

Higher Degrees by Research Application Form



Higher Degrees by Research Application Form

HDR02 | Application for HDR Scholarship

HDR03 | Research Project Outline Cover Sheet

HDR05 | Honours Equivalence Checklist

HDR37 | Existing Research Outputs

HDR38 | Recognition of Professional Attainment

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.

Failure to submit all requested documentation will delay processing of your application.

You will need to complete and submit an HDR37 – Existing Research Outputs Form for each publication you wish to include.

2. 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 College may choose to invite you to participate in an interview prior to making a decision as to whether to recommend your application for admission.

3. Certified Academic Transcripts:

- > Do not send originals – CDU does not return documents.
- > Provide certified copies in person, through the mail or by email to international@cdu.edu.au
- > You must be prepared to provide original documents if we ask for them.

Checklist

Please complete this checklist prior to submitting your application:

- Application for HDR Scholarship (HDR02) 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 Hons 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

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

Application for HDR Scholarship

CLOSING DATE FOR SCHOLARSHIP APPLICATIONS 31 AUGUST FOR SEMESTER 1 COMMENCEMENT

Which, if any, of the scholarships listed on this form do you want to apply for?

(Please tick all relevant boxes)

- International Research Training Program (RTP) Stipend Scholarship
- University Fee Offset Scholarship
- Other (please specify) _____

If you are not granted a scholarship, do you still wish to have your Application for Admission to a Higher Degree by Research considered?

- Yes
- No

SECTION 1 COURSE DETAILS

In which College or research area do you wish to study? _____

In which degree do you wish to enrol?

- Masters by Research
- Doctor of Philosophy

In which broad field of study or research do you wish to work? _____

If you are granted an award or scholarship, when will you be able to begin study? ____/____/____
(DD/MM/YYYY)

NOTE: If you are granted an award or scholarship, you must commence your study by **31 March** of the year of the grant unless approval is given, by Charles Darwin University's Deputy Vice-Chancellor, for you to commence at a later date.

If you have already begun the degree for which you are seeking an award or scholarship, please give the commencement date of this degree. ____/____/____

(DD/MM/YYYY)

Have you already contacted the College in which you wish to study? Yes No

NOTE: If you have not already been in contact with the College or identified a supervisor, you are strongly encouraged to do so, in order to ensure timely processing of your application.

Please provide the name of the potential supervisor or College academic with whom you have been in contact.

SECTION 2 SCHOLARSHIPS INFORMATION

Are you currently receiving a postgraduate scholarship? Yes No

If yes, what is the name of the scholarship? _____

At which institution was the scholarship granted? _____

What is the duration of the scholarship? From ____/____/____ To ____/____/____
(DD/MM/YYYY) (DD/MM/YYYY)

Give a brief description of the study or research being financed by the scholarship.

Have you previously received a postgraduate scholarship?

Yes

No

If yes, what is the name of the scholarship? _____

At which institution was the scholarship granted? _____

What is the duration of the scholarship? From ____ / ____ / ____ To ____ / ____ / ____
(DD/MM/YYYY) (DD/MM/YYYY)

What was the degree being undertaken? _____

Did you complete the degree for which the scholarship was provided?

Yes

No

If you have applied for other scholarships this year, please indicate below

Name of scholarship

Name of Institution

Provide employment details if relevant to your application (begin with the most recent)

Employer

Position Title

Period of Employment (MY – MY)

If you are applying for admission and scholarship based on previous experience (Equivalence), please complete and attach HDR37 Existing Research Outputs form and HDR38 Recognition of Professional Attainment form.

Briefly describe your research experience (ensure the details of any research experience and published outputs are included in your Curriculum Vitae). If you require further space, please attach additional pages to your application.

SECTION 3 ACADEMIC REFEREES

Title (Dr, Prof, etc.) _____ Surname _____ Given name _____

Postal address _____ Suburb _____

State _____ Postcode _____ Email _____

Title (Dr, Prof, etc.) _____ Surname _____ Given name _____

Postal address _____ Suburb _____

State _____ Postcode _____ Email _____

SECTION 4 MARKETING INFORMATION

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

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> CDU website | <input type="checkbox"/> Newspaper advertising | <input type="checkbox"/> Radio advertising | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Current / previous student | <input type="checkbox"/> Friend / colleague / family | <input type="checkbox"/> School / university / college | <input type="checkbox"/> Uni Info Shop |
| <input type="checkbox"/> Other website, please specify _____ | <input type="checkbox"/> Other, please specify _____ | | |

SECTION 5 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 Section 6: Checklist). 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 scholarship 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.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

Signature of Applicant _____ Date _____

Higher Degrees by Research Research Project Outline Cover Sheet

The Research Project Outline accompanies your Application for Admission.

