



Research Services
University of New England
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HIGHER DEGREE RESEARCH CANDIDATURE AND/OR SCHOLARSHIPS

INTERNATIONAL STUDENTS

APPLICATION FORM - INSTRUCTIONS

HOW TO APPLY

The following application form can be used by potential international students to apply for admission to postgraduate research/higher degree research programs available at the University of New England. Course options are listed on page two of the application form. Australian Citizens, Australian Permanent Residents and New Zealand Citizens should download and complete the Higher Degree Research Candidature and/or Scholarships Application Form for Domestic Students.

ADVICE FROM POTENTIAL SUPERVISORS

You are encouraged to contact academic staff of the appropriate Faculty before submitting your application. These academic staff can provide you with assistance concerning your choice of topic. In addition, they can advise on the preparation of the research proposal.

COMPLETE ALL SECTIONS OF THE APPLICATION FORM

Please ensure that you complete all sections of the form as per the instructions at question 1. 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 University will not be able to process or consider your application unless all sections have been satisfactorily completed and all specified documentation has been provided.

Certified* copies of the following documents are required:

- proof of any changes of name (eg marriage certificate);
- transcripts of all your tertiary education studies. 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;
- English language proficiency;
- 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 from another institution or if you have been enrolled in such a program at another institution within the last three years
- Copies of the title page and list of Editorial Board Members for research publications you have produced.

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.*

Please attach certified copies of transcripts of academic record and evidence of completion of all qualifications. **Do not send original documents.** All copies must be certified according to the instructions above. Do not delay submitting an application if you are waiting for results of current study. Forward the result or transcript as soon as it becomes available.

RESEARCH PROPOSAL

Please provide a brief outline (maximum of 2 A4 pages) of your proposed research topic. This is used to assess whether the University has supervision expertise for the duration of your candidature.

Please note that scholarship recipients must be enrolled on-campus, full-time.

ACADEMIC REFEREES' REPORTS

Reports from **two** academic referees are required. It is recommended that you request reports from current or former lecturers. Please urge your referees to complete and send in their reports as soon as possible. The referees' reports must be received by the scholarship closing date if you are applying for a scholarship. 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 the University of New England 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. The original application only is to be submitted in a single sided format with attachments presented on A4 paper where possible. **The application form and attachments should be clipped together – not stapled.**

PRIVACY STATEMENT

The University of New England is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff that may need the information in order to carry out their responsibilities in your personal and /or academic interests.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means we do not release any information we hold about you such as your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirement for normal operation of the University. They include the following:

- We release statistical information to the Department of Employment, Education and Workplace Relations (DEEWR) as noted on your enrolment form
- We may publish your award of a prize or scholarship
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards

- We give the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA), the Australian Agency for International Development (AUSAID) and DEEWR certain information which we are required to release
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for general enforcement
- If you apply to transfer to another tertiary institution we may release to that institution, or tertiary admission centre, information about your academic progress at this University.

• **CLOSING DATES**

Candidature only applicants (no scholarship sought) - submit at any time of year

Scholarship applications are accepted on an on-going basis throughout the year and held on file until allocated scholarship rounds (please refer to advertised closing dates at: <http://www.une.edu.au/research-services/pgstudy/scholarships/index.php>)

ADDRESSES FOR APPLICATIONS

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Friedrichstrasse 95
10117 Berlin
Deutschland
Tel.: 0049-30-209629593
berlin@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Türkenstraße 70
80799 München
Deutschland
Tel.: 0049-89-80954030
muenchen@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Silberburgstr. 112
70176 Stuttgart
Deutschland
Tel.: 0049-711-99338627
lentz@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at



• **CHECKLIST**

Have you answered all the questions?

Have you confirmed that the referee report forms will be forwarded?

Have you included your research proposal?

Are the following documents attached?

Copy of Passport

*Certified proof of name change if relevant

Copy of IELTS test

*Certified transcript of qualifications

List of Publications and Copies of the titlepages and editorial boards for any research publications listed

*Certified proof of your commencement date and evidence of any intermission or changes of candidature status if you want to transfer masters or doctoral research candidature from another institution, or have been enrolled in such a program at another institution within the last three years

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

PLEASE REMOVE THESE INSTRUCTIONS AND CHECKLIST FROM THE APPLICATION FORM BEFORE SUBMITTING YOUR APPLICATION TO UNE.



