

**HIGHER DEGREE RESEARCH (HDR) APPLICATION FORM** (INCLUDING HDR SCHOLARSHIP APPLICATION FORM)

Do you wish to be considered for a UOW scholarship?

No Yes

If yes, please complete the attached HDR Scholarship Application form. (The selection criteria to be considered for the award is included in the form.)

1. PERSONAL DETAILS (USE BLOCK LETTERS)Title: Mr Mrs Ms Miss Other Gender: Male Female Family Name* First Name* **As shown in passport, (if applicable).*Former Family Name (if applicable) Date of Birth:

Have you previously made an application to undertake or been enrolled in a course at the University of Wollongong (UOW)?

 Yes NoIf YES, please give your student number Are you an Australian citizen* Yes NoAre you Aboriginal or a Torres Strait Islander? Yes No

Are you a Permanent Resident of Australia?*

YES. Date of Permanent Residency: Permanent visa category

NO

Citizenship Country of Birth: Current country of residence (if different from country of birth) **Certified proof of citizenship or permanent residency will be required prior to enrolment.***Mailing address**PO Box or Street Address Suburb/Town State/Province Postcode Country Telephone Country Code Area Code Number Mobile Facsimile Country Code Area Code Number **Home address (if different from mailing address)**PO Box or Street Address Suburb/Town State/Province Postcode Country Telephone Country Code Area Code Number Mobile Facsimile Country Code Area Code Number **Prior to enrolment correspondence will normally be sent to your email address, if applicable.**Email Email **2. COURSE APPLICATION**I wish to apply for: (tick one box only) Doctor of Philosophy Masters by Research Doctor of: Preferred area of study: Academic Unit/Faculty: Research strength (if applicable) (www.uow.edu.au/research/strengths)

When do you wish to commence the degree course? (Please nominate year and tick session)

Year Autumn session (February) Spring session (July – if available) Part-time Full-time (international students must be enrolled full-time)

3. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No If your first language is not English, please continue

I have completed at least one of the following within the last two years (documentary evidence, including original copies of results, must be attached)

A certificate of English proficiency obtained in the last two years (eg IELTS or TOEFL)*

IELTS (ACADEMIC)	Year	Overall score	Reading	Writing	Listening	Speaking
	Year	Computer test score	Essay rating	Paper test score	TWE Score	
TOEFL* (Internet based)	Year	Overall score	Reading	Writing	Listening	Speaking
	Name of test				Year	Score
OTHER	Tertiary studies in another country where English is the official language#				Country	Duration (years)

Institution Name of course Years of study in English Medium to

#For full information regarding UOW's English language requirements, including qualifications conducted in English, please visit: www.uow.edu.au/prospective/international/english
*Please note only ORIGINAL IELTS and TOEFL test report forms will be accepted. You will need to contact TOEFL in Princeton, USA in order to arrange for your original TOEFL result to be forwarded directly to the University. The University's Institutional code is 9799. Information regarding the TOEFL score reporting services can be found at www.toefl.org/toefl/tfladdcrpt.html.

If you do not meet UOW's English requirements do you intend to sit for an English proficiency test in the near future? No Yes On the following date: / / ---

If you do not meet UOW's English requirements are you interested in studying English in the Wollongong College Australia? No Yes

If yes, visit the WCA website at www.wca.uow.edu.au for information on the programs available.

4. ACADEMIC BACKGROUND

Please list your highest secondary qualification and all tertiary education qualifications, including any currently being undertaken.

