

2010 Application Form

Higher Degrees by Research & Scholarships



Closing Dates

Scholarship Applications

Closing date for all domestic scholarships 31 October

Admission RMT, DBA, DHRM, DIT

Closing date for 1st Semester 31 October

Closing Date for 2nd Semester 31 May

Admission PhD, MPhil, LLM, EdD,

Applications are accepted all year round.

Who should use this form

The attached form is to be used by domestic graduates with proven research experience¹ who wish to apply for admission to a Doctor of Philosophy, Master of Philosophy, Master of Law (Research), Doctor in Education, Doctor in Business Administration degree, Doctorate in Information Technology or Doctor in Human Resources Management at Murdoch University. This form should also be used by graduates who wish to apply for the Research Masters with Training (RMT) and by those applying for domestic research scholarships (including current research students) except for the following applicants.

For applicants wishing to enrol on an **external basis**, please use the "**Application for Remote Candidature**" this includes scholarship application.

If you are not an Australian Citizen or you do not have permanent resident status please contact Murdoch International (+61 3) 9627 4809, email: internat@murdoch.edu.au or visit http://www.murdoch.edu.au/_document/PDF-Documents/Postgrad-research-app.pdf to obtain the appropriate application form.

Closing Dates

The closing date for all domestic research **scholarship** applications is 31 October. Applications received after this date will be treated as applications for admission to the degree only. Applications for research degree candidature are accepted at any time during the year, although processing of forms received after the October closing date may be delayed due to processing of scholarship applications.

Documentation

The supporting documentation must accompany your application form at the time of submission. The only exceptions are the referees' reports which should be sent directly to HDR Services by your referees, and any outstanding results from studies you may be completing in 2009. These results will need to be sent to HDR Services 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. Copies are acceptable provided that the copied documents are certified as "true and complete copies of the original" by the issuing authority, a Justice of the Peace or a Commissioner for Declarations. 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.

Applicants for the Australian Postgraduate Award (APA) must provide an original or correctly certified copy of their birth certificate, extract of entry, citizenship certificate or passport extract.

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

Australian Residency

If you have arrived in Australia in the past twelve 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 HDR Services as soon as possible. Murdoch students do not need to provide academic transcripts for Murdoch studies. If you have had a prior Research HECS Exemption Award or Research Training Scheme Funding, details must be given.

¹ 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 HDR Services for more information.

External Study (Remote Candidature)

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

Approval to undertake remote candidature requires the agreement of the Research Degrees and Scholarships Committee and your proposed School of study. Applications will be assessed on a case-by-case basis.

Commonwealth research scholarships may be available for approved external study. Application for external research degrees and/or scholarships can only be made on the “Application for Remote Candidature”.

The “Application for Remote Candidature” is also available from HDR Services website.

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 HDR Services as soon as you receive advice of the level of Honours awarded. Advice from your supervisor or School 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 the question titled “Honours Equivalence”. Applicants without an Honours degree will be assessed individually on the basis of information provided in this application

Referee Reports

Fill in the front section of each referee report form and then give them to your chosen referees. The forms should then be completed by the referees and sent directly to HDR Services.

- For PhD, MPhil, LLM (Research), DBA, DHRM and EdD - you will need to obtain two academic referee reports
- For RMT and DIT – you will need to obtain one academic referee report and one professional referee report

Referee reports sent by email will not be accepted.

Notification

The first round of scholarship offers will be posted in mid-December, and results of all applications will be posted before Christmas.

If you have any queries regarding Research Degrees or Scholarships at Murdoch University, please contact:

HDR Services

**The Student Centre
Level 2 Chancellery Building,
Murdoch University,
90 South Street,
Murdoch WA 6150**

Enquiries

Telephone: 1300 687 3624

Closing Dates

Scholarship Applications – 31 October

Admission RMT, DBA, DHRM - 1st Semester 31 October, 2nd Semester 31 May

Admission PhD, MPhil, LLM, EdD, - applications are accepted all year round.

PERSONAL DETAILS:

Murdoch Student Number - leave blank if you have not studied at Murdoch University 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:	
Given Names:			
Former Surname or Family Name:			
Date of Birth:			

Residential Status – mark appropriate box

Are you a permanent resident of Australia? Yes No Are you an Australian Citizen? Yes No

Are you a New Zealand Citizen? Yes No

Address for Notification – any offer of admission will be sent to this address

Postcode:	
Home Telephone:	Mobile:
Work Telephone:	Email:

Degree Applied For – indicate degree and mode of study

PhD MPhil RMT(Research Masters with Training) EdD LLM(Research)

DBA DHRM DIT

PLEASE NOTE: Students applying for Psychology Degrees should use the 2008 Higher Degrees in Psychology Application form.

