

Application for Admission to a Higher Degree by Research – International

Instructions for applicants

- Before lodging this form please discuss your research proposal with a potential supervisor in the faculty to which you are applying. You can view a list of academic staff in each faculty and their research areas from this website <http://www.usc.edu.au/University/AcademicFaculties/>. For assistance locating a suitable supervisor please contact your faculty: artsfaculty@usc.edu.au, businessfaculty@usc.edu.au or sheinfo@usc.edu.au.
- Please complete this form electronically, print out and sign, DO NOT hand write.
- This form is available electronically from lkroker@usc.edu.au or on the University website www.usc.edu.au
- You must complete all four sections of the form, the Application, Research Proposal, Curriculum Vitae and Supervision sections.
- You must attach original or certified copies of all previous tertiary qualifications undertaken. Failure to do so will result in your application being deemed ineligible.
- You must attach evidence of proficiency in English. Failure to do so will result in your application being deemed ineligible.

Return the completed form to: Admissions
USC International
University of the Sunshine Coast
Maroochydore DC Qld 4558
Australia

1. What are your personal details?

Title	Family name	Given names
Student number (if known)	Preferred name	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth
		Day Month Year
Citizenship	Country of birth	Attach certified copy of birth certificate, citizenship certificate or passport
	Citizenship	Attach certified copy of passport

2. What are your contact details?

Mailing address – Country	Telephone (home)
Street	Telephone (work)
	Telephone (other)
City/Suburb	Facsimile
Postcode	Email
Permanent address – Country	Telephone (home)
Street	Telephone (work)
	Telephone (other)
City/Suburb	Facsimile
Postcode	Email

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3. What program do you want to be admitted to?

- | | |
|---|--|
| <input type="checkbox"/> Doctor of Philosophy | <input type="checkbox"/> Master of Arts / Business / Science |
| <input type="checkbox"/> Doctor of Creative Arts* | <input type="checkbox"/> Master of Information Technology |
| | <input type="checkbox"/> Master of Creative Arts** |
| | <input type="checkbox"/> Master of Social Work |
| | <input type="checkbox"/> Master of Education |
| | <input type="checkbox"/> Master of Climate Change Adaptation (Research) |
| | <input type="checkbox"/> Master of Environmental Change Management (Research) |
| | <input type="checkbox"/> Master of Integrated Coastal Zone Management (Research) |
| | <input type="checkbox"/> Master of Wetlands Management (Research) |

*Creative Arts applicants MUST submit a folio of their creative work with this application.

4. In the Faculty of:

- Arts and Social Sciences
 Business
 Science, Health and Education

Have you spoken to a potential supervisor about your proposed research? Yes No

Name _____

5. Please indicate whether you wish to undertake the degree:

- As a full-time candidate
 As a part time candidate
Commencing on ___/___/____ (approximate commencement date)

- As an internal candidate living in Australia
 As an external candidate living outside Australia

- I have previous incomplete research higher degree studies

You MUST attach a certified copy of your academic record for the incomplete higher degree by research.

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6. How do you meet the University's English proficiency requirements to undertake a research higher degree?

- English is my first language
- I have completed an IELTS or TOEFL test within the past two years to the required standard (please specify below)
- I was taught for two of the past five years at a tertiary institution where the Medium of Instruction was English (please specify below)
- I have resided in Australia or another country where English is the principal language for a period of ten years or more (please specify below)

IF English is not your first language, you MUST attach original copies of IELTS and TOEFL tests or certified documents confirming that the Medium of Instruction at your previous place of study was English or certified documents confirming that you have resided in a country where English is the principal language for ten or more years UNLESS you have attached these documents to a previous application form. IELTS and TOEFL test results MUST be original documents; certified copies are NOT sufficient. Photocopies of documents regarding the Medium of Instruction or the period of residency MUST be certified as true copies of the original documents.

Statement by applicant

I agree to permit the University to access my academic results from other institutions when assessing this application and understand that the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete. I also understand that the University of the Sunshine Coast is collecting the information on this form to carry out its functions under the *University of the Sunshine Coast Act 1998*. The University may disclose some, or all of this information to appropriate agencies if required, including to the Commonwealth Department of Education, Science and Training, the Australian Tax Office, etc. For more information, the University's Privacy Plan is available online <www.usc.edu.au>.

Name

Signature

Date

Please complete appendices A and B. Please consult with your supervisor in completing appendix C. If you have not identified a supervisor, please leave appendix C blank.

All applicants must submit an electronic copy of their research proposal to researchtraining@usc.edu.au to be considered for acceptance into a research program.

This is an early outline of your research project. It is expected to be brief (up to 5 pages) and to be open to some change. It should, however, demonstrate that you know what you want to research, why, and how.

Producing this Research Outline should enable you and your supervisor to be specific about your research project and convince the Research Degrees Committee that you have clear and realistic ideas about the project, and that the Faculty has sufficient expertise to provide you with appropriate supervision and adequate resources to support your work.

