Application for Admission to Graduate Research Candidature and Scholarship

THE UNIVERSITY OF MELBOURNE

WHO SHOULD USE THIS FORM?

This application form should only be used by those applying to undertake **graduate research degrees** including:

- Doctor of Philosophy (PhD)
- Master of Philosophy (MPhil)
- Doctor by Research
- Masters by Research

International applicants for **masters by coursework degrees** can apply following the application process at:

 www.futurestudents.unimelb.edu.au/int/ipg/ipgapply

TRANSLATIONS

If any documents are in languages other than English, you must provide official translations issued by the university you attended or made by an accredited translator (e.g. by NAATI or overseas equivalent).

For more information on NAATI (National Accreditation Authority for Translators and Interpreters) go to:

 www.naati.com.au

ENQUIRIES

Admissions enquiries

 GR-admissions@unimelb.edu.au

 http://www.futurestudents.unimelb.edu.au/info/research

Note: Once you have been advised that your application is complete, you should direct your enquiries to your prospective Faculty/Graduate School office.

For their details visit:

 http://go.unimelb.edu.au/9kj

DEADLINES

Many Faculties and Graduate Schools will assess applications for admission at any time, but there are strict deadlines for scholarships consideration.

For details on all scholarship deadlines visit:

 http://go.unimelb.edu.au/3kj.

IMPORTANT NOTES

1 Applications must **be received** by the advertised deadline to be considered for scholarship and/or course.

Ensure you post your application early to avoid delays.

We cannot accept emailed application forms (except from authorised University of Melbourne agents).

2 Ensure that your application is complete and includes all supporting documentation.

The University will not be able to consider your application if it is incomplete and reserves the right to reject immediately highly incomplete applications.

3 It is **essential** that you check the particular application requirements and deadlines of your prospective Faculty/Graduate School and/or academic department prior to submitting a formal application.

 http://go.unimelb.edu.au/9kj.

4 Application documents **cannot** be returned to you.

5 The University will correspond with you by email.

Please add the domain unimelb.edu.au to the safe senders list in your email account to ensure that important emails are not blocked by your provider's spam filters.

LODGING APPLICATIONS

Applications may be lodged by mail or in person to:

Graduate Research Admissions
Information Centre, Richard Berry Building
Gate 3, Swanston Street
The University of Melbourne,
Parkville, Victoria 3010, Australia

PRIVACY STATEMENT

The information you provide will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. The University has a detailed **Privacy Policy** at:

 http://www.unimelb.edu.au/unisec/privacy/

You can contact the Privacy Officer with any questions about how the University deals with personal information.

Application for Admission to Graduate Research Candidature and Scholarship

THE UNIVERSITY OF MELBOURNE

Please type or write clearly in BLOCK LETTERS using a black pen. Mark with an X all boxes that are applicable.

I wish to apply for:

☐ Admission to Graduate Research Degree Candidature and Scholarship

☐ Admission to Graduate Research Degree Candidature only

Please note: Current University of Melbourne graduate research students who wish to apply for a scholarship should do so online via the Student Portal:

➤ **portal.unimelb.edu.au.**

☐ I am a currently enrolled or former University of Melbourne student | Student ID:

I am applying as a:

☐ **Domestic applicant**

(citizens of Australia, New Zealand or Australian permanent residents)

☐ **International applicant**

(citizens of all other countries and holders of Australian visas other than permanent residency)

Have you applied previously?

☐ Yes

Application ID if known:

Appointment of Agent (International applicants only)

☐ I have appointed a University of Melbourne authorised agent to manage my application. Please provide:

Name of agency			
City		Country	

A. PERSONAL DETAILS

If you are a **currently enrolled University of Melbourne student**, provide your Student ID above, ensure your personal details are up to date on Student Portal, fill in your name and date of birth in Section A, and then complete sections B-G of this form as appropriate. **All other applicants** should complete all sections of this form.

