INTERNATIONAL STUDENT APPLICATION FOR ADMISSION TO HIGHER DEGREE BY RESEARCH CANDIDATURE AND SCHOLARSHIP

INSTRUCTIONS

Read these instructions carefully before you complete the application form. Please complete all questions (with the exception of those questions for completion by your supervisor if applicable) and tick ☑ the appropriate boxes. When complete, digitally sign the form.

This form should be used when applying for candidature in a Doctor of Philosophy, Professional Doctorate or Masters by Research Program.

If you are a permanent resident, or a citizen of Australia or New Zealand you cannot apply using this form. You must apply using the domestic student application form. Refer to
http://www.swinburne.edu.au/research/research-degrees/application-process/submit-application/

PERSONAL DETAILS

Please provide documentary evidence of any name change and proof of your citizenship. Please ensure you include a postal address, your personal phone number and personal email address, as well as your Agent's details (if applicable), so that the University can contact you if required.

PROPOSED STUDY PROGRAM

To ascertain which staff member has an interest in your field of proposed research please visit
http://www.swinburne.edu.au/research/research-degrees/find-a-supervisor/ or contact the faculties directly.

ENGLISH LANGUAGE PROFICIENCY

If you have completed an IELTS, TOEFL, Swinburne English for Academic Purposes (EAP) Level 5 program no more than two years ago, please attach certified copies of the test results, EAP Academic Purposes Advanced Level Certificate, academic transcript or testamur. If you have obtained a degree taught in the English language no more than five years ago, please attach certified copies of the academic transcripts and testamur. Further information regarding Swinburne's English language requirements can be obtained at www.international.swinburne.edu.au/entry-requirements/english

RESEARCH PROPOSAL

If your research is being supported by an organisation external to Swinburne University of Technology, you may be required to sign a 'Deed of Assignment' prior to commencing your research project. Further information regarding the University's Intellectual Property Policy is available at: http://www.swinburne.edu.au/about/leadership-governance/policies-regulations/statutes-regulations/intellectual-property/

SUPERVISION

It is essential that you make contact with a potential supervisor before submitting this application to enable you to nominate a principal supervisor and co-supervisor on this application form. If you do not nominate your potential principal supervisor, then this application will be processed as an initial research enquiry. The Higher Degrees Research Committee will only consider those applications that are supported by a supervisors and Faculty. You should consult with your proposed supervisor/s and obtain signatures in the 'For Completion by Supervisors' section of this form. If you are submitting this application form from overseas, you must attach email confirmation from your supervisor/s.

SCHOLARSHIPS

If you are applying for a Swinburne-funded scholarship, you must have met all English language requirements at the time of application.

ACADEMIC BACKGROUND

You must provide certified copies of your academic transcripts for all qualifications and if your academic transcripts are in a language other than English, you must also attach an English translation, certified by the Registrar of the issuing institution or by an accredited translator. Photocopies of previously certified documents are not acceptable. Please ensure that you attach a current curriculum vitae.

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION TO HIGHER DEGREE BY RESEARCH CANDIDATURE AND SCHOLARSHIP

REFEREES

You must provide details of at least two people to whom confidential reference may be made by Swinburne. These people should have current professional knowledge of your academic ability and be able to judge your research potential. In an application for PhD or Professional Doctorate candidature, one of these referees must be external to Swinburne.

CHECKLIST AND DECLARATION

After completing the application form, read through the checklist to ensure you have provided all required information and documentation. Please note: The Honours equivalence section [Pg 6] is for completion by Supervisors and may be completed after the application is submitted.

Representative/
Agent Stamp
(if applicable)

APPLICATION

PERSONAL DETAILS

If previously enrolled at Swinburne University of Technology, please state your ID number:

Are you a Swinburne staff member?   Yes   No

If yes, please provide your Swinburne Staff ID Number:

Date of birth: I identify my gender as: Female   Male   Prefer not to answer

Title: Family Name:
(Mrs, Miss, Ms, Mr, Mx etc):   (as indicated in passport)

Given names:

If you have changed your name, give your previous name:

Email address:
Applicants must provide their personal email address. All communications/information regarding the
process of the application will be emailed directly to the applicant.

Postal address:

Number/street

   Suburb/city

   Country   Postcode

Residential address:
(Fill out only if different to postal address. Residential address should not be the same as your agent.)