The following areas must be addressed within your outline of intended research:

THE TITLE OF THE RESEARCH PROJECT

The working title for the project (up to 50 words)

THE RESEARCH QUESTION(S)

The overall research question and any sub-questions (up to 100 words)

THE RESEARCH PROBLEM / ISSUE / PUZZLE / SUBJECT

The research matter that will be addressed in this project (up to 250 words)

THE REASONS FOR THE RESEARCH

Why the research should / needs to be completed (up to 250 words)

THE SIGNIFICANCE AND INNOVATION OF THE RESEARCH

How the proposed research is new and different from previous research in the area (up to 250 words)

THE AIMS OF THE RESEARCH

The objectives of the research project (up to 200 words)

THE RELEVANT RESEARCH LITERATURE

A short list of key references related to the topic and brief discussion of some of the main ideas in this literature relevant to the proposed research (up to 1,000 words)

THE METHODOLOGIES AND METHODS TO BE USED IN THE RESEARCH

The recognised approach to research (i.e. methodology, such as ethnography, experimental research, grounded theory, action research) and the recognised research techniques or procedures (i.e. methods, such as interviews, case studies, document analysis, statistical analysis) to be used, and how these fit into the overall research design (up to 500 words)

THE OUTCOMES THAT ARE EXPECTED FROM THE RESEARCH

The expected contributions of this research to knowledge, theory and practice in the relevant fields (up to 250 words)

Research Experience*

Brief summary of research projects undertaken

Professional experience relevant to your proposed research project

Research Outputs

Summary of best research products

Referees

- Full contact details of three research referees

* Please note that if the Committee is not fully satisfied that an applicant's research experience is sufficient for admission to a higher degree by research it MAY admit the application conditional upon successful completion of appropriate research training coursework undertaken in the first stage of candidature.

Appendix C – Candidate and supervisor(s) to complete

Supervisors

Please list the proposed supervisors for this research project (Please add additional co-supervisors if required):
Instructions on locating a supervisor are provided on page one of this form.

- Principal Supervisor: (Title, Name, Surname) _____
 I am on the USC Register of Higher Degree by Research Supervisors
 I have the qualifications and experience required to supervise this candidate

Signature: _____ Date: _____

- Co- Supervisor: (Title, Name, Surname) _____
 I am on the USC Register of Higher Degree by Research Supervisors
 I have the qualifications and experience required to supervise this candidate

Signature: _____ Date: _____

Admissions Category (please refer to the Rules Governing Doctoral or Master by Research degrees, available on the Portal in the For Research Students tab of the Research and Research Training area)

- Under which of the following categories has the candidate qualified for admission?:
 - Honours degree: Level _____
 - Master degree by research
 - Master degree by coursework with relevant research training
 - Bachelor degree and relevant research experience (eg. In a professional setting)
 - Other evidence of general and professional qualifications and experience.

Areas of Research

Please insert the appropriate codes for this application,

- Field of Education codes are located on the USC Portal in the Quality organization at [Curriculum Quality Assurance/Procedures, Guidelines and Positions/Field of Education](#)
- RFCD and SEO Codes are on the web at <http://www.arc.gov.au/applicants/codes.htm>
- Type of Research may be one of: Pure basic research, Strategic basic research, Applied research, Experimental development. Definitions are available at <http://www.abs.gov.au/ausstats/abs@.nsf/0/22e4c184ca111129ca25697e0018fd78?OpenDocument>

Field of Education _____
Research Centre or Institution _____
Research Fields, Courses and Disciplines _____
Socio-Economic Objective _____
Type of Research _____

Appendix D – Faculty use only

Fees

- Please nominate below, the fee category to which the Faculty supports enrolment of this candidate:
 - University Funded Place (RTS Place / Faculty Sponsored Place)
 - Domestic Full-fee paying
 - International Full-fee paying

Resources

- If resources other than normally accorded to research higher degree candidates, please attach a list of those resources and facilities that are required and nominate the venue at which these resources will be located.
- If required, attach a letter of support from the nominated venue outlining that they agree to the use of these resources and facilities by the student.

Special Conditions

- Please list any special conditions of candidature, for example, prescribed courses.

Faculty Recommendation

- Admit applicant
- Reject application
- Recommend applicant resubmit application based on attached recommendations.

Approval - Faculty Research Coordinator or HDR Coordinator

I have reviewed this application in consultation with the Dean / Principal Supervisor and hereby recommend admission.

Name: _____ Signature: _____ Date: _____

Approval – Head of School (where required)

I have reviewed this application in consultation with the Dean / Principal Supervisor and hereby recommend admission.

Name: _____ Signature: _____ Date: _____

Dean's Approval

I have reviewed this application in consultation with the Faculty Research Coordinator and hereby recommend admission.

Name: _____ Signature: _____ Date: _____