General Information

This form is used to apply for admission into a Higher Degree by Research (HDR) at the University of New England. More information about this form and admission into a HDR are available in the [Admission and Enrolment Policy](https://policies.une.edu.au/document/view-current.php?id=524).

For information and assistance completing this application form, please refer to the [HDR Candidature and Scholarship Application Guide.](https://www.une.edu.au/__data/assets/pdf_file/0006/76785/Candidature-and-Scholarship-Application-Guide.pdf)

For enquiries about completing the application, please contact the Graduate Research School by email ([graduate-school@une.edu.au](mailto: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](https://study.une.edu.au/app/utils/login_form/redirect/ask).

|  |  |
| --- | --- |
| **Electronically** | **Paper Copy** |
| [AskUNE](https://study.une.edu.au/app/utils/login_form/redirect/ask) website | Graduate Research School  TC Lamble Administration Building  University of New England  Elm Avenue  Armidale, NSW 2351 |

Application Type

|  |  |
| --- | --- |
| **Select one application type** | Choose an item. |

Checklist of Required Documents

|  |  |
| --- | --- |
| To complete this application, applicants are required to attach the following documents. Incomplete applications will not be processed. | |
|  | **Proof of Citizenship - Domestic Applicants**   * **Australian citizens**: a certified/notarised copy of either a birth certificate, and identifying document with Photo ID (e.g., driver’s license, passport, or a citizenship certificate) * **New Zealand citizens**: a certified/notarised copy of the applicant’s passport and/or visa. * **Australian Permanent Resident and Permanent Humanitarian Visa**: a certified/notarised copy of the applicant’s current passport and proof of Permanent Residency including date permanent residency was granted. |
| **Proof of Citizenship - International Applicants**  Applicants who hold an international passport/citizenship must include a certified/notarised copy of the applicant’s passport. |
|  | **Change of Name** *(if applicable)*If any qualifications were gained under another name, the applicant must provide documentary evidence of the name change. |
|  | **English Language Requirements** *(if applicable)*International applicants who have completed an English Language Requirements (ELR) test within the last two (2) years must provide a copy of their test results. Please see UNE’s [English Language Requirements for Admission Rule](https://policies.une.edu.au/view.current.php?id=00221) for further information. |
|  | **Academic Qualifications**   * Prior study completed at UNE does not require a transcript. * Include certified/notarised copy/ies of official transcript(s) and certificate(s) for all previous tertiary study including the key to grade *(often on the reverse side of a transcript)*. * Applicants may submit as part of their application (Section 1 Academic and Professional Information) a link to academic qualification documents residing in My eQuals. Important note: if a PIN is required to access the My eQuals document, this must also be included in the application. Applicants should refer to the [My eQuals FAQ webpage](https://www.myequals.edu.au/learner-faqs) for information about sharing documents from My eQuals. * For information on getting documents certified/notarised, please refer to the [Document Certification Guidelines](https://www.une.edu.au/current-students/get-started/guide-to-une/student-id/student-id-card-application-form/document-certification-guidelines) webpage. * For all commenced but not complete HDR programs please also include a candidature history statement for the relevant course / degree |
|  | **Applicants Transferring an HDR course to UNE Only**  Applicants must include official documentation from the transferring institution showing commencement date and any intermissions or changes of candidature (Leave of Absence, Part-time/Full-time) that occurred during candidature. |
|  | **Academic Referee Reports – required for all applications for candidature and scholarship.**   * Applicants must nominate two (2) people who are not in close personal relationships with the applicant (e.g., family members). * It is the responsibility of the applicant to contact the nominated referees and request that they complete the online [HDR Referee Report form](https://www.une.edu.au/research/hdr/hdrformsandpolicies/hdr-referee-report) prior to lodging this application. UNE will not request referee reports on behalf of applicants. |

|  |
| --- |
| **Section 1 – APPLICANT & ACADEMIC INFORMATION** |

Applicant Information

**NOTE**: If any information below changes while this application is being processed by the Graduate Research School, the [Graduate Research School](https://study.une.edu.au/app/utils/login_form/redirect/ask) must be advised immediately.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **First Name(s)** | **Middle Name(s)** | **Family Name** |
| Choose an item. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | This application contains reference to or evidence supporting a name other than the name listed above. | | | |
| **Alternate Name Details** | | | | |
| **Title** | | **First Name(s)** | **Middle Name(s)** | **Family Name** |
| Choose an item. | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Birth**  Day/Month/Year |  | **Gender** | Choose an item. |

|  |  |
| --- | --- |
| **Do you identify as an Australian Aboriginal or Torres Strait Islander?** | Choose an item. |

|  |  |
| --- | --- |
| **Agent’s Name** *(If applicable)* |  |

|  |  |
| --- | --- |
| **Student Number** *(If previously studied at UNE)* |  |

|  |  |
| --- | --- |
| [**Unique Student Identifier (USI) Number**](https://www.usi.gov.au/students/get-a-usi) *Required for all domestic applicants* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Residential Address** | | | |
|  | | | |
| **Country** |  | **Postcode** |  |
| **Mobile Number** |  | **Email** |  |

