University of Western Sydney

Application for Admission & Scholarship 2008
Higher Degree Research

School of Computing & Mathematics
Australian Postgraduate Award (Industry)

Office of Research Services
Locked Bag 1797, Penrith South DC NSW 1797

CRICOS Provider No: 00917k

SECTION A – GENERAL INFORMATION

Important Information
Please read these notes and instructions carefully before completing the Application Form.
Applications Close 31 October 2008

INFORMATION INDEX

Please ensure that you have all the following information sheets and the Application Form. It is important that you read through the information carefully before completing the Application Form.

Section A	General information and how to lodge your application
Section B	Instructions for completing the Application Form
Section C	Application Form
Appendix 1	Two Referee Reports for you to forward to academic referees of your choice.

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 are damaging to our scanning equipment.

All documentation must be received by 5pm Friday, 31 October 2008 at one of these addresses:

Postal:	Street:
University of Western Sydney	University of Western Sydney
Research Scholarships Development Officer	Research Scholarships Development Officer
Office of Research Services	Office of Research Services
Penrith Campus, Building K.1.37	Penrith Campus, Building K.1.37
Locked Bag 1797	Second Avenue
PENRITH SOUTH DC 1797	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.

ADMISSION

This application constitutes your application for both admission to the course and a scholarship. 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.

Any applicants who are hoping to transfer from another university (with or without scholarship) should be aware that as per the Research Training Scheme Guidelines they may not be able to 'restart' their maximum time period at UWS.   If you are in this category you should confirm how much time you will be allocated at UWS. New candidates will be allocated a maximum of four years for doctorates and two years for Masters (full time) in which to complete the degree.

Please refer to the web for full details of the UWS Admission Criteria:
http://www.uws.edu.au/research/prospective_candidates/apply

CERTIFICATION OF DOCUMENTATION

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 of 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 Admission 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

ELIGIBILITY FOR SCHOLARSHIP

These scholarships are available to Australian citizens, Australian permanent residents, New Zealand Citizens only. International Students are ineligible to apply. Applicants are ineligible for scholarships if they already hold a degree at the same level as the one for which they are applying.

COMMENCEMENT

The successful candidate will negotiate the commencement date with their Principal Supervisor. However, it is expected that the project will commence in Autumn session 2009 (January - February 2009).

CRITERIA FOR SELECTION

The criteria for allocation of awards are primarily based on academic merit. Applicants should hold at least the equivalent of an Australian First Class Honours degree. This is a four year degree with a major research project in the final year, with a score of at least 80%. Academic merit includes undergraduate performance, bachelor Honours awards, other postgraduate degrees, publications in refereed journals, and the presentation of conference papers. When assessing applicants, the selection panel may take into consideration other relevant experience. You are asked to provide full bibliographic details of publications.

PROVISIONS AND CONDITIONS OF THE AWARD

The tenure for doctorates is usually three years, and for research masters two years. The tenure of the award will be reduced by any previous study undertaken toward the degree at any Institution.

Scholarship recipients are restricted in the amount of paid work they may undertake while receiving the award and may not receive another, similar salary or scholarship to undertake their particular research project. Minor top-up allowances are allowed.

Part-time awards:
Part-time awards are not exempt from income tax and the paid work limits are the same for part-time and full-time students. Applicants may apply for a part-time award on the grounds that they are prevented from studying full-time due to illness, disability, heavy care commitments of either young children or elderly/sick relatives. Applicants for part-time awards must include a statement outlining their eligibility and include appropriate documentation (eg. Medical certificates).

Stipend:
The award provides a tax-free, index-linked stipend of $26,140 per annum.

FURTHER INFORMATION

If you require further assistance to complete this form, please contact:

Scholarship enquiries: Research Scholarships Development Officer
                           Email: t.mills@uws.edu.au
                           Phone: +61 2 4736 0966

Admission enquiries: Student Administration (Operations) Postgraduate Research Unit
                           Email: sa-research@uws.edu.au
                           Phone: +61 2 4736 0665

Academic enquiries: Prof Yan Zhang
                           School of Computing & Mathematics
                           Email: y.zhang@uws.edu.au
                           Phone: +61 2 4736 0746

INSTRUCTIONS – COMPLETING THE FORM

Personal Details	Past and present UWS candidates should indicate their student ID number. Please remember to inform the University if your contact details change.

Course selection	Please indicate your choice by placing a tick in the relevant box.

Scholarship selection	You are applying for the Australian Postgraduate Award (Industry).

Question 4	If you are an international student (i.e you are not an Australian Citizen, New Zealand Citizen or Australian Permanent Resident) you are ineligible to apply for this scholarship.
Required Attachment	All applicants must attach certified (see Section A) proof of their residency status – certified copy of visa, passport, birth certificate or citizenship papers etc.

Question 5	Include ALL ATTEMPTED tertiary level courses. It is important to indicate at 'Course Type' whether you conducted independent research projects during your postgraduate studies, and what proportion of the whole degree the project/s represented.
Specified Attachment	Students whose courses were all completed overseas must attach evidence that the language of instruction was English, or attach an English Language Test Result.
Required Attachment	All applicants must attach certified copies (see Section A) of Testamurs (certificates of graduation) AND academic transcripts for all courses showing subjects undertaken and marks obtained.