QUALIFICATION/AWARD	SCHOOL/INSTITUTION	COUNTRY	GRADE/RESULT	DURATION	DATE COMPLETED
					<input type="text"/> / <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
					<input type="text"/> / <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
					<input type="text"/> / <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
					<input type="text"/> / <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>

5. SUPERVISOR ARRANGEMENTS

It is strongly recommended that prior to submitting your application you contact the relevant Head of Postgraduate Studies (HPS) and academic staff members, who are potential supervisors, in the Faculty or Academic Unit where you would like to be enrolled. Some potential research projects can be found at www.uow.edu.au/research/rsc/prospective/UOW033664.html A list of Heads of Postgraduate Studies can be found at: www.uow.edu.au/research/rsc/prospective

I have consulted the relevant HPS No Yes HPS name:

I have identified a potential supervisor No Yes Supervisor name:

6. RESEARCH PROPOSAL

Attach a clearly focussed, **one page**, research proposal summarising the topic/field of research you would like to pursue. Also outline your motivations for wanting to undertake this research. You should discuss this with a potential supervisor before applying. You should also discuss the resources available to support your proposed research. For assistance in developing a research proposal visit: www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow060982.pdf

7. CURRICULUM VITAE

Attach a brief curriculum vitae (maximum 4 pages) that includes:

- previous research or project experience,
- employment/work experience/training history,
- academic prizes or awards,
- a list of relevant written work and publications you have completed or to which you have contributed (eg theses, essays, papers, journal articles etc). Please do not include copies of these items.

8. RESEARCH EXPERIENCE

If you have previous research experience that would support your application, please attach details.

9. FINANCE FOR STUDY

If you are not awarded a scholarship(s) from UOW, how will you fund your tuition fee and living expenses for the duration of your research program? (International applicants must provide details, eg, scholarship from a government or other sponsor in your country. Please provide a copy of your sponsorship letter, if available.)

Tuition Fees Living expenses

10. SPECIAL REQUIREMENTS

DBA Applications: DBA Applications must provide an outline of professional experience and demonstrate an ability to access appropriate industry sectors to meet research requirements. Applicants will also be required to attend an interview.

Faculty of Creative Arts Applications: Please note that each course of study requires supporting material to be submitted with the application. This is used to determine an applicant's suitability. Please refer to the Application section of the Postgraduate Course Guide and ensure that all information, documentation, portfolio materials and a proposal are enclosed. Download the course guide at: www.uow.edu.au/prospective/downloads. Applications must include a proposal for both a thesis and a creative project (at least 500 words). Selected applicants are required to attend an interview in person prior to a final recommendation being made.

11. OTHER IMPORTANT INFORMATION FOR APPLICANTS

- Change of Name.** If you have changed your name since undertaking matriculation or tertiary level examinations, or if any of your documents show a name which is different from the one that you have used on this application form, then you must present certified documentary evidence of the change (marriage certificate, deed poll, statutory declaration).
- Airport Pick-up.** A complimentary airport pick-up service is available for international students. A pick-up form will be issued with your letter of offer and is also available at www.uow.edu.au/about/accommodation
- Accommodation.** The cost of accommodation is NOT included in the tuition fee. Please refer to www.uow.edu.au/about/accommodation for further information.
- English Language Proficiency.** For information on the University's English Language requirements please refer to the following website: www.uow.edu.au/prospective/international/english
- Tuition Fees**
 - For further information on charges that may be applicable please refer to the following website: www.uow.edu.au/student/finances
 - For further information on Tuition Fees, Overseas Student Health Cover, please refer to the following website: www.uow.edu.au/prospective/international
- Cancellations and Refunds:** Information on the University's Tuition Fees Refund Policy can be downloaded at: www.uow.edu.au/about/policy/FeesPolicy.pdf
- Declaration and Signature.** This application form must be signed.

12. DOCUMENTATION TO ACCOMPANY THE FORM

Please attach certified copies of academic record and evidence of completion of all qualifications, including English language test results. All copies must be certified according to the instructions detailed in the section 'Certification of Documents'.

Do not delay submitting an application if you are waiting for results of current study. Forward the result or transcript as soon as it becomes available.

CHECKLIST

Have you...

