Higher Degree Research Application Instructions

Domestic Students Only
(Australian citizens, New Zealand Citizens and Permanent Residents)

Note: If applying for scholarships this form MUST to be submitted by 31 October to the Research Services 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 directly to Research Services Office teamsrgso@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 you have obtained at La Trobe University. If you have these available now please send them with your application. If not, 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 written 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 (eg 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 October annually. Applications for candidature only, can be submitted at any time.
13. Applicants should notify Research Services Office immediately of any changes of address, or circumstances, or of intention to withdraw an application.
14. Declaration in Section 16 MUST BE SIGNED.
15. Send your application and all your documents via email to: teamsrgso@latrobe.edu.au or you can mail it to:
   Research Students, Research Services Office, La Trobe University, Bundoora Victoria, Australia, 3086
   Or submit in person to: Research Services Office, Level 2, David Myers Bld Central, La Trobe University, Plenty Road, Bundoora, Vic. 3086
   For directions, please see the campus map: http://www.latrobe.edu.au/io/documents/maps/bun/Melbourne-Site.pdf

Processing of Higher Degree Research Candidature Application and Scholarship Application

RESEARCH APPLICATION PROCESSING

Once your application is received it is checked for completeness ensuring that all relevant documents are attached, this includes:
See Check list page 5 – to ensure that all correct documentation is attached.

On receiving your application an acknowledgment email will be sent to you by the Research Services 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. This usually takes between 4 to 6 weeks. If the application is incomplete it will be held at the Research Services Office until all documentation has been 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 in 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 Faculty.
- 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/Faculty. (This occurs throughout the year.)

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 programs (by Research)

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

APPLYING FOR CANDIDATURE AND SCHOLARSHIP ☐
APPLYING FOR CANDIDATURE ONLY ☐
APPLYING FOR SCHOLARSHIP ONLY ☐

If applying for scholarships this form MUST be submitted by 31 October to the Research Services Office. Original or certified copies of supporting documentation MUST be attached to this application. If 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, give your previous name ______________________

Correspondence address: ____________________________________________________________________________

____________________________________________________________________________________________________

Telephone (home) ____________________ Telephone (business) ______________ Mobile no _______________________

Email address __________________________________________________________________________________________

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

Section 2: Course preferences

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

<table>
<thead>
<tr>
<th>Title of Degree (e.g. Master of Applied Science or PhD)</th>
<th>Proposed Commencing date (dd/mm/yy)</th>
<th>Proposed School/Department and Faculty*</th>
<th>Campus*</th>
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Do you wish to study Full time ☐ Part time ☐

For list of research courses available go to http://search.latrobe.edu.au/search/search.cgi?collection=find-a-course

*Campus Codes: Campus AW- Albury Wodonga, B – Bendigo, F Franklin Street, M - Melbourne(Bundoora), Mildura-MIL, S – Shepparton. For Campus Information: http://www.latrobe.edu.au/campuses/


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/postgrad/apply/find-a-research-supervisor

Name of supervisor who agreed to be your potential supervisor ______________________________________________

Supervisor's email address ____________________________________________________________________________

Name of School __________________________ Name of Faculty _____________________________________________
I wish to apply for a postgraduate scholarship:  Yes [ ]  No [ ]

Name of scholarship you wish to apply for:  
Australian Postgraduate Award [ ]
La Trobe University Postgraduate Research Scholarship [ ]
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](http://www.latrobe.edu.au/research/future/scholarships)

### Section 5: Prior/Current Research Scholarship

Have you ever received a postgraduate scholarship?  Yes [ ]  No [ ]

Name of scholarship __________________________ Name of institution __________________________

Duration from (dd/mm/yy) __________________________ to __________________________ Value per annum $____________________

### Section 6: Research Proposal

Proposed research title: ______________________________________________________________

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. Transcripts from institutions other than La Trobe University **MUST** be provided. Do not send graduation certificates.

<table>
<thead>
<tr>
<th>Abbreviated Course Name</th>
<th>ID Number</th>
<th>First year</th>
<th>Last year</th>
<th>Full name of institution</th>
<th>Language of study</th>
<th>FT or PT</th>
<th>Qualification gained* (codes below)</th>
<th>Level *</th>
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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 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 [ ]

Student residing in Australia [ ]  Student residing outside of Australia [ ]  Permanent Resident > 1 Year [ ]

Year permanent residency granted __________________________ Country of Birth __________________________ Year of arrival __________________________
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 Research Services Office via teamsrgso@latrobe.edu.au. Download the template to be sent to your academic referees from http://www.latrobe.edu.au/research/downloads/Confidential_Report_of_an_Academic_Referee.pdf. Please list the names of your two referees:

<table>
<thead>
<tr>
<th>Title and Name of Academic Referees</th>
<th>Address</th>
<th>Phone no.</th>
<th>Fax</th>
<th>Email</th>
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Applicants for admission to the following programs ONLY: DPsych; Doctor of Nursing (DN); ClinScD; DS; 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 Research Services Office. The appropriate DPsych professional referee form is available from the School of Psychological Science by e-mailing – pgpsychinfo@latrobe.edu.au

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

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

<table>
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<th>Title and Name of Professional Referees</th>
<th>Address</th>
<th>Phone no.</th>
<th>Fax</th>
<th>Email</th>
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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). Please attach CV/Resume with your application.

<table>
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<tr>
<th>Date of Employment</th>
<th>FT/PT</th>
<th>Job Title</th>
<th>Name and Address of Employer</th>
<th>Duties and responsibilities</th>
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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 experience of paid or volunteer work) (Include in CV/Resume). Other professional qualifications (please provide documentation, transcripts etc. or experience (include CV/Resume).

Section 15: Employment during Candidature
Candidates who intend to enrol for candidature and continue employment must indicate arrangements that will be made to ensure that candidature will not be hindered (attach a separate statement if necessary). (Hours per week, holidays etc.) Candidates in the above category must arrange for their employer, or a senior office of the institution, to furnish a statement authorising provision for release from normal duties and for access to any relevant facilities (attach a separate statement)

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

If YES, please attach a statement detailing the nature of the commitment, details of employer, and a letter of support detailing leave arrangements to study.

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 education and other institutions which I have attended, and from Australian Govt authorities such as DIAC (Department of Immigration and Citizenship) and DEEWR (Department of Education, Employment and Workplace Relations).

- I acknowledge and accept that the provision of incorrect information or the withholding of relevant information may result in the withdrawal by the University of any place which may be 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 of 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
- A 300 word summary of research proposal (not necessary for a Professional Doctorate [except DPsych])
- 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
- Details of significant research undertaken (short summary of previous research undertaken)
- A list of publications (if applicable)
- Evidence of change of name (eg. marriage certificate). Photocopies must be certified
- 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 consumed from previous institution (if applicable)

Contact your academic referees and ask them to complete the referee report as per the template and forward this report to the Research Services Office via teamsrgso@latrobe.edu.au

Before submitting application, please check your application to ensure that it has been completed correctly

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 information and typically disclose it to the Department of Education, Employment and Workplace Relations. If your personal information is not provided to us on this form, then we cannot process your application. You may have the right to access your personal information that we hold about you subject to any exemption in law by contacting us on (03) 9479 1976.

Updated by Research Services Office 23 Aug 2012