

# APPLICATION FOR REMOTE CANDIDATURE

## RESEARCH DEGREES AND SCHOLARSHIPS

### Remote Candidature

Murdoch University offers remote candidature for research degrees which enable a student to pursue most or all of their research away from the University – under specified conditions.

Remote candidature is available in most disciplines for the PhD but may not be available for all Masters Programs by research. Approval to undertake remote candidature is not automatic but requires the agreement of the Research and Development Board and your proposed Division of study. Applications will be assessed on a case-by-case basis.

### Who should use this form?

The attached form is to be used by graduates with proven research experience \* who wish to apply for remote research candidature to study for a higher degree by research at Murdoch University

\*Proven research experience generally means award of Honours and/or completion of a substantial research based thesis, either as part of a four year degree or as a postgraduate student. If you are in doubt whether your research experience is sufficient for admission, please contact Graduate Research Office for more information.

This form is to be used by both Australian and International applicants for remote candidature. International applicants will also be required to complete the International Postgraduate application form.

This form is **NOT** to be used for:

- Leave of absence for current candidates
- International candidates who wish to be absent from the University for a short period on approved fieldwork
- Those students at the end of their candidature wishing to write up their thesis away from Perth

### Remote Candidature

Applications for remote candidature will be accepted any time during the year.

### Documentation

The following documentation must accompany your application form at the time of submission. The only exceptions are the academic referee reports which should be sent directly to Graduate Research Office by your referees, and any outstanding results from studies you may be completing, which you will need to send to Graduate Research Office as soon as they become available in the form of official transcripts.

Please ensure that the supporting documentation is complete. Original documents are preferred and will be returned to you if you request it. You must attach certified copies of award certificates and full academic transcripts, including keys to the grading system used. All documents must be in English; if not, please include certified English translations. Uncertified photocopies or facsimiles will not be accepted. Applications submitted without full and proper documentation, or with no explanation as to why documentation is not available, will not be assessed.

If you have changed your name since you were awarded the qualifications upon which the application is based, you must supply the original or correctly certified copy of your marriage certificate or change of name declaration.

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## **Australian Residency**

You must indicate your residency status on the application form. If you have arrived in Australia in the past 12 months, you must supply the original or correctly certified copy of the passport visa showing permanent residency approval.

## **Previous Tertiary Studies**

A complete record of your tertiary studies is required at both undergraduate and postgraduate level, showing all years of study, all tertiary institutions attended and all qualifications obtained. If you have failed any courses or have been excluded from any tertiary institution for any reason, full details must be given. You must include with your application complete official academic transcripts which set out all subjects you have studied, the years in which they were attempted and the individual grades obtained in each subject. **Results or marks slips are not acceptable.** If a transcript does not clearly show that a qualification (eg, BSc, BA) has been awarded, you will also need to provide your degree certificate or official advice from the university registrar that the degree has been or will be awarded. Please ensure that transcripts include explanations of grades and abbreviations used. If these documents are not available when you apply, you should indicate when you are likely to have them, and forward them to Graduate Research Office as soon as possible, Murdoch Students do not need to provide academic transcripts for Murdoch studies.

## **Curriculum Vitae**

Please enclose a copy of your latest curriculum vitae.

## **Honours Results**

If you are currently enrolled as an Honours student, either at Murdoch University or at another institution, you must notify Graduate Research Office as soon as you receive advice of the level of Honours awarded. Advice from your supervisor or faculty must be followed up with formal transcripts or certificates from your university Registrar.

## **Honours Equivalence**

For applicants without an Honours degree, it is important that you fully complete question 1D. Applicants without Honours will be assessed individually on the basis of information provided in this application.

## **Referee's Reports**

You will need to obtain two referees reports from academic staff conversant with your most recent academic work. Fill in the front section of each referee's report form and then give them to your chosen referees. The forms should then be completed by the referees and sent directly to Graduate Research Office.

## **Scholarships**

For applicants without an Honours degree, it is important that you fully complete question 1D. Applicants without Honours will be assessed individually on the basis of information provided in this application.