**Student Accessibility & Wellbeing**

All students at the University of New England may seek the support and advice from the [Student Accessibility & Wellbeing Office (SAWO)](https://www.une.edu.au/current-students/support/student-support/student-access-and-inclusion/services-for-students) on Study Access Plans (SAPs) for students living with learning difficulties, long-term illness, injuries, disability, students who are carers, survivors of domestic violence, rural and remote students, and incarcerated students. SAWO also supports students on permanent humanitarian visas, and students who are members of the defence force and emergency services, and elite athletes. Please indicate whether you may need a Study Access Plan in place to ensure UNE can make reasonable adjustments for matters such as those above that may affect your research progress.

|  |  |
| --- | --- |
| **Study Access Plan** | SAP may be required  SAP will not be required  Prefer not to say |

Citizenship

|  |  |
| --- | --- |
| **Domestic Applicants: Select Citizenship Category** | |
| Choose an item. | |
| \*Date Australian Permanent Residency granted | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **International Applicants: Provide Details Below** | |
|  | Name of the country the applicant has been granted citizenship |
|  | Name of the country the applicant was born |
| **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. Entry into a Higher Degree by Research course 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](http://policies.une.edu.au/view.current.php?id=00221) (section 13) | |

Academic and Professional Information

Applicants must provide [certified copies](https://www.une.edu.au/current-students/get-started/guide-to-une/student-id/student-id-card-application-form/document-certification-guidelines) of all academic qualifications attained in the past ten (10) years.

Any applicant sharing documents from My eQuals must provide the link to the document(s) and the PIN (if using).

|  |  |
| --- | --- |
| **My eQuals Link** |  |
| **My eQuals PIN** (if using) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree Name** | **Percentage of Research in the Degree** (%) | | **Institution Name** | **Grade or Result** | | **Years Attended** *(e.g. 1998 – 2000)* | **Language of Instruction** |
|  |  | |  |  | |  |  |
|  |  | |  |  | |  |  |
|  |  | |  |  | |  |  |
|  |  | |  |  | |  |  |
|  |  | |  |  | |  |  |
|  |  | |  |  | |  |  |
|  | | | | | | | |
| **Relevant Research Experience in the Past Five (5) Years** If applicable, detail in the box below any postgraduate research/other research experience, skills, and/or knowledge that demonstrates the applicants ability to complete the research outlined in the research proposal. (e.g., research projects undertaken, work as a research assistant etc.) *If insufficient space, please attach further information – 1 page maximum.* | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Relevant Employment History in the Past Five (5) Years** Employment history may also be assessed during application assessment. To be assessed, applications must supply a CV/resume, certified documentation or a referee’s report from the employer(s). 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 attached further information – 1 page maximum.)* | | | | | | | |
| **Name of Employer** | | **Duties/Positions** | | | **Start and End Date** | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
|  | |  | | |  | | |

|  |  |
| --- | --- |
| **Academic Publications** List up to five (5) peer-reviewed academic publications of relevance to this application.  For example: Smith. J., Brown. S., Shaw. P, “Title”, Name of Publication, Type of Publication (e.g. refereed journal article, refereed book chapter, review article etc.), Publication Details (e.g. Volume 29, issue 2, 2024), Document Object Identifier (DOI) | |
| **Publication Citation** | **Document Object Identifier (DOI)** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Non-Traditional Research Outputs (NTROs)** List up to five (5) relevant non-traditional research outputs, such as original creative works, live performance of creative works, recorded/rendered creative works, curated or produced substantial public exhibitions and events, research reports for an external body, portfolio. *(If insufficient space, please attach further information – 1 page maximum.)* | |
| **Details of Public Dissemination and Critical Reception** | **Document Object Identifier (DOI) or other identifiers** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Awards and Prizes** List relevant academic awards, prizes, or recognition of your research-related achievements in the box below including information about the award. | |
| **Details of Awards and Prizes** | **Year Received** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Section 2 – CANDIDATURE APPLICATION** |

