USQ UNIVERSITY OF SOUTHERN QUEENSLAND

fulfilling lives

CRICOS QLD 00244B NSW 02225M

HIGHER DEGREE RESEARCH APPLICATION FORM

PLEASE TYPE OR WRITE BLOCK LETTERS IN BLACK INK. ALL SECTIONS ARE TO BE COMPLETED.

AUSTRALIAN AND NEW ZEALND CITIZENS OR PERMANENT RESIDENTS ONLY TO COMPLETE THIS FORM.

1. PERSONAL DETAILS

Name — Title — Family Name — Previous Family Name

Given Name/s

Mailing Address — No and Street

Suburb/Town

State — Postcode — Country

Date of Birth (Compulsory) — Day — Month — Year

Gender — M/F

Daytime Telephone Number ( )

Mobile Number

Email Address

Fax Number ( )

2. CITIZENSHIP STATUS (MUST PROVIDE CERTIFIED DOCUMENTATION CONFIRMING CITIZENSHIP STATUS) Tick one box only

- Australian Citizen ☐
- New Zealand Citizen ☐
- Granted Australian permanent residence status ☐

In what country were you born?

3. PREFERRED ACADEMIC PROGRAM

On-campus Toowoomba ☐ Fraser Coast ☐ Springfield ☐

OR

Off-campus Overseas ☐ Within Australia ☐

Please note that you may not be able to study at some locations due to faculty conditions

Study mode Full-time ☐ Part-time ☐

Faculty

Proposed commencement semester (Semester, Year)

With which USQ staff member have you discussed your research intentions?

Select the program of study you wish to undertake (one program only per application).

- ☐ Doctor of Business Admin Research (DBAR)
- ☐ Doctor of Education (DEDU)
- ☐ Doctor of Philosophy (DPHD)
- ☐ Engineering Doctorate (ENGD)
- ☐ Other Doctorate Program
- ☐ Master of Business Research (MBSR)
- ☐ Master of Engineering Research (MENR)
- ☐ Master of Science Research (MSCR) ☐ Applied OR ☐ Advanced
- ☐ Master of Spatial Science Research (MSSR)
- ☐ Other Masters Program

4. DETAILS OF PREVIOUS USQ ENROLMENT (IF APPLICABLE)

Student Number

Academic Program (e.g. Master of Business Research)

5. POST-SECONDARY STUDIES

(Including Bridging Preparatory Studies, Tertiary Studies, Certificate, Advanced Certificate, Trade, Traineeship or other studies, or Post-Secondary Qualifications). Please attach certified copies of Academic Results and Completion Certificate for all previous studies.

Year First Enrolled	Year Last Enrolled	Name of Program/Qualification	Name of Institution	Student No.	Equivalent Full-time Years Enrolled	Program Completed Y/N	Honours Level/GPA

Have you had any publications related to this application? YES ☐ NO ☐

If YES, attach details.

Have you been enrolled, or are you currently enrolled, in a research higher degree program at any Australian tertiary institution in the past 3 years? YES ☐ NO ☐

If YES, which institution/s did you study?

Applicants who did not complete their Research Higher Degree Program must provide a Release Letter from the above institute showing the equivalent full-time study load (EFTSL) consumed.

Where you a confirmed candidate? YES ☐ NO ☐ DATE

If YES, please provide documentation of your Confirmation Advice.

6. EMPLOYMENT EXPERIENCE*

Please only supply this information if it is a prerequisite for your program or you wish to have your work experience taken into consideration with the assessment of your application.

All applicants must provide a Curriculum Vitae.

Year Commenced	Year Concluded	Full-time or Part-time	Occupation title	Main tasks or duties usually performed by you	Name of Employer

7. PRELIMINARY RESEARCH PROJECT OUTLINE

Please attach your Preliminary Research Project Outline form to the back of this application form.

This form can be downloaded from the web site http://www.usq.edu.au/research/students/apply

8. INFORMED CONSENT

I understand that:

- The University of Southern Queensland (USQ) is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me;
- USQ will disclose this information to DIISRTE;
- DIISRTE will store the information securely in the Higher Education Information Management System;
- DIISRTE may disclose the information to the Australian Taxation Office (ATO); and
- USQ may publish details of your name, project title, supervisory team, and dissertation proposal presentation schedule on a University website. If you do not wish your details to be published, please tick this box. ☐

Signature

Date

9. DECLARATION

NOTE THIS MUST BE SIGNED OR DELAYS IN YOUR APPLICATION WILL BE EXPERIENCED.

I agree to obey the by-laws and rules of the University of Southern Queensland. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage. I recognize that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies and experience and hereby authorize the University to obtain further information where necessary. I recognise that the University reserves the right to collect, store and disclose information concerning any acts of record falsification or other irregular acts in relation to my enrolment and also to disclose any information concerning my enrolment at USQ to any other education institution. I hereby also give written consent to the University to provide details of my enrolment to government agencies as required.

I accept that if my project involves human, animal or biosafety experimentation, including social/psychological research, it must conform to National and University of Southern Queensland Guidelines and that ethical clearances for the project will be required from the relevant USQ ethics committee.

Signature

Date

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

APPLICANT CHECKLIST

- ☐ Completed all sections.
- ☐ Attached certified documentary evidence, as required, in support of the application.
- ☐ Attached proof of completion of previous qualification. If the transcript does not make this clear, attach a certified copy of the Award Certificate or a Letter of Completion from the university.
- ☐ Evidence of any previous enrolment for the previous three years, whether the degree was completed or not.
- ☐ The list of publications.
- ☐ Signed the declaration.
- ☐ Certified evidence of your Australian Citizenship, Australian Permanent Residency, or New Zealand Citizenship status (e.g. birth certificate, citizenship certificate or passport).
- ☐ Preliminary proposal form.

PLEASE MAIL TO:

Domestic Recruitment & Admissions
Y Block, Level 1
University of Southern Queensland
Toowoomba Qld 4350

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