Question 6	Prior to submitting your application you are advised to contact the nominated academic to discuss the project.

Question 7	Include any additional research experience, summer research projects, research outcomes such as publications, exhibitions, performances or conference presentations and any relevant work experience.
Specified Attachment	You may include a résumé or attach extra sheets as necessary. List publications in full, including bibliographic details - clearly show where and when published (including page numbers), authors, ISSN/ISBN numbers. Any conference presentations listed should include details of the name and location/date of the conference and if the paper was published in proceedings. You may be asked to forward full copies of publications later, but should not include them with your application.

Question 8	Australian Government awards also include Australian Postgraduate Awards, Australian Postgraduate Awards (Industry) and International Postgraduate Research Scholarships.

Question 9	You should choose referees who are familiar with your recent academic work or research. You must complete the appropriate section on the attached referee reports and send them to the people nominated here, but should note that UWS also reserves the right to approach the referees personally if required.

Submitting the Application	Refer to Section A for information about the address for lodgement and certification of documents.

University of Western Sydney

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Higher Degree Research

Office of Research Services
Locked Bag 1797, Penrith South DC NSW 1797

University of
Western Sydney
Bringing knowledge to life

CRICOS Provider No: 00917k

SECTION C – APPLICATION FORM

APPLICATIONS CLOSE 31 OCTOBER 2008

TYPE OR PRINT ALL ANSWERS CLEARLY

1. Personal Details   UWS Student ID (if applicable)

Title

Family Name

Given Name(s)

Preferred Name

Gender
Male ☐ Female ☐

Date of Birth
DD / MM / YYYY

Postal Address

Unit no.		Street no.		Street name		
Suburb				State		Post code	
Country						

Residential Address (*If different from above, note post office box numbers are not acceptable*)

Unit no.		Street no.		Street name		
Suburb				State		Post code	
Country						

Home Phone Number

Work phone number

Mobile phone number

Email address

2. Course Selection Details

I wish to apply for:

☐ Admission and Scholarship
(usually full-time study only)

☐ Scholarship Only

At course level: ☐ PhD

3. Scholarship Selection Details

Scholarship Applied For: **Australian Postgraduate Award (Industry)**

Project Title: **Developing Sophisticated e-Business Automation**

4. Citizenship and Australian Residency Status

If you are an international student (ie. you are not an Australian or New Zealand citizen or an Australian permanent resident), you are ineligible to apply for this scholarship or an RTS place.

☐ I am of Aboriginal or Torres Strait Islander Descent	
☐ I am an Australian or New Zealand Citizen	*If yes, you must attach a **certified** copy of your Birth/Citizenship Certificate or Passport*
☐ I am an Australian Permanent Resident	*If yes, you must attach a **certified** copy of your Permanent Residency Visa*

Date you arrived in Australia   /   /   Date Permanent Resident status granted   /   /   Type of Visa

1

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 English, or attach an English Language Test Result (IELTS or TOEFL)

UNDERGRADUATE – include present enrolment				
Course Title	Institution	Years of study	Part-time or full-time	Completed
				Y / N
				Y / N
				Y / N
				Y / N

It is important to indicate at course type below whether you conducted independent research projects during your postgraduate studies, and what proportion (%) of the whole degree the projects represented.

POSTGRADUATE – include present enrolment					
Course Title	Course Type (eg research, coursework)	Institution	Years of study	Part-time or full-time	Completed
					Y / N
					Y / N
					Y / N
					Y / N

Were any of these courses completed or attempted outside of Australia?   ☐ Yes   ☐ No

Course: [   ]   Language of Instruction: [   ]

Did any of the courses listed above contain a research component?   ☐ Yes   ☐ No

Course: [   ]   Word length: [   ]   Title: [   ]

If any of the courses listed above (undergraduate or postgraduate) were not completed, please list your reasons for not completing. If you wish to transfer from another institution to UWS, please list your reasons for wishing to transfer.

Course Title	Reasons for not completing/wishing to transfer

6. Proposed Research

Currently enrolled candidates:

Supervisor Name [   ]   Project Title [   ]

* Please attach a timeline for completion and details of your progress

Prospective candidates: You are strongly advised to contact the nominated academic to discuss your proposed project before applying.

Who have you contacted to discuss your proposed project?

1. --
2. --
3. --

All Applicants:

If possible please indicate which *Field of Research (FOR) Code/s* are relevant to your research topic. A list of codes is available at:

www.uws.edu.au/about/adminorg/devint/ors/rodevelopment/codes

FOR Code	FOR Code Description	% of project in this category

7. Supporting Information

Have you attached details of research experience additional to courses at Question 5? ☐ Yes ☐ No

Have you attached details of publications and/or other research output? ☐ Yes ☐ No

Have you attached other supporting documentation? ☐ Yes ☐ No

8. Previous Scholarship Support

Have you previously received an Australian Government award? ☐ Yes ☐ No

Name of Award:

Year Awarded: Tenure of Award: Years Months

Awarded by which institution?

