Checklist **to be completed** before the application is sent to the International Student Office.

The application form must be fully and accurately completed. This includes ensuring:

☐ Personal details are complete

☐ Addresses are complete

☐ Applicant's email address is complete

☐ Country of citizenship is complete

☐ Courses applied for are active, named courses as per University of Sydney marketing materials (**sydney.edu.au/internationaloffice/publications/pg.shtml**)

☐ Course and CRICOS codes are entered accurately

☐ The English Language Proficiency section is complete

☐ The Academic Qualifications section is complete

☐ The application has been signed, personally, by the applicant

☐ Sufficient documentation is attached for preliminary assessment.

   ☐ A copy of the personal details page of your passport (if available)

   ☐ official transcript or marks sheet giving a list of the subjects

   ☐ official degree certificate(s)/testamur(s) (if available)

   ☐ official professional qualifications (if applicable)

☐ A certified official translation of any document not in English.

Application Processing Fee (APF) Waiver Guidelines

The University of Sydney is committed to best practice in its relationships with its students and agents. The following notes are intended to streamline and clarify the use of Application Processing Fee waiver in the application process.

- Unless specifically authorised by the Director of the International Student Office, only university of Sydney Staff members have permission to waive an APF.

- The staff member must meet the applicant face-to-face while checking the application to be able to grant the APF.

- An APF waiver cannot be given on a completed application form alone

- Transcripts must be attached and must be complete or near complete

- An English language test result is desirable, but not required

- If it is clear that the academic results on the attached transcripts do not meet the entry requirements for any of the courses applied for, the APF will not be waived.

sydney.edu.au

The University of Sydney
Postgraduate Research & Research Scholarship Application Form June 2012
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Application Processing Fee (APF)

THE UNIVERSITY OF
SYDNEY

INTERNATIONAL OFFICE
Level 4, Jane Foss Russell Building (G02)
The University of Sydney NSW 2006, Australia
T +61 2 8627 8300   **F** +61 2 8627 8387

You MUST provide your personal details as they appear in your passport. **Please write CLEARLY & IN CAPITAL LETTERS.**

Student ID number

Title   Family/last name:

Personal/first names:

Date of birth: DD / MM / YYYY   Gender: Male ☐   Female ☐

Email address:

A non-refundable Application Processing Fee (APF) of AUD$100 must be paid with each application form submitted. Applications will not be processed unless accompanied by the APF. Please complete this section to submit your APF payment. You should either supply credit card details or attach a bank cheque. We do not accept personal cheques, company cheques or cash.
For more details go to:

sydney.edu.au/future_students/international_postgraduate_coursework/ admissions/how_to_apply/processing_fee.shtml

☐ I attach a bank cheque for AUD$100 made payable to the University of Sydney. Please write on the back: your name, contact details, date of birth and student ID or reference number (if applicable).

☐ Please charge AUD$100 to my credit card.

Name on card

Type of card:
VISA ☐   Mastercard ☐   Diners ☐

Card Number

Expiry date:
MM / YY

Signature

Date
DD / MM / YYYY

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The University of Sydney
Postgraduate Research & Research Scholarship Application Form June 2012
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sydney.edu.au

Postgraduate Research & Research Scholarship Application Form

Application for International Students

THE UNIVERSITY OF SYDNEY

PART A - RESEARCH DEGREE APPLICATION INSTRUCTIONS

Who should use this form?

You should use this form if you are an international applicant (not an Australian citizen or permanent resident or citizen of New Zealand (please note that temporary residents of Australia are also international students) and you wish to apply for admission to a Higher Degree by Research (HDR). An HDR can be a:

- Doctor of Philosophy (PhD)
- Professional Doctorate (a minimum of two-thirds of the course must be research)
- Masters by research

Are you academically qualified to apply for a HDR?

In general, to be eligible for admission to a HDR, you need to have undertaken a significant research project or thesis in your previous university level studies. For example, the equivalent of an Australian honours degree or a masters by research degree or a masters by coursework with a thesis component.

Specific entry requirements vary from course to course. You should check the entry requirements for your preferred course by contacting the graduate adviser in the relevant faculty or department. If you are not appropriately qualified, you should consider taking a postgraduate coursework program. If you wish to apply for a postgraduate coursework degree, please use the Postgraduate Coursework Application Form.

sydney.edu.au/future_students/international_postgraduate_coursework/admissions/how_to_apply/processing_fee.shtml

How to apply for a research degree

Applying for and obtaining admission to a research degree is a process that requires time and preparation before submission of the application. You should read the instructions below carefully and ensure you follow the steps outlined. Incomplete or ill-prepared applications will take longer to process or may be rejected by the relevant faculty or department.

Before completing an application form

1. Identify and establish an academic contact/potential supervisor

The university requires that you contact a suitable member of the academic staff and present them with an initial outline of your proposed topic of research before submitting your application. The expectation is that an academic contact/potential supervisor will have:

- read and commented on your research proposal before you submit a formal application for admission to a HDR, and
- indicated that they are willing and available to supervise your proposed research.

You are required to provide the details of your academic contact/potential supervisor when you complete this application form.

To identify suitable members of the academic staff to contact, you should refer to the relevant faculty/department web site, which will provide details of academic staff, their areas of research interest & current work and their contact details. Alternatively, you can refer to the Faculty Contacts list provided on this form and contact the postgraduate enquiry service for the relevant faculty to enquire about appropriate members of the academic staff for you to contact.

