**Application instructions**

This application form is for domestic applicants (Australian and New Zealand citizens and Australian permanent residents) who wish to apply for admission to the Doctor of Philosophy (PhD), the Doctor of Ministry (DMin), or the Master of Philosophy program at ACU.

Applicants who also want to be considered for a stipend scholarship in addition to admission to the program, can indicate this on this form. Successful domestic applicants are automatically awarded a Research Training Program Fees Offset Scholarship (that is, a tuition fee waiver) as per the [RTP Scholarship Policy](https://policy.acu.edu.au/document/view.php?id=240).

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| Incorrect form?* Applicants who are currently enrolled in a higher degree by research at ACU and who wish to apply for a postgraduate research scholarship should complete the Application for a Postgraduate Research Scholarship for Research Candidates Currently Enrolled at ACU available from [Orion](https://orion.acu.edu.au).
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Before completing this form, we recommend exploring the eligibility criteria (Section 4) and admission requirements (Section 5) in the [Higher Degree Research Regulations](https://policy.acu.edu.au/document/view.php?id=299).

We also recommend you review all application requirements by visiting [How to Apply](https://www.acu.edu.au/research-and-enterprise/graduate-research-school/how-to-apply/domestic) for information regarding the course information, eligibility, discussing your research proposal in advance of submitting your application, dates and preparing required documents.

One of the first steps you should take is to organise at least two people who are familiar with your research ability and/or research potential to complete and submit a Confidential Referee Report (see point 6 of [How to Apply](https://www.acu.edu.au/research-and-enterprise/graduate-research-school/how-to-apply/domestic#six) for the referee report template you must provide to them). Your application is not complete, and cannot be assessed, until at least two Confidential Referee Reports have been received.

As part of your application, you must include a 2,000-word research proposal (in Word or PDF) which includes:

1. Description of research problem

2. Aims, theoretical background and hypotheses/research questions

3. Methodology and approach

4. Timeline

5. Resources required to conduct the research (financial, non-financial, including possible sources of funding)

6. A relevant bibliography/referencing section (Note: this does not contribute to the word count)

We encourage you to discuss your research proposal with a potential supervisor in advance of submitting your application for assessment. Please see point 3 of [How to Apply](https://www.acu.edu.au/research-and-enterprise/graduate-research-school/how-to-apply/domestic#three).

If you are currently undertaking a research degree at another institution you must provide a current EFTSL statement confirming: Course, Commencement Date, Consumed Load (EFTSL), Current Status, and whether you have been confirmed in candidature. You will need to request this from your current institution.

Please ensure the form is completed (all six sections) and signed, and that you have attached all supporting documentation, before submitting to Candidature Services at res.cand@acu.edu.au. Incomplete applications will delay consideration by ACU.

**What to expect next?**

The assessment process normally takes 10-12 weeks. If required, the University may contact you for further information to assess your application.

If you have any questions regarding how to apply, or the assessment process, please contact Candidature Services at res.cand@acu.edu.

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| Section 1: General information |
| Title | Given name/s | Family name/s | Other/previous names1 |
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| Date of birth (DD/MM/YYYY) | Aboriginal & Torres Strait origin |
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| Phone | Email | Address |
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| Preferred study mode | Preferred campus | Preferred [commencement term](https://www.acu.edu.au/study-at-acu/important-dates/study-periods) |
| [ ]  Full-time [ ]  Part-time |  | **[ ]  Research Term C 2023** **[ ]  Research Term A 2024 [ ]  Research Term C 2024****[ ]  No preference** |
| Are you applying for a stipend scholarship for assistance with living costs?2 | If 'yes', please specify the full and exact name of the stipend scholarship(s) as per [Research scholarships](https://www.acu.edu.au/research-and-enterprise/graduate-research-school/scholarships). |
|  *[ ]* Yes  *[ ]* No | Note: Candidates awarded an RTP Stipend Scholarship or an ACU Stipend Scholarship in the October 2023 round will normally commence on a date between 05 February and 04 March 2024.Candidates awarded an RTP Stipend Scholarship or an ACU Stipend Scholarship in the April 2023 round will normally commence on a date between 05 August and 02 September 2024.  |
| Have you previously received a postgraduate research scholarship? |
|  *[ ]* Yes  *[ ]* No

