

HIGHER DEGREE RESEARCH
DOCTOR OF PHILOSOPHY (INNOVATION) PHD.I
DOMESTIC APPLICATION GUIDELINES



HOW TO APPLY

This form is for Domestic applicants wishing to apply for admission to the Doctor of Philosophy (Innovation) PhD.I available at the University of New England. This form can be used by Australian Citizens, Australian Permanent Residents and New Zealand Citizens. If you are an International applicant you should download and complete the Doctor of Philosophy (Innovation) PhD.I International Application form.

Information on how to complete the form is included below.

Please refer to the following [HDR Scholarships webpage](#) regarding current Postgraduate Research Scholarships at UNE.

Please note that HDR Scholarships are only available to **full-time** PhD.I students and can only be applied for within the round dates.

SUBMIT YOUR COMPLETED APPLICATIONS

ELECTRONICALLY

Via the [AskUNE](#) website

HARD COPY

Research Services Directorate
TC Lamble Administration Building
The University of New England
Armidale NSW 2351
AUSTRALIA

ENQUIRIES

Research Services
Phone: + 61 2 6773 3715
Fax: + 61 2 6773 3543
via [AskUNE](#)

ADVICE FROM PHD.I COORDINATOR, POTENTIAL SUPERVISORS AND MENTORS

You are encouraged to contact the Doctor of Philosophy (Innovation) PhD.I Coordinator before submitting your application. Contact details for the PhD.I Coordinator are listed below:

Dr Philip Thomas
Senior Lecturer – Research Education
Research Services
University of New England
Armidale NSW 2351
Australia
Ph: +61 (0) 26773 3674
F: +61 (0) 26773 3543
E: PhD.Innovation@une.edu.au

The PhD.I Coordinator can put you in contact with academic staff that can provide you with advice and assistance concerning the initial preparation of your [Innovation project Prospectus](#) which needs to be completed and submitted with this application.

One of these academic staff may also be appropriate to nominate as your Principal Academic Supervisor on this form. In addition you are required to nominate a suitably qualified industry/professional supervisor who is willing to become part of your advisory team for the duration of your candidature.

COMPLETING THE APPLICATION FORM

Please ensure that you complete all sections of the form as per the instructions. You must sign the declaration in Part C before printing the form and either mailing it to Research Services with attachments or scanning it and submitting it with scanned attachments via the [AskUNE](#) website as mentioned above.

PERSONAL DETAILS

Please complete all sections including providing full name, address and email address. Please ensure that you have provided a permanent address.

CITIZENSHIP

All applicants must provide proof of citizenship.

If you are from New Zealand you will need to provide a copy of your passport and any visa details

If you are an Australian Permanent Resident (excluding New Zealand citizens) you must provide a copy of your passport and any visa details.

If you are an Australian Citizen you must provide a copy of your driver's license, passport or birth certificate

STUDY PLAN

For Domestic PhD.I candidates study is full-time over 3 years or part-time over 6 years.

All students commence with the completion of the *PhD.I Research Learning Program* (full-time for 6 months or part-time for 12 months) followed by the research phase which involves developing an Innovation project Portfolio.

Please note that PhD.I candidates must commence at the **start of Trimester 1 or Trimester 2**.

See the [UNE Principal dates calendar](#) for the relevant commencement date in the year of your application.

Please note that applications take approximately four weeks to process.

INNOVATION PROJECT PROSPECTUS AND PROPOSED SUPERVISORS

Please provide a proposed Innovation project title for the [Innovation project Prospectus](#) which when completed provides the proposed focus and background for your Innovation project and research Portfolio. This Prospectus is used to assess your Innovation project and whether the University has advisory expertise available for the duration of your candidature.

If you are able to, it is important to provide information about the academic staff that you have discussed your application with and if you have identified any proposed supervisors.

ACADEMIC QUALIFICATIONS

List ALL tertiary level studies you have undertaken beginning with the most recent. Please attach a certified copy of qualifications/transcripts. Please note that the key to grades which is often on the reverse side of transcript is also required.

YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION.

CURRENT STUDY

If you are currently studying please provide details of this study including transcripts and a key to grades.

TRANSFER

Where you are transferring from another Australian university you will need to provide details of your candidature (and scholarship if relevant). This will include certified proof of any leave or changes to your HDR candidature and scholarship status that may have occurred during your candidature period at that institution.

PREVIOUS HIGHER DEGREE BY RESEARCH COURSE

Have you been enrolled in a degree which has at least two-thirds research? If so please provide details commencement date and the institution.

RESEARCH AND RELEVANT EXPERIENCE

POSTGRADUATE RESEARCH EXPERIENCE

Please describe any postgraduate research experience that you have had over the last 10 years, whether for higher degree purposes or otherwise, e.g. research projects you have undertaken, industry or profession-based research or evaluation projects you have undertaken, academic research work, consultancy work involving a research component, work as a research assistant etc. (if insufficient space, please attach further information – 1 page maximum).

INDUSTRY/PROFESSION EXPERIENCE

Please provide details of any general industry/profession experience over the last 5 years in the field in which you intend to study which may be relevant to your application. Please include any consultancy work involving a research component, experience in change and/or change management, experience in innovation. You must supply verified or original proof of your industry/profession experience and its relevance to your application (if insufficient space, please attach further information – 1 page maximum).

PRIOR CONTEXTUALISED INNOVATION AND RESEARCH ACTIVITIES, INCLUDING PUBLICATIONS

Please provide details of any specific industry/professional workplace developments, innovation, patents and/or change processes in which you have played a significant role over the past five years. If you have attended conferences or published, please list your top six conference presentation and/or publications from the last five years (if insufficient space, please attach further information). DO NOT provide copies of publications. Please include a full bibliographic reference for publications and indicate whether the publication was refereed. Where publications are jointly authored, indicate the percentage of your contribution. Please attach the title page for each publication and include the Editorial Board for the publication if it is not a well-known journal or publishing house. Without sufficient evidence, publications cannot be taken into account.

For example: Smith. J., **Brown. S.**, Shaw. P. "Title", Name of Publication, Type of Publication, (e.g., referred journal article, non-referred journal article, book chapter, review etc.), Publication Details (e.g., Volume 29, issue 2, 2005), plus, add attachments requested in the paragraph above.

NON TRADITIONAL RESEARCH OUTPUTS (If applicable)

Please list your top six (6) relevant research outputs. Present documentation in the format below and begin with the most recent citation first.

CREATIVE WORK	TYPES OF DOCUMENTATION ACCEPTED
Original artwork	<p>Solo curated exhibition catalogue: Title, name of gallery, city of gallery, date of publication, pages and/or URL.</p> <p>Published reviews: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p>
Original music (includes notated and/or Improvised music for any medium)	<p>Performance listings: Title of piece(s) performed, date of performance(s), location of performance (theatre and city).</p> <p>Programs: Title, name of presenter, city of presenter, date of presentation, page listing and/or URL.</p> <p>Published reviews: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p> <p>Articles or awards: Name of award, date of award, name of organisation, URL of the official website that provides details of the award (e.g. general description, criteria for award).</p>
Original theatre performance / production, original script for performance	<p>Programs from theatres, festivals or competitions: Title of piece(s) performed, date of performance(s), location of performance (theatre and city).</p> <p>Published reviews: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p>
Original performed choreography / production	<p>Performance listings in professional or published documents such as programs: Title of piece(s) performed, date of performance(s), location of performance (theatre and city).</p> <p>Reviews or awards: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p>
Screening of original film work including documentaries	<p>Catalogues from cinemas, festivals or competitions: Title of piece(s) performed, date of performance(s) and location of performance (theatre and city).</p> <p>Published reviews: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p>
Publication of a piece of creative writing	Bibliographic citation (as per published citations above).
Environmental design (for architect, landscape architect, urban designer)	<p>International awards: Name of award, date of award, name of organisation, URL of the official website that provides details of the award (e.g. general description, criteria for award).</p> <p>Reviews of drawings or plans published in respected professional or academic journals: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p>
Performance of music, theatre, dance, film	<p>Programs or professionally published flyers: Title, name of presenter, city of presenter, date of presentation, page listing and/or URL.</p> <p>Published reviews: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers</p> <p>Awards Name of award, date of award, name of organisation, URL of the official website that provides details of the award (e.g. general description, criteria for award).</p>

REFEREE REPORTS

All applicants must provide two Referee Reports. Please note the University will not request reports on your behalf.

Reports can be from two academic referees but preferably one academic and one relevant industry/profession referee. For your academic referee, it is recommended that you request a report from a current or former lecturer. Your industry/professions referee must be: i) a senior-level person who has had a significant track record of innovation and/or change management within their industry/profession; and ii) qualified to speak with knowledge about your work during the qualification most relevant to this application and on your capacity for undertaking all three stages of the PhD.I program. In many cases, it would be appropriate if this industry/profession referee was also to be your nominated industry/professions supervisor.

Applicants must also provide contact details of their referees on the application form and ask the referees to submit their written reports directly to the University on the General Referee's Report Form. Referees can be directed to locate this form on the UNE website available at:

<http://www.une.edu.au/research/hdr/hdrformsandpolicies/hdr-referee-report>

DOCUMENTS REQUIRED

When submitting your application, please make sure that you include all the required documents (the checklist on the application form will assist you with this). Wherever possible, it is best to avoid submitting documents separately - submit them all with the application. The University will not be able to process or consider your application unless all sections have been satisfactorily completed and all specified documentation has been provided. However 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.

Please provide copies of any original documents that you need to keep as no part of your application will be returned to you.

SUPPORTING DOCUMENTATION	PROVIDED	NOT AVAILABLE
*Birth certificate, certificate of citizenship or passport		
Evidence of English language proficiency (If International)		
*Official document that indicates a legal change of name		
Special Needs or Considerations		
Innovation project Prospectus		
Abbreviated CV of your proposed industry/profession supervisor		
*Transcripts for every tertiary program of study undertaken along with an explanation of the grading system Information		
*Certified proof of your commencement date and evidence of any intermission or changes of candidature status if you have been enrolled in a higher degree research course at another institution within the last three years		
Previous Higher Degree by Research Course		

Postgraduate Research Experience		
Industry/Profession Experience		
Full bibliographic details of up to six publications or information on non-traditional research outputs		
Academic and Industry/Profession Referee Reports		

*A **certified copy** is one in which a person able to sign affidavits (e.g. pharmacist, medical doctor, Justice of the Peace, dentist, solicitor, Member of Parliament, school principal, etc.) has certified it as a true copy of the original document.

CHECKLIST

Have you answered all the questions?

Have you confirmed that the referee report forms will be forwarded?

Have you identified:

- i. an appropriate industry/profession supervisor and;
- ii. established their willingness to act as supervisor and attached their abbreviated CV?

Have you included your Innovation project Prospectus?

Are all other relevant supporting documents as listed above attached?

PRIVACY STATEMENT

The University of New England is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff that may need the information in order to carry out their responsibilities in your personal and/or academic interests.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means we do not release any information we hold about you such as your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirement for normal operation of the University. They include the following:

- We release statistical information to the Department of Education as noted on your enrolment form
- We may publish your award of a prize or scholarship
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards
- If you apply to transfer to another tertiary institution we may release to that institution, or tertiary admission centre, information about your academic progress at this University.

MAKE A PHOTOCOPY OF YOUR APPLICATION

It is advisable to keep a copy of your application for your own records. If you mail the original application to us, it only is to be submitted in a single sided format with attachments presented on A4 paper where possible. **The application form and attachments should be clipped together – not stapled.** The preferred method for receiving applications is for you to submit your scanned application and attachments via the AskUNE stated on page 1.