General Degree Information

|  |  |
| --- | --- |
| **Nominated Degree Start Date** | Click or tap to enter a date. |
| **Select below the degree the applicant is applying for acceptance into.** | |
| Choose an item. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance Type (study load) and Mode (study mode) – International Applicants will only be approved for ON campus full-time enrolment as per** [**National Code of Practice for Providers of Education and Training to Overseas Students 2018**](https://www.legislation.gov.au/F2017L01182/latest/text) | | | |
| **Attendance Type** | Choose an item. | **Attendance Mode** | Choose an item. |

|  |
| --- |
| **\*Online applicants must advise where their research will be conducted** (e.g., Armidale Campus, or Archival research at the National Archives of Australia). |
|  |

|  |  |
| --- | --- |
| **Field of Research/Discipline (e.g., History, Agriculture, Education, Nursing, etc.)** | |
|  | |
| **Faculty** | **School/Unit** |
| Choose an item. | Choose an item. |

|  |
| --- |
| **Proposed UNE Academic Supervisors (two minimum)** |
|  |
|  |

|  |
| --- |
| **Research Title (maximum of 15 words)** |
|  |

|  |
| --- |
| **Summary of research topic and research problem in non-specialist language (maximum 250 words).** |
|  |

Research Proposal

**Research proposal of approximately two A4 pages, not exceeding 1,000 words.** The headings and structure below should be used as a guide. Applicants should consider what will be relevant to their research in consultation with the proposed supervision team.

For applicants wishing to study by Creative Practice, submit the Research Proposal using the [HDR Research Proposal – Creative Practice](https://www.une.edu.au/__data/assets/word_doc/0016/509110/HDR-Research-Proposal-Creative-Practice.docx).

|  |
| --- |
| **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

**Current Enrolment at UNE:** Skip if not currently enrolled at UNE.

|  |  |  |
| --- | --- | --- |
| **Current Enrolment Information** | | |
| **Degree Name** | **Institution** | **Anticipated Completion Date** |
|  |  | Click or tap to enter a date. |

**Transfer**: Skip if not transferring a current Higher Degree by Research (HDR) degree to UNE from another university.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Enrolment in a HDR Degree at Another Institution** | | | |
| **Degree Name** | **Institution** | **Commencement Date** | **Estimated Number of Full-Time Equivalent Days Enrolled/Consumed** |
|  |  | Click or tap to enter a date. |  |

**Previous Higher Degree by Research (HDR) Enrolment**: Skip if no prior enrolment into a HDR degree at any institution.

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous HDR Enrolment Information in the Past Ten (10) Years** | | | |
| **Degree Name** | **Institution** | **Commencement Date** (Day/Month/Year) | **Completed/**  **Withdrawn Date**  (Day/Month/Year) |
|  |  |  |  |

Credit and Recognition of Prior Learning Information

If credit towards the application for this Higher Degree by Research degree is sought, provide the following details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Unit/Subject to be Assessed for Credit** | **Institution** | **Unit/Subject Completed to Obtain an Academic Qualification** (Yes/No) | **UNE Unit(s) Code for Which Credit is Being Sought** (e.g. EDLT583) – If known |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Section 3 – SCHOLARSHIP APPLICATION** |

Scholarship applications are only accepted during scholarship rounds. Refer to the [HDR Scholarships, Prizes, and Awards](https://www.une.edu.au/research/graduate-research-school/scholarships) website for the dates.

Application Type

|  |  |
| --- | --- |
| **Scholarship Type** | Choose an item. |
| **\*Other** | |

**Previous UNE Higher Degree by Research (HDR) Offer of Admission**: Skip this section if no prior HDR offer of admission for UNE has been received.

|  |  |
| --- | --- |
| **Degree Name** |  |
| **School/Unit** | Choose an item. |
| **Principal Supervisor** |  |
| **Co-Supervisor(s)** |  |
| **Research Topic/Title** |  |

**Transfer**: Skip this section if the applicant is not applying to transfer their current Higher Degree by Research (HDR) scholarship at another Higher Education institution to UNE.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scholarship Name** |  | Date Commenced | Click or tap to enter a date. |
| **Degree Name** |  | Date Commenced | Click or tap to enter a date. |
| **Institution Name** |  | | |