<input type="checkbox"/>	attached all academic transcripts including English translations (certified copies)?	<input type="checkbox"/>	attached a research proposal?
<input type="checkbox"/>	attached English language test results if appropriate?	<input type="checkbox"/>	attached a list of research publications (max 2 pages)? DO NOT ATTACH ORIGINAL PUBLICATIONS
<input type="checkbox"/>	provided evidence of Citizenship or Permanent Residency status (if applicable)?	<input type="checkbox"/>	attached a copy of CV?
<input type="checkbox"/>		<input type="checkbox"/>	attached additional documentation as noted in the postgraduate course guide if you are a Creative Arts student?

13. DECLARATION AND SIGNATURE

PRIVACY AND DISCLOSURE

- I declare that all the information I have given in this application is true and correct.
- I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor.
- I agree to tell Wollongong College Australia/University of Wollongong (UOW) immediately if there is any change to the information I have given in this application.
- I understand UOW may vary or reverse any decision made on the basis of incorrect or incomplete information which I or my agent/sponsor may have provided.
- I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
- I understand that UOW may obtain official records from any educational institution I have previously attended
- I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in section 3 or 4 of my application, to release to UOW any personal information which they may hold about me for the purpose of verification of my supporting documents.
- I authorise the UOW to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
- I understand that any information provided to the University may be made available to Australian Commonwealth and state government departments and agencies, pursuant to UOW's obligations under Australian or state law, including the ESOS Act 2000 and the National Code. This information may also be made available to any company or organisation in which the UOW arranges a private or public work placement or practicum. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.
- I understand and accept the terms and conditions in the UOW Privacy and General Consent and Disclosure Statement and the Commonwealth Informed Consent Statement which can be viewed at www.uow.edu.au/prospective/international/applying/UOW005150.html
- By nominating an agent, as listed in the "contact address for correspondence", to represent me in my application to UOW, I agree to the release of all information relating to my application and subsequent enrolment at UOW to my nominated agent, until such time as this nomination is revoked by me in writing.
- If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).

TRANSFER FROM ANOTHER EDUCATION INSTITUTION IN AUSTRALIA

- I agree to advise UOW of any studies that I am undertaking or will undertake at any period with another provider which coincides with a period of study I am applying to undertake or undertake at UOW. I understand that should I have obligations to another provider UOW is unable to offer me enrolment. I understand that I must present any documents requested by UOW to confirm my status.

CANCELLATION AND REFUNDS

- I have read and understand the UOW's Cancellations and Refund Policy at www.uow.edu.au/about/policy/FeesPolicy.pdf

VISA OBLIGATIONS

- As the holder of a student visa, I understand and agree to abide by the requirements of the student visa, including, but not limited to the following:
 - I understand that if I have a school-aged dependant, I will be required to pay full fees if enrolled in either a government or non-government school
 - I must enrol in a study pattern that allows me to complete my course within the course duration set on my Confirmation of Enrolment (COE)
 - I agree to advise UOW on arrival of my address and telephone number in Australia and of any change in my contact details
- If I am not the holder of a student visa, I understand that it is my responsibility to ensure that the visa I hold permits me to undertake the program of study in which I enrol at UOW.

WHILE YOU ARE ENROLLED AT THE UNIVERSITY

- I agree to be bound by all the Rules and Regulations and any relevant policies of UOW.
- I understand that I am fully responsible for my education and living expenses while studying at UOW.

APPLICABLE LAW

- I understand that these terms are governed by the laws of New South Wales and I agree to submit to the non-exclusive jurisdiction of the courts of New South Wales.
- CONSENT:** I hereby undertake to abide by the University of Wollongong Act 1989 and with the By Laws and Rules of the University. I understand that UOW may have a need to verify the information I have supplied and thus it may exchange data with other institutions for this purpose. I further understand that UOW deals with regulatory bodies and also includes a number of separate entities, any of which may be granted all or part of this information to assist students in their work at UOW.

