

## 2012 RESEARCH ADMISSION/ FORM MASTER BY RESEARCH OR DOCTOR OF PHILOSOPHY A125

You can use this form to apply for any Master by Research or Doctor of Philosophy course.

If you wish to apply for a Masters or a Doctorate by coursework please complete the Higher Education Direct Admission Form available on the VU website at <http://www.vu.edu.au/apply>

Please read the information and instructions below carefully before you complete the details.

### INFORMATION

The following information is taken from the Victoria University Higher Degrees by Research Policy.

#### Schedule A: Minimum Academic Requirements to be Eligible for Admission

1. Admission to a research degree will be dependent on the student meeting the following minimum requirements:

#### For Doctor of Philosophy and other research Doctorates

(1) To be eligible for admission a person must have -

(a) Demonstrated academic achievement and preparation to a level that is sufficient to undertake doctoral level research. This can be demonstrated by one or more of the following:

- i. A Masters by Research degree in the relevant discipline; or
- ii. A Masters by coursework degree in the relevant discipline with minor thesis with average grades of at least H2A/Distinction (>70%); or
- iii. A four year bachelor's degree with honours or an honours degree with a superior performance at H1 or H2A honours level; or
- iv. Enrolment for a Masters degree by Research and demonstrated exceptional ability in the conduct of the first stages in a project leading to approval of transfer into a doctoral program by the FPRC;

And

(b) Demonstrated competency in English sufficient to work at doctoral level, through meeting one or more of the following criteria:

- i. Successful completion of one of the degrees stipulated under a) i) – iii) above with English as the language of instruction and assessment and undertaken in a predominantly English speaking context; or
- ii. Been taught for two of the past five years at a tertiary institution where English was the primary language of instruction; or
- iii. Achieved an overall band score of not less than 6.5 in an International English Language Testing Service (IELTS) test with no individual bandscore below 6.0; or
- iv. A score of not less than 92 and no section score less than 22 in the internet-based Teaching of English Foreign Language (TOEFL) test; or
- v. Documented evidence of English proficiency equivalent to the above.

#### For Masters by Research:

To be eligible for admission a person must have:

(a) Demonstrated academic achievement and preparation to a level that is sufficient to undertake masters level research. This can be demonstrated by one or more of the following:

- i. Qualified, at minimum, for a bachelors degree at a standard considered by the University to be sufficiently meritorious (normally Distinction average in the final year); or
- ii. Qualified for any other award judged by the University to be of a relevant and appropriate standard and have:
  - Produced evidence of professional experience through which he or she has developed his or her applied knowledge of the relevant field of study, and which satisfies the University that he or she has the capacity to undertake study for a masters level research degree; and
  - Fulfilled any other conditions relating to prerequisite study which the University may have imposed in respect of his or her admission to the research degree.

- (b) Demonstrated competency in English sufficient to work at research masters level, through meeting one or more of the following criteria:
- i. Successful completion of one of the degrees stipulated under a) i) – ii) above with English as the language of instruction and assessment and undertaken in a predominantly English speaking context; or
  - ii. Been taught for two of the past five years at a tertiary institution where English was the primary language of instruction; or
  - iii. Achieved an overall band score of not less than 6.5 in an International English Language Testing Service (IELTS) test with no individual bandscore below 6.0; or
  - iv. Achieved a score of not less than 92 and no section score less than 22 in the internet-based Teaching of English Foreign Language (TOEFL) test; or
  - v. Documented evidence of English proficiency equivalent to the above.

2. In addition to meeting the University requirements international applicants who will be studying in Melbourne must satisfy the English language qualifying requirement for gaining an entry visa to Australia for applicants from their country.

3. Any exception to the minimum English language entry requirement for a student entering a research degree must be reviewed and approved by the Director of Postgraduate Research.

4. Meeting the minimum academic requirements is not a guarantee of admission to the relevant degree. Faculties may impose their own restrictions based on other criteria such as supervisor availability, resource capacity, quality and alignment of the proposed project with its strategic research areas and the availability of places.

#### APPLICANT CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> Completed all relevant sections on the form                | <input type="checkbox"/> Attached 2 written Academic references   |
| <input type="checkbox"/> Supervisor has completed all relevant sections on the form | <input type="checkbox"/> Attached 1-2 page outline of my proposed area of research                      |
| <input type="checkbox"/> Attached CV  | <input type="checkbox"/> Attached certified copies of Academic Transcripts and/or Statement of Results) |

#### INSTRUCTIONS

1. Before you complete this form, please read the [Guide to Research Degrees](#) written by the Office for Postgraduate Research.
2. Once you have completed the details, please use the checklist above to check that you have completed all relevant sections and attached all necessary documentation.
3. When you have completed this form, please lodge it with Admissions at Student Connections at the address below.

