Additional Courses Form.	

### I have done the following:

Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>		Lodged the original application to the <a href="#">Postgraduate Administration Officer</a> at my proposed enrolling school.	
<input type="checkbox"/>	<input type="checkbox"/>		Consulted the Principal Advisor and School Postgraduate Coordinator about my research project.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplied my Head of School or Postgraduate Coordinator with a copy of my MPhil thesis examiners' reports and/or my MPhil thesis, if required.	
<input type="checkbox"/>	<input type="checkbox"/>		Forwarded a <a href="#">Referee's Report form</a> to each of my nominated referees.	
<input type="checkbox"/>	<input type="checkbox"/>		Ensured that the email addresses indicated on this application form will be valid for at least two months after application.	

## Statement by Applicant

### I HAVE

- Answered all questions on this form truthfully, correctly and completely
- Attached a copy of all required documents to this form, including my current academic Curriculum Vitae, academic records and degree certificates and proof of citizenship/residency

### I AGREE TO

- The University of Queensland (the University) communicating with me via electronic means

- Notify the School and the Research Higher Degrees Unit of any change to the information I have given in this application
- Commence my candidature on the date agreed to with my school unless I formally advise of a subsequent change
- Permit the University to access my academic results from other institutions, directly or through Qualsearch, when assessing this application and to release details of my academic progress to my sponsoring body on request if I am a sponsored student
- Permit the University, its educational representatives and business partners, to release my contact details, including information needed to maintain my lawful status if onshore, to a third party for essential University business, i.e. DIAC, DEEWR, OSHC provider, International Education Services and UQ Alumni
- Comply with the University's rules and policies as set out on the Graduate School website (<http://www.uq.edu.au/grad-school>) and elsewhere on the University's website, along with any subsequent amendments approved by the Senate or the Academic Board
- Undertake to obtain ethical clearance and satisfy any other regulatory requirements before commencing any research to which those requirements may apply
- Consent to the University collecting and disclosing this information to Universities Australia (UA) and UA member institutions, the Australasian Conference of Tertiary Admissions Centres (ACTAC) and any other relevant authority, if any information provided by me is discovered to be untrue or misleading in any respect

#### I UNDERSTAND THAT

- The University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
- The University is not responsible for the loss of any documents provided, and those documents become property of the University.
- Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).
- I am fully responsible for my educational and living expenses while studying at the University.
- Neither the University nor the Australian Government is obliged or required to help me if I need financial assistance.
- It is my responsibility to determine that the program/award will meet the requirements of relevant statutory or professional bodies and tertiary institutions and will be recognized in countries in which I may wish to work
- Information is collected on this form and during my enrolment in order to meet UQ's obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.
- My offer of a place and/or scholarship will be delayed if I have not provided all documents and information requested on this form.
- My application will not be processed if I have not confirmed that I agree with this Statement by signing below.

Title and Name	Signature	Date

***APPLICATION FOR ADMISSION AND SCHOLARSHIP ENDS HERE***

Institut Ranke-Heinemann  
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45136 Essen  
Deutschland  
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