

# Application for Research Higher Degree Candidature and Scholarship



<b>OFFICE USE ONLY</b>	
ID:	
APP No:	



CRICOS Provider Number 00233E



**COLLEGE CONTACT.COM**

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## Instructions

- This application form is for prospective **Australian and international** research higher degree students.
- There are **TWO** parts to this application:
  - Part A**—to be completed by all applicants who wish to apply for a research higher degree
  - Part B**—to be completed by all applicants who wish to apply for any of the scholarships listed on page 6 of this application form
- Print clearly using **BLOCK LETTERS** and **tick boxes** where appropriate.
- Complete the application form using a **pen** (please do not use pencil).
- Regrettably we cannot consider your application if it is incomplete or illegible.
- There is **no cost** to submit this application form.
- You are strongly advised to contact the relevant Griffith University element **before** completing this application form (refer to section 3)—**[www.griffith.edu.au/elements](http://www.griffith.edu.au/elements)**
- To assist you with the completion of this application form, please refer to **comprehensive application guidelines online**—**[www.griffith.edu.au/rhd/guidelines](http://www.griffith.edu.au/rhd/guidelines)**
- **Return your fully completed application form with supporting documentation to the Griffith Graduate Research School.**

## PART A: Application for Research Higher Degree Candidature

### 1 Prior contact with Griffith University

Are you or have you been a student or staff member at Griffith University? Yes  No

What is/was your Griffith University ID number:

What is/was your family name at the time:

### 2 Personal details

Title: Mr  Ms  Mrs  Miss  Dr  Other

Family name:

Preferred name:

Given names:

In what country were you born? *You must attach certified/witnessed evidence of your citizenship or visa*

Citizenship or visa:	<input type="checkbox"/> Australian	<input type="checkbox"/> International student on student visa	<input type="checkbox"/> Australian Permanent Resident (other than humanitarian visa)
	<input type="checkbox"/> New Zealand	<input type="checkbox"/> Permanent Humanitarian Visa in Australia	<input type="checkbox"/> Other Temporary Resident

Date of birth: / / (dd/mm/yyyy) Gender: Female  Male

Email address: Email type: Home  University  Work

Mailing address: Post/zip code:

Suburb: Country:

Permanent address (**not PO Box**):

IF YOUR PERMANENT ADDRESS IS THE SAME AS YOUR MAILING ADDRESS PLEASE WRITE "AS ABOVE"

Post/zip code:

Suburb: Country:

Home phone: ( ) Work/mobile: ( ) Facsimile: ( )

### 3 Proposed program of study

Program:	<input type="checkbox"/> Doctor of Philosophy (PhD)	<input type="checkbox"/> Doctor of Education	<input type="checkbox"/> Master of Philosophy (MPhil)
	<input type="checkbox"/> PhD (Clinical Psychology)	<input type="checkbox"/> Doctor of Juridical Science	<input type="checkbox"/> Research Masters (WRITE PROGRAM NAME HERE):
	<input type="checkbox"/> PhD (Forensic Psychology)	<input type="checkbox"/> Doctor of Musical Arts*	
	<input type="checkbox"/> PhD (Organisational Psychology)	<input type="checkbox"/> Doctor of Visual Arts	

\*if undertaking a Doctor of Musical Arts please indicate your specialisation:

<input type="checkbox"/> Performance	<input type="checkbox"/> Composition	<input type="checkbox"/> Music Technology	<input type="checkbox"/> Teaching and Learning
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If you are a short-term international student (Research Study Abroad) and do not plan to complete your degree at Griffith, when do you propose to study at Griffith (maximum 18 months)?

Start date:	End date:
Attendance status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

If you have discussed your proposed research project and the possibilities for supervision with any member of Griffith University's staff, please advise name of staff member:

Preferred element of enrolment (If known):
Campus (If known):
Proposed date of commencement:

Do you wish to apply for approval to conduct your candidature away from the University?     Yes     No

If **'Yes'**, attach a statement that addresses the following:

- the resources and facilities available to you to support your research (eg, library/computing facilities);
- a schedule of contact identifying the frequency and medium with which you will contact your University supervisor/s;
- a program of visits to the University (including frequency and duration) for 'face-to-face' interaction with your University supervisor/s; and
- details of a qualified person who will agree to act as a local associate supervisor.

