



# Application for Enrolment to a Masters Degree by Research



Research & Graduate Studies Office  
CRICOS Provider Number 00103D

Please tick appropriate box

Master of Applied Science	<input type="checkbox"/>	Master of Computing	<input type="checkbox"/>
Master of Arts	<input type="checkbox"/>	Master of Human Movement	<input type="checkbox"/>
Master of Business	<input type="checkbox"/>	Master of Mathematical Sciences	<input type="checkbox"/>
Master of Education	<input type="checkbox"/>	Master of Nursing	<input type="checkbox"/>
Master of Engineering Science	<input type="checkbox"/>	Master of Science	<input type="checkbox"/>

TO BE LODGED WITH THE RESEARCH AND GRADUATE STUDIES OFFICE AFTER COMPLETION OF ALL SECTIONS

Section A and B must be completed by the **Applicant**

Section C by the **Supervisor**

Section D by the **School Research, Higher Degrees and Ethics Co-ordinator**

Section E by the **Head of School**

Section F by the **Research Higher Degrees Committee**

Section G by the **Funding of Place**

*Applicants are advised to take particular care that all documents required are attached to the form before it is handed to the Research and Graduate Studies Office (Original documents will be returned to the candidate at the time of enrolment)*

## A. PERSONAL DETAILS AND RESEARCH EXPERIENCE (for completion by the Applicant)

Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Surname	Given Name/s		
Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>				
Address (Note: if your address changes please inform the Research & Graduate Studies Office)			Date of Birth		
Contact Numbers					
Home:		Mobile:		Fax:	
Email Address:					
Are you currently enrolled at the University of Ballarat?		Are you currently enrolled at the University of Ballarat?			
YES	NO	YES	NO		
Are you a full-time staff member at University of Ballarat?		University of Ballarat Student ID (if known)			
YES	NO				

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Please supply full details of all study / research for which you have been enrolled at a tertiary institution, completing the table below:

Name of Institution	Name of Course (Degree, Diploma or Other)	Completion Date (Or write "incomplete" and give details of enrolment)

★ Please include a Copy of the Higher Education Contribution Scheme Load Statement (HECS) and a copy of the Research Training Scheme (RTS) Load Statement - if previously enrolled in a higher degree by research

**Did any of the above degrees / diplomas entail completion of research?**    Yes     No

If yes, please outline below what research you undertook for the qualification (if research was conducted at an institution other than the University of Ballarat please supply a written statement from the supervisor (s) describing the research)

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If you submitted a thesis please indicate the title of the thesis (adding an explanation if the title is not self-explanatory). If a thesis is instead in preparation, please give the intended title and the likely date of submission.

**Title:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**Have you published research or presented research at a conference?**    Yes     No

If yes, please give full titles, names of all contributions, dates and places of publication below:  
(Attach an additional sheet if necessary)

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## B. DETAILS OF CANDIDATURE (for completion by the Applicant)

### 1 Please give the Names and Addresses of two Academic Referees:

(Please send enclosed forms directly to your Academic Referees)

Name	Address	Fax No. or E-mail Address if known

### 2. Proposed Title of research project (Please attach a summary (250 words) of your intended project to this application on paper this size)

Proposed

Research Title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Once the application has been approved, and research commenced, a title may be altered provided that approval is given by the Research and Higher Degrees Committee.

### 3. Study Fraction:

Full-time

Part-time

### 4. UB School in which you wish to complete your Higher Degree by Research:

Arts Academy (AA)	School of Human Movement and Sport Sciences (HMSS)
School of Behavioural & Social Sciences and Humanities (BSSH)	Graduate School of Information Technology & Mathematical Sciences (GSITMS)
School of Business (BU)	School of Nursing (NU)
School of Education (ED)	School of Science & Engineering (SCE)

### 5. Please Note

It is expected that full-time students devote at least 32 hours a week on average to their studies and that part-time students devote at least 16 hours a week on average to their studies. You should not accept this offer unless you are prepared to commit this amount of time, as you cannot otherwise normally expect to make satisfactory progress.

