

IMPORTANT INFORMATION

Please read these notes and instructions carefully before completing the Application Form.

Applications close 31 October 2008.

The only instruction page which should be returned with your application is Appendix 4, the Application checklist.

Please do not return any other instruction pages.

1 - INFORMATION INDEX

Please ensure that you have all the following information sheets and the Application Form. It is important that you read through the information carefully before completing the Application Form.

Section A	General information (3 pages)
Section B	Application Form (4 pages)
Appendix 1	Disability Scholarship
Appendix 2	Academic Referee's Report (2 copies)
Appendix 3	Presenting documentation for admission and scholarship
Appendix 4	Application checklist
Appendix 5	Summary of process

2 - CLOSING DATE AND LODGING YOUR APPLICATION

This application will be electronically scanned. Please submit only the Application Form (Section B) and relevant documentation on white paper (where possible). Please DO NOT use special files, folders, dividers, staples, headers, post-it-notes, etc. These items are damaging to our scanning equipment.

All documentation must be received by 5pm Friday, 31 October 2008 at one of these addresses:

Postal:	University of Western Sydney Student Administration Postgraduate Research Unit Penrith Campus, Building K.1.35 Locked Bag 1797 PENRITH SOUTH DC 1797	Street:	University of Western Sydney Student Administration Postgraduate Research Unit Penrith Campus, Building K.1.35 Second Avenue KINGSWOOD NSW 2747
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Evidence of postage is not sufficient. Evidence of delivery to another address within the University is also not acceptable.

Applicants using overseas postal services are strongly advised to certify or register their application packages to ensure timely delivery. The University will not accept the application in an electronic format (e.g. email or fax). Additional or supporting documentation will not be accepted after the closing date, except if the document relates to an outstanding result for a qualification listed in the application.

Where applicants cannot verify a claim in the requested format, it will not be considered. You must present one (1) full copy of the Application Form including all attachments.

3 - ADMISSION

Admission is a separate process to scholarship and Research Training Scheme (RTS) ranking and is automatically considered on the basis of this application. Applicants who do not meet admission criteria and/or whose projects cannot be supervised within UWS will not be ranked for scholarships or RTS places.

Applicants need to demonstrate prior research experience, either through an appropriate course of study, such as Bachelor Honours, a research masters degree, a postgraduate coursework degree that includes a substantial research component, or a coursework degree and additional research experience or output.

Applicants claiming academic equivalence for admission must present supporting documentation. You should address knowledge of research methodology and the ability to undertake academic writing. You may also present information about specialist knowledge and skills relevant to the area of study. Presentation of such documentation should be guided by the advice found under Appendix 3.

Additional information about admission criteria can be found on the web at:

www.uws.edu.au/research/prospective_candidates/apply

4 - TRANSFER

Applicants who are applying to transfer from another university should be aware that under the Research Training Scheme they cannot 'restart' their candidature. All periods of enrolment at other universities may be deducted from the time available at UWS.

5 - TIME

It is expected that doctoral candidates will complete their studies in three years full time and Masters Honours in one year full time or part time equivalent.

6 - ACCEPTANCE

If offered a place, you must be prepared to commence prior to the census date, 31 March 2009.

7 - DEFERMENT

It is not possible to defer an offer of a scholarship or RTS place.

8 - FEE-PAYING OFFERS

Applicants who are approved for admission but are not offered a RTS place will be made a fee paying offer.

For more information on fee paying enrolment, see:

www.uws.edu.au/research/prospective_candidates/fees

9 - SCHOLARSHIPS

Scholarship applicants must be granted admission into a research higher degree by the time of scholarship allocation and, except in particular circumstances, be intending to enrol full time. Completion of this Application Form constitutes your application for admission to a research higher degree.

Successful scholarship applicants will be allocated a RTS place.

Applicants are ineligible for a scholarship if they already hold a degree at the same level as the one for which they are applying.

Time spent enrolled in the degree for which a scholarship is awarded, whether at UWS or another institution, will be deducted from the maximum period of the scholarship.

Scholarship recipients are restricted in the amount of paid work they may undertake while receiving the award and are not allowed to receive another similar salary or scholarship to undertake their particular research project. Minor top-up allowances are allowed.

Allowances: Scholarship recipients may be eligible to claim a relocation allowance if they relocate interstate to take up their award.

