

If applying for scholarships this form MUST to be submitted by the 31st October to the Graduate Research School Office

Instructions to applicants wishing to apply for Higher Degree Research at La Trobe University

1. Read these instructions carefully before completing the application form.
 2. Please provide a copy of the completed application form and ALL supporting documents
 3. Answers should be printed in BLOCK letters
 4. Applicants must have two academic referee reports and should send the referee template to their nominated referees immediately and ask them to complete and return them to the Graduate Research School Office admissions.grs@latrobe.edu.au
 5. Answer all questions; print 'not applicable' if the question is not relevant to you. Where questions include boxes, tick the relevant box to indicate your answer.
 6. You must provide original or certified photocopies of academic transcripts for all qualifications except those obtained at La Trobe University. Do not delay your application, send whatever originals or certified copies have now and forward the remainder as soon as you can obtain them. If your transcript is in a language other than English, you must attach an English translation, certified by the Registrar of the issuing institution or by an accredited translator.
 7. If for any reason it is not possible for you to comply with these requirements, please attach an explanation. Please note that we do not require your degree testamur or graduation certificate.
 8. If your transcripts are in a previous family name, you must provide certified copies of evidence of change of name (e.g. Marriage certificate)
 9. A final decision on your application cannot be made until ALL the required documentation is received.
 10. Applicants should contact the relevant academic school to make a preliminary inquiry about the availability of supervision and an acceptable research topic prior to submission of an application.
 11. Scholarship applicants must provide a certified copy of their birth certificate.
 12. The closing date for combined candidature and scholarship applications or "scholarship only" applications is the 31st of October annually. Applications for "candidature only" can be submitted at any time.
 13. Applicants should notify Graduate Research School Office immediately of any changes of address, or circumstances, or of intention to withdraw an application.
 14. **Declaration in Section 16 of this form MUST BE SIGNED.**
 15. Send your application and all your documents via email to: admissions.grs@latrobe.edu.au or mail it to: **Graduate Research School, La Trobe University, Bundoora, Victoria, Australia, 3086** or submit to: **Graduate Research School, John Scott Meeting House, La Trobe University, Plenty Road, Bundoora**, For directions see Campus map <http://www.latrobe.edu.au/io/documents/maps/bun/Melbourne-Site.pdf>
- Please direct all enquires for research candidature or scholarship applications to: **The Graduate Research School at email admissions.grs@latrobe.edu.au**

Processing of Higher Degree Research Candidature Application and Scholarship Application

PROCESSING OF RESEARCH APPLICATION

Once your application is received it is checked to ensure that all relevant documents are attached.

See Check list on page 5 – Please check that all correct documentation is attached.

On receiving your application an acknowledgment email will be sent to you by the Graduate Research School Office. You will be informed if there is any missing documentation. If complete your application will be forwarded to the School's Postgraduate Co-Ordinator to be assessed. The assessment usually takes between 4 to 6 weeks. If the application is incomplete it will be held at the Graduate Research School Office until all documentation is received. If you do not receive an acknowledgement email, it means that your application **has not** been received.

SCHOLARSHIP RANKING

- Scholarship ranking takes place in November/December each year for the commencement of studies for the following year.
- The list of ALL scholarship applicants is sent to the Schools for ranking.
- After the Schools have ranked their applicants the lists are then ranked by the College.
- The five faculty lists are then ranked (University overall) by the University's Higher Degrees Committee (Research).
- The successful applicants will be informed in mid to late December.
- If the applicant does not reply to their scholarship offer by the specific date, the offer will be automatically withdrawn.

OFFER OF ADMISSION LETTERS

The **CANDIDATURE ONLY** offers are sent to successful applicants, once the recommendation form is received by the School/College. (This occurs all year round). The offer letter to the applicant has a specific reply date and a specific enrolment date to attend enrolment. If the applicant does not reply by the specified reply date, the offer will be automatically withdrawn. Enrolments take place throughout the year. However if you are applying for a course with subjects you will need to enrol at the beginning of the semester.

Application for admission to Higher Degree Research Programs

Read this application carefully, complete all sections and ensure that supporting (certified) documents are attached.

APPLYING FOR CANDIDATURE AND SCHOLARSHIP WILL ACCEPT CANDIDATURE IF
 APPLYING FOR CANDIDATURE ONLY SCHOLARSHIP UNSUCCESSFUL
 APPLYING FOR SCHOLARSHIP ONLY

If applying for scholarships this form MUST to be submitted by 31 October to the Graduate Research School Office. Original or certified copies of supporting documentation MUST be attached to this application. If any documents are missing your application will not be processed. Please complete in BLOCK LETTERS.