Title	☐ Ms ☐ Mrs ☐ Miss ☐ Mr ☐ Other (please specify):		
Family name		Given names	
Preferred name		Previous names	
Date of birth (dd/mm/yyyy)		Gender ☐ F ☐ M	

Current mailing address			
Street address			
City or suburb		State or province	
Country		Postcode	

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A. PERSONAL DETAILS (CONTINUED)

Permanent address (If different from mailing address. At least one recorded address must be a residential address. International applicants must provide a residential address for their country of residence)

Street address			
City or suburb		State or province	
Country		Postcode	

Telephone (including country codes)

Home:		Work:		Mobile:	

Email (please provide an address that will be active for at least six months)

Birth, citizenship and residency status
Please attach a copy of your birth certificate, certificate of citizenship or passport

My country of birth is:	
I am a citizen of:	☐ Australia ☐ New Zealand ☐ Other (Please specify all countries for which you are a citizen):

Do you currently hold an Australian visa?

☐ No

☐ Yes, I hold a permanent residency or humanitarian visa (please provide evidence of permanent resident status or copies of passport visa pages)	Subclass	
☐ Yes, I hold a temporary visa	Subclass	

I am an Australian citizen or permanent resident AND am of: *Mark all that apply*	☐ Aboriginal origin ☐ Torres Strait Islander origin ☐ Neither
The primary language I speak at home is:	

B. CANDIDATURE DETAILS

I am applying for the following degree program (choose ONE only):

☐ Master of Philosophy (MPhil)	☐ Masters by Research (please specify):	
☐ Doctor of Philosophy (PhD)	☐ Other Research Doctorate (please specify):	

I have made arrangements to undertake the following special degree program:

☐ French-Australian PhD Cotutelle Program	☐ Universitas 21 Jointly Awarded PhD
☐ A Jointly Awarded PhD with the following partner university: In city/country:	

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I am applying for admission to the following Faculty/Graduate School:

☐ Architecture, Building and Planning

☐ Arts* ‡

☐ Business and Economics*

☐ Education

☐ Engineering *

☐ Land and Environment*

☐ Law

☐ Medicine, Dentistry and Health Sciences*

☐ Science*

☐ Veterinary Science

☐ VCA and MCM*

* And the following school and/or department:

Please specify for Faculties marked with * above

‡ **Master of Arts applicants should also specify the preferred discipline and course structure (i.e. advanced seminars and shorter thesis, or research only.)**

If you have applied to more than one department within a Faculty, please rank according to preference.

☐ I plan to spend 40% or more of candidature time at an external research institution (e.g. the CSIRO, Peter MacCallum Cancer Centre, etc). Please specify.

☐ I have contacted the following preferred supervisor(s):

Method of contact:

If applicable e.g. email

Please provide name(s) and the school/department of your preferred supervisor(s).

Not all degree programs require that you identify and make contact with a preferred supervisor before you apply, but most do. Please visit your prospective Faculty/Graduate School's "How to Apply" website for details on the requirements that apply to you.

➤ http://go.unimelb.edu.au/9kj.

Please indicate your proposed commencement date or commencement semester and year

I would like to begin my candidature on:

☐ Semester 1 in the year 20

☐ Semester 2 in the year 20

Proposed commencement date: *(dd/mm/yyyy)*

Study status

I plan to study:

☐ Full-time

☐ Part-time

Please specify why part-time:

eg. work commitments, carer status

Please note that:

- The expected commitment for full-time study is at least 40 hours per week, and for part-time study is at least 20 hours per week. This includes a reasonable allowance for formal supervision with the supervisor.

- Part-time study is **NOT** permitted for international applicants on a student visa in accordance with Australian Department of Immigration and Citizenship regulations.

Scholarships may only be held on a part-time basis in exceptional circumstances which would limit the student's capacity to undertake full-time study. For further details, visit:

➤ http://go.unimelb.edu.au/w9j

Application for Admission to Graduate Research Candidature and Scholarship

Residency

In most cases a significant amount of your candidature must be spent at the University of Melbourne. For information on residency requirements and how to apply for special residency status, please visit the following degree-specific websites:

- **PhD and Research Doctorates** - standard residency requirement of at least 12 months full-time (24 months part-time) of candidature:

  http://go.unimelb.edu.au/c9j.

- **MPhil** - standard residency requirement of the equivalent of at least six months full-time (12 months part-time) of candidature:

  http://go.unimelb.edu.au/79j.

- **Masters by Research** - standard requirement of residence in Victoria for at least one-third of candidature:

  http://go.unimelb.edu.au/g9j.

- For **Scholarships** residency requirements:

  http://go.unimelb.edu.au/99j.

