

**HIGHER DEGREE RESEARCH
CANDIDATURE AND SCHOLARSHIP
APPLICATION GUIDELINES**



The Higher Degree Research Candidature and Scholarship Application Form is to be used by all potential students wishing to apply for candidature and scholarship (if applicable) to higher degree research courses at the University of New England. Course options are listed on page 5 of the application form.

Students should complete the Higher Degree Research Candidature and Scholarship Application Form when they are ready to apply. Please ensure that you complete all relevant sections of the form as per the instructions. You must sign the declaration on the last page before submitting it (with the required supporting documents) via the [AskUNE](#) website.

Enquiries

Phone: +61 2 6773 3715

Contact us through [AskUNE](#)

Addresses for Applications

Hard Copy	OR	Electronically
Research Services Directorate TC Lamble Administration Building The University of New England Armidale NSW 2351		Via the AskUNE website

PERSONAL INFORMATION

All applicants are required to provide all personal details requested. This includes full name, address, email address and contact phone number.

Please ensure that you have provided your permanent address in full.

CITIZENSHIP

All applicants are required to provide a certified/notarised copy of proof of citizenship documentation. For information on getting your documents certified/notarised, please refer to [UNE Admission Information Page](#) (under the *Certified Documents* tab).

Domestic Applicants

For Australian citizens: Please provide a certified/notarised copy of either a birth certificate, passport, or citizenship certificate.

For New Zealand citizens: Please provide a certified/notarised copy of your passport and visa.

For Australian Permanent Resident: Please a certified/notarised copy of your passport and visa. You will also need to provide the date you became a permanent resident.

International Applicants

Please provide a certified/notarised copy of your passport. You will also need to provide which country you hold citizenship in.

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 IELTS test undertaken within 2 years of this application. Direct entry into Higher Degree 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](#).

Please Note: Although you may meet the University's English Language Requirements for admission, you may still be required to provide evidence of your English Language Proficiency as part of the Department of Home Affairs student visa requirements. You 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. If you require further information, please refer to the [Home Affairs student visa requirements](#) webpage.

APPLICATION INFORMATION

You will need to indicate what type of application(s) are relevant. This will also inform you on what section(s) you will need to complete.

Please Note: All future students are required to complete both the candidature and scholarship sections if they are applying for a scholarship. The scholarship only option is for use by currently enrolled UNE HDR candidates.

SECTION 1 - CANDIDATURE APPLICATION

1. PROPOSED STUDY

Proposed Research Degree

You will need indicate which research degree you wish to apply for. Please note that students must not have completed a research degree previously at the same level as the proposed degree.

Proposed Mode of Study

You will need to indicate whether you are planning to study full-time or part-time and on campus or off campus.

Proposed Start Date

You will need to indicate when you are planning to commence your research degree.

Off Campus Study

Please include details of any research which you know will be carried out off campus and where this would be carried out at.

Field of Research/Discipline

Please indicate the field that your research is in (e.g. nursing, history, agriculture etc)

Proposed School/Faculty

Please indicate which school and/or faculty your research falls in.

Proposed Research Title

Please indicate what the title of your research will be. Applicants are strongly encouraged to discuss projects with prospective supervisors before submitting their applications.

Brief Summary of Research Problem

Please indicate what you will be trying to address or the problem you are trying to solve through your research.

2. RESEARCH PROPOSAL

You are required to submit your research proposal as part of your application. This is to be inserted on page 7 of the application form. Your proposal MUST NOT be longer than 3 A4 pages.

The following outline should be used as a guide. You should consider what will be relevant to your research.

Background and Context

You need to set the scene for your specific research.

- What is already known or unknown?
- What research question are you addressing?

Aims

You need to list what you are aiming to do in your research project. This needs to be in a logical sequence.

- What do you want to know, prove, demonstrate, analyse, test, investigate or examine in your research?

Methodology

- What methods will you use to address your research problem?
- What do you need to complete your research? Do you require any particular resources? (Specify any special equipment, software or materials)
- Are there barriers (i.e. safety implications) or pitfalls that you anticipate in your planned research?
- Is travel or fieldwork required? If so; where to, how long and at what intervals?

Expected Outcomes, Significance or Rational

You need to establish the importance of your project by highlighting its originality or why it is worth pursuing. Highlighting the benefits, positive expected outcomes or innovative applications of knowledge.

- Why is your research important?
- Will this research make an original contribution to knowledge, practice and/or literature?
- What do you expect it will deliver?
- What are the expected outcomes?

Timeline

You need to indicate the timeframe for each broad stage (considering literature surveys, data collection, production, modelling, review, analysis, testing, reporting, chapter and thesis writing and thesis submission date).

For students wishing to study their degree by Creative Practice are required to submit their research proposal using the [Creative Practice Research Proposal Template](#).

3. UNE STAFF CONSULTATION

UNE requires ALL future students to have made contact with proposed supervisors prior to submitting an application.

You are required to provide evidence that at least one UNE academic staff member has agreed to support your application/supervise your research, such as email communication with your proposed supervisor.

These academic staff can provide assistance concerning your choice of topic and can advise on the preparation of the research proposal.