CDU student no. (if you have one) _____ Course you are applying for: _____

CONTENTS

1. Project title _____
2. General field of research _____
3. Proposed principal supervisor _____
4. CDU College _____

Please provide the following sections, referring to the Notes below. Handwritten proposals will not be accepted.

- 5. Description and background of the proposed project
- 6. Research question
- 7. Proposed methods
- 8. Ethical considerations
- 9. Resource implications
- 10. Field work – permits, visas, date restrictions
- 11. Other relevant issues

NOTES RELATING TO THE PROJECT OUTLINE

All applications must be accompanied by a brief research proposal (1500-1700 words or 3-4 pages) on the proposed research project. 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:

- 1. Project title.** This is a working title for the proposed project. It will not necessarily reflect the final thesis title.
- 2. General field of research.** The general field of study of your research (eg Educational Administration, Natural Resource Management).
- 3. Proposed principal supervisor.** The CDU-based supervisor with whom you have discussed your research project.
- 4. CDU College.** The College in which the proposed Supervisor is based.

5. Brief description. 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).

6. Ethical considerations. Identify any ethical considerations that will require clearance by the Animal or Human Ethics Committees (eg interviewing subjects or dissecting subjects).

7. Resource implications. The resource implications of your research and whether you are applying for other funding to cover any costs that will be incurred.

8. Field work – permits, visas, date restrictions. 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.

Higher Degrees by Research Honours Equivalence Checklist

To accompany application for admission or scholarship for Higher Degree by Research. Refer to Notes on page 13.

Student Number, if available: _____ Course _____

SECTION 1

Have you completed an Honours degree? Yes No
If yes, what was your Honours result Honours 1 Honours 2A
 Honours 2B Other _____

Please include relevant academic transcripts including the listed Honours result highlighted as evidence. **If you answered NO, or you did not obtain Honours 1 or 2A, please also complete form HDR38 – Recognition of Professional Attainment Form.**

SECTION 2

Have you completed a Masters by Coursework Degree Yes No
 If yes, did you complete research units within this degree Yes No

If yes, please specify these units
 1 _____
 2 _____
 3 _____
 4 _____

Please include relevant academic transcripts including the listed research units highlighted as evidence.

SECTION 3

Have you completed a **Master by Research** (100% research)? Yes No
 Please attach relevant academic transcripts

SECTION 4

Have you completed a Graduate Diploma? Yes No
 If yes, did you complete research units within this degree? Yes No

If yes, please specify these units
 1 _____
 2 _____
 3 _____
 4 _____

Please include relevant academic transcripts including the listed research units highlighted as evidence.

SECTION 5

Do you have any Research Outputs? Yes No
If you answered YES, please also complete form HDR37 – Existing Research Outputs Form for each output you wish to have recognised in your application for equivalence

PRINCIPLES FOR GAUGING HONOURS EQUIVALENCE

It is problematic for members of any board or committee of academics to judge the competing arguments and requirements of candidates from very different scholarly traditions. The nature of the research project in Engineering or Medicine may be very different from that required for Literature or Political Science, for example. Thus, the demonstration of a candidate's potential for higher degree research may equally require qualitatively different evidence. The Honours degree has been seen as the great leveller in this regard.

In determining Honours Equivalence consideration may be given to alternative* qualifications and/or research experience and publications.

The primary principles for deciding the value to be given to alternative* qualifications for the purpose of entry into a research degree are:

- > Successful completion of a Masters by Research Degree is considered equivalent to a First Class Honours.
- > To be deemed equivalent to a First Class Honours, the research component of an alternative* coursework based degree must comprise at least 0.5FTE and must be achieved with a High Distinction level result overall. Where the alternative* coursework based degree is not awarded with a merit based grade or the grade achieved is less than a High Distinction evidence of publication output as detailed below is essential in order to be considered for First Class Honours equivalence.
- > To be deemed equivalent to a Second Class Honours A, the research component of an alternative* coursework based degree must comprise at least 0.5FTE (or the equivalent of one half a year's full-time load**) and any graded coursework based degree must be achieved with a Distinction level result overall.
- > To be equivalent to a Second Class Honours B, the research component of an alternative* coursework based degree should be at least 0.25 FTE (or the equivalent one quarter of a year's full-time load**) for a Masters by Coursework and at least 0.5FTE (or the equivalent of one half a year's fulltime load**) for a Graduate Diploma.