Part time awards: Part time awards are not exempt from income tax and the paid work limits are the same for part time and full time candidates. Applicants may apply for a part time award on the grounds that they are prevented from studying full time due to illness, disability, heavy care commitments of either young children or elderly/sick relatives. Applicants for part time awards must include a statement outlining their eligibility and include appropriate documentation (e.g. medical certificates).

10 - SCHOLARSHIPS AND RTS RANKING

The allocation of scholarships and RTS places is a competitive process and eligible applicants will be ranked according to academic merit using a metric endorsed by the UWS Research Studies Committee. A link to a full copy of the metric can be found at the general information page for prospective students:

www.uws.edu.au/research/prospective_candidates/apply

APAs are awarded on the basis of undergraduate GPA, Honours/postgraduate level of award and research output. Research output may include research books published by a recognised national or international publisher, refereed publications and major creative works which may be written, exhibited or recorded. Detailed information about what is acceptable and how to present documentation can be found in Appendix 3. UWS Postgraduate Research Awards are awarded on the three criteria listed above under APAs, plus alignment of the project with a UWS Research Concentration and professional experience relating to research training. You should discuss this with an Academic Advisor. Information about University Research Centres and Research Groups is available at www.uws.edu.au/research

Points may be allocated to applicants who do not have a Bachelor Honours or postgraduate qualification, but do have extensive professional experience relevant to the proposed field of study. Detailed information about what is acceptable and how to present documentation can be found in Appendix 3.

If you wish to be considered for a Disability Scholarship, please refer to the information in Appendix 1.

11 - CERTIFICATION

The person who certifies your document/s must be contactable by telephone during normal working hours. This person may be:

- An authorised officer at:
 - any Student Centre of the University of Western Sydney
 - any other university or TAFE College
 - the official records department of the institution that originally issued the document/s
 - an Australian overseas diplomatic mission and Australian Educational Centres
 - the Universities Admissions Centre
- A Justice of the Peace with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

You or a family member cannot certify your documents, even if you or they belong to one of the categories listed above.

The Certifying Officer must print "I certify this to be a true copy of the document shown and reported to me as the original." on the document, as well as their name, address, contact telephone number, profession or occupation or organisation, the date and then sign the document.

The Certifying Officer should also include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

Copies certified by a Justice of the Peace without a registration number will NOT be accepted. To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department at www.lawlink.nsw.gov.au.

12 - CONTACT DETAILS

If you require further assistance to complete this form, please contact:

Scholarship Enquiries:	Ms Tracy Mills Email: t.mills@uws.edu.au Phone: +61 2 4736 0966
Admission Enquiries:	Student Administration Postgraduate Research Unit Email: sa-research@uws.edu.au Phone: +61 2 4736 0665

3 - CITIZENSHIP AND AUSTRALIAN RESIDENCY STATUS

If you are an international student (i.e. you are not an Australian or New Zealand citizen or an Australian permanent resident), you are ineligible to apply for admission on this form.

Are you of Aboriginal or Torres Strait Islander origin? No Yes

Are you a citizen of either Australia or New Zealand? No Yes

If yes, you must attach a **CERTIFIED** copy of your Birth/Citizenship certificate or passport

Australian permanent residents:

Date you arrived in Australia	/ /	Date permanent resident status granted	/ /	Type of visa*	
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*You must attach a **CERTIFIED** copy of your Permanent Residency Visa

4 - PROPOSED/CURRENT RESEARCH (to be completed by the applicant)

You must contact one or more academics to discuss the possibility of supervision before you submit your application. You may be allocated to another academic supervisor in your field, depending on the workload of your nominated supervisor(s).

Prospective candidates must attach a brief research proposal (eg up to 5 pages). This document must provide details of the area of proposed research and an outline of the proposed research methodology.

Who have you contacted to discuss your proposed research?

Have they informally agreed to supervise you?

Yes No I don't know

Proposed thesis title

Currently enrolled candidates applying for a RTS place and/or scholarship:

Supervisor's name

Thesis title

All applicants:

Please indicate which *Research Fields, Courses and Disciplines (RFCD) Classification* codes are relevant to your proposed research topic. A list of codes is available at:

www.uws.edu.au/research/ors/research_development_redevelopment/research_codes

RFCD code	RFCD code description	% of project in this category

5 - ACADEMIC QUALIFICATIONS

Give details of all degrees completed, attempted but not completed, or for which you are currently enrolled. You must attach a **CERTIFIED** copy of your academic records. Evidence provided must indicate the current status of the degree: in progress, completed, awarded and your results for each subject/unit

Applicants whose courses were all completed overseas must attach evidence that the language of instruction was English, or attach an English Language Test result (IELTS or TOEFL) completed 2007 onwards.

