

# Application for Admission to a Higher Degree by Research



- Students applying to study **Doctoral and Masters Degrees by Research** should complete this form
- Students applying to study **Doctoral Degrees by Coursework** are asked to complete the Application for Admission to a Higher Degree by Coursework form refer to [http://research.curtin.edu.au/graduate/forms\\_pdf.cfm#admission](http://research.curtin.edu.au/graduate/forms_pdf.cfm#admission)
- Students applying to study **Other Degrees by Coursework** are asked to complete the Application for Admission to a Postgraduate Coursework Degree form refer to [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au)

## PERSONAL DETAILS

Name _____	
Title	Given Name/s
Family Name	
On all official documentation your name will appear as Given Name/s, Family Name - if this is not how your name appears in your passport or birth certificate please print your name in the space below, as it appears on these documents.	
Curtin Student ID (if previously a Curtin/WAIT Student)	
Email	Telephone
If your name has changed since you were last enrolled at Curtin/WAIT, please print previous name and provide certified evidence. (eg. Marriage Certificate)	
If you are a Curtin Staff member, please provide Curtin staff ID number.	
Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
Day	Month
Year	

## CONTACT ADDRESS

Number and Street			
Suburb/Town			
State	Postcode	Country	

## PERMANENT ADDRESS (if different from above) Note: A Post Office Box Number is **NOT** acceptable

Number and Street			
Suburb/Town			
State	Postcode	Country	

**Which address do you have as your mailing address?**  Contact  Permanent

## OTHER CONTACT DETAILS

Home Telephone	Work Telephone
Mobile Telephone	Fax No.
Email Address	

## PERSONAL STATISTICAL DETAILS

The information below is used for the purposes of Government reporting.

<b>What is your Citizenship of Residency Status? Please tick relevant category and where necessary provide dates.</b>			
<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Australian Permanent Resident (Humanitarian Visa)	<input type="checkbox"/> Possess a Temporary Entry Visa (or diplomat or consular representative)	
<input type="checkbox"/> Australian Permanent Resident	<input type="checkbox"/> New Zealand Citizen (or diplomat or consular representative)	<input type="checkbox"/> Overseas student residing overseas during your studies	
Please indicate applicable Visa Subclass _____			
What date was residency granted? (applicable to Australian permanent residents including humanitarian)			
	Day	Month	Year
In which country were you born?			
If you were not born in Australia what was your first year of arrival? (not applicable to overseas students residing overseas)			
	Year		
What is your country of citizenship?			
What is the main language spoken at your permanent home of residence?			
Are you of Aboriginal descent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you of Torres Strait Island decent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you an international student intending to reside in Australia during your studies? (temporary entry permit / student visa)	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>INTERNATIONAL APPLICANTS</b>			
Have you applied for Australian permanent residency status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of application ____ / ____ / ____
<b>Note: If you obtain Australian permanent residency status at any stage during the application process, you will need to advise the International Office and your Divisional Graduate Studies Officer immediately.</b>			
Have you previously visited Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what year did you arrive? _____

## MEDICAL/DISABILITY NEEDS

The information below is used to assist the University in monitoring, reporting and improving services to students with medical/disability requirements. Disclosing this information will not affect your admission to the University.	
Do you have a disability, impairment or long-term medical condition which may affect your studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above question please indicate the type/s of disability	
<input type="checkbox"/> Hearing	<input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical <input type="checkbox"/> Mobility <input type="checkbox"/> Other
Would you like to receive information on support services, equipment and facilities available that may assist you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## ENGLISH LANGUAGE PROFICIENCY

As all courses are taught in English, applicants will need to meet Curtin's English language requirement. If your education qualifications were not completed wholly or predominantly in English, please indicate what test/s you have sat (or intend sitting) and attach certified* documentary evidence of results.		
<input type="checkbox"/> GCE 'O' level	<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL
<input type="checkbox"/> CUTE	<input type="checkbox"/> ESL/ELACS	<input type="checkbox"/> Other (Please specify) _____

## SPONSOR DETAILS (Please attach sponsorship letter if available)

Will your tuition fees be paid by an organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name of organisation	_____	

## EDUCATIONAL QUALIFICATIONS

Please provide details of all formal studies that you have completed or those that you are currently undertaking. This information will be used to assess your eligibility for admission into Curtin.