I am able to meet the residency requirement that applies to the graduate research degree for which I am seeking admission:	☐ Yes ☐ No	If "No", you must submit with this application a one-page maximum special residency status request as outlined on the relevant website above. This request will be reviewed by your prospective supervisor, school, department and/or Faculty and must be endorsed by them before it can be approved by the University.

C. ACADEMIC QUALIFICATIONS

- List below ALL tertiary level studies you have undertaken including those in which you are currently enrolled (whether you have completed them or not) **beginning with the most recent.**

- † If you are currently completing a degree, please write **CU** for "current" and include the date that you anticipate completion. If you began a degree and did not complete it, write **INC** for "incomplete" and include the date when you ceased study. If you completed the degree please write **CO** for "complete" and include the completion date.

- ‡ Program length is the usual duration of the program on a full-time basis.

Name of degree (e.g. Bachelor of Arts)	Name of institution and country	† Current (CU) Incomplete (INC) Complete (CO)	Date completed/ Expected date of completion (mm/yy)	Program length‡ (e.g. 3 years)

Please note the following documentation requirements:

- You must provide an original or copy of the full official transcript(s) on official university letterhead, indicating all subjects and results in all years of study for each qualification completed or attempted. **You are not required to provide transcripts for study previously completed or currently being undertaken at the University of Melbourne.**

- If you have completed a degree but your transcript does not state this, you must provide a copy of the award certificate or an original or copy of a letter from your institution on university letterhead confirming you have completed all the requirements of the degree program and are eligible to graduate or have graduated.

- If your transcripts do not contain actual numeric marks (e.g. 82%) or Grade Point Averages (e.g. 3.4) you should provide a separate official explanation of the relevant university's **grading system**, or official advice from the awarding institution detailing the numeric marks you achieved for your tertiary studies.

- Applicants with a Masters qualification that is graded as Pass/Fail only should provide examiners' reports (a report containing examiners' feedback/ detailed information about your thesis) if they are available.

- All applicants with a Masters qualification should provide an extract from the relevant university handbook (or website) that clearly states (i) the normal duration of the Masters course (e.g. two years full-time) and (ii) the structure of the course (e.g. minimum of 24 points, of which 18 points are a research project). You must provide information about the amount of research required for the qualification.

- If you are currently enrolled in a tertiary course, please provide a transcript that shows your results to date and provide final transcripts as soon as they become available.

- If you have received credit toward your degree at the third year level or higher, please include the transcript/s for the studies for which you have received credit.

- Documents in languages other than English must be accompanied by an English translation by an accredited translator.

- If your current name is not the same as the name on your transcripts (e.g. due to marriage) please provide a copy of evidence of change of name (e.g. a marriage certificate).

- Applicants who have completed an Australian MBBS, BPhysio, LLB, JD, or Aust/NZ dental (BDSc, BDS), or veterinary (BVSc, BMVS) qualification should provide information about their position on their graduating class list. If this information is not available on the transcript, advice should be provided in writing from the relevant faculty, school or department.

Transferring graduate researchers

☐ I am currently enrolled in a graduate research degree program at another Australian university and wish to transfer to the University of Melbourne to complete this course. †

Name of degree:	
Name of institution:	
Commencement date: *(dd/mm/yyyy)*	
Start and end dates for any and all periods of leave of absence from your studies:	

		Percentage research:	
Enrolment status at commencement: *(i.e. full-time or part-time)*		Percentage research:	%

Start and end dates for any variations to your enrolment status: *(e.g. Full-time 15/02/2008 - 31/08/2008, Part-time 01/09/2008 - 04/06/2009)*

† Please note that any prior period of graduate research degree candidature in Australia may be deducted from the maximum period of candidature in the degree for which you are applying as well as from the maximum scholarship period. You must include an official statement from your previous Australian university (or universities if you were enrolled at more than one) which includes details of your enrolment periods, full-time or part-time status, any scholarships received and total consumed Equivalent Full-Time Student Load (EFTSL).

D. RESEARCH AND/OR RELEVANT PROFESSIONAL EXPERIENCE (Last 5 Years)

Research project / Thesis

☐ I completed a significant research project during my tertiary studies (e.g. a thesis).	Type of research:	
	Title:	
	Length (number of words):	

Relevant professional experience

☐ I have research and/or professional experience gained via employment that is **relevant** to my proposed project/graduate research degree program **and for which I am able to provide employer references**.