When you contact a member of the academic staff, you should provide them with some initial details to help them advise you regarding your study plans, for example:

- Educational background – discipline(s) in which you have studied and previous research experience.
- Relevant work experience in the discipline or a research environment.
- Proposed area of study/research you are interested in undertaking.

If you have one prepared, you may also include a brief research proposal at this stage.

2. Develop and submit an initial research proposal

Once you have entered discussions with an academic contact(s), if you have not already done so, you should prepare an initial research proposal.

Your initial research proposal should include information showing that you have sufficient knowledge and training to undertake the proposed research program. In general, your proposal should be no more than 500 words in length. However, some faculties such as Law and Economics and Business prefer a more detailed written proposal. Your initial proposal should include the following information:

Title: Working title for the project.

Academic staff contact: Name(s) of the academic staff with whom you have discussed your proposal and, if relevant a potential supervisor.

Objectives: What aims does the work have?

Synopsis: Briefly describe the key aspects of what you will be investigating.

Background: Describe what research has already been done in relation to your topic.

Significance: Why is the topic important?

Methodology: Approach or methodology to be used in the research.

Resources: Provide details of the resources required for you to carry out your research project.

Work plan: An initial plan for completion with annual milestones.

3. Revise and finalise your research proposal

In conjunction with your academic contact(s) refine your research proposal ready for submission of your formal application.

4. Identify and contact two Academic Referees.

To support your application, we will need to receive references from two Academic Referees who are familiar with your previous academic qualifications/achievements. They will need to complete the Academic Referee report from (Part E of the Postgraduate Research Application form) and submit it to the University. Instructions are provided on the form. To prepare for this, you should contact your preferred Academic Referees before you fill out the application form to ensure they are available and willing to complete a reference for you and to ensure that you have their correct and current contact details.

Completing the application form

Once you have identified an academic contact/potential supervisor and prepared a research proposal, you should fill out this application form. When filling out the form, you should:

- Use an ink pen and write in clear CAPITAL LETTERS.
- Ensure you complete every section of the form including the final checklist.
- Read the applicant declaration and privacy statement at the end of the form carefully.
- Ensure you sign the applicant declaration – your application cannot be processed if the declaration is not signed.
- Attach one correctly certified* copy of all supporting documents.
- Include an Application Processing Fee (APF) of $AUD100. The APF is non-refundable and your application will not be processed if the fee is not provided.

* Certification of copies

To be correctly certified, copies of supporting documents must each be stamped with the official seal of the institution/agency and include the name (printed clearly) and signature of the person issuing the certification. Copies of supporting documents can be certified by:

- the institution issuing the qualification (eg. the school or university).
- an Australian Diplomatic Mission overseas.
- an IDP Education Australia office.
- for applicants from the Peoples Republic of China, an official notary public.
- USYD registered educational agent.

sydney.edu.au

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Postgraduate Research Application Form

Application for International Students

PART A - RESEARCH DEGREE APPLICATION INSTRUCTIONS (continued)

Completing the application form (continued)

Where documents were not issued in English, you must include a copy of the document in the original language of issue and an English translation, issued by an authorised translator (**www.naati.com.au**)

Supporting documents to be included with your application – refer also to the documentary evidence of research performance and experience referred to in the **"Supplementary Information for Scholarship Applicants"** *section of this form if you wish to be considered for a scholarship.*

You should provide the following supporting documents with your application:

· A copy of the personal details page from your passport.
· Evidence of any name change if any of your documents are in a name other than that shown in your passport.
· The transcript and testamur (completion certificate) for all previous tertiary (undergraduate and postgraduate but NOT pre-university) qualifications.
· An explanation of the grading schemes used for all previous tertiary studies. Wherever possible, please provide the actual numerical marks or GPAs achieved in your previous tertiary studies.
· Test reports for a recognised English language test undertaken within the last two years.
· Statement from university registrar or equivalent regarding previous studies undertaken in English.
· Proof of any scholarly publications or output in the relevant field of research within the last five years eg. copies of journal articles, book chapters, exhibited works.
· Examiners' reports for any previous research theses/projects completed.
· Proof of any work experience since graduation for a period of two full-time years or more in a research environment or professional experience at a responsible level that is relevant to your proposed area of research/study eg. references from employers.
· Proof of communication with an academic contact/potential supervisor eg. print out of an email stating willingness to supervise your project.
· A complete resume or curriculum vitae (CV).
· Your research proposal.

English language requirements

If English in not your first language, you will need to provide documentary evidence that you meet the University's English requirements through either:

· a recognised English language test meeting the faculty's minimum requirements. English test recognised by the University of Sydney are IELTS, TOEFL, Computer based TOEFL and Internet based TOEFL.
· a record of satisfactory achievement in tertiary studies in which the language of the institution, and the language of instruction, examination and assessment of the course was in English.
· successful completion of the course "English for Academic purposes" at the University's Centre for English Teaching.

For the specific requirements for each faculty and further details about the University's English requirements refer to:
sydney.edu.au/future_students/international_postgraduate_research/ admissions/entry_requirements/english_language.shtml

Application closing dates

Semester 1 (March commencement) - 31 October of the previous year
Semester 2 (July commencement) - 30 April

Late or incomplete applications may be considered however, the University of Sydney cannot guarantee that late applications will be processed in time for the proposed start date. Quotas apply to some courses. Late applications for courses which are subject to quotas may not be considered.