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

INTERNATIONAL STUDENTS

APPLICATION FORM



PART A

1. PERSONAL INFORMATION

Title: Dr, Mr, Mrs, Ms, Miss	Family name			Given name(s)		
Date of Birth				Gender	Male	Female
	day	month	year		(please tick appropriate box)	

If you have previously been enrolled at UNE please write your student ID number	
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Former name if applicable (eg maiden name)	
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(NOTE: If qualifications were gained in former name, certification of name change must be provided.)

Full Address		Area code	Number
		Telephone: day	()
		Telephone: evening	()
		Mobile:	
Country	Post Code	Email:	

If contact details will change while this application is being processed please provide the date they will change and the new details if known.

Full Address		Telephone: day	()
		Telephone: evening	()
		Mobile:	
Country	Post Code	Email:	
		Date of Change:	
		day	month year

(NOTE: If details change unexpectedly while this application is being processed, please advise Research Services immediately.)

Permanent Address in Home Country (if different from above)

Full Address		Telephone: day ()
		Telephone: evening ()
		Mobile:
Country	Postcode	Email:

2. CITIZENSHIP

Country of Birth	
Citizenship/Country of Passport	
Passport Number	
Visa Type	<input type="checkbox"/> Diplomatic <input type="checkbox"/> Dependent <input type="checkbox"/> Student <input type="checkbox"/> Other (please specify)
Visa Number	
Country of Permanent Residence	
Have you applied for a Permanent Resident Visa to Australia	YES <input type="checkbox"/> NO <input type="checkbox"/> (changing your resident status may lead to refusal of your application or cancellation of your enrolment)

3. APPLICATION TYPE (Tick one)

- Research candidature only (no scholarship sought) (*Parts A, B and D*)
- Research candidature and scholarship (not including external sponsorship) (*Parts A, B, C and D*)
- Research scholarship only (current UNE higher degree research candidates) (*Parts A, B, C and D*)

If you are applying for a scholarship, when would you like it to commence?

day	month	year			

4. Are you an Australian Citizen, a New Zealand Citizen, or an Australian Permanent Resident?

YES NO

(If you have answered YES to the above question, do **NOT** continue. Please refer to the Higher Degree Research Candidature and/or Scholarships Application Form for Domestic Students.

English Language Proficiency

The University of New England requires applicants from countries where English is not the principal language to provide a result of an IELTS test undertaken within 2 years of this application. Direct entry into Higher Degree Research courses requires an overall IELTS of 6.5. with no sub-band less than 6.0. Other entry options can be reviewed in the current UNE [English Language Requirements for Admission Policy](#).

Date of IELTS test							Results (attach a certified copy of results)
	day	month	year				

PART B

5. PROPOSED STUDY

Proposed Research Degree (tick as appropriate)

<input type="checkbox"/>	Master of Arts (Hons)	<input type="checkbox"/>	Doctor of Philosophy	<input type="checkbox"/>
<input type="checkbox"/>	Master of Music (Hons)	<input type="checkbox"/>	Doctor of Health Services Management	<input type="checkbox"/>
<input type="checkbox"/>	Master of Economics	<input type="checkbox"/>	Doctor of Education	<input type="checkbox"/>
<input type="checkbox"/>	Master of Laws by Research	<input type="checkbox"/>	PhD(Clinical Psychology)	<input type="checkbox"/>
<input type="checkbox"/>	Master of Professional Studies (Hons)	<input type="checkbox"/>	Doctor of Judicial Science	<input type="checkbox"/>
<input type="checkbox"/>	Master of Nursing (Hons)			
<input type="checkbox"/>	Master of Counselling (Hons)			
<input type="checkbox"/>	Master of Education (Hons)			
<input type="checkbox"/>	Master of Health Science (Hons)			
<input type="checkbox"/>	Master of Health Management (Hons)			
<input type="checkbox"/>	Master of Gerontology (Hons)			
<input type="checkbox"/>	Master of Rural Science			
<input type="checkbox"/>	Master of Resource Science			
<input type="checkbox"/>	Master of Science			
<input type="checkbox"/>	Master of Business Research (Hons)			

6. Field of Research/Discipline (e.g. Australian History/History)

7. Proposed School (e.g. Humanities)

8. Proposed Research Title (max. 10 words)

Candidates are strongly encouraged to discuss projects with prospective supervisors before submitting their application.

9. Proposed Research Question

What is the question you are trying to address/problem you are trying to solve?