You are required to supply an original or certified\* (see checklist) copy of your academic award/s and transcript/s for all tertiary studies except those undertaken at Curtin. Academic records must contain an explanation of grading system descriptions.

## QUALIFICATIONS FOR ENTRY

Educational Attainment	Name of Institution	Course Title (if applicable)	Year Completed OR expected Year/Date of completion
Completed Higher Education Postgraduate level course			
Completed Higher Education Bachelor level course (Please include Level of Honours if applicable (eg. H1, H2A))			
Completed Higher Education Diploma/Assoc. Degree level course (included courses taken overseas)			
Incomplete Higher Education course			
Completed TAFE/VET Award course			
Completed other Australian qualification or Certificate of Attainment or Competence eg. Nursing Registration, University Preparation Course			
Other Educational Qualification or Certificate of Attainment/ Competence (including Secondary and Post-Secondary)			

## EMPLOYMENT BACKGROUND

If applicable to this application, please include details of all relevant employment in your Curriculum Vitae.

## PUBLICATIONS

If applicable to this application, please include details of all relevant publications in your Curriculum Vitae.

## REFEREES

Please include the contact details of two academic referees in your Curriculum Vitae.

## COURSE INFORMATION

Course Number
Course Title (eg. Doctor of Philosophy)
Major area of study (eg. Chemistry)
Who is the enrolling area? (This information is available from <a href="http://www.handbook.curtin.edu.au/research.html">www.handbook.curtin.edu.au/research.html</a> )
Proposed Thesis Title
Research Proposal – attach a maximum of 2 pages, briefly describing the field you intend to research
How do you intend to study? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <b>Please check availability at <a href="http://www.handbook.curtin.edu.au">www.handbook.curtin.edu.au</a></b> Note: International students studying onshore can only study full-time
What is your intended study mode? <input type="checkbox"/> Internal <input type="checkbox"/> Fully online <input type="checkbox"/> Partially online <input type="checkbox"/> External*
Do you intend studying at an Australian Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, What Campus? eg. Bentley, Perth City Campus _____ Note: *Students studying externally can only do this through the Bentley Campus
Do you intend studying at a Partner Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please indicate name of Institution and Campus _____
When do you wish to commence studies? Year _____ Study Period _____ (eg. Semester 1)

## REAPPLICATION FOR ADMISSION

Have you previously been enrolled in this Higher Degree by Research? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of withdrawal from your previous Higher Degree by Research _____

## APPLICANT'S DECLARATION AND SIGNATURE

<p>I declare that I have read the instructions on this application form and that the information I have provided is complete and correct.</p> <p>I understand that the information collected on this form is to enable Curtin University of Technology to assess my application, create a record on its student database, undertake statistical analysis, meet statutory reporting requirements and further inform me about the course to which I am applying as well as the University's other courses/events. The information will be accessed by officers of the University strictly for these purposes and disclosed to State and Australian Government agencies (eg. DES, DEST) where required by law and to contractors (such as mail houses) engaged by the University to perform services on its behalf. Where personal information is to be provided to contractors, the University will require that confidentiality agreements be first entered into.</p> <p>I understand that if I do not complete all the questions on this form, it may not be possible for the University to process my application.</p> <p>I authorise Curtin University of Technology to obtain further academic information or official student records from any educational institution or recognised educational qualifications assessment body necessary and/or, where my work experience is relevant, to verify my employment history for the purpose of making an informed decision about my application.</p> <p>I understand that the services of QualSearch may be engaged to verify my qualifications. I further understand that Curtin is not responsible if any educational body/institution does not supply these records, that the results of this search may be made available to me on request and an audit of this authority may also be undertaken.</p> <p>I understand that I have the right to access and amend personal information that Curtin holds about me, subject to legislation, by contacting the Freedom of Information Coordinator at <a href="mailto:foi@curtin.edu.au">foi@curtin.edu.au</a>.</p> <p>I acknowledge that Curtin University of Technology reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.</p>	
Signature	Date

