

Application for Admission To Fee Paying Research Higher Degree For Australian Citizens, New Zealand and Permanent Residents Information Sheet (Section A)

Student Administration (Operations) Postgraduate Research
Locked Bag 1797, Penrith South DC NSW 1797



IMPORTANT INFORMATION

Please read these notes and instructions carefully before completing the Application Form.
Applications close 5.00 pm 31 January for Autumn session and 31 May for Spring session.

1 - INFORMATION INDEX

Please ensure that you have the Information Sheet (Section A), Application form (Section B) and two Referee's Reports (Appendix 1). It is important that you read through the information carefully before completing the Application form.

2 - CLOSING DATE AND LODGING YOUR APPLICATION

This application will be electronically scanned. Please submit only the Application form Section B, and relevant documentation on white paper (where possible). Please DO NOT use special files, folders, dividers, staples, headers, post-it-notes, etc. These items damage our scanning equipment.

All documentation must be received by the closing date: 31 January for the Autumn session or 31 May for the Spring session. If the closing date falls on a weekend the application must be received by 5pm on the next working day.

Postal: University of Western Sydney
Student Administration
Postgraduate Research Unit
Penrith Campus, Building K.1.35
Locked Bag 1797
PENRITH SOUTH DC 1797

Street: University of Western Sydney
Student Administration
Postgraduate Research Unit
Penrith Campus, Building K.1.35
Second Avenue
KINGSWOOD NSW 2747

Evidence of postage is not sufficient. Evidence of delivery to another address within the University is also not acceptable.

Applicants using overseas postal services are strongly advised to certify or register their application packages to ensure timely delivery. The University will not accept the application in an electronic format (e.g. email or fax). Additional or supporting documentation will not be accepted after the closing date, except if the document relates to an outstanding result for a qualification listed in the application.

Where applicants cannot verify a claim in the requested format, it will not be considered.

3 - ADMISSION

Applicants need to demonstrate prior research experience, either through an appropriate course of study, such as Bachelor Honours, a research masters degree, a postgraduate coursework degree that includes a substantial research component, or a coursework degree and additional research experience or output.

Applicants claiming academic equivalence for admission must present supporting documentation. You should address knowledge of research methodology and the ability to undertake academic writing. You may also present information about specialist knowledge and skills relevant to the area of study. Presentation of such documentation should be guided by the advice found under Appendix 1.

Additional information about admission criteria can be found on the web at:
www.uws.edu.au/about/adminorg/devint/ors/degrees/prospective/admissioncriteria

4 - TRANSFER

Applicants who are applying to transfer from another university should be aware that all periods of enrolment at other universities will be deducted from the time available at UWS.

5 - TIME

It is expected that doctoral candidates will complete their studies in three years full time and Masters Honours in one year full time or part time equivalent.

6- ACCEPTANCE

If offered a place, you must be prepared to commence prior to the census date for that academic session, i.e. 31 March in the first session and 31 August in the second session.

7- ASSISTANCE TO PAY FEES

You may be entitled to access FEE-HELP. For more information about this scheme, please visit: www.goingtouni.gov.au

For more information on fee paying enrolment see:

www.uws.edu.au/about/adminorg/devint/ors/degrees/fees

8 - CERTIFICATION

The person who certifies your document/s must be contactable by telephone during normal working hours. This person may be:

- An authorised officer at:
 - any Student Centre of the University of Western Sydney
 - any other university or TAFE College
 - the official records department of the institution that originally issued the document/s
 - an Australian overseas diplomatic mission and Australian Educational Centres
 - the Universities Admissions Centre
- A Justice of the Peace with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

You cannot certify your own documents, even if you belong to one of the categories listed above.

The Certifying Officer must print "I certify this to be a true copy of the document shown and reported to me as the original." on the document, as well as their name, address, contact telephone number, profession or occupation or organisation, the date and then sign the document.

The Certifying Officer should also include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

Copies certified by a Justice of the Peace without a registration number will NOT be accepted. To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department at www.lawlink.nsw.gov.au.

1 - Studies below Honours Level

Certified copies of full academic transcript.

See Section 8 of the application information sheet (previous section) for a definition of “certified”.