Do you wish to apply for recognition of work completed prior to admission to candidature?     Yes     No

If **'Yes'**, indicate the degree program and period for which recognition is sought

### 4 Research proposal

Nominate the field of research you wish to pursue:

Indicate a preliminary research topic:

Attach an outline of the research you propose to undertake (no more than 500 words) including:

- a statement defining the problem and significance to the field;
- a description of the methodology and of the facilities/resources required;
- a possible timetable for completion; and
- a statement certifying that the proposed research project does not incorporate work that has previously been submitted for the award of a degree or diploma.

### 5 Ethical clearance, confidential material, intellectual property

Does your proposed research program involve:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| ➤ humans or personal information about human subjects?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ experimentation on animals, or the use of animal tissue/samples? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ genetically modified organisms?                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If **'Yes'** to any of the above indicate the nature of the material involved:

Do you anticipate including in the thesis any material that, due to its confidential or sensitive nature, may result in the need for access to the thesis after examination to be restricted?     Yes     No

If **'Yes'**, indicate the nature of the material involved:

Is the research you propose to undertake likely to generate any commercially viable intellectual property?     Yes     No

If **'Yes'**, have you already entered into any agreement whereby you have assigned any potential intellectual property to another party?     Yes     No

If **'Yes'**, provide the name of the partner/s to the agreement and the details of the agreement:

## 6 Previous education details

You must attach original or certified/witnessed copies of academic records for all tertiary studies completed or not completed. Griffith University students are not required to provide Griffith University transcripts.

Completed degrees:

Name of program (eg BA Hons)	Institution	Main fields of study (ie majors)	Number of years to complete	Full-time or part-time	Date studies completed

All incomplete programs:

Name of program (eg BA Hons)	Institution	Main fields of study (ie majors)	Year started program	Full-time or part-time	Date expected to complete/ withdrawn/ intended to withdraw

For any incomplete research higher degree programs (Doctoral or Research Masters) you were enrolled in at any time, please provide the following:

Period of Enrolment:	Date from:	Date to:
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Reason for withdrawal:

If your date of withdrawal was less than three years ago, you will need to provide evidence of this information from your previous institution.

If you hold a masters degree or are currently enrolled in a masters program that includes a thesis, please provide:

- ▶ number of semesters (full-time equivalent) devoted to research and writing the thesis
- ▶ date thesis completed

## 7 Proficiency in English

The standard of English language proficiency requirements for research higher degree students is listed online—  
[www.griffith.edu.au/rhd/apply](http://www.griffith.edu.au/rhd/apply)

Failure to supply the documentary evidence requested below may result in your application not being processed, or your application for a scholarship being passed over. If you have not undertaken an IELTS or TOEFL test please make immediate arrangements to do so and forward the result to the University. Your IELTS or TOEFL certificate cannot be more than two years old.

Is English your first language?  Yes (go to section 8)  No (complete this section)

Were your tertiary level studies (within the last five years) conducted entirely in English?  Yes (go to section 8)  No (complete this section)

If **'Yes'**, attach an original statement confirming this from the University at which you studied.

Have you taken an English language proficiency test in the last two years or are you intending to take one?  Yes (go to section 8)  No (complete this section)

If **Yes**, name of test:

Date of test:

Attach the original certificate or a certified/witnessed copy.

## 8 Employment/professional qualifications/research experience

Attach a CV (Curriculum Vitae) specifying any experience relevant to the proposed program of study (including dates and type of work/research) and including any publications (with full citation detail) or any unpublished reports of work that you have compiled individually or in collaboration with others. Include details of current employment commitments (employer, position, type of appointment eg. full-time, part-time, casual hours per week).

## 9 Academic referees

Enter the details of two academic referees to whom you have forwarded the enclosed Academic Referee's Report forms. Please make sure you fill in the relevant details on each referee report. At least one referee should be a person under whose guidance you have studied.

Referees are asked to return their completed report to the Griffith Graduate Research School (GGRS) (address on the Referee's Report form).