WARNING: It is an offence to submit fraudulent documentation in support of a Course Application. Where fraudulent documents are detected the application will be rejected; any offer of enrolment will be withdrawn; and the matter may be reported to ICAC; the Police; and DIAC.

Applicant's signature

Date

Unsigned applications will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

RETURN APPLICATION TO:

**Research Admission & Scholarship
Research Admission Only**
UniAdvice, Building 36
University of Wollongong
NSW 2522 AUSTRALIA

FURTHER ENQUIRIES

Within Australia
Telephone 1300 FOR UOW (1300 367 869)
Facsimile (02) 4221 3233
Email uniadvice@uow.edu.au
Web www.uow.edu.au

International
Telephone +61 2 4221 3218
Facsimile +61 2 4221 3233
Email uniadvice@uow.edu.au
Web www.uow.edu.au/prospective/international

CERTIFICATION OF DOCUMENTS

Original or certified copies of academic records, marksheets or transcripts for studies previously undertaken must be provided with this application. Official certified English translations are also required for these documents if they are in another language. The transcript must show all subjects undertaken, grades obtained (including failures) and stages reached or qualifications gained. Evidence of graduate status should indicate that the academic requirements of the course have been completed or that the award has been conferred.

Domestic Applicants

A photocopied document must be certified as a true copy of the original by anyone who is currently employed as:

- an authorised officer in the admissions office at any tertiary institution
- Members of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants or the Association of Taxation and Management Accountants or Registered Tax Agents.
- Bank Branch Managers excluding bank travel centres
- Barrister, solicitor or patent attorney
- Police Officer of the rank of Sergeant or above
- Post Office Manager
- Principal of either an Australian High or Primary School
- A Justice of the Peace

The person certifying the photocopies must:

- write on the copy: "This appears to be a true copy of the original document sighted by me"; and
- sign the document; and
- print the following details: name; address; contact telephone number; profession or occupation; date verified; and
- affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

Applications will be held on file for a minimum period of 12 months.

International Applicants — Off-shore

A photocopied document must be certified as a true copy of the original by anyone who is currently employed as:

- An authorised officer from the institution that originally issued the documents;
- An Australian overseas diplomatic mission or any Australian Education Centre;

The University reserves the right to require the applicant to produce original documents upon request.

International Applicants — On-shore

Refer to Domestic Applicants section.

Students from the People's Republic of China

Certified bound booklets issued by a notarial office in the People's Republic of China must be submitted with an application in the first instance, however these will be photocopied and returned to the applicant by return post. Please advise within 90 days of the date of application if you would like the bound booklets to be returned to you.

PRIVACY, GENERAL CONSENT AND DISCLOSURE STATEMENT

Our Commitment To Privacy

The University of Wollongong is committed to protecting your privacy. Under both the Privacy and Personal Information Act 1988 (NSW) and the Privacy Amendment (Private Sector) Act 2000 (Cth), UOW (including its controlled entities), will take all reasonable steps to ensure that the collection, use, disclosure and handling of your information complies with the law.

The Privacy Policy may be viewed at www.uow.edu.au/about/privacy or by calling 1300 367 869 (within Australia).

Consent

I hereby undertake to abide by the University of Wollongong Act 1989 and with the By Laws and Rules of the University. I understand that UOW may have a need to verify the information I have supplied and thus it may exchange data with other institutions for this purpose. I further understand that UOW deals with regulatory bodies and also includes a number of separate entities, any of which may be granted all or part of this information to assist students in their work at UOW.

Disclosure

The information provided may be used for (but not limited to) the following purposes and or reasonably related purposes:

- Promotion of the UOW's resources, of scholarships, research, free enquiry, the interaction of research and teaching, and academic excellence;
- The provision of facilities for education and research, having particular regard to the needs of the Illawarra region;
- The encouragement of the dissemination, advancement, development and application of knowledge informed by free enquiry;
- The provision of course of study or instruction across a range of fields, and the carrying out of research to meet the needs of the community;
- The participation in public discourse;
- The conferring of degrees, including those of Bachelor, Master and Doctor and the awarding of diploma's certificates and other awards;
- The provision of teaching and learning that engages with advanced knowledge and inquiry;
- The development of governance, procedural rules, admission policies; and
- Financial arrangements and quality assurance processes that are sufficient to ensure the integrity of UOW's academic programs.