10. Research Proposal

Please attach an outline of your proposed thesis topic to this application form (maximum of 2 A4 pages).

11. UNE Staff Consultation

Please list any UNE academic staff with whom you have discussed your proposed thesis.

Name	Faculty/School

12. Proposed Supervisor (if discussed or identified)

Name	Faculty/School

13. Proposed Mode of Study (please tick)

Part-Time	<input type="checkbox"/>	On Campus	<input type="checkbox"/>
Full-Time	<input type="checkbox"/>	Off Campus	<input type="checkbox"/>

(NOTE: Mode must be full-time, internal if applying for a scholarship.)

14. If you plan to undertake research work off campus, please specify where you plan to carry out your research (eg CSIRO)

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15. Proposed Start Date

(eg 15/2/2011)

(NOTE: Applications take approximately four weeks to process)

16. PREVIOUS QUALIFICATIONS (List qualifications obtained in the last 5 years only)

Degree or Qualification	With Research or Without Research i.e. coursework only	Institution	Grade or Result	Years Attended From To	Language of Instruction

(NOTE: Please attach a certified copy of qualifications/transcripts. Please note that the key to grades which is often on the reverse side of transcripts is also required. YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION.)

17. Are you currently studying? YES NO

If you are currently studying, please provide details as requested below

Name of course (eg EdD)	Institution	Anticipated completion date

18. Do you want to transfer from another institution?

YES NO

If you want to transfer masters or doctoral research candidature from another institution, please provide details as requested below.

Name of course (eg Master of Arts Hons)	Institution	Date commenced

(NOTE: Please provide certified proof of your commencement date at that institution. Please also provide evidence of any intermissions or changes of candidature status that may have occurred during your candidature.)

19. Have you previously been enrolled in a Higher Degree by Research?

YES NO

If yes, please provide details as requested below.

Name of course (eg Doctor of Philosophy)	Institution	Date commenced	Date discontinued

(NOTE: Please provide certified proof of your commencement date at that institution.)

20. Postgraduate research experience (Last 5 years only)

Please describe briefly any postgraduate research experience you have had over the last 5 years, whether for higher degree purposes or otherwise, eg research projects you have undertaken, work as a research assistant etc (if insufficient space, please attach further information – 1 page maximum).

21. Employment history (Last 5 years only)

If you are using work experience as an entry qualification you must supply verified or original documentation from your employer and a detailed resume. It is the applicant’s responsibility to provide proof of their work experience and the relevance of that experience to their proposed higher degree research program (if insufficient space, please attach further information – 1 page maximum).

Name of employer	Your duties/position	Dates

22. Publications (Last 5 years only)

Please list publications produced in the last 5 years (if insufficient space, please attach further information). DO NOT provide copies of publications. Please include full bibliographic reference for publications and indicate whether the publication was refereed. Where publications are jointly authored, indicate the percentage of your contribution. Please enclose the titlepage for each publication and, where possible, include the Editorial Board for the publication. Without sufficient evidence, publications cannot be taken into account.

For example: Smith. J., **Brown. S.**, Shaw. P. “Title”, Name of Publication, Type of Publication, (e.g., referred journal article, non-referred journal article, book chapter, review etc.), Publication Details (e.g., Volume 29, issue 2, 2005), plus, add attachments requested in the paragraph above (if insufficient space, please attach further information – 1 page maximum).

23. REFEREES

- All applicants must provide two referee reports. ***The University will not request reports on your behalf.***
- Referees must be qualified to speak with knowledge about your work during the qualification most relevant to this application and on your capacity for research. If you are also basing this application on relevant work experience/training, at least one of your referees must be able to comment on your relevant experience.
- You must also provide contact details of your referees on this application form and ask them to submit their written reports directly to the University on the [Referee's Report Form](http://www.une.edu.au/research-services/forms/refereesreport.pdf) which can be downloaded from the UNE website (url = <http://www.une.edu.au/research-services/forms/refereesreport.pdf>).
- It is the applicant's responsibility to ensure that the referees submit their references in time to be considered for scholarship. Failure to do so may disadvantage the applicant.

	Referee 1	Referee 2
Name		
Position		
Institution		
Postal address		
Telephone/mob		
Facsimile		
E-mail		

24. ADVANCED STANDING

If you are seeking credit towards the research degree for previous studies, please indicate the details in the table below.