Section 1: Personal Details

Have you studied at La Trobe University? Yes No If yes, please provide student number

Family name : _____ Title (Mrs, Ms, Miss, Mr Dr etc.) _____

Given name(s) _____ Sex M F

Date of Birth (dd/mm/yy) / / If you have changed your name, provide your previous name _____

Correspondence address: _____

Telephone (home) _____ Telephone(Business) _____ Mobile no _____

Email address _____

Applicants should notify Graduate Research School Office of any changes of address, circumstances, or intention to withdraw an application.

Section 2: Course preferences

Title of the degree program you would like to study at La Trobe University:

	Title of Degree (e.g. Master of Applied Science or PhD)	Proposed Commencing date (dd/mm/yy)	Proposed School/Department and Faculty*	Campus*
1				
2				
3				

Do you wish to study Full time Part time

For list of research courses available go to <http://www.latrobe.edu.au/courses> Choose 'Research degrees' in Study level.

***Campus Codes:** Campus **AW** - Albury Wodonga, **B** – Bendigo, **F** - Franklin Street, **M** - Melbourne(Bundoora), **MIL** – Mildura, **S** – Shepparton.

For Campus Information: <http://www.latrobe.edu.au/campuses/>

***College codes:** **ASSC** – College of Arts, Social Science and Commerce. **SHE** – College of Science, Health and Engineering

Section 3. Prior contact with the School

You must secure a potential supervisor at La Trobe University in the area in which you plan to study before your application can be processed. For more information and to locate a supervisor, go to <http://www.latrobe.edu.au/research/future/apply/enquiry>

Name of academic who has agreed to be your potential supervisor _____

Supervisor's Email address _____

Name of School/Department _____ Name of College _____

Section 4: Scholarships

I wish to apply for a postgraduate scholarship: Yes No

Name of scholarship you wish to apply for: La Trobe University Postgraduate Research Scholarship

Australian Postgraduate Award Equity Scholarship

Students applying for scholarships must submit evidence of Australian citizenship by either showing a birth certificate, Australian Citizenship documentation or evidence of permanent residency status.

ALL STUDENTS APPLYING FOR SCHOLARSHIPS MUST SUBMIT THIS FORM BY THE 31st OCTOBER

For information on research scholarships and conditions of scholarships <http://www.latrobe.edu.au/research/future/scholarships>

Section 5. Prior/Current Research Scholarship

Have you ever received a postgraduate scholarship? No Yes If so please provide details below

Name of scholarship _____ Name of institution _____

Duration from (dd/mm/yy) / / to / / Value per annum \$ _____

Section 6: Research Proposal

The name of your research proposal _____

A 300 word research proposal **MUST** be attached to this application.

Section 7: Tertiary Qualification

Please list all tertiary courses you have undertaken, including incomplete degrees. Certified Transcripts for institutions other than La Trobe University **MUST** be provided. **Do not send graduation certificates.**

Abbreviated Course Name	ID Number	First year	Last year	Full name of institution	Language of study	FT or PT	Qualification gained* (codes below)	Level

Qualification Gained - please use the codes to describe qualification status: Complete (**COM**), Will complete before Admission (**WIL**), Discontinued (**DIS**), Attempted (**ATT**), Level – state whether **UG, PG or PR** (PG Research)

Have you completed an Honours year or graduated with Honours?

Yes No Currently studying Honours/Final year undergraduate Numerical mark eg. H1, H2A H2B etc.

Section 8: Transferring Students

La Trobe University is required to obtain details of previous incomplete postgraduate research enrolments to assess your Research Training scheme entitlement. Have you attempted, but not completed, a Master by Research, Professional Doctorate by Research or a PhD program at another Australian tertiary institution?

Yes No If yes please attach an original copy of proof of enrolment details from your previous institution(s), detailing total consumed EFTSL(Equivalent Full Time Student Unit Load), commencement date, academic load changes (full time/part time), any leave of absence/ suspension periods and date of termination.

Section 9: Academic Qualifications and Experience

- Have you received a scholarship, award or prize or other recognition for academic achievements? Yes No
- Have you ever completed research of a substantial nature at any stage in your career? Yes No
- Have you ever been the author or co-author of any publication(s)? Yes No

If you answer "yes" to any of the above, please attach supporting documentation with this application.

Section 10: Citizenship and Residency

Aboriginal/Torres Strait Islander Origin Aboriginal Origin Torres Strait Islander Origin

Australian Citizen NZ Citizen Permanent resident Permanent Resident > 1 Year

Year permanent residency granted / / Student residing in Australia Student residing outside of Australia

Country of Birth _____ Year of arrival in Australia / /

Section 11. Disability, Impairment or Medical condition

Do you have a disability, impairment, or long-term medical condition which may affect your studies?