If ticked, please include in your **required CV (resume)** as shown on page 14 a brief description of your role and the relevant research and/or professional experience gained for each professional role you have held.

You must also arrange for an **Employer Referee Report Form** to be submitted for each role you list in your application. The form is available at:

🔗 http://go.unimelb.edu.au/f3c

Medical fellowships

☐ I have held or currently hold a medical fellowship or have completed the first three years of clinical fellowship training indicated by success in passing the specified "Written and Clinical Examinations".

If ticked, please include details of your Fellowship in the **required CV (resume)** in the format shown on page 14 and attach a copy of evidence of the Fellowship (e.g. certificate of award, letter from the fellowship organisation or a letter issued by the training regulator).

Information on relevant publications and creative works

☐ I have refereed publications (journal articles, refereed conference papers, book chapters, books, etc) accepted or already published.

If ticked, please include a bibliographic summary of all relevant peer-reviewed presentations and publications in your **required CV (resume)** in the format shown on page 14.

☐ I have produced creative works (e.g. visual arts, music, theatre, dance, film, creative writing, environmental design etc) that are eligible as research outputs.

Please include citations for all relevant creative works in your **required CV (resume)** in the format shown on page 14.

Please attach a copy of the required evidence for up to 5 works as outlined in the "Eligible research output types: Creative works" table available at:

🔗 http://go.unimelb.edu.au/f3c

Note, these copies will be used for scholarships consideration and are needed in addition to any folio requirements or examples of work that may be stipulated by your prospective Faculty/Graduate School.

E. ENGLISH LANGUAGE PROFICIENCY (All Applicants)

For the latest information on the University's English language requirements, please refer to:

▶ http://go.unimelb.edu.au/57j.

Please provide **documentary evidence** for the items marked †

I have satisfied the English language requirements for admission to the University via the following means **(only one is necessary)**:

☐ As a citizen of one of the following countries: Australia, Canada, New Zealand, Singapore, South Africa, Republic of Ireland, United Kingdom, United States of America, and completed undergraduate studies in English and subsequently worked in an English speaking country;

☐ Undertaken the Academic International English Language Testing System (IELTS) in the 24 months preceding this application and obtained scores as prescribed by my prospective Faculty/Graduate School; †

☐ Undertaken the American Test of English as a Foreign Language (TOEFL), including the Test of Written English in the 24 months preceding this application and obtained scores as prescribed by my prospective Faculty/Graduate School; †

☐ Undertaken the Pearson Test of English in the 24 months preceding this application and obtained scores as prescribed by my prospective Faculty/Graduate School; †

☐ Undertaken the Cambridge English: Advanced / Certificate of Advanced English (CAE) in the 24 months preceding this application and obtained scores as prescribed by my prospective Faculty/Graduate School; †

☐ Within the last two years satisfactorily completed a postgraduate degree of at least one year duration, where the degree was taught and assessed entirely in English† and the English language entry standard was at least IELTS (Academic) overall band score 6.5 or equivalent;

Note: If the degree was completed within the last five years you may provide evidence of sustained working in an English language environment and/or writing in English since completing the degree. If the degree was completed more than five years ago, you will need to satisfy the English language requirements by undertaking and achieving the required scores in one of the English tests listed above.

☐ Within the last two years satisfactorily completed either a postgraduate degree of at least two years duration or an undergraduate degree, where the degree was taught and assessed entirely in English; or†

Note: If the degree was completed within the last five years, you may provide evidence of sustained working in an English language environment and/or writing in English since completing the degree. If providing a statement from your previous University, it must state that the degree was taught and assessed entirely in English. If the degree was completed more than five years ago, you will need to satisfy the English language requirements by undertaking and achieving the required scores in one of the English tests listed above.

☐ Completed schooling in one of the following countries (Denmark, Germany, Netherlands, Norway or Sweden), achieved the required score in English (refer to the website above); and completed undergraduate studies that included the submission of written assignments in English within five years.†

F. SCHOLARSHIP DETAILS

Scholarship categories are primarily based on whether you are a domestic or international applicant. Information regarding graduate research scholarships for each category including deadlines for each scholarship (if applicable) is available from the Melbourne Scholarships website below.

