

# Master of Philosophy (MPhil) Application Form

**Please read the following instructions carefully before completing this form**

- (i) Applications for MPhil candidature may be lodged at any time.
- (ii) Assessment of applications may take two months or more.
- (iii) This is an application form only and **does not** constitute an enrolment for any course in the university or entitle an applicant to be classified as a student of the university.
- (iv) An applicant accepted as a candidate by the Research Graduate School Committee on behalf of the university must enrol by completing the official enrolment form. Details on enrolment procedures will be sent to successful applicants with a letter offering candidature.
- (v) An enrolment is valid for the current academic year only. It is a student's own responsibility to complete re-enrolment procedures each year until the course is completed or candidature discontinued. Enrolment is an annual event and you will be forwarded re-enrolment information via your student email address in September each year. A fee statement is sent to each candidate at the beginning of each semester.
- (vi) Applicants should note that, except with the permission of the Research Graduate School Committee, and only in circumstances it deems exceptional, MPhil candidates may **not** be enrolled for any other degree, diploma or non-degree subjects during their period of candidature.
- (vii) All MPhil applicants are admitted to candidature on a probationary basis.
- (viii) Applicants should note that they have to meet the attendance/enrolment requirements for MPhil candidates.
- (ix) International students wishing to study on-campus in Australia are required to enrol on a full-time basis.

## Documentation

Applicants must provide evidence of their qualifications. This should be an official academic record, showing all subjects attempted, grades achieved (including failures) and an explanation of the grading system. The record must be an official transcript or statement of record from the institution in which these studies were attempted. Result notification slips will not be accepted.

Originals of documents are preferred. Copies are only acceptable if they are certified as being a true copy of an original by a commissioner for declarations, a justice of the peace, a university or college registrar, or other examining authority. If a certified copy is submitted, the original document must be available on request.

Applicants who submit documents in a language other than English must provide an officially certified translation, together with the original documents. Translations supported by uncertified photocopies are unacceptable. Applicants, whose first language is not English, must submit evidence of English language proficiency. See question 8 for details on the evidence required.

All applicants are also required to provide a certified copy of their passport or other evidence of citizenship.

## Conditions Relating to Full-Fee Paying International Students studying on-campus

International students accepted on a full-fee basis will be subject to the same regulations as other students enrolled in the course, except that international students studying on-campus on a student visa **must be enrolled full-time**. International students studying on-campus are also required to have compulsory Overseas Student Health Cover.

## Supervision and attendance

Please Note: The following are Monash University minimum requirements and each faculty may impose more rigorous requirements as appropriate. The supervisor and head of the academic unit must certify on the annual progress report that the attendance requirements have been met.

The prescriptions pursuant to **regulation 8.1** in relation to students enrolling in a MPhil are as follows:

- (i) For the purposes of **regulation 8.1**, in order to undertake **full-time candidature**, a candidate must be able to devote a minimum of four days a week to the pursuit of the research project. In order to undertake **part-time candidature**, a candidate must be able to devote a minimum of two days per week, with at least one day during work hours, to the pursuit of the research project.
- (ii) Where the candidate is engaged in **full-time employment**, the head of the academic unit will be required to certify that the candidate is able to spend two days a week in pursuit of the research project as a part-time candidate. A letter from an employer which certifies that the candidate will have the appropriate amount of time available to devote to their research will be required.

The prescriptions pursuant to **regulation 16.1** in relation to students enrolling in an **Internal MPhil program** are as follows:

- (i) The candidate must discuss progress with their supervisor/s at least once every calendar month (part-time) or every two weeks (full-time). This contact may occur using forms of interactive communication
- (ii) The candidate must hold two 'in person' meetings with their supervisor each year (eg at confirmation of candidature presentation and/or during completion of the annual progress report).
- (iii) The candidate must attend the university frequently and on a regular basis.
- (iv) The candidate must attend all such courses, seminars, workshops etc, as are deemed necessary by the head of the academic unit in which the candidate is enrolled.
- (v) The supervisor and head of the academic unit will be required to certify that the requirements for candidature have been met and an annual report of attendance and progress presented.
- (vi) Notwithstanding the above prescriptions, candidates, supervisors and heads of academic units should be aware that successful completion of the MPhil signifies an ability on the part of the candidate to pursue independent research. There should therefore be a progressive reduction in the extent of close supervision during the candidature and particularly in the final years of candidacy.