Name of referee:	Occupation:
Institution:	
Address:	Post/Zip code:
Telephone:	Facsimile:
Email:	
Name of referee:	Occupation:
Institution:	
Address:	Post/Zip code:
Telephone:	Facsimile:
Email:	

## 10 Financial arrangements (for international applicants only)

I intend to meet the cost of studying and living in Australia through:

Self-funded Please describe:

Scholarship/s Please advise type/s:

Sponsorship Please describe:

If you are not successful in obtaining a scholarship to support both your tuition costs and living expenses, do you wish to be offered enrolment as a self-funded student?  Yes  No

If self-funded or sponsored, attach a statement of your arrangements for financial support for the duration of your proposed stay in Australia, including tuition fees and living costs. It is condition of a student visa that you maintain Overseas Student Health Cover (OSHC) during your stay in Australia.

## 11 Declaration and signature

Are you at present excluded on academic or other grounds from any tertiary institution?  Yes  No

Does your proposed research project incorporate work that has previously been submitted for the award of a degree or diploma?  Yes  No

If **'Yes'**, to either of the above, please provide details:


I declare that the information supplied by me on this form is complete and correct. I authorise the University to obtain information concerning my academic record from any school, university or other institution attended by me. Where necessary QualSearch will be engaged to access this academic information. I understand that the results of the search will be made available to me on request. I agree to inform the University promptly should I be excluded, suspended or expelled from any tertiary institution during the period of my enrolment at the University. I consent to the collection, storage and disclosure of information concerning any acts of record falsification or other irregular acts in relation to my academic record. I acknowledge that the University may vary or reverse any decision made on the basis of incorrect or incomplete information supplied by me. I authorise the University to obtain information concerning my status required under the Higher Education Support Act (HESA). I acknowledge that the University may vary or reverse any decision made on the basis of such information once obtained.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application checklist (all applicants must complete)

Please ensure the following documentation (where applicable) is attached to your application:

(If you do not attach the appropriate documents, regrettably your application cannot be considered).

**A certified copy is a copy bearing the recognised mark of a Justice of the Peace, Commissioner of Oaths and Declarations, Public Notary or a Solicitor.**

- original or certified/witnessed evidence of Australian or New Zealand citizenship if claimed
- original or certified/witnessed copy of passport and evidence of permanent resident status if claimed
- full details of special arrangements to support your remote candidature
- the outline of your proposed research
- information on the nature of the confidential material involved in your research methodology
- full details of any intellectual property issues or agreements you have entered into
- original or certified/witnessed academic transcripts from your previous tertiary study
- evidence of your period of enrolment from your previous tertiary institution where the RHD degree has NOT been completed
- original or certified/witnessed evidence of your English language proficiency
- Curriculum Vitae showing employment, qualifications and research experience
- evidence of your arrangements for financial support while in Australia
- certified/witnessed translation of any documents not in English
- any additional academic documentation that supports your claims.

## Forward this application form to the address below

Griffith Graduate Research School, Griffith University  
Macrossan building, Nathan campus  
Brisbane Queensland 4111 Australia

Telephone: +61 (0)7 373 53817  
Email: [rhd-enquiry@griffith.edu.au](mailto:rhd-enquiry@griffith.edu.au)  
Web: [www.griffith.edu.au/rhd](http://www.griffith.edu.au/rhd)

## Privacy statement

Griffith University collects, stores and uses personal information only for the purposes of administering enquiries, admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at [www.griffith.edu.au/ua/aa/vc/pp](http://www.griffith.edu.au/ua/aa/vc/pp) or telephone +61 (0)7 373 57700 or +61 (0)7 555 28811.

If you wish to apply for a scholarship, continue with Part B of this application form below.

## PART B: Application for Research Higher Degree Scholarship

### Instructions

- Applications for postgraduate research scholarships close on 31 October each year.
- To be eligible for the scholarships listed below you are required to have an Australian bachelors degree with first-class honours or an equivalent qualification (see Documentation Requirements First-Class Honours Equivalent as outlined online—[www.griffith.edu.au/rhd/scholarships](http://www.griffith.edu.au/rhd/scholarships))
- You are required to complete all the requirements of your current program by 31 December this year (the year prior to which a scholarship can be taken up).
- For more information about the scholarships available, eligibility requirements, documentation required and benefits associated with scholarships, please visit [www.griffith.edu.au/rhd/scholarships](http://www.griffith.edu.au/rhd/scholarships) or email [rhd-scholarship@griffith.edu.au](mailto:rhd-scholarship@griffith.edu.au)