Finance for Study

**Postgraduate Scholarship or Sponsorships Awarded**: Skip this section if no postgraduate scholarships or sponsorships have been awarded to the applicant prior to the submission of this application. \*Applicants must include below details for any scholarships or sponsorships that are continuing beyond the date of submission of this application or that will begin if an offer of admission is made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Awarded Postgraduate Scholarship(s) or Sponsorship(s)** | | | | |
| **Scholarship or Sponsorship Name** | **Start Date** | **\*End Date** | **Institution Name** | **Total Value of Scholarship or Sponsorship** |
|  | Click or tap to enter a date. | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. | Click or tap to enter a date. |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Is the applicant applying for or will they receive any other externally funded scholarship(s) or sponsorship(s)?**  Skip this section if the applicant is not applying for or receiving any other scholarship(s) or sponsorship(s). | | | | | | |
| **Name of Scholarship(s)/Sponsorship(s)** | | | |  | | |
| **Are the following items paid for by the scholarship/sponsorship?** (Select all that apply) | | | | | | |
| **Tuition Fees** |  | **Stipend/Living Expenses** |  | | **Other Additional Benefits** (Overseas Health Cover) |  |
| **Annual Value** (AUD$): | | **List Benefits:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **If the scholarship application is unsuccessful, does the applicant want to continue being assessed for an offer of admission?** – Skip this section if the applicant does not want to be assessed for an offer of admission into the nominated HDR degree at UNE. | | | | | |
| **Select below how financial support will be achieved.** | | | | | |
| **Self-Funded (using personal means of funding).** |  | **Externally Funded Scholarship or Sponsorship** (noted above) |  | **Other** |  |
| **Details:** |

|  |
| --- |
| **Section 4 – ACADEMIC REFEREES & DECLARATION** |

Referee Report

All applicants submitting an application for scholarship and/or admission MUST have two (2) academic referee reports from referees who are not in close personal relationships with the applicant (e.g., family members).

Referees must be qualified to speak with knowledge and experience about the applicant regarding:

1. academic achievement and/or ethic during the qualification that is of most relevance to this application;
2. research capacity and/or research achievement;
3. if applicable, employment experience/training of most relevance to this application.

Applicants must provide contact details for the nominated referees below. It is the applicant’s responsibility to request the nominated referees to submit a written report using the [HDR Referee Report Form](https://www.une.edu.au/research/graduate-research-school/hdr-forms-and-policies/hdr-referee-report). **The university will not request reports on behalf of applicants.**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Institution** |  |  |
| **Phone Number** |  |  |
| **E-mail Address** |  |  |

Declaration

* I declare that I have read and understood the questions on this form and that the information I have supplied is true and correct;
* I understand that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth);
* I understand that the University may vary or cancel any decision made on the basis of incorrect or incomplete information provided by my referees or me. If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to Universities Australia and Universities Australia member institutions, the Australasian Conference of Tertiary Admissions Centres (ACTAC), and any other relevant authority;
* I agree to immediately advise the Graduate Research School of any changes to the information provided on this form;
* I authorise UNE to obtain official records and results from any previous educational institutions I have attended;
* I declare that I have read and understood the published course information in the relevant UNE Handbook and/or UNE website and that I have adequate information to proceed with the admission/enrolment process;
* I agree to comply with all the conditions of admission and enrolment at UNE, if admitted to candidature;
* If awarded a scholarship, I agree to abide by the University of New England’s Conditions of Award and Conditions of Scholarship which may be amended from time to time by the University;
* I understand that UNE may make available to Commonwealth and State Government agencies any information provided by me, pursuant to obligations under the [Education Services for Overseas Students Act 2000](https://www.legislation.gov.au/Details/C2022C00066) and  [*National Code of Practice for Providers of Education and Training to Overseas Students 2018*](https://www.legislation.gov.au/Details/F2017L01182);
* I agree, if financially sponsored, to permit UNE to release details of my academic progress to my sponsoring body on request.
* I understand that by submitting a scholarship application, personal information contained within the application may be shared with the sponsoring body, which may be external to UNE;
* I understand that any further information I provide to UNE, during or in relation to a scholarship, may be disclosed to the sponsoring body, which may be external to UNE;
* I understand that I may be contacted to provide further information to the sponsoring body where relevant.

**Applicants must sign and date this application below before returning to Graduate Research School. Unsigned applications or incomplete applications will not be processed.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **Applicant** |  |  |  | |  | Click or tap to enter a date. |  |
|  | **Name** |  | | **Signature** |  | **Date** |  |