

Application for Admission as a Research Higher Degree Candidate

Submit to the **Office of Research**
 CQUniversity
 Building 32
 Rockhampton Queensland 4701

Phone: 07 4923 2602
Fax: 07 4923 2600
E-mail: research-enquiries@cqu.edu.au

Please type or write in BLOCK letters using a BLACK pen.

Personal Details

Mr Mrs Ms Miss Other

Surname/Family Name

First Given Name

Middle Name

Date of Birth

Day

Month

Year

Address

Home:

Mailing:

Phone Number (daytime)

Phone Number (after hours)

Mobile

Fax Number

Email Address:

Citizenship

Please indicate your citizenship category.

Australian Citizen Australian permanent resident New Zealand citizen
 Permanent Humanitarian Visa in Australia Australian citizen with dual citizenship

If you are a Permanent Resident you must provide certified evidence of your permanent residency status.

If you have been granted a permanent humanitarian visa, you must provide a copy of your residency visa contained in your passport.

Applicants with other citizenship status should **NOT** use this form. Please contact Student Administration for the appropriate application forms.

Are you Aboriginal or Torres Strait Islander?

Yes, Aboriginal
 Yes, Torres Strait Islander
 No, neither

Are you are a CQUniversity staff member?

Yes
 No

Intellectual Property (IP)

Prior to a candidate starting a research degree, where intellectual property (or the potential to generate intellectual property) is identified, the ownership of that IP needs to be resolved. See: <http://policy.cqu.edu.au/Policy/deliverPolicyDoc.jsp?policy=316>

Is it anticipated that there will be any intellectual property generated by or from this project?

- No
 Yes
 Unsure

Ownership of such intellectual property, with reference to funding sources, sponsorship and CQUniversity's IP policy must be resolved through the Office of Research prior to confirmation, as a condition of candidature.

Ethical Considerations

Does the proposed project involve research which requires/or may require ethical clearance?

- Yes
 No
 Unsure

You will be required to obtain ethical clearance (see www.research.cqu.edu.au/about/ethics/ethics.htm)

Qualifications

Provide details of your academic qualifications.

(Note: You must attach certified copies of complete academic transcripts and official certification of awards and/or equivalency statements for overseas qualification.)

Degree or Diploma	Level of Honours	Institution	Year completed

Previous Research Candidature

Previous CQUniversity Student Number		
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Do you wish to transfer masters or doctoral research candidature from another institution? Yes No

Have you enrolled in a research program at CQUniversity or another institution within the last three (3) years? Yes No

If you have answered yes to either of the above questions please attach proof of your commencement date and enrolment history at that institution. (Note: Provision of this information is required by the Commonwealth Government)

Name of Institution	Relevant Course	Commencement Date

Research/Professional Experience

Briefly describe research and/or work experience relevant to this application

Describe any of your research that has been published

Give the names and dates of publications. If necessary, attach on a separate page.

Publication	Date

Curriculum Vitae

Please attach your curriculum vitae (resume) to this application.

Referees

Name two academic referees

First Referee (surname/family name, title, initials)

Occupation

Address

Phone Number/Email

Second Referee (surname/family name, title, initials)

Occupation

Address

Phone Number/Email

Availability of Resources

Does the proposed program of research require access to facilities other than those available through CQUniversity?

Yes You must consult with the Executive Dean of Faculty and your proposed supervisor(s) before completing this section.

No

Nominate the venue at which you will have access to these resources

Briefly details those resources and facilities which will be available to support the proposed program of study and research (attach a separate statement if necessary).

Certification by authorised offer at proposed venue

I have discussed the proposed study and research program with the applicant and agree to the use of facilities and resources as indicated above.

Surname/family name. title, initials

Position

Signature

Date

Privacy Statement

CQUniversity is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff that may need the information in order to carry out their responsibilities in your personal and/or academic interests.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means we do not release any information we hold about you such as your address, or your results, even to close relatives, without your permission. The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirement for normal operation of the University. They include the following:

- We advise Centrelink of your enrolment details if you are receiving payments;
- We release statistical information to the Department of Education, Employment and Workplace Relations (DEEWR);
- We advise the Australian Taxation Office (ATO) about your HECS-HELP or FEE-HELP liabilities;
- We may publish your examination results and the award of a prize or scholarship;
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;
- If you are a permanent resident we give the Department of Immigration and Multicultural Affairs (DIMIA), the Australian Agency for International Development (AUSAUD) and DEEWR certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for general enforcement.

Declaration

I declare the information supplied by me on this form is complete, true and correct in every particular.

I authorise CQUniversity to obtain from other educational institutions and relevant authorities/organisations details of my enrolment, academic record, examination results, and professional/research experience.

I am aware there are severe penalties for providing false and misleading information.

Applicants Signature

Date

Applicant Checklist

Have you attached?

a) Research proposal	<input type="checkbox"/>
b) Certified documentary evidence of citizenship, residency or permanent humanitarian visa	<input type="checkbox"/>
c) Certified documentary evidence of academic qualifications, including all tertiary education transcripts	<input type="checkbox"/>
d) Curriculum vitae (resume)	<input type="checkbox"/>
e) If necessary, a statement of resources and facilities available	<input type="checkbox"/>

OFFICE USE ONLY

Statement by Associate Supervisor

Surname/Family Name

Title

Initials

Are you a CQUniversity staff member?

Yes

No

Please attach full details of qualifications, experience, current position and contact address.

Associate Supervisor's Certification

I am willing to supervise the candidate for the degree of (specify)

Associate Supervisor's Certification

I am willing to supervise the candidate for the degree of (specify)

Signature

Date

Note: If additional associate supervisors are required please include details on an attached memo with verification of their willingness.

Certification by Associate Dean (Research and Innovation) of Associate Supervisor

Signature

Date

Statement by Principal Supervisor

Surname/Family Name

Title

Initials

Are you a CQUniversity staff member? Yes No You are not eligible to be a principal supervisor.

You must indicate the number of enrolled higher degree candidates you are currently responsible for as a Principal Supervisor.

Masters Full-time_____ Part-time_____ Doctoral Full-time_____ Part-time_____

Do you agree with the applicant's assessment regarding ethical considerations and intellectual property?

Ethical Considerations Yes No

Intellectual Property Yes No
If no, please detailed points of dissent in an attached statement.

Area of Research

You must insert the codes appropriate to this application
(see www.research.cqu.edu.au/researchers/research_codes/research_codes.htm)

Research Fields, Courses & Disciplines (RFCD)	Socio-economic objective (SEO)	Type of Research
<input type="text"/>	<input type="text"/>	<input type="text"/>

Research Centre

Principal Supervisor's Certification

I am willing to supervise the candidate for the degree of (specify):

Signature

Date

Certification by Associate Dean (Research and Innovation) of Principal Supervisor

Signature

Date

Recommendation of Executive Dean

Do you recommend this applicant for admission? Yes No

The faculty can provide adequate supervision Yes No

The faculty can provide adequate resources Yes No

Additional comments (if any)

Under which of the following categories has the application qualified for admission?

- Masters degree by research Bachelor degree + work experience
- Honours degree: Level _____ Other equivalent qualifications (specify)
- Bachelor degree + graduate diploma

Specify any special conditions of candidature (prescribed courses, for example)

Will appropriate accommodation, facilities and resources be available for the candidate for the proposed program of research? Yes No

Associate Dean
(Research and
Innovation)'s
Signature

Date

Executive Dean's
Signature

Date

Approval for Admission

I authorise admission to the candidate as detailed in the Description of Candidature approved by the Postgraduate Research Advisory Panel or its executive.

Signature

Date