HDR CANDIDATURE AND SCHOLARSHIP APPLICATION GUIDE

General Information

This guideline is to assist in completing a HDR Candidature and Scholarship Application. More information about submitting a HDR Candidature and Scholarship Application is available in the Admission and Enrolment Policy.

The HDR Candidature and Scholarship Application Form is to be used by all applicants to apply for Higher Degree by Research candidature and scholarship (if applicable) at the University of New England.

Applicants are to complete the HDR Candidature and Scholarship Application following an accepted Expression of Interest as advised in writing from the Graduation Research School.

Applications are assessed within eight (8) weeks from the application submission date and/or the scholarship closing date. Incomplete or applications missing information may delay application processing and notification of the outcome to the applicant.

All relevant sections of the form must be completed and the form must be signed prior to submission with all required supporting documents.

For enquiries about completing the application, please contact the Graduate Research School by email (graduate-school@une.edu.au) or by phone: +61 2 6773 3715.

All completed applications must be submitted to the Graduate Research School for assessment using AskUNE.

Electronically	Paper Copy
AskUNE website	Graduate Research School TC Lamble Administration Building The University of New England Armidale NSW 2351

Application Type

All applicants are to select the type of application that will be submitted, one option must be selected.

Applicants seeking to apply for a scholarship and be considered for an HDR Degree must complete both the candidature and scholarship sections.

Currently enrolled UNE HDR candidates who are applying for a scholarship are required to complete the scholarship section only of the application. Completing the candidature section is not required.

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Checklist of Required Documents

Applicants must include the items listed in the checklist. Submission of an application without all the required items may result in processing delays.

The Graduate Research School will contact the applicant or agent in writing if the required items have not been received.

Section 1 – APPLICANT & ACADEMIC INFORMATION

Applicant Information

Details

All applicants are required to provide all personal details as requested on the application form. This includes full name (as appears on identity documents such as a passport, drivers licence etc.), address, email address and contact phone number.

Important note for applicants who have had a name change: Applicants who have had a change of name(s) and the qualification(s) referenced in this application are granted to the applicant's former name, certification of the name change must be included with the application.

USI

All domestic applicants will be required to add their Unique Student Identifier (USI) to the application.

International applicants are not eligible to apply for a USI until an Offer of Admission and a Confirmation of Enrolment (CoE) have been granted. The CoE will include the visa information required to apply for a USI number. If international applicants already have a USI from previous study in Australia, this should be included in the application form.

Applications for a USI are made via the Australian Government USI webpage.

Citizenship

All applicants are required to provide a certified/notarised copy of proof of citizenship. For information on getting documents certified/notarised, please refer to the Document Certification Guidelines webpage.

Domestic Applicants

Australian citizens: a certified/notarised copy of either a birth certificate or passport or citizenship certificate must be included.

New Zealand citizens: a certified/notarised copy of the applicant's passport and/or visa must be included.

Australian Permanent Resident: a certified/notarised copy of the applicant's current passport and proof of Permanent Residency including date permanent residency was granted must be included.

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International Applicants

Applicants who hold an international passport/citizenship and are not classified as a domestic student must include a certified/notarised copy of the applicant's passport.

English Language Proficiency

The University of New England requires applicants from countries where English is not the principal language to provide a result of an Academic IELTS test undertaken within two (2) years of this application. Direct entry into Higher Degree by Research courses requires an overall IELTS of 6.5 with no sub-band less than 6.0. Other entry options can be reviewed in the current UNE English Language Requirements for Admission Rule.

Applicants who meet the University's English Language Requirements for admission, may still be required to provide evidence of English Language Proficiency as part of the Department of Home Affairs student visa requirements. Applicants will need to submit evidence of an English Test result in the form of an IELTS, TOEFL or Pearson Test of English (PTE) during the Genuine Temporary Entrant (GTE) assessment process. Applicants requiring further information may refer to the Home Affairs student visa requirements webpage.

Academic and Professional Information

Academic Qualifications

Applicants are required to list their Academic qualifications in the table provided. Each qualification listed must have a certified copy of the transcript included with the application. Applicants may supply a link to their documents in My eQuals, multiple links may be provided. If applicants choose to set up access to their documents in My eQuals, this must be included in the application. Applicants should refer to the My eQuals FAQ webpage for information about sharing documents from My eQuals.