#### CONTACT

Enquiries [GOTOVU www.vu.edu.au/gotovu](http://www.vu.edu.au/gotovu)  
 Phone +613 9919 6100  
 Fax +613 9919 2976  
 Web [www.vu.edu.au/future-students](http://www.vu.edu.au/future-students)

#### STUDENT SERVICE CENTRES

City Flinders  
 City King  
 Footscray Nicholson  
 Footscray Park  
 Melton  
 Newport  
 St Albans  
 Sunshine  
 Werribee

#### MAIL TO

Admissions and Enrolments  
 St Albans Campus  
 Victoria University  
 PO Box 14428  
 Melbourne VIC 8001

#### PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to apply for your chosen course of study and for Victoria University to deliver that course and related services to you.

You can access your personal information by contacting us at [www.vu.edu.au/gotovu](http://www.vu.edu.au/gotovu) or +613 9919 4000.

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF](http://wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF)).

**OFFICE USE ONLY**

RECEIVED (REC) <input type="checkbox"/>	DATE	OFFER TYPE <input type="checkbox"/>	CSP <input type="checkbox"/>	FULL FEE <input type="checkbox"/>	ADMISSION BASIS	REASON/CONDITIONS
INTERVIEW (INT) <input type="checkbox"/>	DATE	OFFER TO BE MADE - NO CONDITIONS <input type="checkbox"/>				
OFFER PENDING (OPF) <input type="checkbox"/>	DATE	CONDITIONAL OFFER TO BE MADE <input type="checkbox"/>				
SELECTION OFF. NAME:		NO OFFER (REJ) <input type="checkbox"/>				
SIGNATURE:		DATE		STUDENT ID <input type="checkbox"/>		

Please write in BLOCK LETTERS using a black or blue pen.

<b>I AM USING THIS FORM TO APPLY FOR A:</b> Please refer to section A, HDR Policy attached	<input type="checkbox"/> MASTER OF	<input type="checkbox"/> DOCTOR OF PHILOSOPHY
<b>Have you commenced a part of this degree at another institution?</b>	<input type="checkbox"/> YES Please advise the name of the institution _____	<input type="checkbox"/> NO
<b>Please advise the School/Centre/Institute in which you wish to enrol.</b>		Campus:
<b>What is your preferred mode of study?</b>	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
		Number of hours per week you are available for studies: _____ Note: Standard duration is calculated to commence from the date of enrolment

**PREVIOUS STUDIES AT VICTORIA UNIVERSITY** Have you previously applied for a course or been enrolled at Victoria University (including Footscray Institute of Technology or Western Metropolitan Institute of Technology)?

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

NO

YES COURSE NAME \_\_\_\_\_

STUDENT ID:

LAST YEAR OF STUDY

**CITIZENSHIP/RESIDENCY STATUS**

Select your current Citizenship/Residency status from below. Please tick the relevant box.

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

Australian Citizen (1)

New Zealand Citizen living in Australia (2)

Permanent Resident (other than New Zealand) (3)

Provide date PR status granted / /

New Zealand Permanent Residents must apply through Victoria University International Office

If your current citizenship/residency status is not listed above, DO NOT complete this form. Please contact Victoria University International on +613 9919 1164 or via email international@vu.edu.au

**PERSONAL DETAILS**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

TITLE: \_\_\_\_\_ SURNAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ OTHER NAMES: \_\_\_\_\_

GENDER:  M  F DATE OF BIRTH: / /19

**HOME ADDRESS:**

STREET NUMBER AND NAME: \_\_\_\_\_

This is where your correspondence will be sent. Please provide your mailing address below if different from above.

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

AFTER HOURS PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

BUSINESS HOURS PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**EDUCATION HISTORY**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

Please indicate the highest level of secondary schooling undertaken, and all post-secondary qualifications that you have completed or attempted (including tertiary studies, trade certificates, short courses, etc), and attach a certified copy of your final results or results to date to this form. Applicants who have studied Year 12 in Victoria should also include a certified copy of your ATAR (previously known as ENTER) statement when available - for direct entry applications only. Any outstanding results should be forwarded to the Admissions office as soon as these become available. If your qualifications are from a country other than Australia, please attach an official 'Statement of Equivalence' available from the Overseas Qualifications Unit (Melbourne) details available from [www.employment.vic.gov.au](http://www.employment.vic.gov.au) or telephone 1800 042 745. Your application is unlikely to be considered until all certified documentation is received.