The information provided may be used, for (but not limited to) the following functions and or reasonably related purposes to these functions of UOW, as follows:

Commercial Functions

UOW's commercial functions comprising the commercial exploitation or development for UOW's benefit of any facility resource or property of UOW's, or in which UOW has a right or interest (including for example study research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others.

Other Services Such As Sporting or Cultural

- UOW's cultural, sporting, professional, technical and vocational services to the community; and
- UOW's general and ancillary functions as may be necessary or convenient to complement or be incidental for enabling or assisting UOW to promote the interests of UOW.

Functional Areas

The functions of UOW may be exercised within or outside of New South Wales and/or Australia.

Definitions

For the purposes of obtaining consent and providing disclosure, UOW means the University of Wollongong and includes all the associations and controlled entities of the University of Wollongong.

For the purposes of this policy document, 'student' means any person who is a member of the public and not an employee of UOW, and entitled to protection under current privacy legislation in Australia.

Related Legislation

This privacy policy response is an integrated response to other related legislation this includes the following:

- Freedom of Information Act 1989
- ICAC Act 1988
- Protected Disclosures Act 1994
- State Records Act 1998; and
- University of Wollongong Act 1989
- The By Laws and Rules of the University.

The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (June 2009). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available.

University of Wollongong CRICOS: 00102E. Wollongong College Australia is a registered business name of ITC Education Limited ABN 14 105 312 329. CRICOS No. 02723D.

OFFICE USE ONLY – ALL SECTIONS MUST BE COMPLETED

ASCED CODE

Note: if left blank the default code will be used. See www.uow.edu.au/research/strengths for information

Academic unit rep to complete

1. Is admission recommended: Yes *Continue to Question 2* No *Skip to Question 11*

2. For the degree of: _____

3. Research Strength: _____ Academic unit: _____

4. Year Session Autumn OR Spring

5. Proposed Thesis Title: _____

6. Principal Supervisor: _____

7. Co-supervisor and/or Associate Supervisor: _____

8. Coursework required: No Yes Credit points: _____ (Extra subjects may affect course completion times)

9. Coursework subjects to be undertaken _____

10. Advanced Standing No Yes Specified for the following subjects _____
 Unspecified (number of credit points) _____

Previous institution: _____ Qualification attained? _____

11. Comments: _____

Supervisors to complete:

Describe fit with research directions/expertise of Principal and Co-Supervisor, and strategic directions of the Research Strength/Academic Unit:

Current grants of Principal Supervisor:

Internal			External		
Type	Amount	Years	Type	Amount	Years

Will the student be working with industry? Yes (need IP and Confidentiality deed) No

No of HDR students currently being supervised by Principal Supervisor _____

Completions supervised by Principal Supervisor in the last 5 years:

STUDENT NAME	YEAR COMMENCED	YEAR COMPLETED	HDR DEGREE

Conflict of Interest (COI):	Principal Supervisor		Co-supervisor	
	No	Yes	No	Yes
Do you currently have a close personal and/or business relationship with the applicant?				
Do you currently have any other COI with the applicant (as outlined in the UOW COI Policy)?				
Have you had any previous relationship with the applicant (business, close personal, or other COI)?				