*Acceptable alternative qualifications for entry into the PhD program include a Masters by Coursework Degree and a Masters by Research Degree. For entry into the Masters by Research Program a Graduate Diploma may also be considered.

**It is important to be able to determine what constitutes a full-time load. At CDU 80 credit points constitutes a fulltime load, but this varies between universities. Relevant documentation regarding the full-time equivalence should be provided with the academic transcripts for this purpose.

Research Experience

Charles Darwin University may admit an applicant to a Higher Degree by Research if they hold a combination of qualifications and/or experience determined to be equivalent or superior to a Degree of Bachelor with Honours IIA.

Persons seeking to gain admission on this basis will need to demonstrate to the University learning and skills that are equivalent to the Australian Bachelor Honours Degree.

These include :

- > Cognitive skills to review, analyse, consolidate and synthesise knowledge to identify and provide solutions to complex problems with intellectual independence;
- > Cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas;
- > Cognitive skills to exercise critical thinking and judgement in developing new understanding;
- > Technical skills to design and use research in a project;
- > Communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences.

Persons seeking admission on this basis will need to submit information which demonstrates the above requirements using HDR38 – Recognition of Professional Attainment Form.

Applicants seeking admission or a scholarship based upon Honours Equivalence may be invited to participate in an interview prior to being offered admission.

Outputs

Research Outputs may also be utilised to demonstrate equivalence. A minimum of three journal articles or similar, not necessarily in the Australian Government's principal publication categories would be expected. An **HDR37 – Existing Research Outputs Form** will need to be completed and submitted for each output you want considered.

Outputs should fit into Australian Government's audited publication categories (A1, B, C1, E1) and be relevant to the proposed area of study.

- > **Books** – at least **1** major work of scholarship, published as single author. Sufficient to upgrade from pass or Honours IIA or IIB to First Class Honours equivalence.
- > **Refereed Journal Articles / Book Chapters** – at least **2** journal articles/book chapters. Sufficient to upgrade Honours IIA to First Class Honours equivalence.
- > **Refereed Journal Articles / Book Chapters** – at least **3** journal articles/book chapters. Sufficient to upgrade pass or Honours IIB to First Class Honours equivalence.

- > **Conference publications** – at least **3** published papers, subject to editorial scrutiny and peer review. Upgrade pass or Honours IIB/IIA to First Class Honours equivalence.
- > **International Exhibitions or Performances** – at least **1** major work of scholarship (or 2 joint works), advertised in the international press and held at a recognised international gallery, theatre or equivalent. Sufficient to upgrade from pass or Honours IIA or IIB to First Class Honours equivalence.
- > **National Exhibitions or Performances** – at least **2** solo works of scholarship (or 3 joint works), advertised in the major national press and held at a recognised national gallery, theatre or equivalent. Sufficient to upgrade from pass or Honours IIA or IIB to First Class Honours equivalence.

Definition of 'refereed'

An acceptable peer review process is one that involves an assessment or review of the research publication in its entirety before publication by independent, qualified experts. Independent in this context means independent of the author.



Higher Degrees by Research Existing Research Outputs Form

This form is to accompany an application for admission to a Higher Degree by Research where honours equivalence is being sought.

INSTRUCTIONS FOR THE APPLICANT

Please complete ONE of these forms for EACH authored, coauthored or edited publication that you wish to submit in support of your admission/ scholarship application. Copy additional forms for each publication, as necessary.

If a publication is In Press, provide evidence of acceptance for publication, and/or proposed date of publication.

If the contribution is software, a patent, or a creative work, provide a 200 word statement over page on:

- > Research background: field, context and research question;
- > Research contribution: innovation, new knowledge;
- > Research significance: evidence of excellence;
- > If multiple contributors: your contribution.

Additional copies of this form are found on our website.

An example of how to detail your contribution to a research publication or report is given below.

- > Smith, J., Jones, F. and Roberts, S (1998) "An Analysis of the University of Canberra Scholarship Applications", Journal of Higher Education Research, Vol 21, No 6, pp 34 – 64. Ms F Jones and myself (Ms S Roberts) collected data from past years' applications. Ms F Jones entered these into the computer. I undertook preliminary analysis of the data and drafted sections 2 and 3 of the article. Dr J Smith completed analysis of the data, and produced a final draft article.

