Higher Degrees by Research
Application for Admission Form
For Domestic Students. To be accompanied by HDR03 Project Outline.
See Notes.

Have you previously been enrolled at this University (formerly NTU)? ☐ Yes ☐ No

If so, please provide your student number if known: ______________________

If applicable: IELTS Score __________ TOEFL Score __________

When do you wish to commence your study?
☐ Sem 1 (Jan-Jun) ☐ Sem 2 (Jul-Dec)

SECTION 1: PERSONAL DETAILS
Title (Mr, Mrs, Ms, etc) __________________________ Surname/Family Name __________________________

Gender Male ☐ Female ☐

Given Names __________________________

Preferred Name (optional) __________________________

Date of Birth (dd/mm/yyyy) __________________________ Former Surname/Family Name __________________________

Postal Address

Suburb __________________________ State (or Country, if overseas) __________________________ Postcode ____________

Home Address

Suburb __________________________ State (or Country, if overseas) __________________________ Postcode ____________

Contact Details

Telephone

Home ☐ Work ☐ Mobile ☐

Email

Preferred ☐ Fax ☐

SECTION 2: COURSE ADMISSION DETAILS
You may nominate up to five (5) award courses of study in high to low order of preference

<table>
<thead>
<tr>
<th>Pref</th>
<th>Course Code</th>
<th>Course Name</th>
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Study Mode* Back of Admission Course Approval Office use only

Authorising Officer Printed Name Signature Date

Study Mode: Internal (I), External (E)

Are you applying for full time or part time study? ☐ Full time ☐ Part time

Are you seeking a waiver of tuition fees? ☐ Yes ☐ No

Are you seeking a scholarship? ☐ Yes * ☐ No

* Please complete HDR02 Scholarship Application form

Are you applying to undertake a PhD including previously published work? ☐ Yes * ☐ No

* Please see Note 2 at the end of this form

Are you seeking Honours Equivalence?

☐ Yes * ☐ No

* Please see Note 3 at the end of this form

(continued on next page...)
SECTION 3: TERTIARY STUDY
Have you previously, or are you currently, undertaking any tertiary study? □ Yes □ No
List all tertiary study undertaken including incomplete courses

<table>
<thead>
<tr>
<th>Course (Enter most recent study first)</th>
<th>Years of Attendance</th>
<th>Completed</th>
<th>Institution</th>
<th>State or Country</th>
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<td></td>
<td>From</td>
<td>To</td>
<td>Current</td>
<td>Yes</td>
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Certified copies of all academic transcripts must be submitted (see last page on how to correctly certify your documents)

Have you ever been excluded from a tertiary course and/or institution? □ No □ Yes
If Yes, brief statement.

SECTION 4: EMPLOYMENT DETAILS

<table>
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<tr>
<th>Employment Status</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Not Employed</th>
<th>Other</th>
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<tr>
<th>Current Occupation</th>
<th>Employer’s Name</th>
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SECTION 5: ADDITIONAL INFORMATION / SPECIAL CONSIDERATION
If you would like to submit any additional information in support of your application for admission please provide a brief statement on a separate page and attach it to the application form.

SECTION 6: MARKETING INFORMATION

How did you find out about the course you have chosen?

☐ TV advertising ☐ School / university / college ☐ Availability / content of course
☐ Newspaper advertising ☐ Employer ☐ Recommended by a friend / relative / teacher
☐ Radio advertising ☐ Uni Info Shop ☐ Located close to home
☐ Current / previous student ☐ CDU website ☐ CDU’s reputation
☐ Friend / colleague / family ☐ Other, please specify below ☐ Other, please specify below

SECTION 7: DECLARATION AND SIGNATURE – All applicants to complete

The information requested by this form is being collected by the University for the purpose of, amongst other things, providing education and training and appropriate facilities for students to undertake that education and training, and to administer schemes of financial and other assistance for students of the University, and in some cases, for compiling or reporting statistics. Your application is not valid and will not be processed if the relevant sections of this form are not completed in full and / or if all the required documentation is not attached (see last page of this form). Documentation must be submitted as certified copies as originals will not be returned. The University will not disclose the information provided by you on this form to third parties except to other educational institutions, to government bodies, as required or authorised by law or in accordance with our Privacy Policy, which is available on our website or on request from the University. You may obtain access to your personal information held by the University by contacting the Privacy Officer on (08) 8946 6666.

