



## Application for admission into a research postgraduate award course in 2012

Please read this information before completing your application for admission.

### General information

- This application form is only for domestic students. Only Australian citizens, Australian permanent residents and citizens of New Zealand should use this form to apply. Other applicants should contact the International Office on (+612) 8627 8300 or at [io.info@sydney.edu.au](mailto:io.info@sydney.edu.au) for application materials and assistance.
- Complete the application form using BLOCK LETTERS, and where required, write clear crosses in the appropriate boxes.
- Please ensure that the information on your application is complete, that all of the required documentation is included and that the application is legible. Incomplete or illegible applications may be delayed.
- Admission is competitive and will depend upon the availability of resources.
- Continued enrolment is subject to demonstrated satisfactory annual progress.

### Supporting documentation

- You are required to provide documentation in support of this application. If you do not attach all of the documents required by the faculty your application may not be considered. The documents you may have to provide include:
  - \* evidence of your residency status,
  - \* proof of change of name,
  - \* academic transcripts for your qualifications,
  - \* evidence of English proficiency,
  - \* information about your record of exclusion,
  - \* information about your technical, professional or other qualifications,
  - \* a statement detailing your availability for study and your research plan (if you are applying for a part-time PhD),
  - \* information about your research and publications.

There is information on the application form about the circumstances under which you must provide documentation. You should provide originals wherever possible, especially of academic documents such as transcripts and English test result notices. Faculty and Student Centre staff can sight original documents and copy them for you so that you need not submit originals with your application. If you have questions about which types of documents are acceptable in support of your application, or whether or not original documents can be returned to you after your application has been processed, you should contact your faculty.

- If your supporting documents are not in English you must provide translated versions of those documents in addition to certified copies of the originals. These translations should be official. Some examples of the types of translations which may be accepted are those produced by the Community Relations Commission (CRC), the Department of Immigration and Citizenship (DIAC), or by an accredited National Accreditation Authority for Translators and Interpreters (NAATI) translator of at least 'Translator' or 'Level 3' status. Please note that if you are providing copies of translations, rather than originals, those copies must also be certified.

### Making inquiries and submitting your application

- You may direct any inquiries you have about your application to the postgraduate adviser of the faculty concerned. Contact information for faculty offices is available from the University's switchboard on (+612) 9351 2222 or the website at [sydney.edu.au/about/faculties\\_schools.shtml](http://sydney.edu.au/about/faculties_schools.shtml)
- Copies of this and other direct application forms are available on the University's website at [sydney.edu.au/current\\_students/student\\_administration/admissions/application\\_forms.shtml](http://sydney.edu.au/current_students/student_administration/admissions/application_forms.shtml)
- This form should be forwarded to the faculty in which you wish to enrol no later than the closing date. Closing dates vary between faculties, so be sure to check before applying.
- You will be advised by mail of the result of this application as soon as possible, and if it is successful, the enrolment procedures you are to follow.



**Application for admission into a research postgraduate award course in 2012**

**Personal details:** Please provide the following information.

Surname  Title  Gender

Given names

Previous names (attach documentary evidence of name change)

Student Number (if previously enrolled at the University of Sydney)  Date of birth

**Residency:** Please indicate your residency status.

Are you currently a citizen of Australia?  citizen of New Zealand?  permanent resident of Australia?

If you are a permanent resident of Australia please indicate the date your visa was granted (if it was granted in Australia) or otherwise the date you first landed in Australia with this visa.

Please note that you must provide documentary evidence for the information you provide in this section. You can provide a certified copy of your birth certificate or copies of the relevant pages from your passport.

Please indicate to which one of the following categories you belong.

Neither Aboriginal nor Torres Strait Islander  Torres Strait Islander

Aboriginal  Aboriginal and Torres Strait Islander

Postal address

State  Postcode  Country (if not Australia)

Mobile Number  E-mail address

**Application information:** Please provide the following information.

I wish to be admitted into the following award course.

This award course is offered by the Department/School of   
[If you are applying for a course offered by the Faculty of Veterinary Science you should write 'Veterinary Science' here.]

I would like to commence my studies in Semester (1 or 2).

I would like to be admitted to study (full-time or part-time).

If you are applying for a part-time PhD you should note the information in the candidature details section on page 2 of this form. You must provide a research plan and evidence that you will have sufficient free time to pursue your candidature.

**Research Training Scheme (RTS) information:**

This section concerns your previous **incomplete** studies in a research degree at another Australian university. As an applicant for a doctorate or research master's award course you are required to disclose in this application any previous studies in a research degree, which you commenced at another Australian institution. You are not required to disclose information about research courses you have completed.

The duration of these previous studies should be expressed as follows: one year of full time study would be expressed as 1.000, one semester of part time study as 0.250 and one semester of full time study and one semester of part time study as 0.750.

Duration of previous studies in a research award course commenced prior to 31 August 2000:  •    years.

Duration of previous studies in a research award course commenced after 31 August 2000:  •    years.

**Candidature details:** Please indicate your proposed research area below. You must discuss this with your department/school before lodging this application for admission. Please attach evidence to this application.


If you are applying for part-time candidature in a PhD you must attach a statement which indicates that you will be substantially free to pursue your candidature. The statement should show that you will have sufficient time available to complete the course within the maximum period allowed for a part-time PhD enrolment. It should also show that you will plan and carry out the intended research, and for the purposes of this research, that you will be under the supervision and control of the University. If you are employed, your statement should include a declaration from your employer confirming that you will be permitted the time required to effectively pursue your studies.