The prescriptions pursuant to **regulation 10** in relation to students enrolling in an **external MPhil program** are as follows.

- (i) Applicants may apply for external candidature if they do not live within daily commuting distance of Melbourne. Applicants who are studying at an affiliated site (for example at a teaching hospital) should apply for internal candidature.
- (ii) Regular interactive communication between candidate and supervisor should take place at least once every calendar month (part-time) or every two weeks (full-time) via telephone, video conference, email or other interactive communication. The Research Graduate School Committee will also need to be assured that the candidate and supervisor are able to communicate daily as required.
- (iii) The candidate must attend all such courses, seminars, workshops and conferences (both at Monash and elsewhere), as are deemed necessary by the head of the academic unit.
- (iv) The candidate shall be required to undertake the equivalent of 5 days of full-time study within the university each year or equivalent over the period of candidature (including its research stations and teaching hospitals). Apportionment of these days is to be determined on a case by case basis.
- (v) Where the candidate is engaged in full-time employment, the head of the academic unit will be required to certify at the time of application that the candidate will be able to comply with the residency requirements.
- (vi) Notwithstanding the above prescriptions, candidates, supervisors and heads of academic units should be aware that successful completion of the MPhil signifies an ability on the part of the candidate to pursue independent research. There should therefore be a progressive reduction in the extent of close supervision during the candidature and particularly in the final years of candidacy.

International students living outside Australia and enrolling as external students are permitted to enrol on a part-time basis.

## Student fees

### Application Fees and Deposit – International students applying for on-campus study

A non-refundable application fee of \$100 AUD is payable on submission of this application. You can pay by credit card, money order or bank draft made out to Monash University. Should you wish to pay by credit card, please complete the card details below:

Tick one:  Mastercard  Visa

Card no.: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_ Amount: A\$ 100.00

A deposit amounting to the full fee for one semester (ie half the annual fee) plus overseas student health cover must be paid on approval of the application and the acceptance of an offer of a place. A visa will not be issued unless the deposit is paid. The deposit will not normally be refunded except if the offer of a place is withdrawn or in circumstances considered by Monash University to be exceptional, such as inability to obtain a visa (for reasons other than lack of fee payment) or illness supported by a medical certificate.

The university reserves the right to withhold a proportion of fees paid in accordance with the **Australian National Policy on Fees Refund: Overseas Students**.

Payments made by bank cheques are to be in Australian dollars payable to **Monash University**.

### Deposit – International students applying for external study

For international students a deposit amounting to the full fee for one semester (ie half the annual fee) must be paid on approval of the application and the acceptance of the offer of a place. The deposit will not normally be refunded except if the offer of a place is withdrawn or in circumstances considered by Monash University to be exceptional, such as illness supported by a medical certificate.

The University reserves the right to withhold a proportion of the fees paid in accordance with the **Australian National Policy on Fees Refund: Overseas Students**.

All payments are to be made by bank cheques in Australian dollars payable to **Monash University**.

### Fees – Australian citizens, New Zealand Citizens and Australian Permanent Residents

Most local MPhil students at Monash receive a Commonwealth supported Research Training Scheme (RTS) place to cover tuition fees. Students who do not receive an RTS place will be granted a non-Commonwealth funded fee-exempt place which is funded by Monash. Applicants will be advised of their status regarding the Research Training Scheme (RTS) on enrolment. A fee statement will be issued by mail shortly after enrolment.

### Submitting your application form

All applicants should complete section A of this application form. Applicants applying for **external candidature** should also arrange for Section B to be completed by the on-site supervisor prior to submitting this application form. If an on-site supervisor has not been appointed, Section B should be left blank.