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| NAME OF SCHOLARSHIP | GRANTING INSTITUTION | ANNUAL VALUE | DURATION OF THE SCHOLARSHIP(MM/YY to MM/YY) |
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| Have you ever been excluded or withdrawn from a tertiary course of study? |
|  *[ ]* Yes  *[ ]* NoIf yes, please attach a separate document with full details. |
| Have you previously lodged an application for admission to ACU? | If you have ever been enrolled at ACU, please list all student numbers |
|  *[ ]* Yes  *[ ]* No |  |

1 Required if any transcripts contain a name other than your current family name e.g. a maiden or former name

2 Please refer to the details, including the closing date and conditions of award, to determine your eligibility before completing this question. A list of current stipend scholarships is available at the ACU Research Scholarships page.

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| Section 2: Research details |
| What degree are you apply for? | What is your preferred Research Institute or School at ACU? (See [ACU Research Institutes](https://www.acu.edu.au/research-and-enterprise/our-research-institutes). See [ACU Schools](https://www.acu.edu.au/about-acu/faculties-directorates-and-staff).) |
|  *[ ]* Doctor of Philosophy (PhD)  *[ ]* Doctor of Ministry (DMin) *[ ]* Master of Philosophy (MPhil) |  |
| If you have discussed your proposed research with ACU academic staff member/s within the School/Institute, please provide their name/s.3 | What is your proposed research title? |
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| Have you addressed all the requirements in your research proposal?That is, a 2,000-word research proposal (in Word or PDF) which includes:1. Description of research problem2. Aims, theoretical background and hypotheses/research questions3. Methodology and approach4. Timeline5. Resources required to conduct the research (financial and non-financial)6. A relevant bibliography/referencing section (Note: this does not contribute to the word count) |
| [ ]  Yes, I have addressed all the above requirements. |
| How do you meet eligibility for admission requirements as per section 4 of the [Higher Degree Research Regulations](https://policy.acu.edu.au/document/view.php?id=299)? Tick all that apply.  |
| [ ]  I have an Australian undergraduate degree with Honours at a minimum level of Second Class Division A (Distinction average) or international equivalent.[ ]  I have a Masters degree by research successfully completed in a relevant discipline or related field to my proposed research topic.[ ]  I have a Masters degree by coursework with appropriate research training including a substantial component of original research (e.g. a research thesis equivalent to an Honours thesis), successfully completed in a relevant discipline or related field to my proposed research topic.[ ]  I have a qualification equivalent to [Australian Qualifications Framework](https://www.aqf.edu.au/) level 8 or 9 (such as a Graduate Certificate or a Graduate Diploma) completed to at least distinction average with appropriate research training including a substantial component of original research in a relevant discipline or related field to my proposed research topic.[ ]  I am an Aboriginal and/or Torres Strait Islander applicant with professional experience or cultural expertise in Indigenous Knowledges or kinship connections and can demonstrate capacity to undertake an independent research project on Indigenous Knowledges.[ ]  I have other professional experience demonstrating research training and capacity to undertake an independent research project:[ ]  I have had articles/chapters accepted or published in peer reviewed journals or academic books.4[ ]  I have a government, think tank, industry, or similar report that has a similar structure to an academic journal article (e.g., has a literature review, methods, and results) |
| Briefly describe any research experience or training you have completed as part of your tertiary studies. |
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| Briefly describe any research experience you have gained via employment. If you have written employment related reports, provide copies with your application. |
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| Have you had any articles or chapters accepted or published in peer reviewed journals or academic books?4  |
| [ ]  Yes [ ]  No  |
| Please detail below all tertiary institutions at which you have ever been enrolled (include any programs you did not complete or are currently undertaking):* \*Please note: If you are currently undertaking a research degree at another institution you must provide a current EFTSL statement confirming: Course, Commencement Date, Consumed Load (EFTSL), Current Status, and whether you have been confirmed in candidature.
* Please note: You must provide certified copies of original transcripts issued by the awarding Institution showing results of all tertiary courses and subjects / units attempted to date, and, where applicable, the date the qualification was awarded. (Full transcripts in English are required.)
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| QUALIFICATIONe,g, BA | INSTITUTIONe.g ACU | PERIOD ENROLLEDe.g. 2019-2021 | YEAR COMPLETED e.g. 2021 e.g. current\* | LANGUAGE OF INSTRUCTIONe.g. English | DETAILS OF GRADESe.g. 1HD, 2D, 2P, Pending |
| FIRST YEAR | OTHER YEARS |
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| Provide direct weblinks to any published articles, chapters or conference posters that are publicly available. |
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| AUTHOR/S | YEAR | TITLE OF ARTICLE/ CHAPTER | DIRECT URL LINK |
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| Provide details of any accepted (not yet published) articles and any book chapters that are not available via direct weblink. |
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| Provide details of any conferences you have presented at or at which your work has been published. |
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| AUTHOR/S | YEAR | TITLE OF ARTICLE/ CHAPTER | CONFERENE PROCEEDINGS | LOCATION |
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**3** If an academic has indicated they are willing to supervise you this does not guarantee you will be admitted to the program or that they will be one of your supervisors. The availability of suitable supervision is assessed as part of your application for admission. If you’re successful, the University will allocate suitably accredited supervisors to you (refer [Higher Degree Research Regulation 5](https://policy.acu.edu.au/document/view.php?id=299)).

4 If yes, copies of accepted journal articles, book chapters, conference posters should be attached to your application (must be in English).

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| Section 3: Evidence of English language proficiency |
| Did you complete your previous or current tertiary education in English? (e.g. in Australia, New Zealand, the U.K., Ireland, Canada or the U.S.? |
| [ ]  Yes [ ]  NoIf 'no', you will need to demonstrate that you meet ACU's English language proficiency requirements as per the [Higher Degree Research Regulations](https://policy.acu.edu.au/document/view.php?id=299) Section 4.3 by attaching the relevant supporting documentation to this application. |

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| Section 4: Confidential referee reports |
| Have you organised at least two people who are familiar with your research ability and/or research potential to complete and submit a Confidential Referee Report?* Please note: Your application is not complete, and cannot be assessed, until at least two Confidential Referee Reports have been received.
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| [ ]  Yes, I have contacted referees and requested they complete ACU’s referee form and send directly to res.cand@acu.edu.au (If not, please organise these immediately.) |
| Please provide the names of your referees |
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| Section 5: Application Submission Checklist |
| I include a research proposal that addresses the requirements of the degree to which I am applying. |
|  *[ ]* Yes |
| I include a current copy of my curriculum vitae outlining my employment history, academic background, any tertiary prizes and any other applicable information |
|  *[ ]* Yes |
| I include copies of completed research in English, • copies of published articles and book chapters, and • selected excerpts from theses and / or research reports, (if applicable); and• any employment related reports you have written (if applicable) |
|  *[ ]* Yes  *[ ]* N/A |
| I include certified copies5 of original transcripts and/or translations of all tertiary courses and subjects/units attempted to date (must be in English) |
|  *[ ]* Yes, I include certified copies  *[ ]* I include uncertified copies but will provide certified copies if approved for admission |
| I include a certified copy5 of one of the below:• an original birth certificate (if born in Australia); or• an original citizenship certificate (if born elsewhere); or• the relevant pages of my passport (permanent resident status); or• the relevant pages of my passport (visa category for non-permanent resident status). |
|  *[ ]* Yes, I include a certified copy *[ ]* I include an uncertified copy but will provide a certified copy if approved for admission |
| I include evidence of English language proficiency, where applicable. |
|  *[ ]* Yes  *[ ]* N/A |
| I include an EFTSL statement (for applicants currently undertaking a research degree at another institution) |
|  *[ ]* Yes  *[ ]* N/A |

5 Please note: Information on certification of documents can be found [here](https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy).

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| Section 6: Declaration |
| * I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.
* I understand that the giving of false or incomplete information may lead to a refusal of my application or cancellation of enrolment at any stage during my studies.
* I authorise ACU to obtain from other educational institutions and relevant authorities, at any time, details of my enrolment, academic record, examination results and bond status, including enrolment variations, attendance and addresses during the year in connection with my application.
* I also authorise ACU to request and obtain further information from any employer who may be required to confirm or clarify my suitability and eligibility for this application.
* I declare that the research proposal I have submitted is my own work.
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| Applicant’s signature | Date |
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