Yes No If you answered yes, please indicate the area of impairment by ticking one of the following:

Hearing Mobility Medical Learning Vision Other -----

If yes, are you likely to require support services, special equipment or facilities to assist you in your studies? Yes No

Section 12: Nomination of Referees

All applicants must request **two** senior academics familiar with their recent achievements to forward confidential comments on the appropriate form directly to the Graduate Research School Office via admissions.grs@latrobe.edu.au Download the template to be sent to your academic referees from the [Graduate Research School website](#).

Please list the names of your two referees:

	Title and Name of Academic Referees	Address	Phone no.	Fax	Email
1					
2					

Applicants for admission to the following programs **ONLY**: Doctor of Nursing (DN); ClinScD, DSW; PhysioD; MAppSc (Human Communication Sciences (HCS); and MAppSc (Physiotherapy), **MUST ALSO** request two referees familiar with their professional experience to submit a report directly to the Graduate Research School Office.

The appropriate referee form for those applying for the ClinScD and MAppSc (HCS) can be obtained from the appropriate School.

A typed reference is required for the DN, DSW, PhysioD, MAppSc (Physiotherapy). Please list your two professional referees below:

	Title and Name of Professional Referees	Address	Phone no.	Fax	Email
1					
2					

Section 13: Employment History

List all relevant work experience; previous and current as well as full-time and part-time. If part time, give the number of hours worked each week (e.g. PT 25 hours per week). Alternatively please attach CV /Resume with your application.

Dates of Employment	FT/PT	Job Title	Name and Address of Employer	Duties and responsibilities

Section 14: Specific Applications

Applications for admission to candidature for the degree of Masters of Applied Science (Research) are required to provide the nature and duration of previous professional experience (e.g. Teaching, Social Work, Clinical Psychology, Computer Programming) or related paid or voluntary work) include in CV/Resume). Other professional qualifications and experience (please provide documentation, such as transcripts, CV/Resume etc.)

Section 15: Employment during Candidature

Candidates intending to enrol for candidature and continue employment must indicate arrangements made to ensure that candidature will not be hindered. Attach a separate statement if necessary. Please state work hours per week, holidays, etc. Candidates in the above category must arrange for their employer, or senior office of the institution, to furnish a statement authorising provision for release from normal duties and for access to any relevant facilities

Are you under bond or other commitment to any employer/institution? Yes No

If YES, please attach detailed statement with nature of commitment, details of employer, and a letter of support for study leave arrangements.

Section 16: Declaration and Agreement

- I declare that the information supplied with this application is true and complete in every detail. I authorise La Trobe University to obtain further information about me from institutions which I have attended, and from Australian Government authorities such as DIBP (Department of Immigration and Border Protection) and DET (Department of Education and Training).
- I acknowledge and accept that the provisions of incorrect information or the withholding of relevant information may result in the withdrawal by the University of any place offered, and that this withdrawal may take place at any stage during the course of study. I understand that giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)
- I authorise La Trobe University to request and obtain further information from any education institution or employer which may be required to confirm or clarify my suitability and eligibility for masters or doctoral studies.
- I accept that the application and supporting documentation (excluding hard-cover theses) become the property of La Trobe University and are not returnable.

Signature of Applicant:

Date: / /

Section 17: Checklist

Please check that you have attached all the correct documentation with this application. If documents are missing, your application will not be assessed for candidature:

- Sign and date this application form (bottom of page 4)
- A 300 word summary of research proposal (not necessary for a Professional Doctorate)
- Original transcripts (or certified copies of transcripts issued in the last six months by all institutions at which you have been enrolled)
- Additional information of academic scholarships/awards/medals/prizes received, (if applicable).
- Details of significant research undertaken or short summary of previous research undertaken.
- A list of publications,(if applicable).
- Evidence of change of name, if applicable. (e.g. Marriage certificate, etc). Photocopies must be certified, (if applicable).
- A statement from employer indicating support for candidature, (if applicable).
- Birth certificate and/or Australian citizen certificate. (**Essential for students applying for scholarships**). Please provide original or certified copies
- List of all relevant work experience (CV/Resume)
- Any other documents requested as part of your application
- Statement of EFTSL (Equivalent Full Time Student Load) consumed from previous institution. (only if applicable)
(This is required from students who commenced their research elsewhere and are transferring to La Trobe University).

REMEMBER to contact your two academic referees and ask them to complete the referee report as per the template and forward this report to the Graduate Research School Office at admissions.grs@latrobe.edu.au

La Trobe University respects the privacy of your personal information. We collect personal information about you on this form for admission and enrolment. For this purpose, we will use this and disclose it to the Department of Education and Training (DET). If your personal information is not provided to us on this form, we cannot process your application. You have the right to access any personal information that we hold about you, subject to any exemption in law by contacting us on (03) 9479 3640.