## 12 Continuing students (new students go to section 13)

Name (please print):	<b>Please attach:</b> <input type="checkbox"/> a covering letter <input type="checkbox"/> updated research outline <input type="checkbox"/> two new referee reports <input type="checkbox"/> copies of any publications/evidence of research output
Student ID:	
Element of enrolment:	

## 13 Scholarship type

I wish to be considered for the following scholarships:

- Griffith University Postgraduate Research Scholarship (GUPRS)
- Part-time Griffith University Postgraduate Research Scholarship (GUPRS)\*
- Australian Postgraduate Award (APA)  
*Only available to Australian and New Zealand Citizens, or Australian permanent residents.*
- Part-time Australian Postgraduate Award (APA)\*  
*Only available to Australian and New Zealand Citizens, or Australian permanent residents.*
- Australian Government Endeavour International Postgraduate Research Scholarship (EIPRS)
- Other – please provide scholarship name:

\*Part-time scholarships are available only to applicants with heavy care commitments or with a medical condition precluding full-time study.

## 14 Equity

**The University may allocate a number of APA and/or GUPRS on the basis of equity. Applicants wishing to be considered on equity grounds are required to meet all other scholarship eligibility requirements.**

Do you wish to be considered for the scholarship(s) indicated above on equity grounds?  Yes  No

**Personal statement:** If you wish to be considered for a scholarship on the basis of equity, you are required to attach (sealed in an envelope and marked confidential) a personal statement of no more than 500 words to support of your application.

Please indicate the equity groups with which you identify

Equity groups	Supporting documentation required in addition to a personal statement
<input type="checkbox"/> Indigenous Australians	Statement from an Indigenous organisation or other proof of identity*
<input type="checkbox"/> people with a disability	Supporting documentation from a professional familiar with your circumstances (for example, treating doctor, psychologist, disability officer)*
<input type="checkbox"/> people from socio-economic disadvantaged backgrounds	Documentary evidence may take the form of bank statements, letters or reports, income tax statements, Health Care card or statements from persons who may be in a position to be fully aware of your situation* <i>The statement of circumstances should specify your living arrangements. If you are sharing financial responsibility with a partner please disclose your partner's income. The statement should explain how the criteria have affected your ability to study.</i>
<input type="checkbox"/> people from non-English speaking backgrounds	*please attach all equity supporting documentation including your personal statement to this application in a sealed envelope with your name on it marked: <i>Attention: Postgraduate Scholarships Coordinator—Confidential</i>
<input type="checkbox"/> women in non-traditional areas	
<input type="checkbox"/> people from rural and isolated areas	

## 15 Background information

Have you previously held any scholarship or award offered by Griffith University or the Australian Government?

Yes  NAME OF AWARD AND DATES HELD: \_\_\_\_\_ No

If your application is successful, will you also be in receipt of any other scholarship or award providing similar benefits?

Yes  NAME THE SOURCE AND TYPE OF FUNDING: \_\_\_\_\_ No

## 16 Declaration and signature

I declare that I have read the information provided on this application form and that the information I have provided in respect of this application for a scholarship(s) is correct in every respect. I understand that I must advise the Postgraduate Scholarships Coordinator of any changes to my personal circumstances that may alter my eligibility for a scholarship. Giving false or misleading information is a serious offence under the *Criminal Code* (Commonwealth)—[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Forward this application form to the address below

Griffith Graduate Research School  
Nathan Campus, Griffith University  
Level 2, Macrossan building (N16)  
170 Kessels Road, Nathan 4111 Australia

Telephone: +61 (0)7 373 53817  
Facsimile: +61 (0)7 373 53885  
Email: [rhd-enquiry@griffith.edu.au](mailto:rhd-enquiry@griffith.edu.au)  
Web: [www.griffith.edu.au/rhd](http://www.griffith.edu.au/rhd)

## Privacy statement

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# Research Higher Degree— Academic Referee's Report



CRICOS Provider Number 00233E

<b>OFFICE USE ONLY</b>	
ID:	
APP No:	

## Instructions

- Step 1 to be completed by the applicant    ► Steps 2–6 to be completed by the academic referee

