How to apply for a Postgraduate Research Degree and How to apply for a Research Scholarship at CDU

Academic Requirements

Doctor of Philosophy/Professional Doctorates:

- at least the equivalent of an Australian degree of Bachelor with second class Honours division A, or
- an Australian degree of Master which contains a substantial research component, or
- other qualifications and/or experience equivalent to these degrees.

Masters by Research:

- the equivalent of an Australian degree of Bachelor with at least second class Honours, or
- other qualifications and/or experience equivalent to this degree.

Scholarship Requirements

- Australian Postgraduate Awards (APA) are open to applicants with an Honours 1, or equivalent results.
- International Postgraduate Research Scholarships (IPRS) are open to applicants with an Honours IIA, or at least one year of postgraduate study deemed to be equivalent to Honours IIA, and who have maintained a high level of academic achievement.
- University Postgraduate Research Scholarships (UPRS) are open to applicants with at least Honours IIA, or equivalent.

Information Required to Apply

Applicants are required to submit:

- Application for Admission Research Degrees form
- Attachment A - Application for Research Degree Application for Scholarship form
- Certified copies of previous education qualifications
- Research Proposal Outline (400-600 words)
- If you are a permanent resident, but not an Australian citizen, you are required to supply a certified copy of the relevant pages of your passport as proof of your residency status.

Supporting Documents required for admission

- Attachment B – all applications for Higher Degrees by Research and for scholarships cannot be processed until referee reports are received. Referees should be given a referee report form and requested to return it *directly* to the address on the form.
- If applying for admission on the basis of Honours equivalence please provide supporting documentation. It is a good idea to include a Curriculum Vitae that outlines work and life experiences in research. If you have publications (peer reviewed/non-peer reviewed/reports/books) please provide bibliographic information on the papers, even provide copies of your most significant work. If applying for research in the visual/performing arts please provide documentation relating to exhibitions (curated, solo or group) at recognized galleries, peer group recognition in form of critical reviews, performances and scores performed at appropriate venues and scholarships, prizes or grants received.

Research Proposal Outline

All applications must be accompanied by a brief summary (400-600 words) on the proposed program of research. (Note the DTEM has different requirements; please refer to the DTEM booklet for this information.) It is appreciated that many applicants will be in the middle of completing Honours, Graduate Diploma or Masters theses at the time of application, and will be unable to commit the time to writing a detailed research proposal. However it is essential that you provide the following information to enable your application to be considered:

- The name and Faculty of the academic staff member / prospective supervisor you have contacted to discuss your potential research.
- The general field of study of your research (eg Educational Administration).
- A brief description of the research you would like to do, including details about specific methodological techniques (this is especially important for some of the more technologically based projects where capital equipment items may be required).
- Whether there are any ethical considerations that will require clearance by the Animal or Human Ethics Committees (eg interviewing subjects or dissecting subjects).
- The resource implications of your research and whether you are applying for other funding to cover any costs that will be incurred.

- Whether you envisage a substantial portion of your study to involve fieldwork, and if so where. Please detail any permits and/or visas that you will require to carry out your proposed fieldwork. Closing Dates and Commencement Dates.

Additional information required if interested in applying for a PhD by Publication

The Research Office requires a completed application for admission including all specified attachments mentioned above (i.e. referees reports; academic transcripts and, in place of the standard research topic proposal, a thesis outline proposal – see below and proposed supervisor's declaration – see below).

Thesis outline proposal

This should include:

- Proposed thesis title;
- A brief overview of the publications to be included from the perspective of demonstrating coherence (a common theme);
- An outline of the proposed thesis including a brief summary (paragraph) of each chapter including significant findings. Applicants should note that the final thesis must comply with the rules for presentation of theses. For example, there must be an abstract, an introduction that contextualises the research within the body of current knowledge, the main body of research where each chapter must flow from the last and to the next (i.e. while publications may form the main body of the thesis it is likely that each chapter will still need to be 'top and tailed' and formatted consistently to ensure that a logical flow is maintained), a discussion that synthesises all of the work and a full reference list;
- An outline of any resource requirements;
- Evidence of ethics clearances related to the work being proposed for inclusion – copies of clearances to be attached;
- Copies of the publications proposed for inclusion (to be attached).

Supervisor's declaration

The proposed principal supervisor should be provided with a copy of the thesis outline proposal and associated publications (note: it is preferable that discussions have taken place between the applicant and the proposed supervisor prior to the development of the thesis outline proposal).

The proposed supervisor is required to evaluate, within the context of the thesis outline proposal, whether:

a) the proposed publications represent a coherent body of work;
b) the proposed publications represent a body of work equivalent or greater to that required of a doctoral candidate;
c) any further work is required in order to achieve a) and/or b) above

The proposed supervisor is required to make a written case for a)-c) above. This is to be signed and dated and attached to the application for admission.

Scholarships Information and Eligibility

Applicants must not already hold a degree at the level for which they are applying for a scholarship.
Applicants who hold or who have held, an equivalent award, may be ineligible.
APA, UPRS and IPRS are open to applicants for Doctor of Philosophy (PhD), Doctor of Teaching (DCTEAC), Doctor of Tropical Environmental Management (DTEM) and Masters by Research degrees only. UPRS scholarships are awarded to potential students researching in an area of research concentration of the Charles Darwin University.

Australian Postgraduate Awards (APA)

The Australian Federal Government provides the funding. APA are open to Australian citizens, New Zealand citizens and Australian permanent residents. APA holders are paid a fortnightly stipend that is indexed annually; for 2006 the annual rate will be $19,231 for a full-time student. Additional benefits include paid annual leave, sick leave and maternity/paternity leave entitlements, relocation and thesis allowance. Full-time APA scholarships are tax-exempt.

University Postgraduate Research Scholarships (UPRS)

The Charles Darwin University provides the funding. UPRS are open to Australian and overseas applicants. UPRS holders are paid a fortnightly stipend that is indexed annually; for 2006 the annual rate will be $19,231 for a full-time student. Additional benefits include paid annual leave, sick leave and

maternity/paternity leave entitlements, relocation and thesis allowance. Full-time UPRS scholarships are tax-exempt.

International Postgraduate Research Scholarships (IPRS)

These are provided by DEST to assist outstanding scholars from overseas. IPRS are open to overseas students only (excluding New Zealand citizens). IPRS covers the cost of tuition fees and Overseas Student Health Cover only and does not pay a living allowance.

Externally Funded Scholarships

These are available for some research programs. Eligible applicants will be advised of these scholarships when available. Conditions are generally similar to those discussed below, however each scholarship may be tailored to suit the particular requirements of the funding agency.

Length of Scholarships

The maximum period of tenure of APA, IPRS and UPRS scholarships is three (3) years for PhD and DTEM candidates, two to three years for DCTEAC candidates and two (2) years for Masters by Research degree candidates. Extension of tenure beyond these limits may be granted under certain specified conditions at the discretion of the Research Panel. Tenure should be on a full time basis.

If applying for a APA, UPRS or IPRS

The closing date for students wishing to apply for an International Postgraduate Research Scholarship (international applicants) is *30 September* in any year. The closing date for candidates wishing to apply for an Australian Postgraduate Award or a University Postgraduate Research Scholarship (domestic applicants) is the *31st October* in any year. Externally funded scholarships may at times have different closing dates.

All scholarship applicants must provide confirmation of all relevant results at the time of application unless currently studying, in which case all relevant results must be confirmed by 31 December in the year of application.

Successful applicants are expected to commence their program of study *no later than* 31 March in the year their scholarship commences.

For more details please contact:

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