

**HIGHER DEGREE RESEARCH**  
**INTERNATIONAL 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. International Scholarship recipients must be enrolled at UNE as on-campus full-time students.

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 International Students Scholarship Application Form](#) is to be used by potential International Students to apply for scholarships available at the University of New England.

Australian Citizens, Australian Permanent Residents and New Zealand Citizens should download and complete the Higher Degree Research Domestic Students Scholarship Application Form.

**SCHOLARSHIP INFORMATION**

Unless otherwise stated applications can only be accepted during the advertised 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](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 email address. Please ensure that you have provided a permanent address in your home country.

## CITIZENSHIP

You will need to provide passport details and your Australian visa type and number (if known).

## 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.

### 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.

## OTHER FINANCE FOR STUDY

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.

### 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.

## ACADEMIC 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

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 or work 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.

### 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	<p><b>Solo curated exhibition catalogue:</b> Title, name of gallery, city of gallery, date of publication, pages and/or URL.</p> <p><b>Published reviews:</b> 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><b>Performance listings:</b> Title of piece(s) performed, date of performance(s), location of performance (theatre and city).</p> <p><b>Programs:</b> Title, name of presenter, city of presenter, date of presentation, page listing and/or URL.</p> <p><b>Published reviews:</b> Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p> <p><b>Articles or awards:</b> 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><b>Programs from theatres, festivals or competitions:</b> 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><b>Performance listings in professional or published documents such as programs:</b> 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><b>Catalogues from cinemas, festivals or competitions:</b> Title of piece(s) performed, date of performance(s), and location of performance (theatre and city).</p> <p><b>Published reviews:</b> 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	Bibliographic citation (as per published citations above)

writing	
Environmental design (for architect, landscape architect, urban designer)	<p><b>International awards:</b> 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><b>Reviews of drawings or plans published in respected professional or academic journals:</b> 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><b>Programs or professionally published flyers:</b> Title, name of presenter, city of presenter, date of presentation, page listing and/or URL.</p> <p><b>Published reviews:</b> Name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.</p> <p><b>Awards:</b> 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.

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 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](mailto: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](mailto: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 mailing it to us with attachments or scanning it and submitting it with scanned attachments via the AskUNE website: [http://yourfutureaskune.custhelp.com/app/utils/login\\_form/redirect/ask](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		
Transcripts for every tertiary program of study undertaken		
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		
Evidence of English language proficiency		
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.