(If insufficient space, please attach further information)

Name of the unit(s) of study on which advanced standing is to be based (or in-house program or significant learning)	Name of Awarding Institution	Has the unit counted towards a completed qualification? (Please tick)	Which UNE unit(s) do you nominate as those for which you are seeking credit (eg. EDLT 583), if known.

25. FINANCE FOR STUDY

Are you applying for any other externally funded scholarship or sponsorship?

Yes No

<p>If yes, have you already arranged Sponsorship, please provide the following details:</p> <p>Please provide the name of the Sponsor (ie: Government sponsor):</p>	<p>Tuition Fees <input type="checkbox"/> Living Expenses <input type="checkbox"/></p> <p>Any Other inclusions: (please specify)</p> <hr/> <hr/>
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26. EQUITY ISSUES

Do you have any other special needs or considerations that we should know about?

Yes No

(Please attach further information indicating any special assistance you may require if applicable)

Are you a member of UNE staff?

Yes No

NOTE: Any material provided by the applicant beyond the maximum 14 pages required for a completed application and maximum additional information (academic transcripts, IELTS results and proof of commencement at previous institutions excepted), will be discarded.

PART C

SCHOLARSHIPS

27. If your scholarship application is unsuccessful, would you still like to be considered for candidature?

Yes

No

(NOTE: Selection for scholarships is based on academic merit and research performance. A high first class Honours degree or equivalent is required to be competitive for IPRS and UNE scholarships.)

28. Which Scholarship(s) do you wish to apply for: (Please tick ✓ each relevant type)

Endeavour International Postgraduate Research Scholarship (IPRS)

UNE International Strategic Scholarship
(not offered each year)

29. Have you already been offered a place or commenced study in a Higher Degree Research program at UNE? Yes No

(If yes, please specify in the table below)

Name of course (e.g. PhD)		Commencement Date						
			day	month	year			

30. Marital Status and Dependents Information

Marital Status (Scholarship applicants only: please tick ✓ the relevant category)					
Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Other	<input type="checkbox"/>
Dependent Children	Number		Age/s		

(NOTE: Scholarship applicants only)

31. List Current and Previous Australian Government and/or other Postgraduate Scholarships that you have held

Name of award	Duration		Institution	Value (if currently held)
	From	To		

PART D

DECLARATION

- I understand that giving false or misleading information is a serious offence under the criminal code (Australian Commonwealth)
- I certify that I have read and understood the questions on this form and that the answers are true and correct.
- I understand that the University may vary or cancel any decision made on the basis of incorrect or incomplete information provided by my referees or me. If any information is discovered to be untrue or misleading in any respect I consent to the University collecting, storing and disclosing this information to Universities Australia and Universities Australia member institutions, the Australasian Conference of Tertiary Admissions Centres (ACTAC), and any other relevant authority.
- I declare that the information I have supplied on this form is correct and complete, and the official academic records provided are a true record of my academic results. I agree to immediately advise the UNE International Precinct of any changes to the information provided on this form;
- I authorise UNE to obtain official records and results from any previous educational institutions I have attended;
- I declare that I have read and understood the published course information in the relevant UNE prospectus and/or UNE website and that I have adequate information to proceed with the admission and/or enrolment process;
- I declare that I have adequate funds available to cover tuition fees and living expenses (as applicable) for the duration of my degree and that I undertake to pay the prescribed tuition fee and other fees for which I am liable as part of my formal studies at UNE;
- I understand and accept my obligations to comply with the Australian Government's provisions for full-time on-campus international students upon enrolment at UNE including:
 - Agreeing to use temporary entry to Australia, if granted, for study purposes only
 - Agreeing that I will only be permitted to continue my study in Australia if I make satisfactory progress in my course
 - Agreeing to inform UNE of my Australian residential address and telephone number at the time of enrolment and to advise of any subsequent changes to these details while I am enrolled at UNE
 - Agreeing to return home on the completion of my study or at the expiration of my temporary entry permit.
- I agree to comply with all the conditions of admission and enrolment at UNE if admitted to candidature;
- I agree to abide by the University of New England's Conditions of Award and Conditions of Scholarship which may be amended from time to time by the University.
- I agree, if financially sponsored, to permit UNE to release details of my academic progress to my sponsoring body on request;
- I understand that UNE may make available to Commonwealth and State Government agencies any information provided by me, pursuant to obligations under the ESOS Act and 2007 National Code.

Signed _____

Date / / _____

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australia 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 you on this form and during your 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 your enrolment can be disclosed without your consent where authorised or required by law.