Number/street

   Suburb/city

   Country   Postcode

Telephone: Mobile:

Country of citizenship: Submission location:
                                        (What country were you in when you submitted this application?)

Country of birth:

Do you hold a valid Australian visa?   Yes   No

If yes, type of visa: Visa expiry date:

Have you ever had a visa application rejected?   Yes   No

If yes, when, which country and for what reason? Please provide a copy of the rejection letter or details below:

Have you visited or studied in Australia previously?   Yes   No

Have you breached any visa conditions?   Yes   No

Have you ever been refused a visa for entry into Australia?   Yes   No

If yes, please provide reason:

Please provide details of family immigration history (if applicable).

Are you married?   Yes   No   Date of marriage:
Please provide a certified copy of your marriage certificate.

Is your spouse already in Australia?   Yes   No

What visa does your spouse hold?   Visa expiry date:

Please provide details on all dependents who will be included in your student visa application, including their date of birth. If you have more than four dependents, please attach a separate sheet with any remaining dependents details.

Name: Date of birth:

Name: Date of birth:

Name: Date of birth:

Name: Date of birth:

Have you been convicted of any criminal activity?   Yes   No

If yes, please provide relevant details:

Do you have a disability, impairment or long term medical condition?   Yes   No

If yes: Hearing/Deaf   Intellectual   Mobility   Learning

              Visual   Mental Illness   Medical Condition

Providing information about a disability or medical condition will not disadvantage your application. However the University needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases the support required may be at a cost to you.

Do you have a medical or health-related issue that may prevent a student visa being issued?　　Yes　　　　No

If yes, please provide details:

Please also provide evidence of your economic circumstances in your home country and evidence of significant ties to your home country.

Please note that due to Swinburne's obligations under Australian migration, trade and sanction laws, even if you meet Swinburne's academic entry and selection criteria, it is possible that Swinburne may not be able to offer you a place due to additional non-academic criteria required to meet Swinburne's legal requirements, which are applied at Swinburne's sole discretion. For further information about eligibility for a student visa, please see https://www.homeaffairs.gov.au/trav/stud.

PROPOSED STUDY PROGRAM

Which research program are you applying for? Nominate your preferred choice of programs and a second choice.
To check program code refer to https://www.swinburne.edu.au/research/research-degrees/degrees-programs/ .

Program Code e.g., DR-SCI	Program PhD, Masters	Campus	Proposed Start

Please note: The actual start date is the day on which you enrol. We do not recommend that you commence your candidature in December. Please allow up to six months for the processing of your student visa application

Prior contact with the Faculty/School/Department

It is preferable that you indicate which academic staff member in your area of proposed research　　Yes　　　　No
you have had contact with. Have you contacted the relevant academic Faculty?

If yes, please provide the name of the person(s) you would like to nominate as your potential academic supervisor(s):

Name:　　　　　　　　　　　　　　　Faculty:

If no, then this application will now be referred to the most appropriate Faculty/School/Department as a research enquiry to ascertain if a suitable academic supervisor can be identified and you will be informed via email.

ENGLISH LANGUAGE PROFICIENCY

Is English your first language?　　　　Yes　　　　No

If no, what is your first language?

If no, have you taken an English proficiency test within the last 2 years?　　　　Yes　　　　No

Date of test:　　　　　Test type:　　　　　　　　　Result:

(e.g., IELTS/TOEFL/Pearsons PTE)　　(if known)

Please attach a certified copy of your results, or submit a certified copy as soon as possible.

Do you intend to sit for an IELTS, TOEFL or Pearsons PTE test?   Yes   No

If yes, please indicate approximate date of test:

Do you intend to undertake English language studies (ELICOS) at Swinburne?   Yes   No

If yes, approximate start date: Number of ELICOS weeks:

Other

IELTS Exam Preparation (10 weeks)?   Yes   No

If yes, please advise approximate start date:

> I have successfully completed a total of 24 months (full time equivalent) of formal study where the language of instruction and assessment was English at AQF level 7 or above (or equivalent) at an approved university. These studies need to have been completed within the last five years.

Please note: if you are applying for a Swinburne-funded scholarship, you must have met all English language requirements at the time of application.

RESEARCH AREA/TOPIC

Proposed research area or research topic:

Please attach a brief description of your proposed research area or research topic. As a guide the description may include background of the research problem, proposed research method, an overview of the initial literature of the research problem, possible limitations, the contribution to knowledge that this project will potentially make.