Scholarship Applicants

Applicants who wish to be considered for either an International Postgraduate Research Scholarship (IPRS) or a University of Sydney International Scholarship (USydIS) must submit their research application form at the earlier dates specified below:

Semester 1 (March commencement)
31 July of the previous year
(successful candidates will be notified in late October/early November)

Semester 2 (July commencement)
15 December of the previous year
(successful candidates will be notified in April)

International students who wish to apply to an IPRS and have commenced a postgraduate research degree at The University of Sydney but were not considered for the IPRS in the previously round/year due to the timing of their application and subsequent enrolment will be required to compete the IPRS Special Application Form

sydney.edu.au/future_students/international_postgraduate_research/ costs_scholarships/scholarships/#iprs

Submitting your application

Direct to the university:
Completed application forms MUST be sent to:

International Admissions
International Office
Level 4, Jane Foss Russell Building (G02)
The University of Sydney
NSW 2006 AUSTRALIA

DO NOT send your application directly to your academic contact or the faculty or department in which you are applying to enrol. This will delay processing of your application.

Via a university representative:
You may lodge your application through any of the University of Sydney's registered representatives/educational agents. For the full contact details of all of our registered representatives in over 50 countries, refer to
sydney.edu.au/internationaloffice/agents

General application or admission enquiries

For general enquiries about admission to research degrees at The University of Sydney, contact the International Office:

Phone: +61 2 8627 8300
Fax: +61 2 8627 8387
E-mail: io.info@sydney.edu.au
Web: **sydney.edu.au/internationaloffice**

Faculty contacts (refer to page 8)

sydney.edu.au

Postgraduate Research Application Form

Application for International Students

PART B - RESEARCH DEGREE APPLICATION

1 Personal details

You MUST provide your personal details as they appear in your passport.
Please write CLEARLY & IN CAPITAL LETTERS.

Title [ ] Family/last name: [ ]

Personal/first names: [ ]

Date of birth: [DD / MM / YYYY] Gender: Male [ ] Female [ ]

Correspondence address: House number & street + Suburb/town

[ ]
[ ]
[ ]

Postcode / zip: [ ] Country: [ ]

Permanent home address: If same as Correspondence address, write "As above"

[ ]
[ ]
[ ]

Postcode / zip: [ ] Country: [ ]

Tel: [ ] Fax: [ ]
(Include Country code+Area code)

Mobile : [ ]
(Include Country code+Area code)

Applicant's Email: [ ]
(compulsory)

Country of citizenship: [ ]

1 Personal details (continued)

Have you applied for permanent residency in Australia? No [ ] Yes [ ]

Visa status: [ ]

Do you hold dual citizenship with Australia? No [ ] Yes [ ]

Have you previously been known by another name?

No [ ] Yes [ ] If yes, what [ ]

Attach all relevant documentation.

2 Agent details

If you appoint a University of Sydney authorized agent to manage your application, you authorise the university to release personal information and visa documentation relevant to your application to the agent. If you submit your application through an agent, please provide the following:

Agency name: [ ]

Agent Number (code) : [ ]

Agent Stamp

3 Previous applications

Have you applied to, or been enrolled at, the University of Sydney before?

No [ ] Yes [ ] If yes, what was your reference number / Student ID or

year of application? [ ]

4 Course choice - Check the website for course details: **sydney.edu.au/courses** You MUST enter an exact course name or your application cannot be assessed eg. PhD (Arts)

Name of academic contact/proposed supervisor [ ] Proposed Faculty [ ]

Research proposal attached? Yes [ ] No [ ] (Your application may not be able to be processed without a research proposal)

Preference (course name)

1st preference: Course name: [ ] Course code: [ ] CRICOS code: [ ]

2nd preference: Course name: [ ] Course code: [ ] CRICOS code: [ ]

Proposed course start date: 1st semester (Feb/March) [ ] 2nd semester (July) [ ] Year [ ]

Proposed reserch topic/project: [ ]

Postgraduate Research Application Form

Application for International Students

PART B - RESEARCH DEGREE APPLICATION (continued)

5   English language proficiency

Is English your first language?   Yes (go to question 6) ☐   No ☐

If no, have you taken a recognised English language proficiency test within the last 2 years?   Yes ☐   No ☐

If yes, which test? [_____]   Test date [DD / MM / YYYY]   Score [_____] (Attach certified copy of your test report.)

If no, have you scheduled to sit an English language proficiency test?   Yes ☐   No ☐

If yes, which test? [_____]   Proposed test date [DD / MM / YYYY]

Have you completed tertiary studies that were taught, examined and assessed entirely in English within the last 5 years?   Yes ☐   No ☐

If yes, which qualification? [_____]   Country [_____]   Date completed [DD / MM / YYYY]

Do you intend to undertake an English language program through a University of Sydney package program?   Yes ☐   No ☐

The recognised English tests are IELTS, TOEFL, Computer based TOEFL and Internet based TOEFL.

6   Academic qualifications

Provide details and supporting documents for all completed or current tertiary studies (undergraduate and postgraduate but NOT pre-university). Supporting documents must include transcripts and testamurs (completion certificates) and must include a guide to the grading system used.