YOU MUST ATTACH:

- > Photocopies of first page including abstract and all bibliographic information (ISBN, title, author(s), and publisher, all dates referring to copyright, publication, printing and distribution).
- > An abstract in English if the publication is in a language other than English.
- > A full copy of the output if it is not, or if no longer, available in the public domain.

Where information regarding your contribution to a publication is not provided, the University may assume that your contribution was negligible.

If requested attachments or information are not provided, the University may choose not to take the output into consideration in its decision making.

SECTION 1 AUTHOR(S) OF OUTPUT

NOTES RELATING TO THE PROJECT OUTLINE

<input type="checkbox"/> Research book <input type="checkbox"/> Original article in scholarly journal <input type="checkbox"/> Published conference paper – full article <input type="checkbox"/> Major original creative work <input type="checkbox"/> Individual exhibition of original work	<input type="checkbox"/> Chapter in a research book <input type="checkbox"/> Review/other article in scholarly journal <input type="checkbox"/> Patent or computer software <input type="checkbox"/> Minor original creative work <input type="checkbox"/> Other – Please specify below <hr style="width: 100%;"/>
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SECTION 3 PROVIDE DETAILS OF YOUR CONTRIBUTION TO THE OUTPUT OVERLEAF

SECTION 4 PUBLICATION/ OUTPUT TITLE

SECTION 5 JOURNAL/ BOOK TITLE

SECTION 6 PAGES

SECTION 7 PUBLISHER/ EXHIBITOR

Publication / exhibition _____ Place of publication / exhibition _____

Year of publication / exhibition _____ Date of acceptance if still In press _____

Was the publication peer reviewed prior to acceptance? Yes No Unknown

Provide details of your contribution to the Publication or provide a 200 word research statement if the output is a creative work or exhibition or provide complete details of the Patent and your contribution. If you require further space, please attach additional pages to you application.

DECLARATION

I declare that the information I have given in this document is true, accurate and complete. I am aware that providing false or misleading information is a serious offence under the Criminal Code (Commonwealth).

I acknowledge that the University may choose to contact any named co-authors of this output for the purpose of verifying my Statement of Contribution to the output and provide my consent for this to occur.

Signature of applicant _____

Name of applicant (please print) _____ Date _____

Please submit this completed form with your Application for Admission.



Higher Degrees by Research Recognition of Professional Attainment Form

This form is to accompany an Application for Admission to a HDR Degree if equivalence based on previous experience is sought.

The Charles Darwin University may admit an applicant to a Higher Degree by Research if they hold a combination of qualifications and/or experience determined to be equivalent or superior to a Degree of Bachelor with Honours IIA.

Persons seeking to gain admission on this basis will need to demonstrate to the University learning and skills that are equivalent to the Australian Bachelor Honours Degree.

These include:

- > Cognitive skills to review, analyse, consolidate and synthesise knowledge to identify and provide solutions to complex problems with intellectual independence;
- > Cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas;
- > Cognitive skills to exercise critical thinking and judgement in developing new understanding;
- > Technical skills to design and use research in a project;
- > Communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences.

Persons seeking admission on this basis will need to submit information on this form, to a maximum of 4 pages, which demonstrates the above requirements.

The admitting College may also invite you to participate in an interview to discuss your application prior to making its decision and recommendation regarding admission. For applicants who are located outside of Darwin, the interview may take place by phone, Skype or other means as agreed between the applicant and the College.

SECTION 1 HIGHEST COMPLETED TERTIARY QUALIFICATION

Course _____ Institution _____

State or country _____ Year _____

SECTION 2 ADDITIONAL RESEARCH SHORT COURSES AND/OR RESEARCH METHODS TRAINING UNDERTAKEN

Course	Provider	Year completed

SECTION 3 EMPLOYMENT DETAILS RELEVANT TO THIS APPLICATION FOR RECOGNITION OF PROFESSIONAL ATTAINMENT

Employer	Position title	Period of employment (MM–MY)

Please ensure that the Curriculum Vitae attached to your application for admission includes your complete employment history.

SECTION 4 PROFESSIONAL ATTAINMENT DETAILS

Attach a maximum of 4 pages addressing the criteria outlined in the dot points on Page 14.

I am available to discuss my application with the College and can be contacted via the following mechanisms to determine a suitable time for the interview:

Phone _____ Email _____

DECLARATION

I declare that the information I have given in this document is true, accurate and complete. I am aware that providing false or misleading information is a serious offence under the Commonwealth Criminal Code.

All of my previous tertiary studies are as outlined in the Application for Admission Form.

Signature of applicant _____

Name of applicant (please print) _____ Date _____

Please submit this completed form with your Application for Admission.