## PRIVACY STATEMENT

At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <a href="http://about.curtin.edu.au/privacy.html">http://about.curtin.edu.au/privacy.html</a>
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## HOW TO APPLY

### Important Checklist to ensure a quick response to your application.

- Please print clearly in black ink and complete all questions correctly.
- Make sure you have attached your Curriculum Vitae, complete with names of two academic referees.
- Make sure you have contacted the Enrolling Area to discuss your planned program and any other supplementary documentation required prior to submitting this application. Contact details are available from <http://research.curtin.edu.au/graduate/contacts.cfm>.
- Enclose original or certified\* copies of all previous qualifications including award certificates (if applicable) and academic transcripts with grading system descriptions. (Not required for qualifications undertaken at Curtin.)
- If you are an Australian Citizen or Australian Permanent Resident, please include certified\* proof of residency status.
- If you are an international applicant enclose a certified\* copy of the personal details page of your passport and visa.
- If your previous studies do not meet Curtin's standard English requirements, enclose certified\* copies of your English language qualifications or details of English language proficiency. Refer [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au)
- If your academic transcripts are in a language other than English, enclose certified\* English translations
- Enclose certified\* copy of evidence for change of name
- Read and sign the Applicant's Declaration

### Lodging your application

Please complete this form and return to the relevant Divisional Graduate Studies Officer. We will acknowledge your application within 14 days however please note that in some instances applications can take up to 4 weeks to assess. **IMPORTANT:** If you apply by fax or email, offers can only be made once original or certified documentation and your original signature are sighted by Curtin staff. Facsimile copies of documents are not acceptable. Supporting documentation will need to be mailed once a conditional offer has been made.

### Documents

\* Certified means witnessed by a Curtin Representative, a Notary Public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the institution that issued the transcript. For further information refer to the Guidelines on Certification at [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au)

## Please submit your Application to the relevant Divisional Graduate Studies Officer

<b>Bentley Campus</b> , Kent Street, Bentley Centre for Aboriginal Studies, c/o Division of Humanities Curtin Business School, Building 407 Division of Health Sciences, Building 400 Division of Humanities, Building 209 Division of Science and Engineering, Building 314	<b>Telephone</b> 9266 2593 9266 4301 9266 7652 9266 2593 9266 7303	<b>Sarawak Campus</b> , Malaysia Curtin Sarawak, Malaysia	<b>Telephone</b> +60 85 44 3925
<b>If posting your application please send to relevant Divisional Graduate Studies Officer at the following postal address</b> Curtin University of Technology GPO Box U1987 Perth WA 6845		Curtin University of Technology Admission and Enrolment CDT 250, 98009 Miri, Sarawak Malaysia	

To assist us in evaluating the effectiveness of our marketing strategies, please indicate how you heard about the Course you are applying for.

<input type="checkbox"/> Prospectus	<input type="checkbox"/> Website	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Recruitment Event
Other (please give details)			

## Basis of Admission

Please select the applicable admission category, as per Section 3(d) of Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research:

### Masters

- Graduated with, or qualified for, the award of the degree of Bachelor with First Class Honours or Second Class Honours within the University.
- Graduated with, or qualified for, the award of Postgraduate Diploma within the University.
- Graduated with, or qualified for, the award of the degree of Bachelor within the University, with a superior performance, together with relevant and substantial work experience.
- Obtained equivalent qualifications from another institution which are recognised by tertiary admissions authorities in Australia and which are deemed to be equivalent to, or a substitute for, any of the Qualifications prescribed in the three points listed above.