If "Yes" to any COI questions, please provide details:

Signed Principal Supervisor: _____ Co-supervisor: _____
 I certify that the above information is correct and the recommendations approved by this Faculty: _____

Signed Head of Postgraduate Studies: _____ Print name: _____

UOW offer:				WCA English offer:	
Code	Dept	CBK	DEF	Course code	Length
Ad. basis	Major	ENG	UQA	Course	Start date
Status	CPs	OJPF	URE	Status	Finish date
Letter	Length	OPR	USC	Ad. basis	
Year	FT/PT	OTR		Comments:	
Session	Fee/CPT	RCO	Schol note		

Other comments: _____

Qualifications: _____

Checked by: _____

Office use only

Family name _____

Given name _____

Student number _____

Application number _____

A

**HDR SCHOLARSHIP APPLICATION FORM**

APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THE REQUIRED DOCUMENTATION ATTACHED TO THIS FORM, AS NOTED IN SECTION 12, AND MUST BE RECEIVED BY THE DUE CLOSING DATES: 30 SEPTEMBER FACULTY OF CREATIVE ARTS; 17 OCTOBER ALL OTHER FACULTIES.

Please note that:

- Allocation of scholarships are very competitive and only awarded to applicants with a strong academic background and the potential to carry out high quality research.
- Scholarships are awarded for full-time study at UOW only.
- Under certain circumstances, scholarship applications received after the closing date MAY be considered.
- APA awards are only available to Australian or New Zealand Citizens or Permanent Residents of Australia.
- IPRS awards are generally only available to International Students who have NOT commenced study.

PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr Mrs Ms Miss Other Gender: Male Female

Family Name*

First Name*

As shown in passport, (if applicable).*Date of Birth: d d m m y y y y Student number (if known) Degree: Doctor of Philosophy Masters by Research Doctor of: Academic Unit/Faculty: Area of study: Research strength (if applicable) (www.uow.edu.au/research/strengths)Are you an Australian citizen or Permanent Resident of Australia?* Yes NoCertified proof of citizenship or permanent residency will be required prior to enrolment.***SCHOLARSHIPS: APPLICATIONS FOR FACULTY OF CREATIVE ARTS CLOSE 30 SEPTEMBER; ALL OTHER FACULTIES ON 17 OCTOBER****Scholarships – APA, UPA and IPRS**

If your scholarship application is not successful, or you do not have access to another sponsor, do you still wish to be considered for admission?

Yes No (You must tick one box only. If no, your application will not be assessed for admission.)

Prior Offers from UOW

Have you already been offered a place or commenced study in a research program at UOW?

Yes Program offered/commenced No

Current and Previous Australian Government and/or Other Postgraduate Scholarships

NAME OF AWARD	YEARS ATTENDED				VALUE (IF CURRENTLY HELD)
	FROM		TO		
	y	y	-	y	y
	y	y	-	y	y

Do you expect to receive a scholarship from another source? Yes No Details

REFEREES (REFEREE REPORTS ARE REQUIRED FOR SCHOLARSHIP APPLICANTS ONLY)

- All scholarship applicants must provide **two** referee reports. The University will not request reports on your behalf. Reports **must** be submitted **online** to the Research Student Centre by the referee by 30 September/17 October using the "Referees Questionnaire" form available at: www.uow.edu.au/future/refereereport
- Referees must be qualified to speak with knowledge about your research experience/training, and/or potential.
- Applicants must confirm with the Research Student Centre by phone or email that two reports have been received. **Applicants without two complete reports will not be considered for a scholarship.**

SELECTION CRITERIA

Award of APA, UPA and IPRS Scholarships take into account the following criteria:

- Academic merit of candidate.
- Research track record relative to opportunity of the candidate (not applicable to recent graduates).
- Research potential of the candidate.
- Quality of the research environment, for example expertise of supervisors in area; additional resources available to support the project; overall strength of research in this area.
- Track record of the supervisor(s) relative to opportunity.

SCHOLARSHIP ENQUIRIES

Web: www.uow.edu.au/research/rsc/student/scholarships Phone: +61 (0)2 4221 5452
Email: research_student_centre@uow.edu.au Fax: +61 (0)2 4221 5697