Course	Start date	Completion date	Class or grade (e.g. honours 2/1 or your GPA)
Course 1 Institution: [_____] Country: [_____] Course: [_____]	DD / MM / YYYY	DD / MM / YYYY	[_____]
Course 2 Institution: [_____] Country: [_____] Course: [_____]	DD / MM / YYYY	DD / MM / YYYY	[_____]
Course 3 Institution: [_____] Country: [_____] Course: [_____]	DD / MM / YYYY	DD / MM / YYYY	[_____]

Submitting your application :

Direct to the university:
Completed application forms MUST be sent to:

International Admissions,
International Office
Level 4, Jane Foss Russell Building (G02)
The University of Sydney, NSW 2006 AUSTRALIA

DO NOT send your application directly to your academic contact or the faculty or department in which you are applying to enrol. This will delay processing of your application.

Via a university representative:
You may lodge your application through any of the University of Sydney's registered representatives/educational agents. For the full contact details of all of our registered representatives in over 50 countries, refer to
sydney.edu.au/internationaloffice/agents

Application should be lodged:

For first semester (February/March) by 31 October.

For Second Semester (July) by 30 April.

Late or incomplete applications may be considered however, the University of Sydney cannot guarantee that late applications will be processed in time for the proposed start date. Quotas apply to some courses. Late applications for courses which are subject to quotas may not be considered.

Scholarship closing dates:

If you wish to be considered for an IPRS or USydIS you MUST submit your Postgraduate Research and Research Scholarship application by:

Semester 1 (March commencement): 31 July of the previous year
(successful candidates will be notified in late October/early November)

Semester 2 (July commencement): 15 December of the previous year
(successful candidates will be notified in April)

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Postgraduate Research Application Form

Application for International Students

PART B - RESEARCH DEGREE APPLICATION (continued)

7   Academic qualifications (continued)

If you have completed a masters degree, did it contain a research component? If yes, what portion of the course did the research component entail? [＿＿] %
Attach a copy of the examiners report(s) for your thesis, if available.
What was the title of your research project(s)?

Provide details of any academic prizes or awards gained during your tertiary studies.

8   Research publications and output

Have you authored, individually or with others, any scholarly publications within five years of the date of your application?   Yes ☐   No ☐

If yes, please attach a separate list that provides all relevant details for each publication and supporting documentation. Please refer to the instructions for documenting scholarly publications provided under section 4 of the *Supplementary Information for Scholarship Applicants* at the end of this form.

Scholarly publications must contain original work or substantial original analysis in the relevant field of research and be published or accepted for publication by a reputable publisher. Examples are:

- A published book or chapter in an edited book (not conference proceedings).
- A published research article in a refereed international journal.
- A published or refereed conference paper, a published or refereed presenting author abstract in a national or international conference, a published, peer-reviewed book/literature review or a published research report/case study in a refereed journal.
- A patent that has been granted after an examination process by a government agency.

NOTE If you are applying for the IPRS/USydIS awards, the following publications will NOT be included in the RPI calculation:

- Publications that are not research (e.g. newspaper or magazine articles).
- Publications or outputs more than five years old.
- Publications that have been submitted but not accepted or are under consideration.
- Publications that have been considered but require revision before acceptance.
- The same (or substantially the same) work being published/presented again in a book, journal or conference.

sydney.edu.au

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Postgraduate Research Application Form

Application for International Students

PART B - RESEARCH DEGREE APPLICATION (continued)

9 | Professional/work experience

Have you had work experience since graduation for a period of two full-time years or more in a research environment or professional experience at a responsible level that is relevant to your proposed area of research/study?

Yes ☐   No ☐

If yes, please attach a separate list that provides all relevant details of your professional experienceting documentation. Please refer to the instructions for documenting scholarly publications provided under section 4 of the *Supplementary Information for Scholarship Applicants* at the end of this form.

Provide details of any professional associations of which you are a member. Please attach evidence of your membership.

Name of association	Type/grade of membership	First year of membership

10 | Academic referees

You MUST provide details of two academic referees who are familiar with your studies and are qualified to comment on your previous academic achievements and your capacity to undertake a research program. If you are basing this application on relevant work experience or training, at least one of your referees should also be able to comment on your work experience.

1.   Provide details of your academic referees below.
2.   Detach the Academic Referee's Report page and make one copy for each referee.
3.   Fill out section 1 of the Academic Referee's Report with your personal details.
4.   Forward a copy of the Academic Referee's Report to each of your referees.
5.   Ask your academic referees to complete the Academic Referee's Report and return it to you in a sealed envelope OR send it directly to the International Office marked clearly 'Academic Referee's Report for <your name>'.

The university will not request academic referee reports or follow up on outstanding reports on your behalf. Academic referee's reports MUST be written by the referee personally. Reports written or otherwise prepared by the applicant on behalf of the referee or false/fraudulent reports WILL NOT be accepted.

	Referee 1	Referee 2
Title		
Name		
Position		
Institution		
Address		
Email address		
Telephone no(s)		

sydney.edu.au

Postgraduate Research Application Form

Application for International Students

PART C - RESEARCH SCHOLARSHIPS

You can use this application form to indicate that you wish to be considered for the following scholarships:
· International Postgraduate Research Scholarships (IPRS)
· University of Sydney International Scholarships (USydIS)
This section of the form requires you to answer questions relating to your scholarship eligibility. The information and supporting documentation you provide in Parts A, B, and E of this form will be used in the scholarship selection process. Therefore, it is essential that you answer all questions in those parts of the form and attach complete, correctly certified, supporting documentation to aid your application.