Mode of Study – please indicate your intended mode of study

* **REMOTE CANDIDATES** - Do not continue to use this form instead complete the "Remote Candidature Form".

Full-time Part-time External*

Scholarships

Australian Postgraduate Award (APA) Other (Specify)

Murdoch University Research Studentship (MURS)

Previous Tertiary Education – including any partly completed undergraduate or postgraduate studies, or any studies at Murdoch University. **NOTE: Original or certified copies of all studies at all institutions(Except Murdoch) must be provided.**

Degree title	Level of Honours	Institution	Year of Award

Have you had a research degree enrolment at another institution within the last three years?

Yes* No **If yes, you must complete a "Previous Candidature Declaration Form" available from HDR Services.*

For RMT Students Only: Do you wish your application to be assessed for credit for previous study?

Yes No

Research Experience: Please provide attachments if space is insufficient

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

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

Publications

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

- Title**
- Authorship** (indicate your contribution, if it is a joint publication)
- Type of Publication** (e.g. 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.**

Honours Equivalence (for applicants without an Honours Degree)

Applicants who do not possess an honours degree or are not completing an honours degree in the current year, are urged strongly to provide evidence in relation to the following criteria with 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 questions titled "Research Experience" and "Publications"

Intended Research Area: Please indicate your intended research area

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

What are the likely main expenses involved in your project?
NOTE: Financial resources for your project will be finalised during your initial enrolment and Program of Study and will be subject to approval of your School of Study

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

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Employment: Indicate any other professional, scholarly or employment experience relevant to your application

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If you are permanently employed and intend to enrol part-time, please state the name of your employer and your position, if you will be using employer facilities in the course of your research:

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Referees - Provide names, addresses and telephone numbers of two persons whom you have asked to support your application.

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.

Applicants Signature:	Date:
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Checklist: Enclose with your application

<input type="checkbox"/>	Original or Certified copies of your academic records/transcripts
<input type="checkbox"/>	Curriculum Vitae
<input type="checkbox"/>	Description of research project
<input type="checkbox"/>	Original or certified copy of your birth certificate, extract of entry citizenship certificate or passport entry (For APA Applications)
<input type="checkbox"/>	Applicants without Honours must please take care to fully address the question titled "Research Experience"
<input type="checkbox"/>	RMT applicants must ensure they have forwarded 1 academic referee report and 1 professional referee report to their referees

ACADEMIC REFEREE REPORT



In confidence – not to be returned to the applicant

NOTE TO REFEREES

This report is a confidential document on a candidate for admission to the, PhD, MPhil, LLM (Research) RMT, DBA, DHRM, DIT or EdD degree.

Entry is competitive and we would appreciate your frank comments on the applicant's suitability for admission to the degree.

All information you provide will be treated as strictly confidential. Please complete your Report as soon as possible and mail it in an envelope marked "Confidential" to:

**HDR Services
The Student Centre
Level 2 Chancellery Building,
Murdoch University,
90 South Street,
Murdoch WA 6150**

This private and confidential assessment will be treated in the strictest confidence by the Selection Committee and officers of the University, who are required to handle such documents.

Please do not return this report to the applicant.

NOTE TO APPLICANTS

Complete the section with your name and intended course, then pass the form to a person you wish to act as your academic referee. The academic referee, where possible, should be conversant with your most recent academic experience.

ACADEMIC REFEREE REPORT FORM - 1



IN CONFIDENCE (Not to be returned to applicant)

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:

Faculty:

Referee: Please complete and send this form as soon as possible to Murdoch Graduate Centre (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?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Top 10% Outstanding</i>	<i>Top 20% Excellent</i>	<i>Top 40% Good</i>	<i>Average</i>	<i>Unable to comment</i>

Please supply comments in support of your ranking of this applicant's research potential (continue overleaf)

Please send completed form to:

**HDR Services
The Student Centre
Level 2 Chancellery Building,
Murdoch University,
90 South Street,
Murdoch WA 6150**

Referees Comments:

Please supply comments which you think will assist in assessing the applicant's ability to complete the program applied for.