### Doctoral

- Graduated with, or qualified for, the award of the degree of Master within the University which requires the completion of a publicly available thesis or research project to an acceptable standard.
- Graduated with, or qualified for, the award of the degree of Bachelor with First Class Honours or Upper Second Class Honours within the University.
- Graduated with a Bachelor's degree, and completed a Postgraduate Diploma or its equivalent, or completed a Master's degree by Coursework, with, in both cases, a course-weighted average of not less than seventy percent within the University; and  
– demonstrated the capacity to undertake significant research.
- Obtained qualifications from another institution which are recognised by tertiary admission authorities in Australia and which are deemed to be equivalent to, or a satisfactory substitute for, any of the qualifications prescribed in the three points listed above.
- Enrolled in a research Master's degree for the equivalent of at least one semester full-time, and shown exceptional ability in the conduct of the early stages of the research project which is clearly capable of being extended and converted to Doctoral level.  
Conversion of enrolment from Master's to a Doctoral program requires the approval of the Divisional Graduate Studies Committee.

## Liability Category

Please indicate the relevant liability category

- International Student–Offshore       International Student–Onshore       International Student–Partner       Research Training Scheme

## Interim Thesis Committee

- Nomination of a Chairperson and Supervisor is essential at time of Admission. The Chairperson and Supervisor must be salaried academic members of staff.
- A Co-Supervisor must be an academic member of staff or hold an adjunct position. Applications for an adjunct position can be lodged with Human Resources using the appropriate form.
- External Associate/Co-Supervisors must complete the forms "Starting Advice" and "External Associate and Co-Supervisors". Signing of these forms constitutes agreement of the signatory to supervise the student.
- Please give full postal address if nominee is external to Curtin, and Enrolling Area for internal supervisors.

### Chairperson (Essential)

Title: \_\_\_\_\_  
Name: \_\_\_\_\_  
Highest Academic Qualification: \_\_\_\_\_  
Enrolling Area: \_\_\_\_\_

### Supervisor (Essential)

Title: \_\_\_\_\_  
Name: \_\_\_\_\_  
Highest Academic Qualification: \_\_\_\_\_  
Enrolling Area: \_\_\_\_\_

### Co-Supervisor

Title: \_\_\_\_\_  
Name: \_\_\_\_\_  
Highest Academic Qualification: \_\_\_\_\_  
Enrolling Area: \_\_\_\_\_

<u>Associate Supervisor (1)</u>	
Title:	_____
Name:	_____
Highest Academic Qualification:	_____
Enrolling Area:	_____
<u>Associate Supervisor (2)</u>	
Title:	_____
Name:	_____
Highest Academic Qualification:	_____
Enrolling Area:	_____
<u>Associate Supervisor (3)</u>	
Title:	_____
Name:	_____
Highest Academic Qualification:	_____
Enrolling Area:	_____

### Facilities and Resources

It is confirmed that the Enrolling Area will provide the following facilities and resources, consistent with the University's document outlining *Essential Facilities for Higher Degree by Research Students* and *Rule 10: Degree of Doctor by Research* and *Rule 11: Degree of Master by Research*, for the proposed research program:

- Staff expertise to supervise the student
- Equipment for experimentation
- Literature and library resources
- Consumables necessary to carry out the research (eg conduct experiments or surveys)
- Satisfactory arrangements for maintaining appropriate level of face-to-face contact (see Rules, Section 4(f))
- Adequate space including access to a desk, chair and adequate storage space for books, reference materials etc for students studying on-campus

### Confirmation

I certify that the above information is correct.

**Name of Enrolling Area:** \_\_\_\_\_  
(eg. Department of Computing)

**Position of Authorised Officer:**       Head of Enrolling Area       Postgraduate Coordinator

**Name of Authorised Officer:** \_\_\_\_\_

**Signature of Authorised Officer:** \_\_\_\_\_

## Divisional Graduate Studies Committee Decision

### Qualification Assessment

Please indicate status of applicant

Qualified

Not Qualified

Qualified with conditions

- Subject to provision of certified documents
- Subject to providing final transcripts and award certificates
- Subject to satisfying the University English competency requirements
- Subject to successful completion of current studies qualification
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Outcome

Date of DGSC Meeting: \_\_\_\_\_ DGSC Resolution Number: \_\_\_\_\_

**OR**

Date of Executive Approval: \_\_\_\_\_

Please indicate status of application

Approved

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Not Approved

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Confirmation

Signature of Chair, DGSC: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Secretary, DGSC: \_\_\_\_\_ Date: \_\_\_\_\_