**International students applying for on-campus study** should submit two copies of this application form and all certified transcripts and other supporting documentation, along with a non-refundable application fee of \$100 AUD to:

Monash University  
International Recruitment Services (IRS)  
871 Dandenong Road  
Caulfield East, Victoria 3145  
Australia  
Email: [documents@adm.monash.edu.au](mailto:documents@adm.monash.edu.au)  
Web: [www.monash.edu.au/international](http://www.monash.edu.au/international)

**Australian citizens, New Zealand citizens, Australian permanent residents and international students applying for external candidature** should submit this application form and all certified transcripts and other supporting documentation to the head of the academic unit in which you wish to study.

# MPhil Application

Office Use Only – Student ID: \_\_\_\_\_

## Section A - To be completed by the applicant

Please print. Ensure that all questions relevant to your application are answered in full.

### 1. Personal details (please place X in appropriate boxes)

Title: Mr  Mrs  Ms  Dr  Other

Family Name:

If your present name is different from that on the transcript of your results or citizenship/residency papers, please attach copies of appropriate legal documentation (eg deed poll certificate, marriage certificate) as evidence of the name change. State previous family name:

Given Names:

Preferred Name:

Gender: Male  Female

Date of Birth: Day  Month  Year

Home Address:

↓ If home and mailing address are different, please complete mailing address section

Mailing Address:

Temporary Address:

↓  
from: Day  Month  Year  to: Day  Month  Year

Telephone No: Home:  Work:

E-mail address:

If this application is submitted by a Monash Registered Agent on your behalf, please provide the Agent's details:

Please indicate your citizenship status:

Australian citizen  Australian permanent resident  New Zealand citizen  Other

If other, please state your country of citizenship:  and passport number:

**All applicants must provide a certified copy of passport or other evidence of citizenship. Australia or New Zealand citizens** - please attach a copy of your passport, birth or citizenship certificate. **Australian permanent residents** - please attach a copy of an original document relating to your residency status. **The originals of these documents must be available for sighting at the time of enrolment.**

Have you previously applied for a course at Monash University?

No  Yes  → State ID number

## 2. Proposed enrolment details

2.1 Department, centre, school or unit of proposed enrolment:

2.2 Faculty of proposed enrolment:

2.3 Campus on which you wish to study:

**MPhil candidature must be undertaken on the campus where the main supervisor is located and you must enrol with the Department and Faculty where your main supervisor is appointed.**

2.4 Proposed candidature commencement date: Day  Month  Year

2.5 Proposed attendance mode: Internal  External

2.6 Enrolment level: Full-time  Part-time

**International students wishing to study on-campus in Australia are required to enrol on a full-time basis**

2.7 Proposed thesis title:

2.8 Summary: please write below or attach a summary of no less than 200 words describing your proposed thesis. Please include methodology and bibliography.

**Note:** A research project may require ethics clearance from the relevant Monash committee if it deals with animal ethics, human ethics, biosafety or ionising radiation issues. Projects that involve questionnaires, interviews and surveys are subject to human ethics clearance. Further information is available from the department, centre, school or unit. Ethics clearance requirements of any external research institute/university where an external candidate is undertaking research, will also need to be met.

The Intellectual Property Statute and regulations of the university will be made available to you upon acceptance into the MPhil program. You will need to familiarise yourself with these prior to enrolment.

2.9 Are you currently enrolled for any other degree or diploma? No  Yes

Degree/diploma currently enrolled:

Tertiary Institution:

2.10 If enrolled at Monash, is this a transfer from masters to MPhil? No  Yes

State commencement date of prior Masters: Day  Month  Year

Is proposed field of study, the same as or similar to prior Masters No  Yes

2.11 Have you ever been enrolled as a research candidate prior to this application? No  Yes

**If your answer to question 2.11 is 'No' please proceed to question 3 – Tertiary Education Record**

2.12 Name of department/institution where you were previously enrolled:

2.13 Period of candidature:  
From: Day  Month  Year  To: Day  Month  Year

**Please attach details of your enrolment including periods of part-time and full-time enrolment, any period of leave, and a statement from your former institution documenting EFTSL used.**

