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Internal use only

Application Form for Higher Degree Research (HDR) Scholarship Only

This form is to be used by current candidates or applicants who hold a candidature only offer issued within the previous 12 months who have written approval to defer.

Applications will only be accepted for main round scholarships when we have a round open.

Please complete all sections. Tick ✓ or Cross × boxes that are applicable. Tick N/A if not applicable.

Section 1 – Personal Details

Name & Contact Information	
Student ID:	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____	
Family Name:	
First Name(s):	
Preferred First Name or Alias:	
Date of Birth: ____/____/____ (dd/mm/year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	
Mailing Address	
City or Suburb:	
State:	Postcode:
Candidature Details	
Program:	
* If your candidature offer includes conditions these will still apply.	
Date offered: ____/____/____ (dd/mm/year) or Date commenced: ____/____/____ (dd/mm/year)	
My proposed/principal supervisor is: _____	
From the Faculty of: <input type="checkbox"/> Arts <input type="checkbox"/> Science and Engineering <input type="checkbox"/> Human Sciences <input type="checkbox"/> Business & Economics (incl MGSM) <input type="checkbox"/> Medicine and Health Sciences	
in the Department or School of: _____	
My proposed/thesis title is: _____	
If successful for a scholarship I intend to study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Please Note: Scholarships are only available to candidates who study full-time	

<p>I am applying as a:</p> <p><input type="checkbox"/> Domestic applicant (Citizens of Australia and New Zealand, or Australian permanent residency visa holders only)</p> <p><input type="checkbox"/> International applicant (All other countries of citizenship and other types of Australian visa holders)</p> <p>I am of (tick all that apply): <input type="checkbox"/> Aboriginal origin <input type="checkbox"/> Torres Strait Islander origin <input type="checkbox"/> neither</p>	
<p>During my studies, I intend to reside:</p> <p><input type="checkbox"/> in Sydney, Australia</p> <p><input type="checkbox"/> in Australia, but outside of Sydney*</p> <p><input type="checkbox"/> outside Australia*</p>	<p><small>*Note – not eligible for scholarship. Scholarship Holders are expected to reside onsite.</small></p> <p><small>Cotutelle and Joint Degree candidates are expected to split their time between Macquarie University in Sydney and the overseas partner university as per the cotutelle agreement.</small></p>
<p>I would like to commence my studies in the:</p> <p><input type="checkbox"/> First Semester (between 1 January and 30 June) of the year _____</p> <p><input type="checkbox"/> Second Semester (between 1 July and 31 December) of the year _____</p> <p>My preferred start date is: ____/____/____(dd/mm/year)</p>	

Section 2 –Scholarship Application Details

Scholarship Details	
Legend	
RTP/iRTP	Domestic or international Commonwealth funded stipend and/or tuition fee offset
MQRES/iMQRES	Domestic of international MQ funded stipend and/or tuition fee offset
MQIND	MQ funded Indigenous Scholarship
OTHER	Specify the name of scholarship _____
<p>I would like to be considered for the following internal scholarships at Macquarie University:</p> <p>Domestic: <input type="checkbox"/> RTP/MQRES main round</p> <p style="margin-left: 20px;"><input type="checkbox"/> Project specific MQRES Reference No: _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other: _____</p> <p>International: <input type="checkbox"/> iRTP/iMQRES main round</p> <p style="margin-left: 20px;"><input type="checkbox"/> Project specific iMQRES Reference No: _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other: _____</p>	
<p><input type="checkbox"/> I have been a scholarship recipient at my previous university* <input type="checkbox"/> N/A</p> <p>Degree name: _____</p> <p>Scholarship name: _____</p> <p>Institution/Sponsor's name: _____</p> <p>Duration of scholarship: _____</p> <p>Annual value of the scholarship (in original currency): _____ AUD\$</p> <p><small>* If you have received multiple university-level scholarships, please include a single-page attachment entitled 'Prior Scholarships' and list the above information for each scholarship. You must also include certified documentary evidence for each scholarship.</small></p>	

Section 3 – Relevant Research Experience

Information on Peer-Reviewed Research Activity

(Provide details for research activity which has occurred **after** you enrolled or received your offer.)