If you have any queries regarding remote candidature at Murdoch University, please contact:

Graduate Research Office  
Division of Research and Development  
Murdoch University  
MURDOCH WA 6150  
Ph: (08) 9360 2557  
Email: [higherdegreesresearch@murdoch.edu.au](mailto:higherdegreesresearch@murdoch.edu.au)

# APPLICATION FOR REMOTE CANDIDATURE

## RESEARCH DEGREES AND SCHOLARSHIPS

### Section A – Application details

**Murdoch Student Number** – leave blank if you have not studied at Murdoch before

**Full Name** – show former surname if you have changed your name since you have graduated (proof of change of name required)

Title:	Surname or Family Name:
First Names:	
Former Surname or Family Name:	
Date of Birth:	

**Residential Status** – mark appropriate box.

Are you a Citizen or Permanent Resident of Australia?

Yes

No

**Address for Notification**

Post Code:
Home Phone:
Work Telephone:
Email Address:

**Degree Applied For** – indicate degree and mode of study.

Degree Type (I.e. PhD, MPhil, DIT)					
Mode of Study		Part-time		Full-time	

**Scholarships**

Australian Postgraduate Award (APA)		Murdoch University Research Studentships (MURS)	
Other (Specify source of scholarship)			

**Previous Tertiary Education** — including any partly completed undergraduate or postgraduate studies, or any studies at Murdoch University.

**Note:** Original or certified transcripts of all studies at all institutions must be provided.

Degree Title	Level of Honours	Name of Institution	Year of Award
<b>Current Enrolment (if any):</b>			

## 1. Research Experience (please provide attachments if space is insufficient)

### A. Provide titles and approximate length (in words) of theses or dissertation completed in your previous degree(s):

### B. Outline briefly any other research on which you have been engaged:

### C. List any publications including work which you have done individually, or jointly with others Publications

Please attach a list of any publications including work which you have done individually or jointly with others. The list should be presented with the following information:

- Title
- Authorship
- Type of publication (eg journal article, poster, CD-Rom, conference paper, performance, web-based publication)
- Is the publication refereed?
- Details on how this item contributes to the proposed thesis

### D. Honours Equivalence (for applicants without an Honours Degree)

For applicants who do not possess (or are not completing in 2005) an Honours degree, it is essential that any evidence in relation to the following criteria be addressed in your application:

- Evidence of a major thesis (of approx 6 months duration)
- Evidence of research experience which may be equivalent to a major thesis
- Examiners reports of any dissertation or thesis
- Evidence of any merit honours
- Evidence of fellowship or professional memberships
- In the case of art, design or other performance based programmes where other criteria may be inappropriate, international or national reputation by way of exhibitions, performance, or production with your role clearly explained.
- Also please take care to fully address Items 1A (Research Experience) and 1C (Publications)

**2. Intended Research Area**

**A. Indicate intended research area:**

**B. Please provide, as an attachment, a brief description of the research project. This should be a 300-500 word summary of research aims, likely questions and possible outcomes of your proposed project.**

**C. What are the likely main expenses in your project?**

**NOTE: Financial resources for your project will be finalised during your initial enrolment and Programme of Study, and will be subject to approval of the School Dean**

**D. Has an academic staff member agreed to supervise your proposed project? If yes, please give person's name and date of contact:**

*Current Research Students, please insert principal supervisors' name.*

**3. Employment:**

**A. Indicate any other professional, scholarly or employment experience relevant to your application:**

**B. Current Employment Status**

Please indicate your employment commitments during your proposed candidature:

Employer:

Position Title:

Employment Level:

**4. A Candidate who wishes to undertake a degree by remote candidature is required:**

**(a) To communicate with the supervisor by telephone, video conference or other interactive means at least monthly, (and on a daily basis as required)**

Please indicate the arrangements that have been made for this:

**(b) To undertake the equivalent of 20 days full-time study (normally) within the university each year**

Please indicate how this annual attendance requirement will be fulfilled in the first years.

Please indicate how you will meet this attendance requirement in subsequent years.

