



CRICOS Provider Code 00586B

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## INTERNATIONAL APPLICATION FOR HIGHER DEGREE BY RESEARCH CANDIDATURE

Office Use  
Only

ID:

School:

**Please read the following instructions carefully before completing this form.**

1. Applicants are advised to read the Rules and Procedures of Graduate Research available at [www.research.utas.edu.au/gr/policies/index.htm](http://www.research.utas.edu.au/gr/policies/index.htm)  
It is strongly recommended that all applicants take the time to visit the relevant School or Research Centre website before submitting an application. Links to all Schools and Research Centres can be found at [http://www.its.utas.edu.au/cgi-bin/organisational\\_chart.pl?task=orginfo](http://www.its.utas.edu.au/cgi-bin/organisational_chart.pl?task=orginfo)  
Applications for candidature may be lodged at any time.
2. Assessment of applications may take two months or more.
3. Applicants should follow all instructions and complete all sections of this form.
4. Please print clearly using BLOCK LETTERS and tick boxes where appropriate.
5. All supporting documents must be submitted with your application. Failure to do so will result in delays in assessing your application.
6. Applicants should ensure all copied / scanned documents are readable.
7. Applicants should complete the checklist at the end of this form.
8. The completed application, including all required supporting documentation, should be sent to the Graduate Research Office at the address above.

### Section A: Personal Information

Title:	Given Name(s):		
Family Name:			Preferred Name:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth (dd/mm/yy):		
Postal Address:			
			Country:
Home Address:			
			Country:
Email:			
Telephone	Home / Mobile:		Work:
Fax Number:	Language Spoken at Home:		
Country of Birth:	Country of Citizenship:		

Agent Details:  
(if applicable)

**Agents: Please include your email address.**

## Section B: Proposed Course Details

Program: Masters by Research:  PhD:  EdD:  DPsych:

School / Institute / Centre in which you wish to study (*Applications that do not identify a UTAS School will be delayed*):

*Note: It is generally expected that all candidates will undertake their research on-campus. If your application is successful, your offer of enrolment will advise which UTAS campus you will be enrolled at.*

Proposed Start Date: \_\_\_\_\_ *Note: Higher Degrees by Research candidates can commence at anytime during the year providing they have School approval.*  
(month / year)

Proposed Research Title:

*Applicants are required to attach a research proposal to their application. This proposal should include the following information: project aim, background, methodology, significance, any possible application of research, and a bibliography.*

Have you been in contact with any potential UTAS Supervisors? If yes, please provide their name(s):

*Applicants are **strongly advised** to contact a potential UTAS supervisor prior to submitting their application. Failure to do so may result in a delay in assessing your application. A list of Graduate Research Co-ordinators for each School can be found at <http://www.research.utas.edu.au/gr/prospective/index.htm>*

*Active UTAS researchers in your proposed area can be found using a "keyword search" on the Web Access Research Portal (WARP) – [www.research.utas.edu.au/warp/index.htm](http://www.research.utas.edu.au/warp/index.htm)*

## Section C: Academic Qualifications

**Important Information:** Applicants must provide evidence of **all** post secondary qualifications. This should be an official academic record, showing all subjects attempted, grades achieved (including failures) and an explanation of the grading system. The record must be an official transcript or statement of record from the institution in which these studies were attempted. Result notification slips will not be accepted. In addition, proof of graduation must be provided for all completed qualifications.

*Originals of documents are preferred. Copies are only acceptable if they are certified as being a true copy of an original by a commissioner for declarations, a justice of the peace, a university or college registrar, or other examining authority. If a certified copy is submitted, the original document must be available on request.*

*Applicants who submit documents in a language other than English must provide an official certified translation, together with the original documents. Translations supported by uncertified photocopies are not acceptable.*

### Completed Qualifications

Name of Program eg Bachelor of Science (Hons)	Institution Name	Country	Attendance dates:	
			from	to

### **Current Studies**

Supporting documentation from your current institution must also be provided.

Name of Program	Institution Name	Country	Commencement Date	Expected Completion

Have you ever been excluded from any higher education course, faculty or Institution?  Yes  No

If yes, please attach details.

Have you completed a research thesis as part of a higher education degree?  Yes  No

If Yes: Which of your previous qualifications included this thesis?

What proportion did the thesis represent in the overall assessment?

Over what time period was the research project undertaken?

If available, what mark (%) was awarded for the thesis?


If No: Please attach a statement of your research experience that addresses the following criteria:

- your knowledge of the proposed field of study,
- your research ability and experience,
- your analytical and interpretive skills and
- your written and verbal communication skills.

### **Section D: Professional Experience**

Do you have any work experience that is relevant to your proposed area of research / study?  Yes  No

If yes, please provide details:

A current Curriculum Vitae (Résumé) including details of work experience, relevant training and research publications should also be attached to your application.

### **Section E: Referee Details**

Please provide the details of two academic/professional referees who you have asked to support your application and either attach written reports or ask the referee to complete the referee report available at:

[www.research.utas.edu.au/gr/forms/index.htm](http://www.research.utas.edu.au/gr/forms/index.htm)

1. Name:	2. Name:
Institution:	Institution:
Position:	Position:
Email:	Email:
Telephone:	Telephone:
Fax:	Fax:

### Section F: External Funding

Do you expect to be sponsored by a company, employer, home government or other funding body?  Yes  No

If yes, please attach official documentation from your sponsoring organisation that includes the duration of your scholarship (in years), the expenses that will be paid by the sponsor (eg tuition, living expenses etc) and if there are any restrictions on the research topic or rights to intellectual property.

Have you applied or are you intending to apply for a scholarship?  Yes  No

Name of Scholarship:

Date scholarship is expected to be awarded / decided:     \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / 20\_\_\_ \_\_\_

I will be self-funded and will not require a scholarship.  Yes  No

### Section G: English Language

Proficiency in the English Language is a requirement for all higher degrees by research at the University of Tasmania. Please select **one** of the following:

English is my first language.

I have achieved an overall band score of at least 6.5, with no band less than 6.0 on the IELTS test conducted by IDP or the British Council. A copy of my IELTS test result is attached. Tests that are taken more than two years prior to application will **not** be accepted. Details can be found at [www.ielts.org](http://www.ielts.org)

I have achieved at least the following TOEFL (Test of English as a Foreign Language) scores:

- a minimum total score of 580 together with a score of 4.5 or more on the TOEFL Test of Written English (TWE) (paper based score);
- a minimum total score of 233 together with a score of 4.5 or more on the Essay Rating (ER) (computer-based score); or
- a minimum total score of 92 (internet based score) together with a minimum score of 20 in each individual section (ie writing, reading speaking and listening).

Tests that are taken more than two years prior to application will **not** be accepted. In addition, UTAS does not accept institutional test scores, photocopies or certified copies of TOEFL scores. If you have not already done so, you should ask your TOEFL testing centre to send your official results to UTAS. Details can be found at [www.toefl.org](http://www.toefl.org)

I have completed a course of post secondary studies of at least two years' duration instructed and examined entirely in English and involving formal assessment of written work. Evidence in the form of a letter or certificate issued by the university Registrar's office will need to be provided. **Studies must have been completed within the 2 year period prior to application.**

If you have not selected one of the above options you must indicate below how you will meet UTAS' English Language Requirements.

I will be sitting an IELTS or TOEFL test.     Test Date: (dd / mm / yyyy)     \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / 20\_\_\_ \_\_\_

I have already taken an IELTS or TOEFL test and are waiting for my results.     Result Due Date: (dd / mm / yyyy)     \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / 20\_\_\_ \_\_\_

I intend to enrol in English Language Classes prior to commencing my higher degree by research. I am aware that if my application is successful, my offer of enrolment will be conditional upon me meeting the minimum English Language Requirements. Information on English Language Courses and Fees at UTAS can be found at [www.international.utas.edu.au/ELC/](http://www.international.utas.edu.au/ELC/)

Other – please provide details and attach supporting documentation – subject to approval by the Dean of Graduate Research.

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### Section H: Checklist

<b>To reduce delays in assessing your application please complete this checklist.</b>	<b>Yes</b>	<b>N/A</b>
Have you provided a research proposal?	<input type="checkbox"/>	
Have you provided <u>all</u> documents relating to your academic qualifications?- see Section C	<input type="checkbox"/>	
Have you included a Curriculum Vitae?- see Section D	<input type="checkbox"/>	
Have you attached referee reports or arranged for referees to send their reports directly to UTAS? - see Section E	<input type="checkbox"/>	
Have you provided official documentation from your sponsoring organisation? - see Section F	<input type="checkbox"/>	
Have you provided valid proof of English language proficiency? - see Section G	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed all sections of this application?	<input type="checkbox"/>	

If your application is missing any documents please provide a reason and an expected submission date.

**Please note that your application will not be assessed until all required documentation is received.**

Missing Document	Reason	Expected Submission
		___ / ___ / 20__
		___ / ___ / 20__

### Section I: Declaration

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

I declare that the information provided in this application and the documentation supporting it is true and complete. I also understand that providing false or misleading information may lead to the cancellation of my enrolment and the termination of any University of Tasmania Scholarship (if applicable). I understand that the University reserves the right to vary or reserve any decision regarding admission or enrolment made on the basis of incorrect information.

I authorise the University of Tasmania to store information with respect to my application and to obtain or verify any other details about my academic record or history from any school, higher education institution or educational authority to enable my application to be considered. Where necessary QualSearch will be engaged to access this academic information. I understand the University of Tasmania is not responsible if any educational body/institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I understand that the information that I have provided to the University may be made available to Commonwealth and State Agencies pursuant to obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. I further understand that it may be disclosed to third parties for the purpose of progressing my application. I also understand that the University is required by law to inform the Department of Education, Employment and Workplace Relations (DEEWR) of certain changes to my enrolment and of any breach of a student visa condition relating to satisfactory academic performance.

I do solemnly promise that I will faithfully obey the Statutes and Rules and adhere to the policies and procedures of the University of Tasmania so far as they may apply to me and that I will submit myself respectfully to the constituted authorities of the University

I accept that the application and the supporting documentation become the property of the University of Tasmania and are not returnable.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Section J: Where did you hear about UTAS? (optional)

Please advise where you first heard about the University of Tasmania and our graduate research program.

<input type="checkbox"/> University of Tasmania website	<input type="checkbox"/> Other website (please specify): _____
<input type="checkbox"/> UTAS student / staff member	<input type="checkbox"/> Magazine/Newspaper/Publication (please specify): _____
<input type="checkbox"/> UTAS Representative / Agent	<input type="checkbox"/> Exhibition
<input type="checkbox"/> Other (Please specify) _____	