Note: Different faculties may have different requirements. Please check with your faculty before submitting your application.

Are there any essential/special requirements required to undertake this research?   Yes   No
If yes, what is required?

Where will the research work be conducted?

> Internally (i.e. at Swinburne)

> Externally: Please name the organisation/s and provide the address/es:

> Combination of both internal and external. Please state where the majority of the research will be carried out:

If your research is being supported by an organisation external to Swinburne (e.g. APAI, CRC,   Yes   No
Industry Scholarship), have you signed a 'Deed of Assignment'?

If you have not signed a 'Deed of Assignment' you may be required to do so prior to commencing your project. The Deed of Assignment is a formal contract between the candidate and the University and is tied to the formal contract between the University and the funding body that covers issues pertaining to the ownership of Intellectual Property. Where an external body that is providing funds for the research holds a contract with the University you are not permitted to commence your candidature until you and the University have signed a 'Deed of Assignment'. For further information please check with your proposed principal coordinating supervisor.

The University's Intellectual Property Policy is available at www.swinburne.edu.au/policies-regulations/

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION TO HIGHER DEGREE BY RESEARCH CANDIDATURE AND SCHOLARSHIP

SUPERVISION (ONLY MANDATORY FOR STIPEND SCHOLARSHIPS)

Nominated principal supervisor:

Nominated co-supervisor:

Have you spoken with the above-named supervisors about your intended project?   Yes   No

Please note: if you have a stipend scholarship or wish to apply for one, you cannot submit your application without agreement to supervise from at least one academic supervisor.

FOR COMPLETION BY SUPERVISORS

Before you agree to supervise an applicant you must be approved to the 'Register of Accredited Supervisors'. You should also read the Higher Degrees by Research Policy and Procedure at www.swinburne.edu.au/policies-regulations/policies/research-training/

Please tick ☑ the appropriate boxes

Honours Equivalence

In my opinion, the academic results achieved by this student are at least equivalent to an Australian Honours program at level (please tick):

H1 (80–100)   H2A (70–79)

This assessment is based in the following ground/s (please tick one or more, as appropriate):

The applicant's academic standing and qualifications.

The results obtained in the previous course of study can be considered equivalent to an Australian Honours result of H1 or H2A; or the previous course of study can be considered to be equivalent to, or higher than, an Australian Honours program (i.e. a Masters by Research).

The duration of the previous tertiary program completed.

The program was at least four years in duration.

Outstanding academic results with identifiable research potential.

The applicant's results are clearly equivalent to an H1 or H2A and the student has obvious research potential, based on their previous studies and/or work experience.

The quality of the applicant's previous tertiary institution.

The previous tertiary institution attended is included in the Times Higher Education "World University Rankings" Top 1,000 Universities

Evidence of capacity for independent research shown by the applicant.

The applicant has previously completed a minor/major thesis, or undertaken a significant research project in their professional career.

The applicant's other relevant previous research experience, such as:

 • the applicant has previously undertaken, and successfully completed, a research subject(s)

 • the applicant has previously completed a Bachelor or Masters thesis

 • the applicant has written one or more quality of research publications (particularly journals and books)

 • the applicant has completed special research projects which were undertaken within a professional environment

Please provide a detailed explanation as to how the boxes checked above demonstrate equivalence for this student:

For example, "The student's previous tertiary program was four years in duration, and the student obtained an average result of 83% in the final year".

I understand that by signing below, I am not guaranteeing the future performance of this student. Rather, I am confirming that in my opinion, the qualifications achieved by this applicant and the results reported in the transcripts satisfy the minimum entry requirements of the University. I understand that at the point of assessment I may be required to provide more detailed support of this applicant.

Signature of Nominated Principal Supervisor:

FOR COMPLETION BY PROPOSED SUPERVISORS (STIPEND SCHOLARSHIP HOLDERS ONLY)

Principal Supervisor

I agree to be the Principal Supervisor for this applicant.
Name:
Current position:

Email: Telephone:

Signature:

Co-Supervisor

I agree to be the Co-Supervisor for this applicant.

Name:
Current position:

Email: Telephone:

Signature:

SCHOLARSHIPS

Have you been awarded a scholarship to undertake your research?   Yes   No

If yes, is the scholarship   internal (Swinburne) or   from an external sponsor.

    Please provide details of the scholarship and attach any relevant documentation.