**If proposing to enrol on a part-time basis:**

**(c) to produce written confirmation stating which two days a week will be devoted to research. Applicants for no laboratory disciplines may specify a Saturday or Sunday as one of the two days available for research. Please specify the two days:**

**(d) to produce evidence that he/she has adequate leave/time to pursue PhD research. A letter from an employer for example, would be considered acceptable evidence in this regard. This letter should confirm 4b and c above and give details of the leave arrangements which will enable you to undertake the research. Please attach relevant documentation.**

5. Referees

**Provide names, addresses and telephone numbers of two persons whom you have asked to support your application (preferably academic staff conversant with your most recent academic work and research potential)**


6. Declaration

**I declare that the information supplied by me on this form is complete, true and correct in every particular. I understand that Murdoch University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.**

<b>Applicants Signature:</b>	<b>Date:</b>
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**CHECKLIST:  
Please enclose with your application:**

	Original or certified copies of your academic records/transcripts
	Curriculum Vitae
	Description of research project (300-500 words)
	Original or certified copy of your birth certificate, extract of entry, citizenship certificate or passport entry
	Applicants without honours must take care to fully address question 1 – research experience
	Completion of candidature declaration (no 4, with attachments if required)
	On-site supervision declaration

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## Section B – Onsite Supervisor Declaration (If applicable)

To be completed by the onsite Supervisor

Where the research will be undertaken principally at a research site other than Murdoch University (eg archives repository, field site, laboratory, commercial or governmental research station, another university etc) the onsite supervisor needs to assure Murdoch that the site provides a research environment which offers appropriate resources, facilities and research expertise to support the candidature for the duration of the research program.

### 1. Host Institution

Name of Host Institution:

Address of Host Institution:

### 2. Onsite supervisor

#### Personal Details

Title:	Family Name:
Given Names:	

### 3. Academic Qualifications

Degree or other qualification held	Awarding Institution	Year Completed

### 4. Research/Publications

Provide Details of any original research and/or publications. (Attach additional sheet if necessary)

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### 5. Supervisory Experience

Has the nominated Onsite Supervisor undertaken the supervision of Doctoral Candidates previously?

	Yes		No	if yes please state approximate number	
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**6. Facilities and resources required for the research.**

(Please place x in the box of the facility/activity)

<b>Will the student have access to the following general facilities?</b>	
<input type="checkbox"/>	Computer and printer
<input type="checkbox"/>	Desk and chair
<input type="checkbox"/>	Filing cabinet
<input type="checkbox"/>	Telephone, Fax and email facilities
<input type="checkbox"/>	Photocopier

<b>Will the student have access to appropriate research facilities</b>	
<input type="checkbox"/>	Library /archive resources
<input type="checkbox"/>	Laboratories
<input type="checkbox"/>	Specialist equipment
<b>Please provide any additional comments required regarding access to research facilities:</b>	

<b>Will the student have the opportunity to be involved in a community of scholars at the host institution through the following activities/interactions?</b>	
<input type="checkbox"/>	Other research students engaged in similar research
<input type="checkbox"/>	Presentation of the research proposal/outcome at the host institution
<input type="checkbox"/>	Participation in research seminars within the host institution
<input type="checkbox"/>	Encouragement and financial support to participate in national and international conferences
<input type="checkbox"/>	Encouragement and financial support to undertake travel related to the research program

Signature of on-site Supervisor:	Date:
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**ACADEMIC REFEREES REPORT**  
RESEARCH DEGREES AND SCHOLARSHIPS  
IN CONFIDENCE (Not to be returned to applicant)

**Please return report to:**

Graduate Research Office  
Division of Research and Development  
Murdoch University  
Murdoch WA 6150

**Applicant**

Complete the section below and pass the form to a person whom you wish to act as your academic referee. That person should be a senior academic conversant with your most recent academic experience.

Surname:	
Other Names:	
Degree Applied for:	
Division:	

**Referee**

**Please complete and send this form as soon as possible** (by 31<sup>st</sup> October for scholarship applicants) **to Graduate Research Office** (address below). *This is a private and confidential assessment and your response will be treated in the strictest confidence by the Selection Committee and officers of the University who are required to handle such documents.*

Name:	
Position:	
Address:	

**Based on your knowledge of the applicant and their work, how would you rate their research potential in relation to their peers?**  
(Please tick appropriate box)

Top 10% Outstanding	Top 20% Outstanding	Top 40% Good	Average	Unable to comment

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Please supply comments in support of your ranking of this applicant's research potential

**Referee's Comments:** Please supply comments which you think will assist in assessing the applicant's ability to complete the program applied for. Comment on the applicant's research potential are particularly useful.

Referee's Signature:

Date: