

Checklist for Research Applicants

Please use this checklist to ensure that your application is complete and that you have attached the required [certified](#) documents.

Compulsory for All Research 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 including an indication of the proposed supervisor and thesis title. Scholarship applicants refer to the web for further instructions <http://www.uws.edu.au/research/scholarships>

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 results (IELTS or TOEFL)
- Evidence of research output/publications, e.g. research book/monograph; exhibitions, recorded creative performance work; written creative work; referred papers; refereed conference proceedings; commercial patent. For information about presentation of this evidence, see below
- Documentation supporting a claim for Academic Equivalence
- [Academic Referee's Reports](#): Applicant section to be completed by the applicant. Referee's Report form to be forwarded to two (2) Referees by the applicant.

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.

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.

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).

You can only upload PDF documents on the Applicant Portal.

How can I convert my documents to PDF files?

If your documents have been created using recent versions of Microsoft Office (such as Office 2007), you simply select the command “save as” from the office button  and select the “publish the document as a pdf” option. It’s that easy.

Alternatively, you can use our document conversion service – attach the document file to an email addressed to conv2pdf@uws.edu.au. For each attached file you’ll receive an email back with a converted PDF file.

There are also many document conversion packages available on the web that you can use to convert your files to PDF.

If you have a hard-copy document to convert to PDF, you can use a document scanner – some photocopiers also include scanners.