2.14 Are you applying to transfer from another faculty at Monash? No  Yes

2.15 Are you applying to transfer from another university? No  Yes

2.16 Contact details of former supervisor/s or Head of Department:  
Name:   
Phone Number:   
Email Address:

2.17 Thesis Topic undertaken during former enrolment:

2.18 Please explain in detail the reasons for your withdrawal from your former department/institution:

2.19 Please indicate if you will be continuing with the same area of research and how much of your prior research is relevant to your proposed enrolment. **Please note if you are not transferring with your current supervisor you are required to provide a detailed thesis plan indicating where you are up to with your research, along with a timetable for completion of your studies.**

**2.20 Declaration for applicants wishing to transfer from another department/faculty or University**  
I understand that representatives from Monash University will contact my former supervisor/s and/or Head of Department to obtain details of my prior enrolment in doctoral candidature. I authorise the release of information pertaining to my former enrolment which may be relevant to the transfer of my candidature.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Tertiary educational record

Statement(s) of your **full tertiary academic history must accompany this application**. It is preferred that **original** academic transcripts certified by the **registrar** of the issuing institution(s), are submitted. Photocopies may only be submitted if they have been certified as copies of the originals. Applicants who submit documents in a language other than English must provide an officially certified translation, together with the original document.

**Translations supported by uncertified photocopies are unacceptable.**

Degree or other qualifications held	Awarding institution	Year completed	Major or discipline	Honours/Final grade

**Please note:** If you do not have an Australian qualification formally graded at H1 or H2A, it will be necessary for you to provide sufficient evidence of your qualifications, publications and experience to establish H2A equivalence. To this end you should provide, where possible, examiners' reports from any master degrees completed, full details of publications, evidence of the research component of any courses completed, full citations of publications, including length and quality of journal and any other information/documentation which would support your application.

### 4. Employment status

Please indicate your **employment commitments during your proposed candidature**.

Employer:

Position Title:

Employment Level:

Full-time

Part-time or Casual

State the days and hours per working week during which you will undertake your employment responsibilities while undertaking your MPhil degree

↓

### 5. Scholarship details

Do you hold any scholarships or other awards, or are you sponsored by an outside body eg industry or government-sponsored awards?

No

Yes

Give name of scholarships, awards or sponsoring body:

↓

Are you applying for any scholarships or awards?

No

Yes

Give name of scholarships or awards:

↓

**6. Attendance requirements for part-time internal students**  
**Please note: Faculties may have additional requirements**

Do you intend to enrol as a **part-time internal student**?

No

Yes



Go to question 7

Complete this section

**International students wishing to study on-campus in Australia are required to enrol on a full-time basis**

A candidate who wishes to undertake MPhil on a **part-time internal basis is required to:**

- i) produce written confirmation stating **which two days a week** will be devoted to research. One day must be a weekday. Applicants for non-laboratory disciplines **may** specify a Saturday **or** a Sunday as one of the two days available for research. Applicants from laboratory disciplines may specify a half-day on Saturday or Sunday, with the remaining 1.5 days being weekdays. **Please specify the two days:**

- ii) produce evidence stating that he/she has adequate leave/time to pursue MPhil research. A letter from an employer which certifies that the candidate will have the appropriate amount of time available to devote to their research is required. **Please attach relevant documentation.**

**7. Attendance and residency requirements for external students**  
**Please note: Faculties may have additional requirements**

Do you intend to enrol as an **external student**?

No

Yes



Go to question 8

Complete this section

A candidate who wishes to undertake MPhil studies by external mode **is required:**

- i) to communicate with the supervisor by telephone, video conference or other interactive means at least monthly (part-time) or every two weeks (full-time), (and on a daily base as required).

Please indicate what arrangements have been made for this:

- ii) to undertake the equivalent of 5 days of full-time study within the university each year, or equivalent over the period of candidature, (including its research stations and teaching hospitals):

Please indicate how this annual attendance requirement will be fulfilled (Provide dates):

- iii) if proposing to enrol on a part-time basis:

- to produce written confirmation stating **which two days a week** will be devoted to research. Applicants for non-laboratory disciplines **may** specify a Saturday **or** a Sunday as one of the two days available for research. Applicants from laboratory disciplines may specify a half-day on Saturday or Sunday, with the remaining 1.5 days being week-days. **Please specify the two days:**

- to produce evidence stating that he/she has adequate leave/time to pursue MPhil research. A letter from an employer which certifies that the candidate will have the appropriate amount of time available to devote to their research is required. **Please attach relevant documentation.**

## 8. English proficiency

Sound English language skills are required for academic programs at Monash. Please note that English proficiency requirements for research courses are different from those of undergraduate courses. All applicants may satisfy English language requirements in any of the following ways. Please note that these are the minimum university requirements. Some faculties may have set additional prerequisites.

The university reserves the right to seek additional proof of English proficiency where required. Please place X in the box indicating how you have satisfied the English language requirements for admission to Monash.

First language is English

An overall band score of not less than 6.5 on the IELTS test conducted by IDP and the British Council. In addition, a score of at least 6.0 is required for each band score and applicants must undertake the academic module in regard to reading and writing. In the faculties of Arts and Law, an overall IELTS score of 7.0 (7.0 on writing module). In the Faculty of Business & Economics and the Department of Epidemiology and Preventive Medicine, an overall IELTS score of 7.0 with individual band scores of 6.5. Tests that are taken more than two years prior to application will **not** be accepted. Details can be found at [www.ielts.org](http://www.ielts.org).

The following scores achieved in the American Test of English as a Foreign Language (TOEFL):

- a minimum total score of 577 together with a score of 5 or more on the TOEFL Test of Written English (TWE) (paper based score);
- a minimum total score of 233 together with a score of 5 or more on the Essay Rating (ER) (computer-based score); or
- a minimum total score of 91 (internet based score) together with a minimum score of 25 in the written test and a minimum score of 22 in each of the reading, speaking and listening tests.

Tests that are taken more than two years prior to application will **not** be accepted. Details can be found at [www.toefl.org](http://www.toefl.org). In the faculties of Arts, Business and Economics, Law and the Department of Epidemiology and Preventive Medicine, a minimum total score of 600 and a score of 5.0 or more in the TWE (paper based), a minimum total score of 250 together with a score of 5.0 or more in the ER (computer-based score), or a minimum total score of 100 with a minimum score of 25 in each of the written, reading, speaking and listening tests (internet based test).

Successful completion of a course of tertiary studies of at least two years' duration conducted entirely in English and involving formal assessment of written work, in a country where English is the official language. Evidence in the form of a letter or certificate issued by the university Registrar's office will need to be provided. Studies must be completed within the five year period prior to application. In the faculties of Arts and Law, studies must be completed within the two year period prior to application. Where studies have been conducted entirely in English and involving formal assessment of written work in a country where English is one of two or more official languages of that country, a case may be made to the Monash Research Graduate School Committee by the relevant department/faculty. The World Factbook located at [www.cia.gov/cia/publications/factbook/](http://www.cia.gov/cia/publications/factbook/) lists the official languages of all countries.

Successful completion of a course of tertiary studies of at least two years' duration at Monash's Malaysia or South Africa campus, *or an equivalent Malaysian tertiary education campus recognised by Monash University*. Studies must be completed within the five-year period prior to application. In the Faculties of Arts and Law, studies must be completed within the two year period prior to application.

An overall IELTS score of 6.0 (writing score of 6.0); or a paper based TOEFL score of 550 with a TWE of 4.5; or a computer-based TOEFL score of 213 with an ER of 4.5; or an internet based TOEFL score of 79 with a minimum score of 22 in the written test and a minimum score of 19 in the listening, reading and speaking tests

**together with**

successful completion of the 10-week Monash University English Language Bridging Program (ELBP). Applicants will not be admitted to candidature until they have successfully completed the ELBP. Some faculties, for example the Faculty of Arts and Faculty of Law, do not admit candidates under this criterion.