2 - Honours/Postgraduate Study

Certified copies of full academic transcript.

See Section 8 of the application information sheet (previous section) for a definition of “certified”.

3 - Research Output

3.1.1 Research Book

A copy of the introduction and frontispiece, photocopies of contents, preface, introduction and pages showing all bibliographic information: ISBN or ISSN, author(s), publisher, all dates referring to copyright, publication, printing and distribution.

3.1.2 Major Creative Works

Exhibitions:

Copy of catalogue contents, preface, introduction, ISBB (if applicable), name of exhibitor and curator, date and location of exhibition, total number of works in exhibition and total number of works by claiming artist.

Copy of advertising, which should include name of publication and date advertised.

Evidence that the gallery/museum is an independent public or commercial organisation (e.g. evidence of a governing board, is a financial concern, annual report extract, employs staff, is autonomous i.e. independent of the University).

Performance:

Published play or film scripts, published scores of musical works, recordings of live music, theatre or dance performances, films, multimedia productions or sound production.

Evidence of support commercial distribution (e.g. cover/notes).

Evidence of running time.

Evidence of role(s) of the claimant (e.g. writer, illustrator, producer, director, performer).

Written Creative Work:

All bibliographical information including ISBN or ISSN, author(s), publisher, all dates referring to copyright, publication, printing and distribution.

3.2 Refereed Papers

A copy of the refereed paper and photocopies of contents, preface, introduction and pages showing all bibliographical information (ISBN or ISSN, author(s), publisher, all dates referring to copyright, publication, printing and distribution).

4 - Academic Equivalence

Please present any documentation that supports the contention that you have the equivalence of the skills and knowledge that would be attained in formal Bachelor Honours or Postgraduate training. You should address knowledge of research methodology and the ability to undertake academic writing. You may also present information about specialist knowledge and skills relevant to the area of study.

Application for Admission To Fee Paying Research Higher Degree For Australian Citizens, New Zealand and Permanent Residents (Section B)

Student Administration (Operations) Postgraduate Research
Locked Bag 1797, Penrith South DC NSW 1797



IMPORTANT INFORMATION

Please read information sheet carefully before completing the Application form.
Applications close 5.00 pm 31 January for Autumn session and 31 May for Spring session.

1 - PERSONAL DETAILS

UWS Student ID number (if applicable)

Gender

Male Female

Date of birth

 / /

Title

Family name

Given name(s)

Preferred name

Postal address

Unit no.	Street no.	Street name	State	Postcode
Suburb				
Country				

Residential address (if different from above)

Unit no.	Street no.	Street name	State	Postcode
Suburb				
Country				

Home phone number

Work phone number

Mobile phone number

Email address

2 - COURSE SELECTION DETAILS

I wish to apply for fee-paying admission at course level:

PhD EdD DCA LLM Masters Honours

Attendance Pattern:

Full time Part-time

3 - CITIZENSHIP AND AUSTRALIAN RESIDENCY STATUS

If you are an international student (i.e. you are not an Australian or New Zealand citizen or an Australian permanent resident), you are ineligible to apply for admission on this form.

Are you of Aboriginal or Torres Strait Islander origin? No Yes

Are you a citizen of either Australia or New Zealand? No Yes

If yes, you must attach a **CERTIFIED** copy of your Birth/Citizenship certificate or passport

Do you have permanent resident status in Australia?

No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Date you arrived in Australia	/ /	Date permanent resident status granted	/ /	Type of visa*	
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*You must attach a **CERTIFIED** copy of your Permanent Residency Visa

4 - PROPOSED RESEARCH - Prospective Students

You must contact one or more academics to discuss the possibility of supervision before you submit your application. You may be allocated to another academic supervisor in your field, depending on the workload of your nominated supervisor(s).

Applicants must attach a brief research proposal, no more than two A4 pages. This document must provide details of the area of proposed research and an outline of the proposed research methodology.

Who have you contacted to discuss your proposed research?

Have they agreed to supervise you?