Undergraduate (include present enrolment if undergraduate)

Course title	Course type	Institution	Years of study	Part time or Full time	Completed
					Y/N
					Y/N
					Y/N
					Y/N

5 - ACADEMIC QUALIFICATIONS continued

Give details of all degrees completed, attempted but not completed, or for which you are currently enrolled. You must attach a **CERTIFIED** copy of your academic records. Evidence provided must indicate the current status of the degree: in progress, completed, awarded and your results for each subject/unit.

It is important to indicate at 'Course Type' whether you conducted independent research projects during your postgraduate studies, and what proportion (%) of the whole degree the projects represented.

Postgraduate (include present enrolment if postgraduate)

Course title	Course type	Institution	Years of study	Part time or Full time	Completed
					Y/N
					Y/N
					Y/N
					Y/N

Were any of these courses attempted or completed outside Australia?

No Yes ▶ Course Language of instruction

Did any of these courses contain a research component?

No Yes ▶ Course Word length

Title of Thesis or Report

If any of the courses listed above (undergraduate or postgraduate) were not completed, please list your reasons for not completing. If you wish to transfer from another institution to UWS, please list your reasons for wishing to transfer.

Course title	Reasons for not completing/wishing to transfer

6 - PREVIOUS SCHOLARSHIP SUPPORT

Australian Government Awards also include Australian Postgraduate Awards, Australian Postgraduate Awards (Industry) and Endeavour International Postgraduate Research Scholarships.

Have you previously received an Australian Government Award? No Yes ▶ Year Awarded

Name of Award

Tenure of Award (years and months)

Name of Institution that provided this Award

7 - REFEREES

You should choose referees who are familiar with your recent academic work or research.

You must complete the appropriate section/s on the Academic Referee's Reports at Appendix 2 and send them to the people nominated in this section of the application form to be completed. The University reserves the right to approach the referees personally if required.

Give details of two (2) academic referees who are familiar with your recent academic work.

Referee's details	Referee 1	Referee 2
Name		
Position held		
Postal address		
Telephone	()	()
Email		

7 - NATIONAL PRIORITIES

Universities are asked to report to the Australian government on national research priorities.

Please indicate which, if any, of the priorities you believe your thesis will address with an "X".

This question is for data collection only and will not affect the outcome of your application.

Additional information about national research priorities can be found at:

www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/national_research_priorities/default.htm

Four national research priorities and their associated priority goals:

AN ENVIRONMENTALLY SUSTAINABLE AUSTRALIA

- | | |
|---|--|
| <input checked="" type="checkbox"/> Water: a critical resource | <input checked="" type="checkbox"/> Sustainable use of Australia's biodiversity |
| <input checked="" type="checkbox"/> Transforming existing industries | <input checked="" type="checkbox"/> Developing deep earth resources |
| <input checked="" type="checkbox"/> Overcoming soil loss, salinity and acidity | <input checked="" type="checkbox"/> Responding to climate change and variability |
| <input checked="" type="checkbox"/> Reducing and capturing emissions in transport and energy generation | |

PROMOTING AND MAINTAINING GOOD HEALTH

- | | |
|--|--|
| <input checked="" type="checkbox"/> A healthy start to life | <input checked="" type="checkbox"/> Preventative healthcare |
| <input checked="" type="checkbox"/> Ageing well, ageing productively | <input checked="" type="checkbox"/> Strengthening Australia's social and economic fabric |

FRONTIER TECHNOLOGIES FOR BUILDING AND TRANSFORMING AUSTRALIAN INDUSTRIES

- | | |
|---|---|
| <input checked="" type="checkbox"/> Breakthrough science | <input checked="" type="checkbox"/> Smart information use |
| <input checked="" type="checkbox"/> Frontier technologies | <input checked="" type="checkbox"/> Promoting an innovation culture and economy |

SAFEGUARDING AUSTRALIA

- | | |
|--|--|
| <input checked="" type="checkbox"/> Critical infrastructure | <input checked="" type="checkbox"/> Protecting Australia from invasive disease and pests |
| <input checked="" type="checkbox"/> Understanding our region and the world | |

8 - STUDENT DECLARATION AND SIGNATURE

I declare that I have read the instructions at the beginning of this form as well as the appendices, and declare that all the information submitted is true and complete.

I authorise the University to obtain available official records from any educational institution attended by me.