Domestic applicants please visit:

▶ http://go.unimelb.edu.au/k9j

International applicants please visit:

▶ http://go.unimelb.edu.au/39j

Please ensure you have checked the option to apply for scholarships at the beginning of this form.

☐ I have read and understood the scholarship criteria and eligibility requirements that apply to me.

F. SCHOLARSHIP DETAILS (CONTINUED)

I am a **domestic applicant** and would like to be considered for the following scholarships:

☐ Australian Postgraduate Award (APA)	☐ Sir John and Lady Higgins Research Scholarship †
☐ Melbourne Research Scholarship (MRS)	☐ Baillieu Research Scholarship †
☐ Human Rights Scholarship (HRS) ‡	☐ Ernst & Grace Matthaei Research Scholarship †
☐ Frederick Blake Shepherd Scholarship †	☐ Faculty/Graduate School Scholarships §
☐ Harbison-Higinbotham Research Scholarship †	☐ Fay Marles Scholarship (FMS) ‡ #

† Additional application materials for these scholarships should be attached to this form.

‡ Additional application materials for these scholarships should be sent directly to Melbourne Scholarships.

For eligibility requirements, visit:

▶ http://go.unimelb.edu.au/6kj

For documentation requirements, visit:

▶ http://go.unimelb.edu.au/8kj for documentation requirements.

§ Refer to your Faculty/Graduate School website for information on these scholarships.

For eligibility and specific documentation requirements for Fay Marles Scholarships, visit:

▶ http://go.unimelb.edu.au/2qx

I am an **international applicant** and would like to be considered for the following scholarships:	☐ International Postgraduate Research Scholarship (IPRS)
	☐ Melbourne International Research Scholarship (MIRS)
	☐ Melbourne International Fee Remission Scholarship (MIFRS)
	☐ Human Rights Scholarship (HRS)‡
	☐ Faculty/Graduate School Scholarships

‡ Additional application materials for this scholarship should be sent directly to Melbourne Scholarships.

For eligibility and documentation requirements please visit:

▶ http://go.unimelb.edu.au/o7j

§ Refer to your Faculty/Graduate School website for information on these scholarships.

My current residence is located in:	
☐ Victoria	
☐ Other Australian state or territory (please specify):	
☐ Overseas (please specify):	

I expect to live in the Melbourne area while receiving a scholarship:	
☐ Yes	
☐ No - If no, where do you intend to live?	

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F. SCHOLARSHIP DETAILS (CONTINUED)

☐ I have received or currently hold a graduate award or scholarship†

† Please include in your required CV (resume) as shown on page 14 details of each scholarship or award held. Do not include HECS exemptions.

Sponsorship arrangements (only complete if relevant)	
I plan to apply or will be sponsored by a company, home government or scholarship body that will provide a stipend, tuition fees, travel allowance, health insurance and/or other form of financial support during my candidature.	☐ Yes
I will be provided with financial support (stipend, tuition fees, travel allowance, health insurance and/or other form of financial support) through a research grant	☐ Yes
Please provide details of any sponsorship arrangements, scholarships or research grants currently held or awarded: If you have applied **or plan to apply** for external support please provide that information as well. Include any deadlines by which you must receive an offer of a University place in order to apply.	
Please attach evidence of awarded sponsorships/scholarships/research grants, with details of funding body and the start and end date of funding, to this application.	

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G. ACADEMIC REFEREES

All academic references must be completed using the **Academic Referee Report Form**, available at:

http://go.unimelb.edu.au/f3c

If it is more than five years since you have been enrolled in a tertiary course, but you have been working in an area related to the discipline for which you have applied, you may provide the names of up to two employer referees in lieu of academic referees.

If you have named employer referees in lieu of academic referees, **your referee(s) should complete the Employer Referee Report Form**, available at:

http://go.unimelb.edu.au/f3c

Email submission of referee reports is preferred. Reports should be emailed by the referee in advance of your application to:

GR-referee@unimelb.edu.au

Referee Report forms can also be mailed with your application, but must be in sealed envelopes with the referee's signature across the seal.