Yes No Unknown

All applicants:

Please indicate which *Research Fields, Courses and Disciplines (RFCD) Classification* codes are relevant to your proposed research topic. A list of codes is available at: www.uws.edu.au/about/adminorg/devint/ors/rodevelopment/codes

RFCD Code	RFCD code description	% of project in this category

5 - ACADEMIC QUALIFICATIONS

Give details of all degrees completed, attempted but not completed, or for which you are currently enrolled. You must attach a **CERTIFIED** copy of your academic records. Evidence provided must indicate the current status of the degree: in progress, completed, awarded and your results for each subject/unit.

Applicants whose courses were all completed overseas must attach evidence that the language of instruction was English, or attach an English Language Test result (IELTS or TOEFL).

Undergraduate (include present enrolment if undergraduate)

Course title	Course type	Institution	Years of study	Part time or full time	Completed	Year completed
					Yes/No	
					Yes/No	
					Yes/No	
					Yes/No	

6 - REFEREES

You should choose referees who are familiar with your recent academic work or research.

You must complete the appropriate section on the attached Referee's Report at Appendix 1 and send them to the people nominated in this section of the application form. The University reserves the right to approach the referees personally if required.

Give details of two (2) academic referees who are familiar with your recent academic work.

Referee's details	Referee 1	Referee 2
Name		
Position held		
Postal address		
Phone number	()	()
Email address		

7 - NATIONAL PRIORITIES

Universities are asked to report to the Australian government on national research priorities. Please indicate which, if any, of the priorities you believe your thesis will address with an "X".

This question is for data collection only and will not affect the outcome of your application.

Additional information about national research priorities can be found at:

www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/national_research_priorities/default.htm

Four national research priorities and their associated priority goals:

AN ENVIRONMENTALLY SUSTAINABLE AUSTRALIA

- | | |
|---|--|
| <input checked="" type="checkbox"/> Water: a critical resource | <input checked="" type="checkbox"/> Sustainable use of Australia's biodiversity |
| <input checked="" type="checkbox"/> Transforming existing industries | <input checked="" type="checkbox"/> Developing deep earth resources |
| <input checked="" type="checkbox"/> Overcoming soil loss, salinity and acidity | <input checked="" type="checkbox"/> Responding to climate change and variability |
| <input checked="" type="checkbox"/> Reducing and capturing emissions in transport and energy generation | |

PROMOTING AND MAINTAINING GOOD HEALTH

- | | |
|--|--|
| <input checked="" type="checkbox"/> A healthy start to life | <input checked="" type="checkbox"/> Preventative healthcare |
| <input checked="" type="checkbox"/> Ageing well, ageing productively | <input checked="" type="checkbox"/> Strengthening Australia's social and economic fabric |

FRONTIER TECHNOLOGIES FOR BUILDING AND TRANSFORMING AUSTRALIAN INDUSTRIES

- | | |
|---|---|
| <input checked="" type="checkbox"/> Breakthrough science | <input checked="" type="checkbox"/> Smart information use |
| <input checked="" type="checkbox"/> Frontier technologies | <input checked="" type="checkbox"/> Promoting an innovation culture and economy |

SAFEGUARDING AUSTRALIA

- | | |
|--|--|
| <input checked="" type="checkbox"/> Critical infrastructure | <input checked="" type="checkbox"/> Protecting Australia from invasive disease and pests |
| <input checked="" type="checkbox"/> Understanding our region and the world | |

8 - STUDENT DECLARATION AND SIGNATURE

I declare that I have read the instructions at the beginning of this form as well as the appendices, and declare that all the information submitted is true and complete.

I authorise the University to obtain available official records from any educational institution attended by me. I understand that the University is not responsible if any institution does not provide these records.

I authorise the University to verify any information provided by me, including academic records and employment details. I understand that the University may reject my application or revoke any offer of admission if it finds any information provided in relation to my application to be incomplete, inaccurate or misleading.

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

I agree to abide by the University of Western Sydney Act, the University of Western Sydney By-Law and the Rules and Policies of the University, as amended from time to time. I also agree that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the University during my period of study as the most current rules are applied and may differ from the time of my initial enrolment. I understand I have access to these documents through the University website.

Applicant's name

Applicant's signature

Date / /

Student Administration - Operations
Research Admission and Scholarship Application
Appendix 1 – Referee’s Report

Postgraduate Research
 Locked Bag 1797, Penrith South DC NSW 1797



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.
 This report is confidential and must not be returned to the applicant.
 Applications close 5.00 pm 31 January for Autumn session and 31 May for Spring session.