Referees Signature:

Date:

ACADEMIC REFEREE REPORT FORM - 2



In confidence – not to be returned to the applicant

NOTE TO REFEREES

This report is a confidential document on a candidate for admission to the, PhD, MPhil, LLM (Research), DBA, DHRM or EdD course.

All information you provide will be treated as strictly confidential. Please complete your Report as soon as possible and mail it in an envelope marked "Confidential" to:

**HDR Services
The Student Centre
Level 2 Chancellery Building,
Murdoch University,
90 South Street,
Murdoch WA 6150**

This private and confidential assessment will be treated in the strictest confidence by the Selection Committee and officers of the University, who are required to handle such documents.

Please do not return this report to the applicant.

NOTE TO APPLICANTS

Complete the section with your name and intended course, then pass the form to a person you wish to act as your academic referee. The academic referee, where possible, should be conversant with your most recent academic experience.

ACADEMIC REFEREE REPORT FORM - 2



IN CONFIDENCE (Not to be returned to applicant)

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:

Faculty:

Referee: Please complete and send this form as soon as possible to Murdoch Graduate Centre (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?

Top 10%
Outstanding

Top 20%
Excellent

Top 40%
Good

Average

Unable to
comment

Please supply comments in support of your ranking of this applicant's research potential (continue overleaf)

Please send completed form to:

**HDR Services
The Student Centre
Level 2 Chancellery Building,
Murdoch University,
90 South Street,
Murdoch WA 6150**

Referees Comments:

Please supply comments which you think will assist in assessing the applicants ability to complete the program applied for.

Referees Signature:

Date:

EMPLOYER OR PROFESSIONAL REFEREE REPORT



***This form should be only be completed as part of an RMT or DIT Application**

In confidence – not to be returned to the applicant

NOTE TO REFEREES

This report is a confidential document on a candidate for admission to the Doctorate in Information Technology or Research Masters with Training.

The Doctorate in Information Technology is an intensive three year full-time (or part time equivalent) course of study. The first three semesters consist of a selection from the school's masters level units covering a wide range of topics of current concern in the industry and several research oriented courses. The final three research semesters culminate in the writing of a dissertation which embodies a significant contribution to professional practice in information technology.

The Research Masters with Training is an 18 month full-time degree designed for students for whom additional, or specialised, research training is desirable. It is suitable for industry professionals who seek to extend and deepen their research expertise and undertake research relevant to their professional field, and those hoping to proceed to a higher degree but lacking in the conventional background.

All information you provide will be treated as strictly confidential. Please complete your Report as soon as possible and mail it in an envelope marked "Confidential" to:

**HDR Services
The Student Centre
Level 2 Chancellery Building,
Murdoch University,
90 South Street,
Murdoch WA 6150**

This private and confidential assessment will be treated in the strictest confidence by the Selection Committee and officers of the University, who are required to handle such documents.

Please do not return this report to the applicant.

NOTE TO APPLICANTS

Complete the section with your name and intended course then pass the form to a person you wish to act as your professional referee.

EMPLOYER OR PROFESSIONAL - 1 REFEREE REPORT FORM



Applicant: Complete the section below and pass the form to a person whom you wish to act as your employer or professional referee. That person should be a person conversant with your most recent experience.

SECTION A – (to be completed by the applicant)

Surname:

Other Names:

Degree:

Faculty:

SECTION B – (to be completed by the applicant's employer or former employer OR a person able to assess the applicant's competence)

Referee: This report is a confidential document on a candidate for admission to the Research Masters with Training.

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:

Business Address:

For how long has the applicant been known to you?

Are you the applicant's work supervisor?

NO

YES

If no, please indicate on what grounds you feel competent to comment on the applicant

If applicable, describe briefly the work undertaken by the applicant while employed by your organisation or while professionally known to you. Indicate degree of responsibility and level of work.

Based on the applicant's proficiency in his/her present work, the relevance of proposed studies, and the applicant's future potential, please indicate your assessment in the following terms:

<input type="checkbox"/>	Experience has provided excellent preparation for the proposed course.
<input type="checkbox"/>	Experience has provided useful preparation for the proposed course
<input type="checkbox"/>	Experience not relevant to the proposed course

Based on the quality of the completed work, the applicant is seen as having a record which is in the top

2% 5% 10% 25% 40% 60% in the bottom 40%

Based on your knowledge of the applicant's work and personality, the applicant's performance in the course is likely to be in the top

2% 5% 10% 25% 40% 60% in the bottom 40%

General Comments

Signature:

Date:

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.

Please send completed form to:

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