Postgraduate Research Experience

In the box provided, the applicant must summarise their postgraduate research experience in the past five (5) years.

Employment History

Applicants who are supplying information related to work experience must include with the application verified or original documentation as proof of the work experience.

Publications

Applicants are to list recent and/or publications that represent high quality research relevant to the application.

Non-Traditional Research Outputs

Applicants may list any non-traditional research outputs in the box provided that are relevant to the application. Non-Traditional Research Outputs may include but are not limited to:

a. original creative works

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b. live performance of creative works
c. recorded/rendered creative works
d. curated or produced substantial public exhibitions and events
e. research reports for an external body
f. portfolio

Awards Achieved During Previous Study

Applicants must indicate if they have received any academic award. Awards should ideally be related to high achievement in a postgraduate or higher education degree.

Section 2 – CANDIDATURE APPLICATION

General Degree Information

All applicants are strongly encouraged to discuss projects with prospective supervisors before submitting an application. In addition, applicants may seek advice from their proposed supervision team for assistance when completing this section.

Start Date

Applicants will need to indicate when they plan on commencing/enrolling into the nominated research degree.

Research Degree

Applicants must select the name of the degree they are seeking admission into and/or a scholarship.

Attendance Type and Mode

Applicants will need to indicate whether they intend to study full-time or part-time and on campus or online.

Online Study

Online candidates must indicate the location where they plan to conduct their research.

Field of Research/Discipline

Indicate the field name the research would be in (e.g. nursing, history, agriculture etc.).

Faculty and School/Unit

List the school and/or faculty the research will be in.

Proposed UNE Academic Supervisors (two minimum)

Applicants must list at least two UNE academic supervisors.

Research Title

Applicants must list a research title in the box provided.

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Brief Summary of Research Problem

Describe in brief what the research will address or the problem the research is trying to solve.

Research Proposal

Applicants are required to submit a research proposal with a maximum of two (2) A4 pages – not exceeding 1,000 words.

For applicants wishing to study by Creative Practice, submit the Research Proposal using the HDR Research Proposal – Creative Practice.

The following outline should be used as a guide for applicants not wishing to study be creative practice. Applicants should consider what will be relevant to their research in consultation with the proposed supervision team.

Aims of the proposed research project (approx. 100 words).

Background to the study. Review relevant published academic literature. For creative practice or industry-oriented projects, include the context of practice (approx. 300 words).

Research question and rationale for the project. Identify your research focus and the gap in the field to which you will contribute (approx. 100 words).

Project methodology and theoretical grounding (approx. 200 words).

Significance of the project including expected outcomes (approx. 100 words).

Resources and timeline to complete the project. Consider supervisory expertise, equipment, facilities, travel, funding: PhDs plan for 3.5 years/ Research Masters 2 years (approx. 100 words).

Reference List (not included in word count)

Enrolment Information

In this section, applicants must indicate if they are currently studying and the details of the study as well as if the applicant is transferring from another institution and if a previous Higher Degree by Research has been completed.

Credit and Recognition of Prior Learning Information

Applicants seeking credit for prior learning (also known as advanced standing), must provide details of the prior learning in order for credit to be assessed.

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Section 3 – SCHOLARSHIP APPLICATION

Application Type

Applicants are to select the specific scholarship they wish to apply for and indicate whether they are currently enrolled at UNE in a Higher Degree Research course or are transferring from another institution.

Finance for Study

Applicants must indicate if they have been awarded a scholarship(s) or sponsorship(s) and the details.

Section 3: Statement of Support from Supervisor

All applicants must organise a statement of support from their proposed Principal Supervisor. The Support statement must be no more than 500 words and the statement must be included with the application.

Section 4 – ACADEMIC REFEREES & DECLARATION

Referee Report

Two referee reports are required for each application and the referees must **not** be close personal relationships with the applicant (e.g., family members).

The details of each referee must be listed in the table provided.

It is the responsibility of the applicant to ensure their nominated referee's complete the HDR Referee Report Form by the scholarship application deadline as listed in the HDR Scholarships, Prizes and Awards webpage.

Declaration

All applicants must read and sign the declaration, applicants that have not been signed will not be processed by the Graduate Research School.