

Postgraduate Research Application Form

Application for International Students



The University of Sydney

Australia

Australia's first University, founded in 1850.

How to apply

1 When should I use this form?

You should use this form if you are an international applicant who would like to undertake Higher Degree by Research (HDR). HDR can be a doctorate (PhD or Professional Doctorate) or Master by Research program with at least two-thirds of the course considered as research. If you wish to apply for a postgraduate coursework degree, please use the separate Postgraduate Coursework Application Form.

2 Can I apply for a Scholarship?

The Endeavour International Postgraduate Research Scholarship (EIPRS) is funded by the Australian Department of Education, Science and Training (DEST). EIPRS is a tuition fee scholarship, but all EIPRS awarded by the University of Sydney will also be awarded an International Postgraduate Award (IPA) payable as living allowance. The IPA is funded by the University of Sydney. As the number of EIPRS is small (about 30 per year), you will not normally be considered for an EIPRS if you have been offered a scholarship or sponsorship from another funding body for the HDR for which you are applying. From March 2006, you will be considered for the EIPRS if you: are successful in gaining admission to an HDR without English language condition by 15 September; satisfy the scholarship eligibility requirements (as detailed on page 2 of this application form), and; have indicated in Question 6 of this application form that you wish to be considered. No separate application for EIPRS is required. Applications for the EIPRS are considered once a year in late October and you may choose to start your studies in either Semester 1 or Semester 2 of the following year.

3 When should I submit my application?

Application deadlines are specified on the Application Form. However, you must receive a **firm offer** of admission to a research degree by 15 September each year to be considered for the EIPRS. As it can take up to six – eight weeks to process research applications, it is advisable to submit your application during June and July. If you receive your offer of admission after 15 September, it will be too late to consider you for an EIPRS for the subsequent year commencement. If you receive an offer of admission conditional on English, it is important that you satisfy your English language condition by 15 September, otherwise you will not be considered for the EIPRS scholarship.

4 What must I include with my application?

A non-refundable Application Processing Fee (APF) of A\$100 must be paid with each application. Applications will not be processed unless accompanied by the application fee.

5 What documents must I include with my application?

You should provide your transcript and testamur (evidence of graduation) of your tertiary studies from each of the institutions at which you studied. If your documents are not in English, they must be officially translated into English. You must supply the documents in the original language and the English version. You must ask two referees to provide academic references. The referee reports should be either lodged with your application in a sealed envelope or return to the International Office directly by the referees.

6 Where should I lodge my application?

International Office, The University of Sydney, Sydney 2006, Australia.

7 Where can I find information about other scholarships?

www.usyd.edu.au/fstudents/scholarship

What happens next?

1 Letter of acknowledgment

Once your application has been registered by the Admissions Office you will receive a letter of acknowledgment. Our application assessment process is thorough. It can take up to six or eight weeks to process research applications. To ensure the fastest response time please follow our application instructions carefully.

2 Offer Letter

If you meet all the conditions for entry, a Firm Offer will be issued. With a Firm Offer you will receive an Information Booklet which will include useful information about your offer. Conditional Offers may be issued for applicants who:

- have not yet met the University's English language requirements
- need to provide further academic transcripts (e.g. final semester results)
- need to provide other specified documentation (e.g. certified copies or translations)

If requested, an offer for an academic course and an offer for English language preparation can be 'packaged'. This allows a visa to be obtained covering the combined duration of both courses.

For details see: www.usyd.edu.au/fstudent/postgrad/apply/inm/visa.shtml

3 Accepting the offer

If you are selected for an EIPRS, you will be notified at the end of October. If you do not receive a notification during this time, you can assume that you have not been selected for the EIPRS. You may, if you wish accept the offer of admission as an international fee paying student or under any other scholarship you receive.

Follow the acceptance instructions outlined in the Information Booklet and pay the First Semester tuition fees and compulsory Overseas Students Health Cover (OSHC) as required. Tuition fees, OSHC fees and other study related costs will be detailed in your letter of offer.

Read and sign the Acceptance of Offer form in the Information Booklet, and return it to the International Office.

4 Electronic confirmation of enrolment (eCOE)

An eCOE is sent to you (and to your agent if you are using one). You will need this to obtain your student visa. For more information on Student Visas contact the Australian Department of Immigration and Multicultural Affairs (www.immi.gov.au).

5 Information pack

When your eCOE is sent you will also be sent an Information Pack from the International Student Support Unit. This provides detailed information about living and studying at the University of Sydney. It also contains forms to book temporary arrival accommodation and to request airport reception.