I understand that the University is not responsible if any institution does not provide these records.

I authorise the University to verify any information provided by me, including academic records and employment details.

I understand that the University may reject my application or revoke any offer of admission if it finds any information provided in relation to my application to be incomplete, inaccurate or misleading.

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

I agree to abide by the University of Western Sydney Act, the University of Western Sydney By-Law and the Rules and Policies of the University, as amended from time to time. I also agree that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the University during my period of study as the most current rules are applied and may differ from the time of my initial enrolment. I understand I have access to these documents through the University website.

Applicant's name (please print)

Applicant's signature

Date

The Research Studies Committee is seeking to allocate one new scholarship to a candidate with a disability.

This scholarship is designed to facilitate access to, and participation in, higher research degrees for candidates who are academically able individuals, but who have experienced barriers to their continuation in postgraduate research studies because of their specific situation.

For the purpose of this scholarship, a person with a disability may include applicants with a physical, psychiatric, sensory or neurological disability.

Applicants are required to provide evidence of the disability. Evidence may include a letter or other documentation from a recognised professional able to support your claim.

Applicants for this scholarship must meet the minimum admission criteria for entry to a research higher degree at UWS. Information about the admission criteria may be downloaded from the web:

www.uws.edu.au/research/prospective_candidates/apply

The ranking process outlined previously (see “Scholarship and RTS Ranking” on page ii of Section A – General Information) will be applied to applicants for this scholarship. A scholarship will be awarded to the highest ranked applicant for the Disability Scholarship.

If you wish to be considered for this Scholarship, please tick the box below:

Disability Scholarship

Student Administration - Operations
Research Admission and Scholarship Application 2009
Appendix 2 – Referee’s Report

Postgraduate Research
 Locked Bag 1797, Penrith South DC NSW 1797



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.
 This report is confidential and must not be returned to the applicant.
 Please submit it to the address overleaf **before 5pm 31 October 2008**.

1 - APPLICANT'S DETAILS

UWS Student ID number Daytime contact phone number +

Title Family name

Given name(s)

Postal address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>				

Home phone number Work phone number Mobile phone number +

Email address

Degree applied for

Thesis title

2 - REFEREE'S DETAILS (to be completed by the Referee)

Title Family name

Given name(s)

Position

Postal address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>				

Home phone number Email address

Please state briefly how you know the applicant

Student Administration - Operations
Research Admission and Scholarship Application 2009
Appendix 2 – Referee’s Report

Postgraduate Research
 Locked Bag 1797, Penrith South DC NSW 1797



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 Please submit it to the address overleaf **before 5pm 31 October 2008**.

1 - APPLICANT'S DETAILS

UWS Student ID number Daytime contact phone number +

Title Family name

Given name(s)

Postal address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>				

Home phone number Work phone number Mobile phone number +

Email address

Degree applied for

Thesis title

2 - REFEREE'S DETAILS (to be completed by the Referee)

Title Family name

Given name(s)

Position

Postal address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>				

Home phone number Email address

Please state briefly how you know the applicant

A copy of the ranking metric is on the web: www.uws.edu.au/research/prospective_candidates/apply
Points will be awarded in each section where the applicant has submitted the required verification documents in full
by the due date: **5pm Friday, 31 October 2008.**

Please see Section A page iii for a definition of 'certified'. Incorrectly certified documentation will be disregarded.

Section One - Studies below Honours Level

Certified copy of a full academic transcript indicating the current status of the degree (i.e. in progress, completed or awarded).

Section Two - Honours/Postgraduate Study

Certified copy of a full academic transcript indicating the current status of the degree (i.e. in progress, completed or awarded).

Final, official results for all pending qualifications must be provided no later than 28 November 2008. For UWS students, this will be arranged within the College by Academic Advisors. If the official result is not available by 28 November 2008, the score for that qualification will not be considered.

Section Three - Research Output

Research Book/Monograph

A copy of the introduction and frontispiece, photocopies of contents, preface, introduction and pages showing all bibliographic information: ISBN or ISSN, author(s), publisher, all dates referring to copyright, publication, printing and distribution.

Exhibitions

Copy of catalogue contents, preface, introduction, ISBN (if applicable), name of exhibitor and curator, date and location of exhibition, total number of works in exhibition and total number of works by claiming artist.

Copy of advertising, including the name of publication and date advertised.

Evidence that the gallery/museum is an independent public or commercial organisation (e.g., evidence of a governing board, is a financial concern, annual report extract, employs staff, is autonomous ie. independent of the University.)