Detailed information about scholarship elegibility & selection requirements is provided in the "Supplementary Information for Scholarship Applicants" at the end of this form. Applicants wishing to be considered for a scholarship should read this information carefully before submitting their application.

Scholarship details

Have you been awarded a scholarship or sponsorship to support your research studies? (This includes government or privately funded scholarships/sponsorships).
Yes ☐   No ☐

If yes, what is the name of your scholarship/sponsor?

[_____]

Attach supporting documentation showing the details of your scholarship/sponsorship.

Have you applied for a scholarship or sponsorship to support your research studies other than an IPRS or USydIS? (This includes government or privately funded scholarships/sponsorships).
Yes ☐   No ☐

If yes, which scholarship/sponsorship have you applied for?

[_____]

Scholarship closing dates
If you wish to be considered for an IPRS or USydIS you MUST submit your Postgraduate Research and Research Scholarship application by:
Semester 1 (March commencement)
31 July of the previous year
(successful candidates will be notified in late October/early November)
Semester 2 (July commencement)
15 December of the previous year
(successful candidates will be notified in April)

Have you previously held an AusAid scholarship or other Australian government scholarship?
Yes ☐   No ☐

If yes, which scholarship? [_____]

Scholarship end date: [DD / MM / YYYY]

Are you currently enrolled in a research degree program?
Yes ☐   No ☐

If yes, course name [_____]

Institution [_____]

Expected completion date: [DD / MM / YYYY]

Do you wish to be considered for an IPRS or USydIS?
Yes ☐   No ☐

Will you be undertaking your research project with the university's areas of research strength?
(Refer to sydney.edu.au/research/about/research_centres/university.shtml)
Yes ☐   No ☐

If yes, which area? [_____]

PART D - DECLARATION AND SIGNATURE

1   Application checklist

Please complete the checklist below to ensure that you have completed the application form and included all of the required supporting documentation. Have you:

☐ Communicated with an academic contact or potential supervisor and provided evidence of this contact (eg. copies of emails).
☐ Completed all questions in all relevant sections of the application form.
☐ Attached originals or certified copies of all relevant supporting documentation including:
    ☐ The personal details page of your passport (copy does not need to be certified).
    ☐ All certificates, transcripts and mark sheets (giving a complete list of the subjects studied and the results obtained) for any tertiary studies you have completed or in which you are currently enrolled. An explanation of the grading system used must also be provided with each transcript.
    ☐ Supporting evidence of any professional experience since graduation for a period of two full-time years or more.
    ☐ Supporting evidence of recognised English language qualifications.
    ☐ Official/authorized translations of any documents not issued in English and original language version of those documents.
    ☐ Examiners' reports for any research theses/projects completed.
    ☐ Proof of any scholarly publications or output within the last five years listed in your application.
☐ Prepared and attached a resume/curriculum vitae.
☐ Developed and attached your research proposal.
☐ Contacted two Academic Referees and requested that they complete the 'Academic Referee's Report' section of the form to be included with your application in a sealed envelope or returned directly to the university.
☐ Read the applicant declaration and University of Sydney 'Personal information and privacy protection statement' carefully.
☐ Included the Application Processing Fee of AUD$100

sydney.edu.au

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Postgraduate Research Application Form

Application for International Students

PART D - DECLARATION AND SIGNATURE (continued)

2 Personal information and privacy protection statement

The University of Sydney is subject to the New South Wales Privacy and Personal Information Protection Act 1998 (the Act). The personal information you provide for this application will be protected in accordance with the University Privacy Policy. The information provided in the first instance will only be used by the university for assessing your application for a place in the program for which you have applied. The information provided is also used for administrative and statistical purposes including publicising the names, areas of research and other relevant details of successful applicants. If unsuccessful, the information will be retained in the records of the University of Sydney only for the University of Sydney's use for a period of 12 months and will not be disclosed except with your permission, in accordance with the University Privacy Policy. Under the Freedom of Information Act and the University Privacy Policy you have a right to access and correct any personal information concerning you held by the university in the student and financial databases. Routine corrections, changes and enquiries should, in the first instance, be directed to the International Office. By signing this application it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. Full details: **sydney.edu.au/privacy.shtml**

Note: The information provided on this application form may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

3 Students with disabilities

If you have a disability you could be eligible for services offered by the University of Sydney for students with a disability. If you want this assistance, it is important that you apply for it as soon as you can, preferably before you commence study. A Disability Services Officer can help you with your registration. Refer to **sydney.edu.au/disability**

4 Declaration and consent

Please read these declarations carefully. By signing this declaration you declare that you understand and agree to these terms.

☐ I understand that:
> Giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia.
> The University of Sydney may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
> The University of Sydney may obtain official records from any educational institution I have previously attended and currently attending.
> All documents submitted become the property of the University of Sydney and will not be returned.
> I am fully responsible for my educational and living expenses while studying at the University of Sydney.
> The University of Sydney or the Australian Government cannot help me if I run short of funds.

☐ I agree:
> To comply with the rules on admission and enrolment of the University of Sydney.
> To tell the International Office immediately if there is any change to the information I have given in this application.

