

HIGHER DEGREE RESEARCH
DOMESTIC STUDENTS
SCHOLARSHIP APPLICATION GUIDELINES



HOW TO APPLY

All scholarship applicants must have applied for HDR Candidature at the University of New England.

Scholarships will only be awarded to those students who have accepted an offer of HDR Candidature.

Selection for scholarships is based on academic merit and research performance. A high First Class Honours Degree or Research Master with Distinction or equivalent is required to be competitive for Scholarships.

The Higher Degree Research [Domestic Students Scholarship Application Form](#) is to be used by potential Domestic Students to apply for scholarships available at the University of New England.

SCHOLARSHIP INFORMATION

Unless otherwise stated, scholarships are available annually and applications can only be accepted during Scholarship Round dates.

Please refer to the following web page <http://www.une.edu.au/research/research-services/higher-degree-research/hdr-scholarships> for all details regarding current Postgraduate Research Scholarships at UNE and the relevant closing dates.

ADDRESSES FOR APPLICATIONS

Hard Copy

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

Electronically

Via the AskUNE website:

http://yourfutureaskune.custhelp.com/app/utils/login_form/redirect/ask

Enquiries

Research Services
Phone: + 61 2 6773 3715
Fax: + 61 2 6773 3543
<https://hdr.custhelp.com/>

PRIVACY STATEMENT

The University of New England (UNE) is subject to the provisions of the Commonwealth *Privacy Act 1988* and applicants are entitled to protection of their 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 UNE Privacy Statement is available at <http://www.une.edu.au/privacy>

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, which includes the following:

- UNE releases statistical information to the Department of Employment, Education and Workplace Relations (DEEWR) as noted on your enrolment form;
- UNE may publish your award of a prize or scholarship;
- When the award is conferred, applicants' names will be published in the record of proceedings for the conferring of awards;
- If you apply to transfer to another tertiary institution in Australia, UNE may release to that institution, or tertiary admission centre, information about scholarships awarded at this University.

APPLICATION FORM GUIDELINES

PERSONAL DETAILS

INCLUDING Full name, address, UNE student number and email address.

CITIZENSHIP

Please attach proof of Australian or New Zealand citizenship (certified photocopies of birth certificate, citizenship Certificate or passport) or Australian permanent residency status (certified photocopies of relevant pages of passport).

CANDIDATURE DETAILS

All scholarship applicants must have applied for HDR Candidature at the University of New England.

HIGHER DEGREE RESEARCH CANDIDATURE APPLICATION DETAILS

Please provide your HDR candidature application details.

PROPOSED START DATE AND MODE OF STUDY

Please provide a proposed start date and a proposed mode of study (eg. Part-time or Full-Time/On or Off Campus).

OFF CAMPUS STUDY

Please include details of any research which you know will be carried out off campus.

RESEARCH PROPOSAL

Provide the title and summary of your proposed research project. It is suggested that the length of the summary is between 100 and 150 words although for some disciplines this may be longer. Do not include images, tables or graphs.

CURRENT STUDY

Please provide details of any current study.

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.

CONFIRMATION OF CANDIDATURE

If relevant can you provide relevant institution, date and outcome of your confirmation of candidature?

OTHER FINANCE FOR STUDY AND OTHER INCOME

Please provide details about any other funding that you have previously received or that you will receive during your candidature. This includes details of other applications that you have made for scholarship or sponsorship funding. Where relevant please provide details about any additional income you would be receiving for the duration of this scholarship.

PREVIOUS SCHOLARSHIPS

If you hold or have held an Australian Government or any other postgraduate scholarship you will need to provide details including the name, duration, value of the scholarship and the institution at which you were studying. This includes non-Australian scholarships.

CURRENT APPLICATIONS FOR SCHOLARSHIPS OR SPONSORSHIP

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.

OTHER INCOME

Please provide details about any other income you will receive while receiving the Scholarship you are applying for.