**SECONDARY SCHOOLING**

What was the highest level you completed?

0  Did not go to school    2  Year 8    4  Year 10    6  Year 12  
 1  Year 7 or lower    3  Year 9    5  Year 11

(i) Are you still attending school?    1  YES     NO    If YES, go to part (iii)

(ii) In which year did you complete this level?

(iii) If schooling was/is in Victoria, please indicate the secondary school you attended/are attending:

(iv) If you completed Year 12 in Australia, please enter details of your permanent home address at the time of completion:

Postcode:

Town/Suburb:

Country (if obtained outside Australia):

<b>PRIOR TAFE STUDY</b>	Have you previously studied at TAFE?	<input type="checkbox"/> Yes – tick ANY applicable boxes below	<input type="checkbox"/> No
	In which year did you commence your TAFE study?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

	COMPLETED		MAJOR AREA OF STUDY	INSTITUTION	LAST YEAR OF STUDY
	YES	NO			
CERTIFICATE I	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE II	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE IV (or Adv Cert/Tech'n)	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>			
DIPLOMA (or ASSOCIATE DIPLOMA)	<input type="checkbox"/>	<input type="checkbox"/>			
ADVANCED DIPLOMA or ASSOCIATE DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			
BACHELOR DEGREE or HIGHER DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			

<b>PRIOR HIGHER EDUCATION AND POSTGRADUATE STUDY</b>	Have you previously studied at undergraduate level?	<input type="checkbox"/> Yes – tick ANY applicable boxes below	<input type="checkbox"/> No		
	Have you previously studied at postgraduate level?	<input type="checkbox"/> Yes – tick ANY applicable boxes below	<input type="checkbox"/> No		
	COMPLETED		MAJOR AREA OF STUDY	INSTITUTION	LAST YEAR OF STUDY
	YES	NO			
	ASSOCIATE DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>		
	DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>		
	BACHELOR/DEGREE	<input type="checkbox"/>	<input type="checkbox"/>		
	HONOURS DEGREE	<input type="checkbox"/>	<input type="checkbox"/>		
	GRADUATE CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>		
GRADUATE DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>			
MASTERS	<input type="checkbox"/>	<input type="checkbox"/>			
PH.D	<input type="checkbox"/>	<input type="checkbox"/>			

**OTHER QUALIFICATIONS**

Please list any other qualifications you hold. Attach a separate sheet if the space below is insufficient.

QUALIFICATION	NAME OF INSTITUTION	COMPLETION DATE

**PREVIOUS THESES**

Please state the title of any previous thesis completed (eg: Honours or Masters by Coursework or Research)

Title: \_\_\_\_\_  
If applicable, explain below how your current proposal relates to the previous thesis  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESEARCH AND EMPLOYMENT**

Please advise of any other research and/or employment activities that are relevant to this application. (eg: Certificates of membership of professional bodies).

Please attach your CV and two (2) written academic references

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESEARCH PROGRAM**

What is the provisional title of your thesis?

Please attach a 1-2 page outline of your proposed area of research.

Title: \_\_\_\_\_  
\_\_\_\_\_

**RESEARCH SUPPORT**

Please indicate here if you require any special support for your research degree.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY THE SUPERVISOR**

**SUPERVISION**

(TO BE COMPLETED BY THE SUPERVISOR)

Provisional supervisors are nominated at enrolment. Please note that the Principal Supervisor must be registered with the University.

Nominated Principal Supervisor:	Title:
School/Centre	Phone:

Please indicate the student's Course Code:

Are you a registered supervisor at Victoria University?  YES  NO

What is the number of research students (EFTSU) currently being supervised?

Is the applicant aligned to a University Area of Research Strength?  YES  NO  
 For a list of the Areas of Research Strengths, please visit <http://www.vu.edu.au/research/research-strengths> see next question

Please list the area/s and provide a short statement declaring how this research project is aligned with a University Area of Research Strength

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**SIGNATURE OF PRINCIPAL SUPERVISOR:** \_\_\_\_\_ **DATE:** / / 20

Nominated Associate Supervisor:	Title:
School/Centre/Institute	Phone:

**SIGNATURE OF ASSOCIATE SUPERVISOR:** \_\_\_\_\_ **DATE:** / / 20

**CONCURRENT COURSEWORK UNITS**

Is the student required to audit additional coursework units specifically related to their research or research skill development?  YES  NO  
 Please nominate the units below