It is also the responsibility of the candidate to meet regularly with their Principal Supervisor.

### 6. Are you a recipient of a scholarship?

Yes

No

If yes, please give details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### 7. Citizenship:

Australian or NZ Citizen

Permanent Resident

Overseas Applicant

- a) If you are an Overseas applicant, please attach evidence of your English-language competence (see Checklist below).
- b) If you are an Overseas applicant, and not a Citizen or Permanent Resident, please indicate the date, nature and period of your visa and the country of which you are a citizen.

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### 8. Contractual Arrangements

Have you been asked to sign any contractual agreement(s) relating to your research by an outside sponsor or institution?                      Yes                      No                      If "yes", please attach copies.

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#### **Check List for Sections A & B:**

Are the following documents are attached?

- Transcripts of academic records
- Written statement(s) from supervisor(s) of previous research
- List of published work
- 250 Word Summary of intended project
- Overseas students can meet English language requirements for entry into research higher degree programs by
  - Achieving at least the minimum score in one of the following formal tests of English language proficiency:
    - IELTS (International English Language Testing System) – achieving a minimum score of 6.5 (no band less than 6.0) **or**
    - TOEFL (American Test of English as a Foreign Language) – achieving a minimum score 580 plus a TWE (Test of Written English) score of 5.0 **or**
    - TOEFL computer-based-achieving a minimum score of 237 plus an essay rating (ER) score of 5.0
    - TOEFL Internet-based Total - Score 92-93 - plus achieving a minimum score of 22 in Writing
  - OR**
  - Applying for an exemption from being required provide IELTS or TOEFL scores. Please attach your exemption request and supporting evidence to this application. (Note: An exemption will not be granted if you are unable to sit IELTS/TOEFL exams in time to meet application deadlines.)
- Copies of contractual agreement with outside sponsor or institution
- If you are applying for a University of Ballarat Postgraduate Research Scholarship the following details are required:
  - a copy of your Honours thesis.
  - if you presented a paper at a conference, a copy of the paper and the 'Conference Proceedings' pamphlet.
  - certified copies of your publications are required please quote ISB number etc. (please discuss the number of copies required with the School Research and Higher Degrees Ethics Coordinator)
  - Certified Honours result must be sent to the Research and Graduate Studies Office

**Please note:**

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### DECLARATION BY APPLICANT

I DECLARE that the certificates and other information I have submitted with this application are a true and accurate record of all academic results I have achieved at each university and tertiary educational institution which I have attended and I hereby AUTHORISE the University of Ballarat to make enquiries of, and to obtain records from, any university and tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained.

I ACKNOWLEDGE that my failure to disclose my true and complete tertiary academic record may result in my being excluded from the University.

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Signature

/       /  
Date

**AA Education Network**  
26 Koorunga Avenue, Cleveland  
QLD 4163  
Telephone: +61 7 3488 2916  
Email: [info@aa-education.com](mailto:info@aa-education.com)  
Web: [www.aa-education.com](http://www.aa-education.com)



**End of Section A and B**

**Please forward this entire form to the Research and Graduate Studies Office**

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Authorised by: RHDC: Application Procedures\_04/Number  
Maintained by: RAGSO  
Review Date: 2010

Original Issue: May 2004  
Current Version: 28/05/2009  
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## Application for Enrolment into a Masters Degree by Research

### SECTION C. SUPERVISOR'S COMMENTS

#### 1. Supervisor(s) Proposed for this Applicant

Supervisor Level	Title	Name	Fax No. or Email Address
Principal Supervisor			
			/ / 200
	Signature		Date
Associate Supervisor			
			/ / 200
	Signature		Date
Associate Supervisor			
			/ / 200
	Signature		Date
Associate Supervisor			
			/ / 200
	Signature		Date

#### 2. Research Proposal

Please comment on the candidate's proposed research program with particular reference to its feasibility and the methodology to be employed, including any requirement for particular facilities (such as travel or fieldwork, library, equipment or other resources). Please **DO NOT** enter the project summary here.