If you have not yet made contact with prospective supervisors, please visit our [Find an Expert page](#).

4. PREVIOUS QUALIFICATIONS

You are required to list all secondary and tertiary level studies that you have undertaken beginning with the most recent.

You **MUST** provide certified/notarised copies of transcript(s) and certificate(s) for each qualification undertaken. The key to grades which is often on the reverse side of the transcript is also required

For information on getting your documents certified/notarised, please refer to [UNE Admission Information Page](#) (under the Certified Documents tab).

Please note: Your application **WILL NOT** be processed without this information.

Current Study

Please indicate whether you are currently studying.

If you are currently studying, please provide the details of this study (including transcript(s) and key to grades).

Transfer

Where you are transferring from another Australian University, you will need to provide details candidature (and scholarship if relevant). You are also required to attach official documentation from your institution showing your commencement date and any intermission or changes of candidature status that may have occurred during your candidature.

Previous Higher Degree by Research Course

Please indicate whether you have been enrolled in a degree which has at least two-thirds research. If yes, please provide name of the course, institution, date commenced and date discontinued.

5. ADVANCED STANDING

Advanced standing is the recognition of successful prior studies undertaken at other institutions that have equivalence to similar studies at UNE. This means that once advanced standing is given, you are not required to study those UNE units. Advanced standing may also be called Recognition of Prior Learning or Credit Learning.

If you are seeking credit towards the research degree, please indicate in the table. If not already attached, you will need to provide a certified copy of the relevant transcript.

6. RESEARCH AND RELEVANT EXPERIENCE

Postgraduate Research Experience

Please describe any postgraduate research experience that you have had over the last 5 years, whether for higher degree purposes or otherwise, e.g. research projects you have undertaken, work as a research assistant etc. (If insufficient space, please attach further information – 1 page maximum.)

Employment History

If you are using work experience as an entry qualification you must supply verified or original documentation from your employer and a detailed resume. It is the applicant's responsibility to provide proof of their work experience and the relevance of that experience to their proposed higher degree research program (if insufficient space, please attach further information – 1 page maximum).

Publications

If you have published, please provide your top six (6) publications (if insufficient space, please attach further information). Please include a full bibliographic reference for publications.

Without sufficient evidence, publications cannot be taken into account. DO NOT provide copies of publications.

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), DOI (e.g. 00.1234/abc.12345)

Please Note: You MUST provide a Document Object Identifier (DOI) for each of the publications you list. For information regarding the DOI, please refer to the [DOI Handbook](#).

Awards Achieved During Previous Study

Please indicate whether you have received any academic awards during your previous study. If you have received an award please include name of the award, institution by which the award was granted, any monetary value attached to the award and the date the award was granted.

7. REFEREE REPORTS

All applicants MUST provide two referee reports. **Please note: The University will not request these reports on your behalf.**

The Academic Referees must be qualified to speak with knowledge about your work during the qualification most relevant to this application and on your capacity for research. If you are also basing this application on relevant work experience/training, at least one of your referees must be able to comment on your relevant work experience/training.

Applicants must provide the contact details of their referees on page 11 of the application form and ask the referees to submit their written reports directly via the [HDR Referee Report](#) form. Please note that the Referee Reports are confidential and should be sent by your referees directly.

Please note: if you are also applying for a scholarship and the referee reports are not received by the closing date, your scholarship may not be considered by the Academic Board Higher Degree Research Scholarship Sub-Committee.

SECTION 2 - SCHOLARSHIP APPLICATION

(Scholarships funded through the University of New England)

1. APPLICATION TYPE

Please indicate which scholarship you are wanting to apply for. If the scholarship is not listed, please tick 'Other' and write the full name of the scholarship.

Transfer

Please indicate whether you are applying to transfer your scholarship from another institution. If yes, please provide all the details requested in the table. Please also provide certified proof of your scholarship commencement date, as well as intermissions or changes of HDR Scholarship and Candidature status that may have occurred during your candidature.

2. OTHER FINANCE FOR STUDY

Please provide details about any other funding that you have previously received or that you will be receiving during your candidature, including non-Australian Scholarships. This includes the name of the scholarship, duration of the scholarship, institution at which you were studying and the value of the scholarship.

Please provide details about any other external funding that you have applied for or have already arranged. For example this may be another scholarship or a government sponsorship.

If unsuccessful with Scholarship Application

Please indicate whether you wish for UNE to process your candidature application if you are unsuccessful in receiving a scholarship. If yes, please indicate how you plan to fund your studies.

3. STATEMENT OF SUPPORT FROM SUPERVISOR

All applicants must organise a statement of support from their proposed Principal Supervisor. This statement should be no more than 500 words. It should outline alignment of the applicant's research proposal with the school research priorities and provide a clear indication of the level of support of the student's project. If applicable, the statement of support should clearly state if the student's study will be part of an external grant and/or other external project or partnership.

The statement of support can either be submitted directly to Research Services by the Principal Supervisor via email to hdrdocuments@une.edu.au or it may be supplied by the Supervisor to the student for attachment to this application. There is no specific form for this statement.

Please note: that the University will not request this statement on your behalf.