6 Enrolment and Orientation

Approximately two weeks before the start of semester you will enrol at the University and take part in an Orientation Program specifically designed to help all new international students adjust to life in Australia and at the University of Sydney. You should arrive at the University in time for this program. Details of enrolment dates and procedures and orientation programs can be found on our website:

www.usyd.edu.au/fstudent/postgrad/apply/inm/enrol.shtml

Information continues over >

Research degrees

Applying for a research degree

Applying for a research degree at the University of Sydney is a five-step process.

1. **Ensure that you are academically qualified to undertake a program of research**, and that you have a high enough level of English language skill. If you are not appropriately qualified you should instead consider taking a coursework program.
2. **Contact an appropriate member of the academic staff** of the University to discuss your proposed topic or topics of research.
3. **Submit your initial research proposal** directly to your academic contact for consideration by a member of the academic staff of the University.
4. **Revise your research proposal** as necessary after discussion with your potential supervisor or supervisors.
5. **Submit a formal application**, including your revised research proposal, to the International Office of the University.

The University prefers that you contact a suitable member of the academic staff of the University and present him/her with an initial proposal outlining your proposed topic of research before submitting your application for admission. The University's expectation is that a potential supervisor will have read and commented on your proposal before your formal application is submitted. Prior recommendation from a member of staff will speed up the application process, increase your chance of a successful application, and assist the commencement and completion of your research. **Please note that the application form requires you to note the details of your academic contact at the University.**

Writing a Research Proposal

Your initial proposal should include information showing that you have sufficient knowledge and training to undertake the proposed work. In general your proposal should be no more than 500 words in length. However some Faculties, such as Law and Economics and Business, prefer a more detailed written proposal. You should check the Faculty web site to confirm. As an example, your initial proposal may include the following information:

Information required

Title: Working title for the project.
Academic staff contact: Name(s) of the supervisor or other academic staff with whom you have discussed your proposal.
Objectives: What aims does the work have?
Synopsis: Briefly describe the key aspects of what you will be investigating.
Background: Describe what research has already been done in relation to your topic.
Significance: Why is the topic important?
Methodology: Approach or methodology to be used.
Resources: Confirm with the Department or School that it has adequate resources for you to carry out your research project. During your research candidature you may be eligible to apply for a grant with the value of up to \$2000 to assist you to purchase academic journals, computer or to present at conferences overseas etc.
Work plan: An initial plan for completion with annual milestones.

Scholarships

How are the EIPRS awarded?

The EIPRS selection is highly competitive and is based on academic merit and research potential. Approximately 30 scholarships are available each year. Successful applicants are expected to have the equivalent of an Australian First Class Honours degree or a Master's degree by research (for Master's applicants only Honours Bachelor's applies). Honours degrees include a substantial research thesis in the final year. The marks required to obtain a First Class degree are usually 80% or better.

Evidence of academic research experience in the last five years such as research projects resulting in theses and/or published papers (especially in international journals) counts for the EIPRS selection. Applicants research potential are assessed on the basis of demonstrable research performance or relevant professional and direct research experience.

It is your responsibility to provide evidence of research performance and experience. For example, copy of publications or abstracts showing the names and dates of publications or proof that they have been accepted for publication. You should also indicate if the publication is refereed or if you are the major author/contributor. Publications must be published or accepted for publication by a reputable publisher in the relevant field of research within the last five years.

If you do not have an Australian equivalent of a First Class Honours degree, you may be considered for an EIPRS based on relevant professional experience at a responsible level or direct research experience of at least two full time years since your graduation. It is your responsibility to provide credible evidence of these experiences such as letter from your employer detailing duration and level of responsibility of relevant employment or direct research experience. A CV is not sufficient.

If your interests are in the arts or music field, you should list your output in the relevant field within the last five years. For example, exhibited works with

published catalogues or in venues of international standard including private galleries, or series of performances of international standard which may have been reviewed in the media. Other examples include, significant published musical composition, commercial CDs, visual documentation of performance, installation and electronic creative works in significant national and or international collections, etc.