Applying for a scholarship

Scholarships are normally awarded only for full-time study and awarded to our top doctoral students based on a meritorious assessmentInformation on scholarships offered and a detailed guide to each scholarship is available on the web at http://www.swinburne.edu.au/research/funding-grants/scholarships/. An offer of candidature is not dependent on holding a scholarship, nor is it a guarantee of being offered a scholarship. Your scholarship application will only be considered if all the required documents are provided.

Please tick all that apply below to indicate which type of scholarship you wish to be considered for/have already been considered for:

I have been through a selection process for a Swinburne University Postgraduate Research Award (SUPRA) and have been invited to submit my application for HDR candidature. If successful, I may be awarded a SUPRA.

I wish to be considered for a Tuition Fee Scholarship. I understand that my supervisor will be contacted to provide a case to support my application.

I wish to be considered for/I have been selected to be awarded an "Other" scholarship.
Details provided below. My nominated supervisor can be contacted with regard to this scholarship for more information.

Referee reports

If you are applying for a scholarship in one of the Swinburne scholarship rounds or you are receiving a scholarship through your faculty or nominated supervisor, you are also required to send a copy of the full Referee Report Form (available at: https://www.swinburne.edu.au/research/research-degrees/application-process/ submit-application/) to each of your referees. Referee reports must be returned to Swinburne Research by the application closing date of the scholarship for which you are applying.

Note: If your application for a scholarship is not successful, you will be notified by the University. At this point you may be invited to apply for candidature only, or to have your application considered in the next scholarship round.

ACADEMIC BACKGROUND

List all courses in which you have been enrolled at tertiary institutions. Attach certified academic transcripts for each course.

Institution	Program (including Honours level if applicable)	Period of enrolment From to	☑ if completed	Language of instruction

PRIOR RESEARCH

1. Did any of the completed degrees above include a research component?   Yes   No

    If yes: What percentage of the degree was research?

    Please provide evidence of, and brief summary of, that research (attach further documentation if required):

2. Have you undertaken any additional research or has any of your work been published?   Yes   No

    If yes, please describe that research and attach a publication list.

3. Are you transferring from another Australian university or have you previously   Yes   No
    been enrolled in a research degree at another Australian university?

    If yes: Name of university:

    What was your candidature commencement date?

    Have you withdrawn your candidature?   Yes   No

    Have you completed your candidature?   Yes   No

    If yes, please indicate date of completion/withdrawal:

If you have not yet completed/withdrawn from your program, any candidature offer made to you will be conditional on you providing evidence that you have completed/withdrawn prior to your enrolment at Swinburne.

4. Have you previously been excluded or suspended from Swinburne or any   Yes   No
    other educational institution for academic or non-academic reasons?

    If yes, institution and reason:

RELEVANT EMPLOYMENT HISTORY AND/OR RESEARCH EXPERIENCE

Employer	Type of Work	Start Date	End Date	Full/Part Time

REFEREES

Please provide details of at least two people to whom confidential reference may be made by Swinburne. These people should have current professional knowledge of your academic ability and be able to judge your research potential. In an application for PhD or Professional Doctorate candidature, one of these referees must be external to Swinburne.

REFEREE ONE

Name

Employer/Position

Email address   Telephone

REFEREE TWO

Name

Employer/Position

Email address   Telephone

Referee reports

If you are applying for a scholarship in one of the Swinburne scholarship rounds or you are receiving a scholarship through your faculty or nominated supervisor, you are also required to send a copy of the full Referee Report Form (available at: http://www.swinburne.edu.au/research/research-degrees/application-process/submit-application/) to each of your referees. Referee reports must be returned to Swinburne Research by the application closing date of the scholarship for which you are applying.

LIVING COSTS

Please visit the following website for a guide to living costs: https://www.swinburne.edu.au/current-students/student-services-support/international/costs-banking/

Please visit the following website for a guide to tuition fees: https://www.swinburne.edu.au/fees/

Do you understand the costs associated with studying in Australia?   Yes   No

(including the cost of tuition, living expenses, overseas student health cover and return airfares etc.)

How will you fund your study and living costs? Choose more than one if applicable.