Please **refer to the table below** to ensure you provide the correct amount of written reports/referee details:

	Referee contact details required (below)	Written report(s) required from your referees
Last tertiary qualification completed outside Australia	2	2
Last tertiary qualification completed within Australia, at a university **other than** the University of Melbourne	2	1
Most recent qualification obtained from, or you are currently enrolled at, the **University of Melbourne**	2	None

Referee one

Full name and title	
Name of University of Melbourne department / school / faculty (if applicable)	
Name of external university/ organisation (if applicable)	

Position		Relationship to applicant	
Email			
Phone (Business Hours) *include country code*		Fax (Business Hours) *include country code*	

Referee two

Full name and title	
Name of University of Melbourne department / school / faculty (if applicable)	
Name of external university/ organisation (if applicable)	

Position		Relationship to applicant	
Email			
Phone (business hours) *include country code*		Fax (business hours) *include country code*	

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APPLICATION DECLARATION AND SIGNATURE

1. 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 institution which I have attended.

2. I hereby authorise the University of Melbourne to make enquiries 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. Where necessary QualSearch will be engaged to access this academic information.

3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all the financial information supplied by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken.

4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.

5. I declare that I will be able to abide by the University's policy regarding refunds outlined in Arrangements Relating to the Payment of Student Fees.

6. I understand that should I be awarded a scholarship from the University of Melbourne, I will be required to repay to the University of Melbourne any scholarship/s that I have received on the basis of false or misleading information included in my application. Scholarship benefits may include living allowances, fee remission and travel allowances.

7. I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the Education Services for Overseas Students (ESOS) Act 2000.

8. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.

9. I acknowledge that all documents submitted become the property of the University of Melbourne.

10. I have read and understood the University of Melbourne Standard Privacy Statement for Student Related Forms/Publications and Websites located at:

    http://go.unimelb.edu.au/59j.

11. I understand that in investigating the veracity of the information I have provided, the University of Melbourne may require me to repeat the biometric component of any English language proficiency test I have undertaken.

12. I understand that the University may share with Australian Government agencies and other tertiary institutions any information provided by me as part of the application process pursuant to the University's compliance with relevant Australian and/or international laws, including but not limited to Australian Autonomous Sanctions legislation and United Nations Security Council Sanctions.

13. I understand that I may be required to provide the University with originals of any or all documents used to support my application for admission either during the application assessment process or at any time thereafter.

☐ I have read and understood the information contained in the document "Intellectual Property Rights and Responsibilities: Information for Prospective Research Students" available at:

   http://go.unimelb.edu.au/f3c.

☐ I understand the study commitment required (at least 40 hours per week for full-time study and at least 20 hour per week for part-time study) and agree to meet this commitment.

Name of applicant (please print)	
Signature of applicant	Date (dd/mm/yyyy)

Checklist for Supporting Documentation

Please use the checklist below to indicate what documents you have enclosed with this application and what documents will be supplied separately.

Note: **not all of the documentary requirements will be relevant to you**. Check the information in this form and the requirements of your Faculty if you are unsure:

http://go.unimelb.edu.au/9kj

Provide your documents in the order listed below. Avoid the use of staples and bindings where possible. Do not insert page separators or adhesive tabs.

Please provide copies of any original documents that you need to keep as no part of your application will be returned to you. The University reserves the right to reject highly incomplete applications.

Supporting document	Enclosed	To be sent separately	Not applicable
Birth certificate, certificate of citizenship or passport (not required for currently enrolled University of Melbourne students)			
Official document that indicates a legal change of name			
Evidence of Australian permanent residency			
A curriculum vitae (CV/resume) in the format shown on page 14			
Transcripts for every tertiary program of study undertaken along with an explanation of the grading system			
Information about my position in my graduating class list			
Testamur, award certificate or statement of completion of prior tertiary study			
Statement of previous or current enrolment in an Australian graduate research degree			
Academic Referee Report(s)			
Employer Referee Report(s)			
Extended research proposal			
Evidence of support from your prospective supervisor			
Evidence of English language proficiency			
GRE/GMAT scores (Melbourne Business School applicants)			
Masters examiners' reports			
Extract from the university handbook or website stating the duration and structure of the Masters course undertaken			
Full bibliographic details of up to five publications			
Photocopy of evidence for up to five creative works listed in my CV/resume			
Evidence of the award of a medical fellowship or completion of the first three years of clinical fellowship training			
Writing sample (Graduate School of Humanities and Social Sciences applicants)			
Letter from sponsoring organisation			
Request for special residency status (see Section B of this application form)			
Folio of creative works			

Format for the Required CV (Resume) - Sample Only

1. PERSONAL INFORMATION (REQUIRED)

Full name:

Email address:

2. PROPOSED THESIS TITLE/TOPIC (REQUIRED)

3. RESEARCH PROJECT SUMMARY (REQUIRED FOR ALL FACULTIES EXCEPT SCIENCE)

In no more than 100* words, provide a summary of your proposed research project. Do not include images, tables or graphs.