☐ I have read and I consent to the University's Privacy Statement.
☐ The information I have given in this application is true and correct.

Your signature _____   Date: | DD / MM / YYYY |

Unsigned applications will not be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicants behalf.

Faculty contacts

If you have any enquiries about studying at the University of Sydney please visit the Faculty website and contact them directly: **sydney.edu.au/about/faculties_schools.shtml**

sydney.edu.au

Postgraduate Research Application Form

Application for International Students

PART E - ACADEMIC REFEREE'S REPORT

Instructions for applicant

All applicants for a research degree MUST obtain Academic Referee's Reports from at least two academics who are familiar with their studies and research potential. To do this you must:

1. Detach this section of the application form and make a copy for each academic referee.
2. Complete Section 1 – Applicant's details yourself.
3. Send a copy of the form to each academic referee you have asked to support your application and ask them to complete Section 2 of the form. DO NOT complete Section 2 or write referee's report yourself.

Instructions for academic referees

Academic referees must complete section two of this report and write the academic references personally. Reports prepared by the applicant and signed by the referee will not be accepted.

Please complete this form and place it in a sealed envelope marked clearly 'Academic Referee's Report for *<applicant's name>'* and return it directly to the university at the following address:

International Admissions:
The International Office
Level 4, Jane Foss Russell Building (G02)
The University of Sydney NSW 2006 Australia

1 Applicant's details (to be completed by applicant)

Family/last name:

Personal/first names:

Date of birth: DD / MM / YYYY   Sex: Male ☐   Female ☐

Applicant's permanent address (home number and street. suburb/town)

Country: Postcode / zip:

Contact address for correspondence (if different to the above)

Country: Postcode / zip:

Tel: Fax:
(Include Country code+Area code)

Mobile:
(Include Country code+Area code)

Email (compulsory):

Country of citizenship:

Course applied for :

2 Referee's report (to be completed by the referee)

In what capacity do you know the applicant?

For the course in which you taught or supervised the applicant, what is the final grade/level of honours was obtained by the applicant? If the applicant is currently completing the course, what overall grade/level of honours are they likely to obtain?

Are the results predicted or actual?   Predicted ☐   Actual ☐

If applicable, what was the applicant's overall GPA?   %

If the applicant has completed a masters degree, what percentage of the degree course was the research/thesis component?

If applicable, what numeric mark or GPA did the applicant achieve for the research component of the course?

If applicable, how was the research component assessed? (eg. one or two examiners, internal or external examiners).

Please give your appraisal of the student in terms of the qualities listed below. Rate the applicant in comparison to other students you have supervised.	Excellent	Very Good	Good	Fair	Weak	Unable to judge
Ability to organize & express ideas						
Critical & analytical ability						
Initiative & motivation						
Perserverence in pursuing aim						
Ability to plan and complete work						
Technical competence in proposed field of research						
Intellectual capacity						
Imagination & creativity						
Capacity to work without close supervision						
Ability to write coherently in English						

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Postgraduate Research Application Form

Application for International Students

PART E - ACADEMIC REFEREE'S REPORT (continued)

In relation to other PhD or masters by research candidates known to you, how would you rate the applicant's academic and research potential?

Very strong ☐ Strong ☐ Moderate ☐ Minimal ☐ Nil ☐

Please comment on the applicant's suitability to undertake a higher degree by research. Please explain clearly why they deserve serious consideration for a highly competitive research scholarship (attach a separate sheet if necessary). Where possible/available, please include information on what percentage of students in a class/year receives a certain overall grade/level of honours and the position of the applicant in the class

Title	
Name	
Position	
Institution	
Address	
Email address	
Telephone no(s)	

Signature:

Date: DD / MM / YYYY

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Postgraduate Research Application Form

Supplementary Information for Scholarship Applicants

International Postgraduate Research Scholarships (IPRS) are funded by the Australian government. Information about the IPRS is available from –

www.innovation.gov.au/Research/ResearchBlockGrants/Pages/InternationalPostgraduateResearchScholarships.aspx

The IPRS is available in all faculties and covers the tuition fees for the students. The University will award an Australian Postgraduate Award (APA) to successful IPRS applicants as their living allowance.

The University of Sydney International Scholarships (USydIS) are funded by the University of Sydney and each individual faculty. Availability of the scholarships in each discipline in a given semester is therefore at the discretion of the dean of each faculty. The USydIS covers the tuition fees and a living allowance for the students. Further information about the USydIS program is available from:

sydney.edu.au/future_students/international_postgraduate_research/costs_scholarships/scholarships/index.shtml#usi

The University of Sydney awards these scholarships twice a year – in October/November for commencement in Semester 1 (March) and in early April for commencement in Semester 2 (July).

SCHOLARSHIP ELIGIBILITY

To be eligible for an IPRS or USydIS, you must:

- Be an international student commencing full-time enrolment in a higher degree by research (HDR) at the University of Sydney.
- Be a student undertaking study in a subject area identified by the university as within the areas of its research concentration.
- Not hold a research qualification regarded to be equivalent to an Australian research doctorate or, if undertaking a research masters degree, not hold a research qualification regarded to be equivalent to an Australian research masters.
- Not be receiving a scholarship for which course tuition is a component under any other scholarship scheme to which the Australian government makes a substantial contribution.