ACADAMIC QUALIFICATIONS AND AWARDS

PREVIOUS QUALIFICATIONS

List ALL tertiary level studies you have undertaken including those in which you are currently enrolled beginning with the most recent. Please indicate the proportion of research in each qualification and the language of instruction. Transcripts for every tertiary program undertaken are to be attached as supporting documents.

AWARDS

If you have received an award please include

- Name of award
- Institution by which the award was granted
- Any monetary value attached to the award
- Date the award was granted

RESEARCH AND RELEVANT EXPERIENCE

POSTGRADUATE RESEARCH EXPERIENCE (LAST FIVE YEARS ONLY)

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

EMPLOYMENT HISTORY (Last 5 years only)

Please describe any employment experience that is relevant towards your higher degree research course. Include the name of the employer, a brief description of your duties and the dates of employment (if insufficient space, please attach further information – 1 page maximum).

PUBLICATIONS

Please list your top six (6) publications (if insufficient space, please attach further information). DO NOT provide copies of publications. Please include full bibliographic reference for publications and indicate whether the publication was refereed. Where publications are jointly authored, indicate the percentage of your contribution. Please enclose 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) research outputs. Present documentation in the format below and begin with the most recent citation first.

Creative work	Types of documentation accepted
Original artwork	Solo curated exhibition catalogue: Title, name of gallery, city of gallery, date of publication, pages and/or URL. Published reviews: Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.
Original music (includes notated and/or improvised music for any	Performance listings: Title of piece(s) performed, date of performance(s), location of performance (theatre and city).

medium	<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). 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>

ACADEMIC REFEREE REPORTS

All applicants must provide two Academic Referee Reports from Academic Referees who are 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 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 Referee's Report Form which can be downloaded from the UNE website available at <https://www.une.edu.au/research/hdr/hdrformsandpolicies/hdr-referee-report>

Please note that the Referee Reports are confidential and should be sent by your referees directly to the University of New England to hdrdocuments@une.edu.au.

Please note the University will not request Referee Reports on your behalf.

STATEMENT OF SUPPORT FROM SUPERVISOR

All applicants must organise a Statement of Support from their Principal Supervisor. This statement should be no more than 500 words. The Statement of Support 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 it is applicable this 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.

It is the applicant's responsibility to ensure that this Statement is submitted to the University by the closing date of the scholarship round so it can be considered with the scholarship application. There is no specific form and the Statement of Support can either be submitted direct to Research Services by the Supervisor via email to hdrdocuments@une.edu.au or it may be supplied by the Supervisor to the student for attachment to this application.

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

CHECKLIST FOR SUPPORTING DOCUMENTATION

Please ensure that you complete all sections of the form as per the instructions. You must sign the declaration before printing the form and either mail it to us with attachments or scan it and submit it with scanned attachments via the AskUNE website: http://yourfutureaskune.custhelp.com/app/utils/login_form/redirect/ask

SUPPORTING DOCUMENTS

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	Enclosed	Not Available
Birth certificate, certificate of citizenship or passport		
Official document that indicates a legal change of name		
Evidence of Australian permanent residency		
Transcripts for every tertiary program of study undertaken along with an explanation of the grading system Information		
Certified proof of your commencement date of candidature and evidence of any intermission or changes of candidature status if you want to transfer your candidature and Scholarship from another institution		
Research proposal		
Academic Referee Reports		
Statement of Support from your prospective Principal Supervisor		
Full bibliographic details of up to six publications		
Evidence of up to six creative works		

SCHOLARSHIP OFFER PROCESS

Scholarships are awarded as the result of a competitive process. All applications are assessed by the School of admission prior to consideration by the PVCR Scholarship Committee who will make the final determination.

Research Services will provide an outcome to all scholarship applicants within 8 weeks of the scholarship round closing date. Applicants who are offered a scholarship are asked to accept or decline the offer within 21 days of the offer being made.

Applicants who are not successful in receiving an offer, may be placed on a reserve list. In the event of an offer being declined, those on the reserve list may receive an offer.