Scholarship Eligibility Requirements

To be eligible for an EIPRS, you must:

- Be an international student commencing full time enrolment in a HDR at this University. If you commenced your HDR in the previous year, but due to the timing of your application and subsequent enrolment were unable to be considered for an EIPRS, you may be considered for an EIPRS during the immediate round of EIPRS applications.
- Be a student undertaking study in a subject area identified by the University as within the areas of its research strength. For information on the University research strengths, refer to http://www.usyd.edu.au/research/about/areas_of_research.shtml
- Not hold a research qualification regarded to be equivalent to an Australian Research Doctorate or, if undertaking a Research Masters degree, not hold a research qualification regarded to be equivalent to or higher than an Australian Research Masters.
- Not have held an AusAID scholarship within the two years prior to commencing the EIPRS
- Not be receiving any other Australian Government funded scholarship
- Not previously have received an EIPRS, unless the previous EIPRS was for a master by research degree that you have just completed and you are now applying for a doctorate research degree

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Important matters

HOW TO FILL IN YOUR APPLICATION

Read the **How To Apply** information on page 1. Answer questions 1-11.

Print clearly and tick boxes where appropriate.

Do not write in pencil. We cannot consider your application if it is incomplete or unreadable.

PERSONAL DETAILS

Visa status – If you are already in Australia or have applied separately for entry into Australia, please indicate the type of visa held or applied for.

PROPOSALS

Please read **How to apply for a research degree** (page 2).

The University prefers that you contact an appropriate member of the academic staff of the University and present him/her with an initial proposal outlining your proposed topic of research before submitting your application.

CERTIFICATION OF COPIES

Copies of documentation can be certified by: the institution issuing the qualification (e.g. the school or University); an Australian Diplomatic Mission overseas; an approved university agent; an IDP Education Australia office; or in the case of the PR of China, an official notary public. An official stamp/seal of the institution/agency and the name and signature of the person certifying must be on the documents. Certification by a Justice of the Peace (JP) is **not** accepted.

WHERE TO SEND YOUR APPLICATION

Send your application to:

International Office
Services Building G12
The University of Sydney
NSW 2006 Australia

Closing date

Applications for First Semester (February/March) should be lodged by 31 October and applications for Second Semester (July) by 30 April.

To be considered for an EIPRS you must receive an offer of admission without English language condition in a Research degree by 15 September.

Faculty contacts

Office of the Dean of Graduate Studies

Ph: +61 2 9036 9518
Fax: +61 2 9036 9519
Email: dogs@usyd.edu.au
Web: www.dogs.usyd.edu.au

Faculty of Agriculture, Food and Natural Resources

Ph: +61 2 9351 2940
Email: pg@agric.usyd.edu.au
Web: www.agric.usyd.edu.au

Faculty of Architecture

Ph: +61 2 9351 2686
Email: pg@arch.usyd.edu.au
Web: www.arch.usyd.edu.au

Faculty of Arts

Ph: +61 2 9351 3240
Email: pg@arts.usyd.edu.au
Web: www.arts.usyd.edu.au

Faculty of Dentistry

Ph: +61 2 9351 3231
Email: pg@dentistry.usyd.edu.au
Web: www.dentistry.usyd.edu.au

Faculty of Economics and Business

Ph: +61 2 9351 6628
Email: pg@econ.usyd.edu.au
Web: www.econ.usyd.edu.au

Faculty of Education and Social Work

Ph: +61 2 9351 4605
Email: pg@edfac.usyd.edu.au
Web: www.edfac.usyd.edu.au

Faculty of Engineering

Ph: +61 2 9351 7084
Email: pg@eng.usyd.edu.au
Web: www.eng.usyd.edu.au/gse

Faculty of Health Sciences

Ph: +61 2 9351 9355
Email: pg@fhs.usyd.edu.au
Web: www.fhs.usyd.edu.au

Faculty of Law

Ph: +61 2 9351 0265
+61 2 9351 0361
+61 2 9351 0347
Email: pg@law.usyd.edu.au
Web: www.law.usyd.edu.au

Faculty of Medicine

Ph: +61 2 9351 5760
Email: pg@med.usyd.edu.au
Web: www.medfac.usyd.edu.au

Faculty of Nursing and Midwifery

Ph: +61 2 9351 0504
Email: pg@nursing.usyd.edu.au
Web: www.usyd.edu.au/nursing

Faculty of Pharmacy

Ph: +61 2 9351 2320
Email: pg@pharm.usyd.edu.au
Web: www.pharm.usyd.edu.au

Faculty of Science

Ph: +61 2 9351 3587
Email: pg@science.usyd.edu.au
Web: www.science.usyd.edu.au

Faculty of Veterinary Science

Ph: +61 2 9351 6933
+61 2 9351 2441
Email: pg@vetsci.usyd.edu.au
Web: www.vetsci.usyd.edu.au

Graduate School of Government

Ph: +61 2 9351 8662
Fax: +61 2 9036 5183
Email: pg@gsg.usyd.edu.au
Web: www.gsg.usyd.edu.au

Sydney College of the Arts

Ph: +61 2 9351 1104
Email: pg@sca.usyd.edu.au
Web: www.usyd.edu.au/sca

Sydney Conservatorium of Music

Ph: +61 2 9351 1242
+61 2 9351 1241
Email: pg@conmusic.usyd.edu.au
Web: www.usyd.edu.au/conmusic

For international student enquiries:

International Office

Ph: +61 2 9351 4079
Fax: +61 2 9351 4013
Email: info@io.usyd.edu.au
Web: www.usyd.edu.au/international

Form continues over>

4 AGENT DETAILS

If you are using an agent please provide the following details:

Agent stamp:

Agent name:

Agent number:

5 TERTIARY STUDIES

Provide details of all undergraduate or postgraduate qualifications which you have completed or expect to complete before commencing the program for which you are applying. Full certified details must be attached. All transcripts must include information on the grading system used.

Course 1 - Course name

Institution

Country

Course 2 - Course name

Institution

Country

Course 3 - Course name

Institution

Country

Years of attendance
(MM/YY to MM/YY)

Have you completed
this course?

Normal full-time
program duration
(e.g. 3 years).

Class or grade
of completed
program.

If you have completed a Master degree, what percentage of the course was a research component: %

What was the title of your research project?

6 SCHOLARSHIPS

Will you be receiving a scholarship or sponsorship? No Yes

Name of sponsor:

Attach documentation showing awards of scholarship or sponsorship.

The EIPRS is extremely competitive. For more information see page 2 of this form. Do you wish to be considered for an EIPRS?

No Yes

Have you held an AusAID scholarship? No Yes

Date of Completion

Are you currently enrolled in an HDR? No Yes

Course Name

Commencement Date

Did you apply for the EIPRS last year? No Yes

Will you be undertaking your research project within the University areas of research strength?

No Yes

Please refer www.usyd.edu.au/research/about/areas_of_research.shtml

7 ENGLISH LANGUAGE PROFICIENCY

Have you completed secondary / tertiary studies in English?

No Yes (In which country?)

Have you taken an English Language Proficiency test in the last 2 years?

No Yes (Which test?)

(please attach documentary evidence)

What are the scores?

Test date

For more information on whether you need to provide evidence of English Language Proficiency please visit: www.usyd.edu.au/fstudent/postgrad

8 RESEARCH EXPERIENCE AND WORK EXPERIENCE

Research Experience and achievements

Please provide your information on separate sheets

- Briefly outline any research in which you have been engaged (including vacation scholarships, major Honours year research project/thesis with information on the title and length of the project/thesis completed)
- List and attach summaries or abstracts of relevant publications or conference papers of which you are an author either individually or with others (must be published or accepted for publication by reputable publishers in the last five years)
- If you are engaged in the Art or Music fields, list your direct input in Exhibitions and Performances in the last five years
- Attach letter/s of support from relevant individual/s who is/are familiar with your research project
- Attach a Curriculum Vitae

Professional Work Experience of at least two full time years (if applicable only)

Please provide your information on separate sheets

- Briefly outline your professional work experience which are related to your research interest
- Attach letter/s of support (reference) from relevant employers detailing duration and level or responsibility of employment or direct research experience
- List professional associations in which you are a member, if applicable, state the type of your membership
- Attach a Curriculum Vitae

9 ACADEMIC REFEREES

Provide details of two academic referees who are familiar with your studies. Please forward the attached Academic Referee's Report form to your referees. The Referees' Reports should be returned in a sealed envelope with your application or directly to the International Office around the same time as the lodgement of your application, to ensure your application can be considered.

First Referee

Title:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>		
Institution:	<input type="text"/>		
Address:	<input type="text"/>		
Email Address:	<input type="text"/>		
Telephone No	<input type="text"/>		

Second Referee

Title:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>		
Institution:	<input type="text"/>		
Address:	<input type="text"/>		
Email Address:	<input type="text"/>		
Telephone No	<input type="text"/>		

10 DOCUMENTATION

Attach to your application:

- all certificates, transcripts or marks sheets (giving a complete list of the subjects studied and the results obtained for any tertiary studies you have completed or in which you are currently enrolled). If incomplete, include official documentation stating when you will finish your study and the name of the qualification(s) you will be awarded. Official grading system must be provided with transcripts. Information on how marks are awarded is essential (eg numerical marks for distinction/first class, pass mark or fail mark).
- documentary evidence of any professional qualifications
- documentary evidence of any English language qualifications
- documentary evidence of any scholarship
- official translations of any document not in English

All these documents must be originals, or certified copies of original documents, supplied by the institution issuing them.

See www.usyd.edu.au/fstudent/international for more information.

If you have changed your name and your documents are in your former name, you must provide evidence of your name change. Please read these declarations carefully. By signing this declaration you declare that you understand and agree to these terms.

11 DECLARATION

I understand that:

- giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia
- the University of Sydney may vary or cancel any decision it makes if the information I have given is incorrect or incomplete
- the University of Sydney may obtain official records from any educational institution I have previously attended
- all documents submitted become the property of the University of Sydney and will not be returned
- I am fully responsible for my educational and living expenses while studying at the University of Sydney
- the University of Sydney or the Australian Government cannot help me if I run short of funds.

I agree:

- to comply with the rules on admission and enrolment of the University of Sydney
- to tell the International Office immediately if there is any change to the information I have given in this application.

I have read and I consent to the University's Privacy Statement

The information I have given in this application is true and correct

Signature: _____

Date: _____

Unsigned applications will not be processed.

STUDENTS WITH DISABILITIES

If you have a disability you could be eligible for services offered by the University of Sydney for students with a disability. If you want this assistance, it is important that you apply for it as soon as you can, preferably before you commence study. A Disability Services Officer can help you with your registration.

www.usyd.edu.au/disability

PERSONAL INFORMATION AND PRIVACY PROTECTION STATEMENT

The University of Sydney is subject to the New South Wales Privacy and Personal Information Protection Act 1998 (the Act). The personal information you provide for this application will be protected in accordance with the University Privacy Policy. The information provided in the first instance will only be used by the University for assessing your application for a place in the program for which you have applied and subsequently for an EIPRS. If unsuccessful, the information will be retained in the records of the University of Sydney only for the University of Sydney's use for a period of 12 months and will not be disclosed except with your permission, in accordance with the University Privacy Policy. Under the Freedom of Information Act and the University Privacy Policy you have a right to access and correct any personal information concerning you held by the University in the student and financial databases. Routine corrections, changes and enquiries should, in the first instance, be directed to the International Office. By signing this application it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. Full details:

www.usyd.edu.au/arms/privacy/policy.htm

Note: The information provided on this application form may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

UNIVERSITY REPRESENTATIVES

You may lodge your application through any of the University of Sydney's representatives (agents). For the full contact details of all our international representative offices in over 50 countries, please visit

www.usyd.edu.au/international

DEADLINES FOR APPLICATION

First Semester 31 October *
Second Semester 30 April *

Late applications may be considered.

Applicants are advised to apply by the deadlines as quotas apply to some courses. Please send your application by airmail or courier.

* **To be considered for the EIPRS, firm offers must be in place by 15 September.**

Send your application, by Air Mail or courier, to:

Admissions,
International Office G12,
The University of Sydney,
NSW 2006 Australia

Academic Referee's Report

PLEASE PHOTOCOPY THIS FORM
FOR YOUR SECOND REFEREE

Instructions for Applicant

All applicants for Higher Degree by Research (HDR) must obtain two referee reports from academics who are familiar with their studies and research potential. Please complete Section 1 before forwarding to your nominated referees.

Instructions for Referees

Please complete Section 2 and send the completed form to the International Office, around the same time as the lodgement of your application, to ensure your application can be considered. Post your application by air mail to:

International Office, Services Building G12
The University of Sydney NSW 2006 Australia
Or fax: 61 2 9351 4013

7. Please comment on the applicant's suitability to undertake a Higher Degree by Research. Please explain clearly why he/she deserves serious consideration for a highly competitive research scholarship (continue overleaf or attach separate sheet if necessary).

Section 1 (to be completed by applicant).

Family/Last Name:

Personal/first Names:

Date of Birth:

Address:

Email:

Telephone:

Course Name:

Section 2 (to be completed by referee).

Title:

Name:

Position:

Institution:

Address:

Email:

Telephone:

1. In what capacity do you know the applicant?

2. What level of honours is the applicant likely to achieve (eg First Class, Pass etc).

3. What are the applicant final examination results?

4. Are the results predicted or actual? Predicted Actual

5. In relation to the quality of completed work, how would you rate the applicant's overall academic performance?

Top 5% Top 10% Top 15% Top 20%

Other (please specify below)

6. In relation to other PhD or Master by Research candidates known to you, how would you rate the applicant's academic and research potential?

Very Strong Strong Moderate Minimal Nil