For IPRS applicants you:

- Must not have held an AusAid scholarship within the two years prior to commencement of the IPRS.
- May have commenced enrolment in a HDR at the University of Sydney in the current academic year but, due to the timing of your application and subsequent enrolment, were not considered for an IPRS in the previous year.
- Students who have already commenced enrolment but were not considered for an IPRS in the previous round/year will need to complete a separate, IPRS Special Application form by the date specified on the form. The IPRS Special Application form can be found at: sydney.edu.au/future_students/international_postgraduate_research/costs_scholarships/scholarships/#iprs

SCHOLARSHIP SELECTION

There are a limited number of these awards available each year and selection is highly competitive. Admission to a course does not guarantee the award of a scholarship. To be considered for these scholarships you MUST:

- Have the equivalent of an Australian first class honours degree (80% or better) or, for doctoral applicants, a masters by research degree.
- Demonstrated capacity to carry out independent research through completion of a previous research thesis, relevant work experience, research publications etc. You must be able to provide evidence of academic research experience in the last five years.

All eligible applicants will be assessed and ranked according to their prior academic performance and demonstrated research potential as per the following process.

Each Faculty shall prepare a ranked list, in order of final mark as described below, of all applicants that it wishes to support for the award of a scholarship. The Faculty lists will then be checked by one of the three 'faculty cluster' Ranking Committees: Health, Humanities and Social Sciences, and Sciences and Technology. The checked Faculty lists will be combined into a single list using the applicants' final mark. The Academic Board's Postgraduate Awards Sub-Committee will consider the combined ranking list and determine the number of offers to be made. Offer of an award will depend upon an applicant's position on the list and for USydIS, the discretion of the dean of the faculty on the availability of these scholarships.

The applicant's final mark is derived from the undergraduate weighted average mark (UG WAM) and/or Honours 1 (or Honours 1 equivalent) mark and Research Potential Indicator. The use of these components is based on whether the applicant has attained an Honours 1 degree, has completed his/her most recent studies (Honours 1 degree or equivalent – see 2 below) within the last five years by the time the scholarship is being awarded, and the extent of any relevant research/professional experience. A greater weight is given to the Honours 1 (or H1E) mark.

UG WAM: The undergraduate weighted average mark (average mark, weighted according to the relative credit point value of the individual units of study) is obtained by averaging the marks the applicant obtained in all second and third year units of study in the relevant degree. Some faculties will also calculate the WAM according to the year-levels (2 for second year, 3 for third year) of the units of study.

The UG WAM of combined degrees will normally be calculated from all units except those in the first year and the honours subjects.

H1 (or H1E) mark: This is the mark achieved in the Honours (or equivalent) degree. The criteria for ranking Honours 1 equivalent qualifications are detailed in section 2 below.

Research Potential Indicator (RPI) point: RPI points are awarded for relevant research and/or professional achievements as detailed in section 3 below.

1. CALCULATING THE UG WAM AND HONS MARK

It is the responsibility of applicants to provide numerical marks of their academic results wherever possible. If the mark is not available or is unobtainable, the result will be entered at the respective **mid-point** for the equivalent Pass (i.e. 57) and Credit (i.e. 69.5) grades at the University of Sydney. A mark at the **lowest one-third** (i.e. 78.33) will be entered for the equivalent Distinction and the **lowest mark** (i.e. 85) for High Distinction grades. If the results are ungraded, applicants should provide information on the overall position in the class and/or thesis examiners reports if available.

It is important to provide the grading system showing the range of marks or the minimum mark required for each grade and different levels of Honours. Discounting of marks will be made to account for a pass mark of e.g. 60 used in some overseas institutions compared to 50 in Australian universities. Scaling of Honours 1 marks will be made if the institution does not use 80 as the cut-off requirement for Honours 1.

2. HONOURS 1 EQUIVALENCE

Where applicants did not have an Honours 1 degree, they can be ranked as having an Honours 1 equivalent degree on the basis of an additional qualification under the following criteria:

a. A completed Master of Philosophy (or equivalent) by thesis. In this case, the 'Hons mark' will be 83 unless a higher thesis mark has been recorded on the transcript.

b. A completed Masters by coursework with a weighted average mark of at least 80 and a research component (requiring the completion of a dissertation, treatise, long essay or major report) of at least 12 credit points (where 48 credit points denotes a one-year full-time course). In this case, the weighted average mark in all units of study, including the dissertation, will be the 'Hons mark'.

c. A completed Masters by coursework with a weighted average mark of at least 80 and a research treatise of ≥ 25,000 words as a requirement of the course. In this case, the weighted average mark in all units of study, including the treatise, will be the 'Hons mark'.

d. A completed Masters by coursework with a weighted average mark of at least 80 and a research component verified by the Faculty Research Committee to be academically demanding and a relevant foundation in research training for the proposed PhD project.

e. A completed Masters Preliminary or Graduate Diploma with a research component (as per b above) of at least 25% of the course, requirements and assessment equivalent to Fourth Year Honours at Honours 1 standard

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Supplementary Information for Scholarship Applicants

(a minimum mark of 80). In this case, the weighted average mark in all Masters Preliminary or Graduate Diploma units of study will be the 'Hons mark'.

f. Overseas qualifications that are considered as equivalent to an Australian Honours 1 degree. In this case, the weighted average mark (after discounting/scaling if applicable) in all units of study will be the 'Hons mark'.

g. Graduates who did not have an Honours 1 result but have attained membership or fellowship of prestigious learned professional organisations by advanced study, examination and professional practice may be eligible for H1E. The relevant Faculty will be required to demonstrate an appropriate level of academic rigor. In all such cases, the 'Hons mark' will be 80.