Have you applied for an Australian Postgraduate Award?      Yes       No

**Tertiary qualifications:** All applicants must complete this section. You should provide original academic transcripts in support of your application unless this tertiary study was attempted at the main campus of the University of Sydney. If your documents are not in English you must also attach an approved translation.

Name of tertiary qualification	Honours class	Graduation date	Institution attended

**English proficiency:** If you have not completed a tertiary qualification in Australia and your qualifications were obtained from a university or other institution where the language of instruction was not English, you must provide evidence of English proficiency, eg, IELTS, TOEFL or a result from another approved test. You are advised to discuss English proficiency requirements with faculty staff before applying, if you have studied overseas.

**Record of exclusion:** Please answer the following questions about your academic history. If the answer to any of these questions is yes, please provide full details and copies of any relevant documentation.

Have you ever been excluded or suspended from a course at a university or other tertiary institution for any reason? (Yes/No)

Have you ever been asked to show cause why your enrolment in any course should not be suspended/terminated? (Yes/No)

Have you ever been asked to explain unsatisfactory progress in any course? (Yes/No)

**Other information:** Please use this section to provide information about your technical, professional or other qualifications, details about your original research activities and publications, and any other information you consider to be relevant to your application. You may attach additional information if this space is insufficient.


**Declaration:** I declare that the information submitted in this application is correct and complete, and I agree that the University may obtain official records from any university or other institution previously attended by me. I undertake to advise the Faculty immediately of any change to the information submitted in this application. I am aware that it is the policy of the University that if my program of advanced study and research should result in the lodging of a thesis it can be made available for use immediately, either to be read, photocopied or microfilmed.

Signature       Date

**Office Use Only**

**Head of Department's or delegated officer's recommendations and report:**

I recommend that this application be rejected.

Reasons and comments: .....

I recommend that this applicant be admitted on a full-time  or part-time  basis starting

The candidate is to be admitted without conditions  or is subject to a preliminary examination  or is on probation for a period of  semesters.

**NB:** The Head of Department is obliged to notify probationary candidates when their candidature is confirmed and to provide an explanation if the candidature will not be confirmed due to unsatisfactory progress. Candidates must be given warning if their progress is not satisfactory. Probationary periods should not normally be more than two semesters in length.

Comments: .....

I recommend that the applicant undertake the following units of study.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I recommend that the applicant be appointed a supervisor  or a supervisor and an associate supervisor.  This person is/these people are named below. Note that the supervisor must agree to this arrangement by signing this application form in the agreement of supervisor section.

Supervisor: ..... Staff No/DOB: ..... Dept./Location: .....

Associate

Supervisor: ..... Staff No/DOB: ..... Dept./Location: .....

**NB:**

If no staff number is available, please provide a date of birth.

I recommend that the minimum period of the applicant's candidature be  semesters. Six semesters is the minimum period normally allowable for a PhD candidature.

I recommend that this applicant be granted academic credit for  semesters on the basis of her/his previous study.

I submit that additional resources (equipment, travel, library facilities, etc) will be required  or will not be required  for this student to pursue her/his candidature. Please provide information in the comments section at the end of this page.

If the applicant is not a graduate of the University of Sydney, I recommend that their academic qualifications be accepted as equivalent to a Bachelor's (pass) degree  or a Bachelor's (Hons) 1st or 2nd class  or a Master's degree.

Comments: .....

**Authorisation and comments of Head of Department or delegated officer:**

Signature: ..... Date: .....

Additional comments: .....

**Office Use Only**

**Agreement of supervisor/adviser:** Intending supervisors should refer to the resolutions of the Academic Board relating to higher degrees.

The area or project title of the candidate's research will be: .....

.....  
.....

I currently supervise this many research students.

My staff number (the staff number appearing on my payslip) is

I declare that I do  or do not  have an interest in a company contracted by the University to perform research which involves research students. I have notified the Head of Department and the applicant of any interests I have in such companies.

I agree to supervise the candidate and I have noted the Head of Department's recommendations, in particular those concerning the availability of resources.

Signature: ..... Date: .....

**Faculty/Board of Studies/Graduate School/College decision:**

Original documentary evidence of the candidate's qualifications has been sighted  or is yet to be produced.

I approve admission as recommended by Head of Department.

I approve part-time PhD candidature as set out above.

I approve admission on the basis that the applicant holds an approved qualification or is a graduate of an approved institution, according to Part 9 of the University of Sydney (Amended Act) Rule 1999.

I do not approve admission.

Signature: ..... Date: .....

Comments: .....  
.....

**Committee for Graduate Studies decision:**

This section is to be completed by the chairperson of the Committee for Graduate Studies or delegated officer if the applicant does not hold an approved qualification or is a graduate of an institution not on the approved list of the Committee for Graduate Studies.

I approve admission to candidature under Part 9 of the University of Sydney (Amendment Act) Rule 1999.   
The special conditions, if any, are described below.

I do not approve admission for the reasons set out below.

Special conditions/reasons: .....  
.....

Signature: ..... Date: .....

**Faculty office use:**

Application details entered on local database/Admissions Module Initials and date: .....

Offer made on Admissions Module Initials and date: .....

Degree code: ..... Dept code: ..... SID: .....