*Check Faculty requirements http://go.unimelb.edu.au/9kj as some Faculties may require an extended research proposal.

4. RESEARCH AND/OR RELEVANT PROFESSIONAL EXPERIENCE (IF APPLICABLE)

Provide details of any voluntary and/or paid roles in the last five (5) years that are relevant to your proposed project/degree program and for which you are able to provide employer referee reports.

Please provide the following information for each organisation:

- Organisation name
- Start and end dates
- Average hours per week
- A brief description of your role and the relevant research/professional experience gained

5. MEDICAL FELLOWSHIPS (IF APPLICABLE)

If you have held or currently hold a medical fellowship or have completed the first three years of clinical fellowship training indicated by success in passing the specified "Written and Clinical Examinations", please provide:

- Name of fellowship
- Date awarded
- Official website that provides details of the fellowship (e.g. general description, criteria for award)

6. RELEVANT PUBLICATIONS (IF APPLICABLE)

Relevant publications include refereed journal articles, refereed conference papers, book chapters or books that have been published or accepted for publication. Please present publications in the format below, citing also the Digital Object Identifier (for information on DOI see www.doi.org) or relevant URL.

- Do not include publications that have not been accepted or are under review
- Begin with the most recent publication first
    - (i) **Journal references:** name(s) of author(s), year, title of paper, title of journal, date of online publication.
    - (ii) **Chapters in a book:** name(s) of author(s), year, chapter title, name(s) of editor(s), title of book, edition, volume, page number(s), publisher, ISBN.
    - (iii) **Books:** name(s) of author(s), year, title of book, edition, publisher, ISBN.
    - (iv) **Refereed conference papers:** name(s) of author(s), year, title of paper, title of conference.

7. RELEVANT CREATIVE WORKS (IF APPLICABLE)

Evidence of public and/or professional recognition of creative work is required.

Creative work	Types of documentation accepted
Original artwork	Solo curated exhibition catalogue, published reviews
Original music (includes notated and/or improvised music for any medium)	Performance listings, programs, published reviews, articles or awards
Original theatre performance / production, original script for performance	Programs from theatres, festivals or competitions, published reviews
Original performed choreography / production	Performance listings in professional or published documents such as programs, reviews or awards
Screening of original film work including documentaries	Catalogues from cinemas, festivals or competitions, published reviews
Publication of a piece of creative writing	Bibliographic citation (as per book citations above)
Environmental design (for architect, landscape architect, urban designer)	International awards, reviews of drawings or plans published in respected professional or academic journals
Performance of music, theatre, dance, film	Programs or professionally published flyers, published reviews, awards

Present documentation in the format below. Begin with the most recent citation first.

(i) **Catalogues:** title, name of gallery, city of gallery, date of publication, pages and/or URL.

(ii) **Reviews published in print:** name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.

(iii) **Reviews published online:** name(s) of reviewer(s), date accessed, title of review, title of publication, publisher, URL of the review.

(iv) **CD, DVD, Videos:** name(s) of author(s), year, title of disc, publisher.

(v) **Bibliographic citation:** (as per book citations above).

(vi) **Performances:** title of piece(s) performed, date of performance(s), location of performance (theatre and city).

(vii) **Program or brochure:** Title, name of presenter, city of presenter, date of presentation, page listing and/or URL.

(viii) **Awards:** Name of award, date of award, name of organisation, URL of the official website that provides details of the award (e.g. general description, criteria for award).

8. GRADUATE AWARDS AND SCHOLARSHIPS (IF APPLICABLE)

If you have received or currently hold a graduate award or scholarship provide details here (do not include details of HECS exemptions). Include:

- Name of award
- Institution by which the award was granted
- Award's annual monetary value
- Award start and end dates (month, year)
- Briefly describe the research or study the award supported/ is supporting