Recorded Creative Performance Work

(Including live music, theatre or dance performances, films, multimedia productions or sound production)

Evidence to support commercial distribution (e.g. cover/notes), evidence of running time, evidence of the role(s) of the claimant (e.g., writer, illustrator, producer, director, performer).

Written Creative Work

(Including published novels, poetry, plays, filmscripts, music scores)

All bibliographic information: ISBN or ISSN, author(s), publisher, all dates referring to copyright, publication, printing and distribution.

Refereed Papers

A copy of the refereed paper and photocopies of contents, preface, introduction and pages showing all bibliographical information (ISBN or ISSN, author(s), publisher, all dates referring to copyright, publication, printing and distribution). Evidence that the paper was refereed.

Refereed Conference Proceedings

Photocopies of front page of proceedings, contents, preface and bibliographical information (ISBN or ISSN, author(s), publisher, all dates referring to copyright, publication, printing and distribution). Evidence of refereeing (e.g. statement in preface, details of refereeing procedures and/or panel). Details of conference: conference title, date, venue, supporting/ sponsoring information.

Commercial Patent

Evidence should include certified copies of a document which includes the patent number; name in which the patent is held and a brief description of the patent.

Section 4 - Alignment with Research Concentration

Information about University Research Groups and Research Centres is available at: www.uws.edu.au/research

Section 5 – Employment Relating Directly to Research Training

You should present any documentation which supports your claim that you have employment skills and knowledge that directly relates to your proposed study. These could include a letter from your employer; employment contract; duty statement; published commercial reports including bibliographic information and authorship details or any commercial documentation supporting professional experience. Please note that a CV is not sufficient evidence.

Section 6 – GPA Equivalence for Overseas Qualifications

Please present certified copies of full academic transcripts, indicating the current status of the degree (i.e. in progress, completed or awarded).

Student Administration - Operations
Research Admission and Scholarship Application 2009
Appendix 4 – Application Checklist

Postgraduate Research
Locked Bag 1797, Penrith South DC NSW 1797



Receipt of your application will be acknowledged via email. You will not be informed of missing or incorrect documentation. Your application will be ranked according to the documentation provided.

Please use the checklist to ensure that your application is complete and that you have attached the following documents where relevant. Please ensure that any copies are certified in accordance with the requirements in Section A page iii. Please return the completed checklist as part of your documentation to assist us in processing your application.

1 - COMPULSORY FOR ALL APPLICANTS

Certified copies of all tertiary graduation certificates.

Certified copies of all academic transcripts.
Qualifications will not be considered if evidence of completion is not provided.

Certified proof of residency status, e.g., certified copy of a visa or passport or birth certificate or citizenship papers.

A brief research proposal.
A research progress report if you are a current candidate applying for a scholarship.

2 - SPECIFIC ATTACHMENTS RELATING TO INDIVIDUALS

Certified copy of English language eligibility for applicants whose courses were all completed overseas.
Applicants must attach evidence that the language of instruction was English or attach an English language test result (IELTS or TOEFL) (completed 2007 onwards).

Evidence of research output/publications.
Refer to Appendix 3 for information about the presentation of this evidence.

Documentation supporting a claim for Academic Equivalence

Academic Referee's Reports
Applicant sections completed by the applicant.
Referee's Reports forwarded to referees.

1 - SUMMARY OF PROCESS AND TIMELINE

- 5pm Friday, 31 October 2008: applications close.
- Receipt of application acknowledged by email.
- Applications are assessed and checked.
- 14 November 2008: copies sent to Colleges for preliminary assessment.
- 27 November 2008: Colleges return assessed applications to the Office of the Academic Registrar.
- 28 November 2008: final date for official outstanding results. 'Official' means that the result has been endorsed by the Chair of the College Board of Studies Assessment Committee. For external results, this means that the applicant is able to present a certified copy of a document from an institution which states the qualification is complete and the degree will be awarded.
- 2 December 2008: UWS Research Studies Committee (RSC) meets to consider and rank applications.
- 5 December 2008: UWS begins notifying first round offers by phone and in writing.
- Offers must be accepted in writing no later than 7 days from the date of the offer letter.
- All applicants will be advised of the outcome by the end of January 2009. Applicants who do not receive a first round offer of a scholarship or RTS place, but who are deemed eligible by the RSC, may receive an offer of a full-fee-paying place. Second round offers will be made immediately a scholarship or RTS place becomes available.