In assessing whether membership or fellowship of a learned body confers the H1E status, consideration will be taken of the level of additional skills and training required for membership, the length of training required, and the academic level and pass rate of the entrance examination.

3. RESEARCH POTENTIAL INDICATOR (RPI)

RPI points may be awarded on the basis of demonstrable research performance, relevant professional and direct research experience as per the following criteria.

a. Relevant academic qualifications *in addition to* Honours 1.

Examples are a completed Masters by research degree (with a research component of at least 2/3 of the course), a completed second Honours 1 degree (in a combined honours degree).

b. Scholarly publications (must contain original work or substantial original analysis, be published or accepted for publication by a reputable publisher) *in the relevant field of research within the last* **five** *years*.

Examples are:

- A published book or chapter in an edited book (not conference proceedings).
- A published research article in a refereed international journal.
- A published or refereed conference paper, a published or refereed presenting author abstract in a national or international conference, a published, peer-reviewed book/literature review or a published research report/case study in a refereed journal.
- A patent that has been granted after an examination process by a government agency.

c. Output in the art or music areas *in the relevant field of research within the last* **five** *years*.

Examples are:

- An exhibition (with published catalogue) with multiple venues of international standard, or a series of performances of international standard, for which reviews in significant outlets are available.
- An exhibition in a Public Gallery or Museum (with published catalogue) but excluding regional galleries, or in a Private Gallery of standing in which the artist is asked to exhibit by invitation (subject to documentary evidence).
- Visual work(s) held in significant National and/or International Collections or commissioned by Government Bodies and/or the Corporate Sector.
- A significant published musical composition or a significant commercially published CD of a musical performance.
- Visual documentation of performance, installation and electronic creative works in significant National and/or International Collections.
- Participation (as presenting author or equivalent) in significant National or International Festivals or professional conventions.

d. Relevant professional experience at a responsible level or direct research experience of at least two full-time years since graduation and not in a training situation.

e. Other

- Participation in moots such as the Jessop International Law moot at an international level.

4. DOCUMENTING RESEARCH EXPERIENCE OF EXPERIENCE

It is **your responsibility to provide details and evidence of such performance or experience** in accordance with the instructions below.

For **scholarly publications** which you have authored, please list the following information for each of your publications:

1. **Year of Publication:** Publications must have been published *no more than 5 years* prior to the date of submission of this application for admission to the University of Sydney.
2. **Peer Review:** Journal articles, reviews and case studies **must be peer reviewed (refereed)**. Please verify the peer review status of your work through the following two online databases and state the place from where you have obtained your peer review proof:
   - Ulrichsweb - **www.ulrichsweb.com/ulrichsweb** (the journal information must contain a field stating 'refereed - yes')
   - Thomson Reuters Master Journal List - **http://ip-science.thomsonreuters.com/mjl**
3. **Publication Proof:** There must be proof that the research has been published (i.e. a URL directly to the online version of the article or a copy of the front page of your published work), or proof that the research has been accepted for publication (e.g. acceptance letter from the editor showing the *list of author/s* of the accepted publication).

   Conference abstracts/papers: copy of the conference program showing your name as a presenter and copy of abstract/paper if it has been published by the conference organiser (or a URL directly to these items if they are publicly available online).

   There is no need to include a hard copy of your publication with your application if you have provided a URL as publication proof.
4. **Author/s: Must** be listed in the order that appears on the publication.
5. **Title of Article**: Name of journal article, book chapter, conference paper, or conference abstract.
6. **Title of Publication**: Name of journal, book, or conference proceedings.
7. **Volume/Issue:** The issue and volume of a journal article, or the volume and edition of a book where applicable.
8. **Pages Number/s**
9. **ISSN/ISBN:** Journals have an 8 digit ISSN number, books have a 10 or 13 digit ISBN number.
10. **Publisher and Place of Publication:** The name of the publisher and place of publication.
11. **Notes:** Any other information relevant to the assessment of your published research.

Do not include the following as they will not be assessed under RPI:

- Publications that are not research (e.g. newspaper or magazine articles).
- Publications or outputs more than five years old.
- Publications that have been submitted or under consideration.
- Publications that have been considered but require revision before acceptance.
- The same (or substantially the same) work being published/presented again in a book, journal or conference.

For your **relevant professional experience** (of at least two full-time, or part-time equivalent, years), please include the following information and evidence for each of your employment:

1. Month and Year of Employment, full or part-time (state how many hours/days a week), casual (state how many hours a week and total duration): the total duration of all your employment or work must be equivalent to *at least* two full-time years since graduation.
2. Job Title and a short description of the duties that you performed: to be assessed under RPI, the experience needs to be at a responsible level or direct research. Experience gained in a training situation (such as internship) will not be considered.
3. Documentary evidence: attach letter/s from your employer/s (which must be *dated, signed and on the organisation's letterhead*) detailing duration, full or part time or casual, and level of responsibility of relevant employment or direct research experience. Documents such as payslips or income statements from your employer/s are not sufficient proof and will not be accepted.

NOTE: Attaching a curriculum vitae only will **not** be sufficient for this purpose.

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