### 1 Applicant's details

Title: Mr  Ms  Mrs  Miss  Dr  Other :

Family name:

Given names:

<b>Program</b>	<input type="checkbox"/> Doctor of Philosophy (PhD)	<input type="checkbox"/> Doctor of Education	<input type="checkbox"/> Master of Philosophy (MPhil)
	<input type="checkbox"/> PhD (Clinical Psychology)	<input type="checkbox"/> Doctor of Juridical Science	<input type="checkbox"/> Research Masters (WRITE PROGRAM NAME HERE):
	<input type="checkbox"/> PhD (Forensic Psychology)	<input type="checkbox"/> Doctor of Musical Arts	
	<input type="checkbox"/> PhD (Organisational Psychology)	<input type="checkbox"/> Doctor of Visual Arts	

Preferred element of enrolment (if known):

Campus (if known):

Proposed topic/field of research:


### 2 Instructions for referee

- The University seeks this report from you in confidence.
- You should clearly print your report and return it and any attachments directly to the Griffith Graduate Research School (GGRS) (address listed over page).
- If you require further information relating to the research higher degree sought by the applicant, please visit the RHD website—[www.griffith.edu.au/rhd](http://www.griffith.edu.au/rhd)
- If you have any other questions please contact the Griffith Graduate Research School (GGRS).

### 3 Referee's details

Name:			Title/position:		
Institution:					
Address:					
Suburb/town:			City:		
State/Province:		Postcode:		Country:	
Telephone:			Facsimile:		
	<small>COUNTRY CODE</small>	<small>AREA CODE</small>		<small>COUNTRY CODE</small>	<small>AREA CODE</small>
		<small>LOCAL NUMBER</small>			<small>LOCAL NUMBER</small>
Email:					

### 4 Privacy Statement

### TURN THE PAGE TO COMPLETE THE REPORT

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## 5 Referee's report

How long have you known the applicant?

What grade of honours (if applicable) has the applicant achieved, or is likely to achieve?

If the applicant has a masters degree or is currently enrolled in a masters program that includes a thesis, how many semesters (full-time equivalent) were devoted to research and writing the thesis?

In your opinion, are there any areas in which the applicant needs further development in order to be successful in a research higher degree program?

Please give your opinion of the applicant's suitability to undertake a research higher degree, and any other information you consider relevant (please attach a separate page if necessary).

Signature:

Day   Month   Year

## 6 Return address and contact details

Griffith Graduate Research School  
Nathan campus, Griffith University  
Level 2, Macrossan building (N16)  
170 Kessels Road  
Nathan Queensland 4111  
Australia

Telephone: +61 (0)7 373 53817  
Facsimile: +61 (0)7 373 53885  
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Web: [www.griffith.edu.au/rhd](http://www.griffith.edu.au/rhd)

**This form can be downloaded via [www.griffith.edu.au/rhd/forms](http://www.griffith.edu.au/rhd/forms)**



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Proposed topic/field of research:


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### 3 Referee's details

Name:			Title/position:		
Institution:					
Address:					
Suburb/town:			City:		
State/Province:		Postcode:		Country:	
Telephone:			Facsimile:		
<small>COUNTRY CODE</small>	<small>AREA CODE</small>	<small>LOCAL NUMBER</small>	<small>COUNTRY CODE</small>	<small>AREA CODE</small>	<small>LOCAL NUMBER</small>
Email:					

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In your opinion, are there any areas in which the applicant needs further development in order to be successful in a research higher degree program?

Please give your opinion of the applicant's suitability to undertake a research higher degree, and any other information you consider relevant (please attach a separate page if necessary).

Signature:

Day   Month   Year

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Griffith Graduate Research School  
Nathan campus, Griffith University  
Level 2, Macrossan building (N16)  
170 Kessels Road  
Nathan Queensland 4111  
Australia

Telephone: +61 (0)7 373 53817  
Facsimile: +61 (0)7 373 53885  
Email: [rhd-enquiry@griffith.edu.au](mailto:rhd-enquiry@griffith.edu.au)  
Web: [www.griffith.edu.au/rhd](http://www.griffith.edu.au/rhd)

**This form can be downloaded via [www.griffith.edu.au/rhd/forms](http://www.griffith.edu.au/rhd/forms)**