    Self-funded   Sponsored by family/government/institution/employer

    Bank loan   Other (e.g. employer)

PLEASE READ AND COMPLETE THE FOLLOWING CHECKLIST AND THE DECLARATION

CHECKLIST

Check that you have:

    Completed and signed the application form

    Answered all questions

    Nominated two academic referees (scholarship applicants only)

    Contacted an Academic Supervisor/s and obtained relevant signatures or attached email confirmation (scholarship applicants only)

    Kept a copy of the application for your records

Check that you have attached copies of the following:

    Translated documentation (if original documents are in a language other than English)

    Details of awards or achievements

    Details of research experience

    List of academic publications (where applicable)

    A copy of your curriculum vitae outlining details of any relevant research and/or professional experience

    Evidence of English language proficiency

    Academic transcript/s (including key to results) Evidence of Completion of previous academic programs

    Copy of passport (photo page and relevant visa page if applicable)

    Certified copy of your marriage certificate if applicable

Please ensure that documentation is certified as a true and correct copy of the original by either the issuing body or by those people qualified to accept a statutory declaration (e.g. police, pharmacist, doctors, accountants). Do not submit original documents.

DECLARATION

Applicant's declaration

I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.

I acknowledge that failure to disclose my academic record may result in the University revoking an offer or terminating my studies at any stage.

I authorise the University to seek verification of my academic and professional qualifications, and work experience. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.

I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.

I acknowledge that the University reserves the right to alter any course, subject, admission requirement or fee without prior notice.

I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of progressing my application.

I acknowledge that I have read and understand the description of the program/s that I am applying for on Swinburne's website.

I authorise the University to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.

I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on https://www.homeaffairs.gov.au/

I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.

I declare that my signature is true and correct and matches the signature in my passport.

Declaration by applicant

I (insert full name),   understand all of the requirements for the course and visa application and confirm that all of the information provided is true.

Signature of applicant: Date:
(as in passport signature page):

Agent's declaration (if applicable)

I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by DIAC and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine temporary entrant and a genuine student.

To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.

The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).

I recommend the University proceed with the assessment for admission of this applicant.

I confirm the student has signed this application form.

I have provided the student's personal email address and residential address, as disclosed to me by the student.

Agency name:

Agency branch office:

Agent staff member name:

Signature of Agent: Date:

SUBMITTING YOUR APPLICATION

Please send this application, including any supporting documents, by email to internationalres@swinburne.edu.au.

OFFICE USE ONLY

FACULTY APPROVAL (to be completed by Associate Dean, Research and Development or desginate)

1. Please mark the category used to establish eligibility for candidature.
   (Please ensure that evidence of eligibility, including equivalence, is provided with the application).

   Masters by Research   Masters by Coursework   4 yr Bachelor Degree with Honours 1 or 2A or equivalent

   Other postgraduate qualifications   Other tertiary qualification   Other relevant experience

2. Are essential resources that are required to complete the applicant's research project available?   If No, please provide details of essential requirements and when they are expected to be available: Yes   No

3. The Faculty confirms that the Principal Supervisor's expertise is in a discipline area relevant to the research that will be undertaken by the applicant. Please note that, particularly in multi-disciplinary and inter-disciplinary research, relevant discipline areas may be different to the to the candidate's specific discipline area.   Yes

4. Does the Faculty have sufficient depth of expertise in the appropriate area to cover a situation where the current supervisory team is no longer available?   Yes   No

5. Is the applicant required to undertake any preliminary studies? If Yes, please provide details of required preliminary studies: Yes   No

6. Will the applicant be awarded a Faculty/Industry scholarship to undertake the research?   Yes   No

7. If the applicant has applied for a SUPRA scholarship do you wish to support the scholarship application?   Yes   No

8. Are you requesting a Tuition Fee Scholarship without stipend? If Yes, please complete and attach the Tuition Fee Scholarship application form.   Yes   No

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION TO HIGHER DEGREE BY RESEARCH CANDIDATURE AND SCHOLARSHIP

Checklist – Prior to approving this application:

Consider information contained within the applicant's referee reports

Ensure that current supervisory load limits are adhered to prior to approving the application

The Faculty recommends the applicant for admission to candidature:

Program Code: Unit of Study Code/s:

By Thesis   By Exegesis   By Publication

School/Centre/Department:

Admitted   Conditional   Rejected   Pending   Deferred

Conditions/Reasons:

Name: Signature:

Pro Vice-Chancellor (Graduate Research and Research Training) Endorsement

Endorsed by the Pro Vice-Chancellor (Graduate Research and Research Training)

Name: Signature:

Admitted   Conditional   Rejected   Pending   Deferred

Conditions/Reasons: