



This form must be uploaded as a part of your online application.

**Supplementary Form to Application for Degree by
Research and Coursework**
UWA Student ID (if applicable)

1. APPLICANT DETAILS

Title (Mr, Ms, Mrs, Dr etc):	Family Name:	Given Name:
Degree:		School:

2. CANDIDATURE FOR WHICH YOU ARE APPLYING

Have you made contact with a potential supervisor at UWA?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, name of contact:	School/s: <i>(For proposed joint enrolments please list both schools)</i>		
Proposed Research Topic:			
Research will be	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	
Campus (please tick one)	Crawley <input type="checkbox"/>	Albany <input type="checkbox"/>	Geraldton <input type="checkbox"/> Other <input type="checkbox"/>
Proposed commencement date:		Commencing semester/trimester/term:	
<i>(The exact date of commencement will be determined by the date on which you lodge your enrolment)</i>			

3. CURRENT CANDIDATURE DETAILS

Are you currently enrolled in a tertiary education program?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES , please give details:			
Detail any scholarships/grants for which you have applied or been awarded:			
Is this application for a transfer of candidature from another university?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES , and you are applying for a Research Higher Degree program, (i) you must provide a detailed statement of circumstances on why you have withdrawn, are withdrawing or transferring from another institution. (ii) For applicants applying on the basis of an enrolment in a partially completed Higher Degree by Research program at another institution who wish to continue working on the same project, you must provide a Research Proposal as per the UWA Guidelines for preparing Research Proposals, including a Research Proposal Coversheet. Please see www.studyat.uwa.edu.au/research/research-applications/partial for more information.			
Have you ever been enrolled in a tertiary education program in Australia or Overseas		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES , you must provide a detailed statement of circumstances on why you have withdrawn from another institution. (if space insufficient, please attach a separate sheet):			
Have you gained any research experience that is relevant to your proposed area of research through employment?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES , please briefly outline any research experience or publications (if space insufficient, please attach a separate sheet):			

4. DECLARATION OF RESEARCH TRAINING SCHEME (RTS) FUNDING ARRANGEMENTS FOR RESEARCH HIGHER DEGREES UNDERTAKEN PRIOR TO ENROLMENT IN PROPOSED RESEARCH DEGREE

1. Have you been enrolled in a higher degree by research course within the previous three years at <u>any</u> University within Australia as part of the RTS Scheme? If yes, please complete 2 and 3 below.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2. Did you complete <u>all</u> the requirements of <u>each</u> of those research higher degree courses & qualify for the award?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3. Please list the institutions at which you have previously been enrolled as a research higher degree candidate. Please attach an additional page if necessary.			
Course name	Institution	EFTSL Consumed ¹	Degree Complete (Yes/No)

¹ EFTSL stands for equivalent full-time student load. Example; 3 years part-time enrolment equals 1.5 EFTSL. If you are in doubt about the EFTSL you have consumed you should contact your previous institution for clarification..

DECLARATION

AUTHORITY TO ACCESS ACADEMIC TRANSCRIPTS

I hereby AUTHORISE The University of Western Australia to make enquiries of, and to obtain official records from, any university and tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained and, if necessary, seek academic information or transcripts. Where necessary QualSearch will be engaged to access this academic information. I understand that The University of Western Australia is not responsible if any educational body/institution does not supply these records. I understand that the result of the search will be made available to me on request and that an audit of this authority may also be undertaken.

GENERAL DECLARATION

I agree to obey the statutes, regulations and rules of The University of Western Australia as far as they may apply to me. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary educational institution which I have attended and I acknowledge that my failure to disclose my true and complete tertiary academic record, the provision of incorrect information or the withholding of relevant information, may result in the cancellation of my enrolment at any stage, and that this action may be recorded on my student file. I authorise the University of Western Australia to submit my written work to a plagiarism detection or text matching service at its discretion. I will inform The University of Western Australia immediately of any change to my contact details.

CANDIDATE'S SIGNATURE: (sign or insert electronic signature below)	DATE:
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APPLICATION FORM CHECKLIST FOR PROSPECTIVE STUDENT

<input type="checkbox"/>	Declaration of RTS Funding Arrangements for research higher degrees undertaken prior to enrolment in current research degree – COMPULSORY FOR <u>ALL</u> APPLICANTS
<input type="checkbox"/>	One copy of your birth certificate, photo page from passport, humanitarian visa or evidence of permanent residency status – COMPULSORY
<input type="checkbox"/>	Proof of withdrawal from previous study and details of prior Research HECS Exemption Award or Research Training Scheme Funding - <i>if applicable</i>
<input type="checkbox"/>	A list of any publications and the name/s of academic referees
<input type="checkbox"/>	Folio of work (MFA), evidence of work experience (MSW, all Education Postgraduate and Research degrees) evidence of clinical registration (MMedSci/MSc), evidence of successful audition (MMus), evidence of published work <u>and</u> 2000-3000 word essay (MA in Creative Writing) - <i>if applicable</i>

LODGING THIS GRADUATE RESEARCH APPLICATION FORM

It is essential that contact with the prospective school and/or supervisor be made prior to submitting your formal application. **PLEASE LODGE THE APPLICATION FORM AS A PART OF YOUR ONLINE APPLICATION**

PLEASE KEEP A COPY OF YOUR APPLICATION.

SUPERVISOR/S AND SCHOOL ASSESSMENT

Please Note: All questions must be answered before this application can be assessed.

Coordinating supervisor: The Coordinating supervisor must be a member of UWA staff and is responsible for ensuring that all administrative and reporting requirements of the supervisors are met. This supervisor will receive all correspondence from the Graduate Research and Scholarships Office relating to the student and is responsible for communication with and between other supervisors. Please note that students enrolled in joint schools must have a Coordinating Supervisor in each School.

Principal supervisor: The Supervisor who provides primary academic leadership in the supervision of the research project of a higher degree by research student. This person must be research active as defined by the relevant faculty/School to which they are attached, have research expertise and experience relevant to the area of the student's research and provide evidence of continuing and active involvement in research.

The Principal supervisor must normally hold a qualification at least equivalent to the level of qualification being supervised and normally will have previously supervised a research higher degree student to successful completion at this or another recognised tertiary institution. The Principal supervisor must be an employee of this University or hold formal adjunct, emeritus or honorary research fellow status. The Principal supervisor must reasonably expect to hold a University appointment for the duration of the student's candidature.

Principal & Coordinating supervisor: In cases where the Principal and the Coordinating Supervisor are the same person, they will be designated as the Principal & Coordinating Supervisor. This is a supervisor who is responsible for both the primary academic leadership of the research project and the overall management of the student's program of candidature. In such cases a Co-supervisor must be appointed.

Co-supervisor(s): The supervisor who is a member of UWA staff and is neither the Principal nor the Coordinating Supervisor. The role of the Co-supervisor must be discussed (and recorded) with the student and other co-supervisors listed.

External Supervisor: The supervisor who is not a member of UWA staff and who does not hold formal adjunct, emeritus or honorary research fellow status at UWA, but has expertise essential for the research project. The role of the External supervisor must be discussed (and recorded) with the student and the Coordinating and Co supervisors listed. A brief CV must be attached (please include affiliation and contact details).

Contribution Percentage (COMPULSORY):

Please estimate your contribution to the supervision as a percentage – NOTE: **the total must add up to 100%**

For the table below in Section 5.1, please use the following codes to indicate the supervisory status of each supervisor:

- Coordinating – **COORD**
- Principal – **P**
- Principal & Coordinating – **P&COORD**
- Co-supervisor – **CO**
- External - **EXT**

5. NOMINATION OF SUPERVISION

5.1 The supervision arrangements proposed below are in accordance with the conditions, policies, and rules summarized at http://www.postgraduate.uwa.edu.au/schools/policies/supervisor-appointment/							YES <input type="checkbox"/>	NO <input type="checkbox"/>		
5.2 There are at least two supervisors from UWA, and the supervisors have no conflict of interest with applicant or other supervisors (see links below for guidance on conflicts of interest). http://www.universypolicies.uwa.edu.au/search?method=document&id=UP12%2F11 http://www.hr.uwa.edu.au/publications/code_of_ethics							YES <input type="checkbox"/>	NO <input type="checkbox"/>		
5.3 Supervisors nominated for this applicant have agreed to the supervision, beginning with Coordinating supervisor.							5.4 No of equivalent full time (EFT) students currently supervising			
Supervisory Status	Title	Given Name	Family Name	Staff No.	% Supervision	UWA Mail Bag	Hons	PG Dip or equiv	Masters	PhD
1.										
2.										
3.										
4.										
5.										
5.5 Address for supervisors' correspondence if not located at UWA										
Name of Supervisor				Address				Email		
5.6 Briefly describe alternative arrangements to be used in the event of the Coordinating supervisor or Principal supervisor not being available to supervise through to completion of the thesis (for example; to cover periods of sabbatical, parental leave etc):										

6. SUPERVISORY EXPERIENCE

6.1 Have you supervised a HDR student to successful completion in the last five years? Please list University and year		
Supervisor 1	YES <input type="checkbox"/>	NO <input type="checkbox"/>
University/Year		
Supervisor 2	YES <input type="checkbox"/>	NO <input type="checkbox"/>
University/Year		
Supervisor 3	YES <input type="checkbox"/>	NO <input type="checkbox"/>
University/Year		
Supervisor 4	YES <input type="checkbox"/>	NO <input type="checkbox"/>
University/Year		

6.2 Have you attended any supervisory training courses at UWA in the last three years?		
Supervisor 1	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Supervisor 2	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Supervisor 3	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Supervisor 4	YES <input type="checkbox"/>	NO <input type="checkbox"/>

7. EXTERNAL SUPERVISORS

An external supervisor (that is, not a member of University staff) must provide a CV detailing title, current position and full mailing address. Please include the CV with this application.

Has the external supervisor CV been attached to this application?	Not Applicable <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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8. RELEVANCE OF APPLICANT'S QUALIFICATIONS

Is the applicant's background relevant to the intended research, including sufficient specialisation such that the applicant will have already developed an understanding and appreciation of a body of knowledge relevant to the intended research?

YES <input type="checkbox"/>	Please give details:
NO <input type="checkbox"/>	If NO, you will need to make a case for considering the application:

University Policy on Adequate Research Preparation: (<http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP11%2F25>)

An applicant will be deemed to have fulfilled the research preparation requirements for admission to the Doctor of Philosophy (PhD) or Master of Philosophy (MPhil) when they can demonstrate that they have undertaken supervised individual research in which they have designed and conducted a scholarly investigation in the context of an existing body of knowledge, critically analysed and evaluated the outcome in that context, and communicated the process effectively in writing. The applicant will be able to provide evidence of scholarly work in at least one of the following forms:

- a supervised research dissertation project completed as a program undertaken after a three year or during a four year bachelor's degree course, carrying the equivalent credit of at least 25 per cent of an annual full-time load and awarded an assessed result at or above distinction level;
- The Board of the Graduate Research School may deem a three-year Bachelor degree including a supervised dissertation of at least 25 per cent of an annual full-time load awarded with first class Honours from a highly- ranked university as meeting this criterion;
- scholarly papers as sole or primary author, appearing in recognised academic journals or in volumes published by recognised academic publishers;
- published research reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing (ie contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results) and which identify the applicant as sole or primary author;
- a portfolio of published creative work together with published critical discussion of some or all of that work, or of a comparable body of work by others, and which demonstrates the applicant's development of a scholarly approach to creative work as research investigation.

Has the applicant had relevant research preparation, as described above?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you answered "Yes":		
Have you read and evaluated the applicant's research output (thesis/publications)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you attest this to be at least equivalent to a UWA Bachelor degree with Honours at H2A or above?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please provide details of evidence:		

9. RESEARCH INTEREST

9.1 Please comment on the proposed area of research with particular reference to its quality, feasibility and the methodology to be employed.

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9.2 To help us allocate the units accurately, please list up to three key words which best describe the research areas of this project.

1.	2.	3.
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10. RECOMMENDATIONS

Please complete the following list identifying any particular resources or facilities required for successful completion of the project. Source of funding MUST be included, eg grant.

What are the anticipated TOTAL costs of this student's project including Fieldwork <u>COMPULSORY</u>	\$	
How much will the School provide? <u>COMPULSORY</u>	\$	
List amount and source of balance of funds if School is not providing all TOTAL costs <u>COMPULSORY</u>	\$ Source:	
Does this project involve field or other work outside the University?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you read the Field Work Policy? http://www.safety.uwa.edu.au/policies/field_work	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are there any confidentiality or intellectual property issues that need to be considered? Please see http://www.postgraduate.uwa.edu.au/supervisors/policies If YES , please attach an Intellectual Property Questionnaire available from http://www.postgraduate.uwa.edu.au/staff/forms#ip	Questionnaire attached <input type="checkbox"/>	
Does the project require clearance from a University Ethics Committee? If YES , when is it envisaged that an application will be made?		
Is there any other information relevant to this application?		

DECLARATION – TO BE COMPLETED BY THE COORDINATING SUPERVISOR

I have discussed this application with the candidate and recommend admission to candidature for the degree indicated below. To the best of my knowledge at this time, the Coordinating and Principal supervisors will be available to supervise this candidate from the proposed commencement date specified until the degree is complete.

Coordinating Supervisor	Name:
Signature (sign or insert electronic signature below):	Date:

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Coordinating supervisor has a Callista account and access to staffConnect (to apply for Callista access see <http://www.staff.uwa.edu.au/teaching/student-systems/student-information-management-system/access-and-support> and forward to Student Systems M009).

JOINT SCHOOL (if applicable):

Coordinating Supervisor	Name:
Signature (sign or insert electronic signature below):	Date: 12/07/2002

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DECLARATION – TO BE COMPLETED BY THE GRADUATE RESEARCH COORDINATOR

I certify that this School can provide appropriate supervision, resources, funding, facilities and equipment for the program indicated below. I recommend for approval the proposed topic, enrolment type and commencement date indicated by the candidate in their application form. I recommend that this applicant be:

APPROVED <input type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Doctor of Philosophy <input type="checkbox"/>	
Master of <input type="checkbox"/>	
Preliminary program recommended – This application will be referred to the appropriate faculty office <input type="checkbox"/>	
Other, please specify:	

Will all supervisors from the School be employed/contracted to the end of the applicant's proposed candidature? YES NO
If yes, is this information confirmed in Socrates? YES NO If no, please outline in SCHOOL COMMENTS section below the formal arrangements for continuity of UWA supervision to the end of the applicant's proposed candidature.

(Joint school signatures are required for this section, if applicable.)

Name:	School:
Signature (sign or insert electronic signature below):	Date:

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JOINT SCHOOL (if applicable):

Name:	School:
Signature (sign or insert electronic signature below):	Date:

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SCHOOL COMMENTS

Signature (sign or insert electronic signature below):	Name:	Ext:	Date:
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