I have: (select all that apply)

- presented one or more papers at peer-reviewed academic conferences* (local international)
- published one or more papers in peer-reviewed conference proceedings* (local international)
- published one or more papers in peer-reviewed academic journals* (local international)
- published one or more chapters or articles in an edited academic book*
- authored and published an academic book*
- produced a creative work which is considered equivalent to a publication in my field*

* Please attach a bibliographic summary of all relevant research presentations and publications. Items should be categorised by type: conference presentation, conference proceedings, academic journal, book, book chapter, or creative work. Bibliographic information should be presented in the academic style appropriate to your discipline and should include the names of all authors (in order of contribution/publication), the year of publication, the title of the work, the name of the conference or journal, and the volume, issue and page numbers (as appropriate).

IMPORTANT: Any claimed publications or conference presentations must be supported by documentary evidence (e.g. a copy of the published abstract or appropriate pages from the conference syllabus). For books and book chapters, please include a copy of the cover or title page, publication information page, table of contents and the first page of your chapter (as appropriate). For creative works, equivalent evidence should be presented if possible. For articles which have been accepted for

CERTIFIED COPIES:

A certified copy must be signed and dated by an authorised officer and affixed with the verifier's official stamp or seal and registration number (if applicable), and should include the statement 'This is a true copy of the original document sighted by me'. The verifier should also print their name, profession or occupation, organisation name, and contact telephone number.

Macquarie University accepts certified documents from the following authorised officers: an Australian Justice of the Peace, a notary, or an official records officer from the institution that issued the original document (such as a university registrar). English translations of documents must be certified as accurate translations of the original documents by an official registered translator. All other types of certified documents and translations will not be accepted.

Section 4 – Academic Referee Details

Please include the names of two academic referees who can comment on your research potential and/or research output. These should preferably be senior academics and/or workplace supervisors. If you are applying for scholarship, these referees should **also** complete and submit referee report forms directly to our office. A third referee is required if your proposed supervisor at Macquarie is acting as a referee.

The University may contact these referees directly to seek additional information relating to your candidature and/or scholarship application.

The referee report forms can be downloaded from:

<https://www.mq.edu.au/research/phd-and-research-degrees/hdro-forms>

Referee 1	
Title:	Name:
Occupation:	
Work address:	
Work Phone:	Fax Number:
Work Email:	

Referee 2	
Title:	Name:
Occupation:	
Work address:	
Work Phone:	Fax Number:
Work Email:	

Referee 3 (only required if your proposed supervisor is acting as a referee)	
Title:	Name:
Occupation:	
Work address:	
Work Phone:	Fax Number:
Work Email:	

Section 5 – Guidelines and Checklist

When filling out the 'Scholarship only' application form there is no need to duplicate all the documents that were required when you applied for candidature (such as undergraduate transcripts etc). We will obtain your file with these documents from student records to accompany your new scholarship application.

However, you are responsible for ensuring that your scholarship only application is complete and contains all required supporting documentation. Please be aware that submitting an incomplete application may cause delays or prevent your application from being processed.

It is important to include anything new which can strengthen your scholarship application, such as proof of publications, abstracts, prizes or presentations. If you simply re-use a previous (unsuccessful) scholarship application you are likely to receive the same (unsuccessful) outcome as before.

To help structure your strongest possible scholarship application you may wish to refer to the scholarship rating guidelines document at <http://www.mq.edu.au/research/phd-and-research-degrees/scholarships/scholarship-requirements-and-how-to-apply> to see how your application will be rated.

Referee Reports

Please note: If you have previously applied for a scholarship, referee reports are only valid for 6 months. You will need new referee reports to reflect any additional research experience/capability you have obtained.

Please ask two academic referees to complete a confidential Academic Referee Report which they should then forward directly to the Scholarships Team at hdschol@mq.edu.au

The Academic Referee Report form can be downloaded from the website at: <http://www.mq.edu.au/research/phd-and-research-degrees/how-to-apply/forms>.

Advanced Standing

If you are already enrolled in your program you should be aware that any period of current enrolment is likely to be deducted from a maximum period of scholarship.

Submit your application and supporting documents

Once you have checked your application for completeness and have all supporting documents ready, you may submit your application to hdschol@mq.edu.au or

Documentation (as applicable)

I have also included the following additional documents as applicable:

- My letter of offer for candidature made within the last 12 months and approval to defer (if applicable)
- A **certified** English translation of any document not in English.
- A **Curriculum Vitae (CV)** outlining my past professional experience.
- A document entitled '**Relevant Research Experience**' which briefly outlines my past research experience which is relevant to my proposed project.
- A **bibliographic summary** of all my peer-reviewed research activity.