9. Academic Referees

Please provide the contact details of two academic referees who are familiar with your recent academic work.

REFEREE 1

Name | Position Held:
Postal Address

Daytime Telephone
Email

REFEREE 2

Name | Position Held:
Postal Address

Daytime Telephone
Email

Is your application complete?

We cannot always undertake to inform you of missing or incorrect documentation. Please use the checklist below to ensure that your application is complete.

If you require confirmation of receipt of this application please enclose a STAMPED, SELF ADDRESSED ENVELOPE. A date-stamped photocopy of the front page will be returned to you.

CHECKLIST

Your name

Have you completed all relevant sections of the form? ☐ Yes ☐ No

REQUIRED ATTACHMENTS:

Certified copy of residency/citizenship status (Q4) ☐ Yes ☐ No

Certified copy of ALL tertiary graduation certificates (Q5) ☐ Yes ☐ No

Certified copy of ALL academic transcripts (Q5) ☐ Yes ☐ No

OTHER ATTACHMENTS:

Certified proof of English language eligibility (Q5) ☐ Yes ☐ No

Extra supporting information re publications etc (Q7) ☐ Yes ☐ No

ACADEMIC REFEREE REPORTS:

Applicant sections completed ☐ Yes ☐ No

Referee Reports forwarded to referees ☐ Yes ☐ No

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 external agencies such as UAC, DEST, DIAC, Centrelink, other Government agencies, 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.

I agree to abide by the Institution's Conditions of Award as amended from time to time.

Signature of Applicant

Name of Applicant

Date

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Higher Degree Research

Australian Postgraduate Award (Industry)

Office of Research Services
Locked Bag 1797, Penrith South DC NSW 1797

APPENDIX 1   CRICOS Provider No: 00917k
Academic Referee's Report

The applicant must submit one copy of this form to each of the referees nominated on the Application Form. These referees should be closely connected with the applicant's most recent academic work.

The *applicant* should complete Section 1 and the *referee* should complete Section 2 before returning the report to the address below.

Section 1 APPLICANT DETAILS (to be completed by the Applicant)

Title   Family Name

Given Names

Postal Address

Home Telephone Number   Work Telephone Number   Mobile Telephone Number

Email address

Degree sought

Project Title
Developing Sophisticated e-Business Automation

Section 2 REFEREE'S DETAILS (to be completed by the Referee)

Title   Family Name

Given Names

Position held

Postal Address

Work Telephone Number   Email address

State briefly how you know the applicant

If appropriate please indicate the predicted Honours or other result:

Please cross appropriate boxes	Not observed	Below Average	Average	Very Good	Excellent
Ability to express ideas					
Command of spoken and written English					
Critical ability					
Initiative and motivation					
Perseverance in pursuing aim					
Ability to plan/complete work within a strict timeframe					
Command of techniques required for proposed research					

To assist in assessing the application, please indicate why you believe this applicant would be a suitable candidate for a higher degree research. Please indicate your level of support for receipt of a scholarship.

Referee's Signature   **Date**

✘

Thank you for completing this form. Please return this form before 31 October 2008 to:

Research Scholarships Development Officer   Or Fax: +61 2 4736 0013
Office of Research Services
Penrith Campus, Building K.1.37
University of Western Sydney
Locked Bag 1797
Penrith South DC NSW 1797
AUSTRALIA

Application for Admission & Scholarship 2008
Higher Degree Research

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APPENDIX 1   CRICOS Provider No: 00917k
Academic Referee's Report

University of
Western Sydney
Bringing knowledge to life

Important Information
Please complete the appropriate sections of this application in **BLACK INK** using **CAPITAL LETTERS.**
This Report is confidential and must not be returned to the applicants.
This Report must be submitted before the closing date 31 October 2008

The applicant must submit one copy of this form to each of the referees nominated on the Application Form. These referees should be closely connected with the applicant's most recent academic work.

The *applicant* should complete Section 1 and the *referee* should complete Section 2 before returning the report to the address below.

Section 1 APPLICANT DETAILS (to be completed by the Applicant)

Title

Family Name

Given Names

Postal Address

Home Telephone Number   Work Telephone Number   Mobile Telephone Number

Email address

Degree sought

Project Title
Developing Sophisticated e-Business Automation

Section 2 REFEREE'S DETAILS (to be completed by the Referee)

Title

Family Name

Given Names

Position held

Postal Address

Work Telephone Number   Email address

State briefly how you know the applicant

If appropriate please indicate the predicted Honours or other result:

1

Please cross appropriate boxes	Not observed	Below Average	Average	Very Good	Excellent
Ability to express ideas					
Command of spoken and written English					
Critical ability					
Initiative and motivation					
Perseverance in pursuing aim					
Ability to plan/complete work within a strict timeframe					
Command of techniques required for proposed research					

To assist in assessing the application, please indicate why you believe this applicant would be a suitable candidate for a higher degree research. Please indicate your level of support for receipt of a scholarship.

Referee's Signature   **Date**

✘

CRICOS Provider No: 00917k