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3. Can the candidate reasonably be expected to complete the project and submit the thesis within two years full-time study (three years part-time study)? And the maximum period three years full-time study (4.5 years part-time study). Yes  No

### End of Section C

**Please forward to SR,RHDEC for completion of next section.**

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### **SECTION D. SR,RHDEC's COMMENTS**

(SR,RHDEC: School Research, Research Higher Degrees and Ethics Coordinator)

#### **1. School in which the candidate will be enrolled:**

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#### **2. (a) Appropriateness of the Nominated Supervisor/s**

Please comment on the appropriateness of the nominated supervisor(s) having regard to the nature of the proposed research.

- 
- 
- 
- (b) Do the nominated supervisor(s) (including co-supervisor(s) and external supervisor(s) in your view have sufficient experience in supervision? Yes  No   
Please provide details

- 
- 
- 
- (c) Do the nominated supervisor(s) in your view have a sufficient background in research? Yes  No

- (d) Are the nominated supervisor(s) registered on the Register of Supervisors? Yes  No

- (e) Seminars, workshop, communication networks

Briefly comment on how the School and supervisory panel will facilitate the attendance at and presentation of seminars and workshops by the candidate and the development of communication networks. In particular indicate the number and nature of the seminars expected to be presented by the candidate.

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### 3. Tenure of Supervisors

- a) If any nominated supervisor at the University has a limited tenure appointment, please indicate those details below:

Supervisor Name	Date of End of Appointment / Tenure:
	/ /
	/ /
	/ /

- b) What arrangements have been put in place, for carrying on supervision in the event of the supervisor's position not being renewed before the completion of the candidature?

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### 4. Supervisor's Load

Please give consideration to the current supervision load and other activities of the nominated supervisor(s) and indicate whether they are in a position to give sufficient attention and support to guide the candidate.

Principal Supervisor	Number of Students	PhD/Masters	Full-time/Part-time

Associate Supervisor(s)	Number of Students	PhD/Masters	Full-time/Part-time

### 5. External Supervisors

If an individual who is not a member of the University staff has been nominated as a co-supervisor, please arrange for the external co-supervisor to be approved for registration on the Register of Supervisors.

- (a) Have you obtained the co-supervisor's agreement in writing to observe the University's "The University Of Ballarat, Responsibilities For The Provision Of Research Higher Degrees, The University of Ballarat adheres to responsibilities identified by the AVCC in its "Guidelines for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees"?

Yes  No

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### 6. Source Materials & Facilities

Please indicate whether the source-materials and facilities required for the research will be available at this University, or whether the candidate is expected to require materials outside the University.

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### 7. Computer Facilities

Please indicate whether computer requirements will be available at this University or whether the candidate will require computer facilities outside the University.

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### 8. Ethics Clearance

- (a) Does the project require clearance from the University ethics committee?      Yes       No
- (b) If so, when is it envisaged that an application will be made?
- 

### 9. Statement by School Research, Higher Degrees and Ethics Co-ordinator

In my opinion:

- a) the proposed research is appropriate and feasible for Masters degree by research candidature  
Yes       No
- b) the applicant is appropriately qualified to pursue Masters degree by research candidature  
Yes       No

### 10. Conditions Of Offer

- a) Please list any Conditions which the student must adhere meet prior to, or during candidature
- 
- 
- 
- 

- b) Proposed Date of Commencement
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## 11. Admission Details

Semester/Year	AOU	Program Code	EFTSL	Programs

## 12. Scholarship Details:

a) Recommendation for Funding of Place – Complete Section E

b) Recommendation for other awards<sup>+</sup>:

Australian Postgraduate Award (APA) with stipend	Yes <input type="checkbox"/>	No <input type="checkbox"/>
International Postgraduate Research Award (IPRS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
University of Ballarat Postgraduate Research Scholarship (UBPRS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
University of Ballarat Special Overseas Students Scholarship (SOSS)*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### \*Scholarship Applications forms must be filled out for stipend places

\*Schools must provide funds for the Program fees and demonstrate that these funds are from non-DEST sources. Please include information stating how the Program fees will be paid for the duration of candidature. Also note in this statement if the student is unsuccessful with a UBPRS award whether he/she is able to support themselves while studying for the full term of the proposed candidature)

## SECTION E. SCHOOL ENDORSEMENT

Based on the information provided, I am satisfied that the candidate is eligible to be considered for a Masters degree by Research

SR,RHDEC

Name	Signature	Date

Head of School

Name	Signature	Date

## SECTION F. RHDSC\* Approval

\* Research Higher Degree Sub Committee

Based on the information provided, I am satisfied that the candidate is eligible to be considered for Doctor of Philosophy candidature.

Chair RHDSC  
or Executive Officer  
RHDSC

Name	Signature	Date

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## **SECTION G. Fee Paying Programs**

(Including Full & Partial Scholarships)

### **Enrolment Cover Sheet**

This form is to be used when a student is enrolling as a fee-paying student in a University of Ballarat higher education Program. Although primarily intended for students enrolling in post-graduate program, this form may also be used when international students in undergraduate Programs are granted scholarships over the duration of their Program. The completed form should be attached to the front of the student's enrolment form.

#### **1. Student Details**

Student Name:		ID Number:	
Program Code:		Program Name:	
Program Charge: (per annum):			
Full Time Staff Member?	YES / NO	International Student:	YES / NO

#### **2. Employer Contribution Details**

Contribution per Program	\$	AUD	Total Contribution:	\$	AUD
Employer Name					
Billing Address:					

#### **3. School Contribution Details**

Contribution per Program	\$	AUD	Total Contribution:	\$	AUD
Account Code:		Amount:			
Account Code:		Amount:			
Account Code:		Amount:			
Head of School Authorisation:					

#### **4. Student Contribution Details**

Contribution per Program	\$	AUD	Total Contribution:	\$	AUD
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#### **5. Total Contribution to Student Program**

Total Contribution:	\$	AUD
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#### **6. School Declaration**

All Program details and charges as detailed on this form are correct.

Head of School

(or nominee)	Name	Signature	Date
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# Confidential Referee Report

Research & Graduate Studies Office

The Dean of Graduate Studies would appreciate receiving a brief confidential report from you on the candidate's capacity to undertake a higher degree by research program in the field of study outlined in the attached research proposal. Can you please identify the context in which you have gained knowledge of the candidate's abilities (e.g., as supervisor). I would appreciate your response as soon as possible.

Candidate Name:

Proposed Course Name:

**Referee's Name:**

**Current Position:**

**Institution / Organisation:**

## 1. How do you know the candidate?

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## 2. Please comment on the Candidate's capacity to undertake a higher degree by research

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# Confidential Referee Report

**Assessment Scale:**

1	2	3	4	5	U/C
Strongly disagree	Disagree	Unsure	Agree	Strongly agree	Unable to comment

Assessment Category	Score
The student has the capability to be an independent thinker and has initiative	
The student has enthusiasm for new knowledge	
The student has the ability to think in a structured fashion	
The student has the ability to organise tasks and time	
The student has self-discipline and is conscientious	
The student has the ability to communicate ideas	
The student has the ability to write in a structured way	

**3. Please comment on the Candidate's Research Proposal**

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**4. English language skills, oral/written as applicable.**

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**5. Please make any other comments which are pertinent to this application and/or candidate**

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Referee Name	Signed	Date

**AA Education Network**  
 26 Kooringa Avenue, Cleveland  
 QLD 4163  
 Telephone: +61 7 3488 2916  
 Email: info@aa-education.com  
 Web: www.aa-education.com