The summary should be categorised by type: conference presentation, conference proceedings, academic journal, book, book chapter, or creative work. Bibliographic information should be presented in the academic style appropriate to your discipline and should include the names of all authors (in order of contribution/publication), the year of publication, the title of the work, the name of the conference or journal, and the volume, issue and page numbers (as appropriate).

- Documentary evidence** of any claimed publications or conference presentations. (E.g. a photocopy of the published abstract. DO NOT submit full articles)

Compulsory Documentation for Scholarship Applicants

- I have requested TWO academic referees (THREE if one is my proposed supervisor at Macquarie) to complete and submit an

Academic Referee Report.

I have also included, as applicable:

- A single-page attachment entitled '**Prior Scholarships**' listing the requested information from *Section 2: Scholarship Details* for each of my past scholarships.
- Documentary evidence** of any claimed current or prior scholarships.

Section 6 – Declaration

Privacy and Right to Information

Macquarie University is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). Macquarie University collects the information on this application form for the primary purpose of meeting its obligations under the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training for Students 2009 (National Code). Macquarie University also collects your personal information and, in some circumstances, information regarding your health, to assist in the assessment of your application and, if you are successful, offering you a course place and recording your acceptance of that offer. The other purposes of collection include corresponding with you, attending to day-to-day administrative matters, informing you about your courses and other aspects of admission or enrolment and complying with legislative reporting requirements. While your personal information is generally collected from you, Macquarie University also collects information about you (such as official records of study) from other educational institutions that you have attended for the purpose of verifying the supporting documentation you have provided with your application.

The information you provide in your application (and, if your application is successful, any offer letter) is recorded on the University's student database and may be disclosed to the following types of organisations:

- government departments (such as the Department of Immigration and Citizenship and the Department of Education, Employment and Workplace Relations and agencies involved in administering the ESOS legislation);
- external organisations (such as other tertiary education institutions) where disclosure is necessary to verify your previous qualifications and other supporting documentation provided with your application;
- University-owned entities;
- contracted service providers which the University uses to provide services on its behalf (such as banks, printers/ mailing houses and IT service providers);
- where required by law.

If you do not provide the required information, the University will not be able to consider you for admission or to enrol you.

You are able to gain access to any personal information and health information that the University holds about you, subject to any exceptions in relevant legislation. To obtain access, or if you have any questions about the handling of your personal information, please write to: Higher Degree Research Office, Level 3, C5C East, Macquarie University, North Ryde NSW 2109 or email: hndfuture@mq.edu.au.

1. I declare that the information supplied by me in this application is true, accurate and complete and that I have supplied all required supporting documents. I understand that Macquarie may request original copies of any submitted documents for the purpose of verification. I acknowledge that all documents submitted will become the property of Macquarie University and will not be returned to me.
2. I understand that the information collected on this form is to enable Macquarie University to assess my application, create a record on its student database, undertake statistical analysis, meet any statutory reporting requirements, and to further inform me about the program to which I am applying. If I do not complete all the relevant sections of this form, or fail to supply all required supporting documentation, I acknowledge that it may not be possible for Macquarie University to process my application.
3. I hereby authorise Macquarie University to make enquiries and to obtain official records from any university or tertiary institution concerning my current or previous attendance, which in its absolute discretion, it believes to be necessary.
4. I understand that giving false and misleading information is a serious offence under the Criminal Code of the Australian Commonwealth and acknowledge that Macquarie University reserves the right to reverse any decision made about my application for candidature and/or scholarship if it is found that I have provided false or incomplete information.
5. Should my application be successful, I agree to comply with Macquarie University's rules and policies as set out on the University website (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>) and elsewhere on the Macquarie University website, along with any subsequent amendments approved by the University Higher Degree Research Committee.
6. I understand that information collected about me on this form and during my enrolment may be released, in certain circumstances, to the Australian Commonwealth and State agencies under the *Education Services for Overseas Students (ESOS) Act 2000*; and to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information; or as required to be disclosed by law.
7. I authorise Macquarie University to access the Department of Immigration and Citizenship's Visa Entitlement Verification Online (VEVO) for verification of my current visa status and entitlements.
8. I declare that I () have / () have not been currently/ previously under research misconduct investigation(s) in any form (for example: fabrication, falsification, plagiarism etc).

If you have answered affirmatively to the item 8, please provide details in a separate document

Name (please print):	
Signature:	Date: ____/____/____ (dd/mm/year)

Please send your application via email to: hndrschol@mq.edu.au