1 - PERSONAL DETAILS (to be completed by the applicant)

UWS Student ID number +

Title Family name

Given name(s)

Postal address

Unit no.	<input style="width: 90%; height: 20px;" type="text"/>	Street no.	<input style="width: 90%; height: 20px;" type="text"/>	Street name	<input style="width: 98%; height: 20px;" type="text"/>
Suburb	<input style="width: 98%; height: 20px;" type="text"/>			State	<input style="width: 50px; height: 20px;" type="text"/>
Country	<input style="width: 98%; height: 20px;" type="text"/>				

Home phone number Work phone number Mobile phone number

Email address

Degree applied for

Thesis title

2- REFEREE’S DETAILS (to be completed by the Referee)

Title Family name

Given name(s)

Position

Postal address

Unit no.	<input style="width: 90%; height: 20px;" type="text"/>	Street no.	<input style="width: 90%; height: 20px;" type="text"/>	Street name	<input style="width: 98%; height: 20px;" type="text"/>
Suburb	<input style="width: 98%; height: 20px;" type="text"/>			State	<input style="width: 50px; height: 20px;" type="text"/>
Country	<input style="width: 98%; height: 20px;" type="text"/>				

Home phone number + Work phone number Mobile phone number

Email address

Please state briefly how you know the applicant

3- REFEREE'S DETAILS (to be completed by the Referee)

If appropriate, please indicate the predicted Honours or other result

Please indicate your assessment of the candidate's capacities in these areas by placing an "X" in the appropriate boxes

	Not observed	Below Average	Average	Very Good	Excellent
Ability to express ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command of spoken and written English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance in pursuing aim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan/complete work within a strict timeframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command of techniques required for the proposed research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To assist in assessing the application, please indicate why you believe that this applicant would be suitable for a place in the proposed research degree. If applicable, please indicate your level of support for receipt of a scholarship.

Referee's signature

Date

4 - RETURNING THIS FORM

Thank you for completing this form. Please return this form before 31 January for the Autumn session and 31 May for the Spring session, directly to:

Student Administration Operations Postgraduate Research Unit
Building K, Room 1.35, Penrith Campus
University of Western Sydney
Locked Bag 1797
PENRITH SOUTH DC NSW 1797

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

Student Administration - Operations
Research Admission and Scholarship Application
Appendix 1 – Referee’s Report



Postgraduate Research
 Locked Bag 1797, Penrith South DC NSW 1797

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.
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1 - PERSONAL DETAILS (to be completed by the applicant)

UWS Student ID number +

Title Family name

Given name(s)

Postal address

Unit no.		Street no.		Street name	
Suburb				State	
Country				Postcode	

Home phone number Work phone number Mobile phone number

Email address

Degree applied for

Thesis title

2- REFEREE’S DETAILS (to be completed by the Referee)

Title Family name

Given name(s)

Position

Postal address

Unit no.		Street no.		Street name	
Suburb				State	
Country				Postcode	

Home phone number + Work phone number Mobile phone number

Email address

Please state briefly how you know the applicant

3- REFEREE'S DETAILS (to be completed by the Referee)

If appropriate, please indicate the predicted Honours or other result

Please indicate your assessment of the candidate's capacities in these areas by placing an "X" in the appropriate boxes

	Not observed	Below Average	Average	Very Good	Excellent
Ability to express ideas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Command of spoken and written English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Critical ability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Initiative and motivation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Perseverance in pursuing aim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to plan/complete work within a strict timeframe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Command of techniques required for the proposed research	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To assist in assessing the application, please indicate why you believe that this applicant would be suitable for a place in the proposed research degree. If applicable, please indicate your level of support for receipt of a scholarship.

Referee's signature

Date / / - / -

4 - RETURNING THIS FORM

Thank you for completing this form. Please return this form before 31 January for the Autumn session and 31 May for the Spring session, directly to:

Student Administration Operations Postgraduate Research Unit
 Building K, Room 1.35, Penrith Campus
 University of Western Sydney
 Locked Bag 1797
 PENRITH SOUTH DC NSW 1797

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.