Unit of Study Code	Unit of Study Name	Proposed Semester of Enrolment

**PRIVACY POLICY – All applicants please read**

Victoria University has a Privacy Policy that refers to the collection and handling of personal and health information by the University in a way that establishes a reasonable balance between an individual's right to control the use of their personal information, with the University's need to ensure that it can collect and use information with confidence in order to perform its functions. A Privacy Collection Statement for use in relation to the collection of information from staff and students is available under Appendix One of the Privacy Policy. A copy of the policy is available through ASKVU at [www.vu.edu.au.askvu](http://www.vu.edu.au.askvu).

**DECLARATIONS**

**APPLICANT DECLARATION** By submitting this application:

(ALL APPLICANTS MUST SIGN THIS DECLARATION)

1. I declare that the information given in this application is correct and complete.
2. I consent to the collection, use and disclosure of my personal information for the purpose of considering my application and where my application is successful, to enable me to enrol in a course of study, and enable the University to deliver the course and related services to me. I understand that any information collected in connection with this application will be treated in accordance with the University's Privacy Policy and is necessary to enable the University to:
  - a. Communicate with me about my course, events, activities, products, services and opportunities available to students of the University;
  - b. Carry out administrative matters;
  - c. Place my name on the student electoral roll;
  - d. Maintain my academic record;
  - e. Facilitate the University's internal planning and the provision of programs for the health and welfare of students;
  - f. Foster alumni relations; and
  - g. Fulfil any requirements regarding State and Commonwealth government reporting and statistical obligations, including to the Department of Education, Employment and Workplace Relations (DEEWR) for use in connection with the Higher Education Information Management System.

3. I authorise the University to obtain official records from any educational authority holding such records on me, and understand that QualSearch may be engaged to access this academic information. I understand that Victoria University is not responsible if any educational body does not supply these records, and that the results of the search will be made available to me on request. An audit of this authority may also be undertaken.
4. I further declare that I have read and understand the regulations for research degrees. I have had discussions with the appropriate staff of the School/Centre/Institute and I am satisfied that my research interests are compatible with those of the School/Centre/Institute, that the School/Centre/Institute has (or will make the necessary arrangements for) the required facilities and equipment for me to undertake the program and that I am satisfied with the appointment of the nominated supervisors.
5. I acknowledge that some courses may require me to comply with additional legal and external agency/organisation requirements.
6. I further acknowledge that the University:
  - a. May withdraw my offer or cancel my enrolment if the information I provide in this application is incomplete or incorrect; and
  - b. Is under no obligation to consider late or incomplete applications.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE:            /            /20

**THIS IS THE END OF THE APPLICANT PART OF THE FORM.  
PLEASE MAKE SURE YOU COMPLETE THE APPLICANT CHECKLIST ON PAGE 2 BEFORE YOU SUBMIT THIS FORM.**

**HEAD OF SCHOOL/CENTRE/INSTITUTE DECLARATION**

Where the Principal Supervisor is also the Head of School/Centre/Institute then the Executive Dean or Associate Dean (R&RT) or their nominee is required to sign below.

- I am satisfied that the applicant has adequate expertise/qualifications/ability to pursue the proposed program.
- I approve the proposed research program.
- I confirm that suitable facilities and adequate supervision are available for the full period of candidature.
- I am satisfied that the applicant will be able to work regularly on his/her research and to maintain adequate contact with the supervisors.
- I confirm that the codes shown are correct.

NAME OF HEAD OF SCHOOL/CENTRE/INSTITUTE: \_\_\_\_\_

SIGNATURE OF HEAD OF SCHOOL/CENTRE/INSTITUTE: \_\_\_\_\_

DATE:            /            /20

**ADHERENCE TO UNIVERSITY ENROLMENT POLICY (OFFICE USE ONLY)**

- I am satisfied that the applicant meets the criteria for the University's Higher Degrees by Research Policy
- I confirm that an appropriate Research Training Scheme, full-fee paying or fee waiver place has been allocated to this applicant.

NAME OF ASSOCIATE DEAN (R&RT): \_\_\_\_\_

SIGNATURE OF ASSOCIATE DEAN(R&RT): \_\_\_\_\_

DATE:            /            /20

NAME OF DIRECTOR OF POSTGRADUATE RESEARCH \_\_\_\_\_

SIGNATURE OF DIRECTOR OF POSTGRADUATE RESEARCH \_\_\_\_\_

DATE:            /            /20