I declare that the information provided by me in this application is correct and complete. I authorise the Charles Darwin University to obtain / verify results from any educational institution attended by me. I consent to the University collecting, storing and disclosing to relevant authorities information relating to my admission to the Charles Darwin University. I understand that the Charles Darwin University reserves the right to vary or reverse any Offer of Admission made on the basis of incorrect or incomplete information.

Signature of Applicant _______________________ Date _________________

If you have a disability for which you believe you require support please telephone Equity and Student Access on (08) 8946 6288 or email equity@cdu.edu.au
SECTION 8: CHECKLIST

Please complete this checklist prior to submitting your application:

- Application for Admission form (HDR01, this form) completed
- Research Project Outline (HDR03) completed and attached
- Certified Academic Transcripts (printout of all subjects/units with grades for relevant qualifications) – completed and attached
  Current students must provide confirmation of all relevant results by 31 December.
- Curriculum Vitae that outlines work and life experiences in research
- Referees Report forms (HDR04) sent to two referees for completion and forwarding direct to the Office of Research and Innovation

If Applicable,
- Honours Equivalence Checklist (HDR05) completed and attached (all persons who have not attained a minimum academic achievement of Honours IIA will need to seek Honours Equivalence)
- Existing Research Outputs form (HDR37) completed and attached for each output you wish to be considered in support of your application
- Recognition of Professional Attainment form (HDR38) completed and attached if you are seeking Equivalence based on professional attainment
- Application for HDR Scholarship form (HDR02) completed and attached

PLEASE NOTE THAT YOUR APPLICATION CANNOT BE PROCESSED UNTIL ALL NECESSARY DOCUMENTS HAVE BEEN RECEIVED

NOTES

1. Postgraduate Research Applications:
   Please note that HDR03 – Project Outline must be completed and submitted together with this form, along with any other identified documentation as indicated in the Checklist by the advertised closing date for the semester in which you wish to commence. Failure to submit all requested documentation will delay processing of your application.

2. PhD including Previously Published Work:
   Please read the How to Apply to Include Previously Published Work instructions on the CDU website.
   Your proposed supervisor and the Faculty will need to assess the proposal outline and associated publications to evaluate whether the proposed publications represent a coherent body of work equivalent or greater to that normally required of a doctoral candidate. The number of publications required to demonstrate this requirement will vary between disciplines and candidates.
   You will need to complete and submit an HDR37 – Existing Research Outputs Form for each publication you wish to include.

3. Honours Equivalence:
   Applicants who have not attained an Australian Bachelors Degree with Honours Class IIA or higher, will need to seek admission based on Honours Equivalence. This may include different academic qualifications, employment in a research environment, published research outputs, and/or other forms of professional attainment that demonstrate learning and skills equivalent to a Bachelor Honours Degree.
   You will need to complete and submit HDR05 – Honours Equivalence Checklist and HDR37 – Existing Research Outputs Form and/or HDR38 – Recognition of Professional Attainment Form as appropriate to your circumstances. The Faculty may choose to invite you to participate in an interview prior to making a decision as to whether to recommend your application for admission.

4. Certified Academic Transcripts:
   - Do not send originals - CDU does not return documents.
   - Provide certified copies in person or through the mail.
   - CDU does not accept faxed original or certified copies of documents.
   - You must be prepared to provide original documents if we ask for them.

Who can certify copies for you?
   You may have your original documents certified at the Uni Info Shop at CDU. Your original documents will be copied and handed back to you. CDU will retain the copies with your application. If you are unable to get your documents certified by CDU, you may get one of the following to certify them for you (remembering that they must be contactable by telephone during normal working hours):
   - a Justice of the Peace;
   - a Commissioner of Oaths;
   - a Police Officer;
   - a staff member of a tertiary institution.

How should the authorised officer certify each document?
   She or he must:
   - write on the copy 'This is a true copy of the original document sighted by me' or use the organisation's stamp;
   - sign the copy;
   - print the following details: (unless the organisation has an agreement in place with CDU)
     o name,
     o address and contact telephone number
     o profession or occupation or organisation
   - the date the document was certified and 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
   - the state in which they are registered as a Justice of the Peace.