## 9. Research/publications

Provide details of any original research and/or publications. For publications/abstracts, indicate the percentage of your contribution, eg sole (100%), joint (50%), multi authorship (20%), and the nature and standing of the journal/conference. Also indicate whether in press (accepted for publication) or published. (Attach additional sheet if necessary)

State details and attach evidence of training relevant to your ability to pursue the proposed course.

## 10. Declaration by applicant

The information on this form (including digital images) is collected for the primary purpose of assessing your application for research degree admission. Other purposes of collection include attending to administrative matters, corresponding with you (pre and post application) and statistical analyses. The information collected on this form (including digital images) may be disclosed to government agencies such as the Australian Taxation Office, the Department of Employment, Education and Workplace Relations (previously the Department of Education, Science and Training), Centrelink and the Department of Immigration and Citizenship (previously the Department of Immigration and Multicultural Affairs). If you choose not to complete all the questions on this form, it may not be possible for Monash University to assess your application. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011.

**I declare** that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise the University to obtain official student records from any educational institution; or to verify my past and current employment for the purpose of making an informed decision about the application or matters that concern my admission and enrolment in this course.

**I accept** that documentation provided by me will become the property of Monash University and made available to commonwealth and state agencies, pursuant to obligations under ESOS Act 2000 and the National code. I have read and understood the above conditions and accept them fully.

**I acknowledge** that Monash University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I have read and understand the above conditions and am prepared to accept them in full.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please see the instructions at the front of this form for details on submitting your application**

## Section B - for students who are applying for external candidature only

To be completed by the on-site supervisor, if one has been appointed

Where the research will be undertaken principally at a research site other than Monash University (eg archives repository, field site, laboratory, commercial or governmental research station, another university etc) the on-site supervisor needs to assure Monash that the site provides a research environment which offers appropriate resources, facilities and research expertise to support the candidature for the duration of the research program.

### 1. Host institution

Name of host institution:

Address of host institution:

### 2. Details of On-site supervisor

Title: Prof  Assoc Prof  Dr  Mr  Mrs  Ms

Family name:

Given names:

#### Academic qualifications

Degree or other qualifications held	Awarding institution	Year completed

#### Research/publications

Provide details of any original research and/or publications. (Attach additional sheet if necessary.)

#### Supervisory experience

Has the nominated on-site supervisor undertaken the supervision of research candidates previously?

No  Yes  → please state approximate number

Is the nominated on-site supervisor currently undertaking the supervision of research students?

No  Yes



Students currently supervised	Number
Masters	
Doctoral	

### 3. Facilities and source materials required for the research

(Please place X in the box if the facility/activity is available.)

Will the student have access to the following general facilities?

- computer and printer
- desk and ergonomic chair
- filing cabinet
- telephone, facsimile and email facilities
- photocopier

Will the student have access to appropriate research facilities?

- library/archive resources
- laboratories
- specialist equipment

Please provide any additional comments required regarding access to research facilities.

Will the student have the opportunity to be involved in a community of scholars at the host institution through the following activities/interactions?

- other research students or staff members engaged in similar research
- presentation of the research proposal/outcome at the host institution
- participation in research seminars within the host institution
- encouragement and financial support to participate in national and international conferences
- encouragement and financial support to undertake travel related to the research program

Signature of on-site supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## Section C - Head's certification and recommendation

To be completed by head of department in consultation with the main supervisor

### 1. Research proposal

Please comment on the candidate's proposed research program with particular reference to its feasibility and the methodology to be employed, including the availability of appropriate research expertise to support the particular candidature for the duration of the research program.

Please attach additional documentation if necessary.

### 2. Ethics Clearance

Will the project require ethics clearance from the relevant committee? (projects involving questionnaires, interviews and surveys are subject to human ethics clearance.)

	<i>Approval required</i>			<i>Approval obtained (if necessary)</i>	
<b>Human ethics</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Animal ethics</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Ionising radiation</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Biosafety*</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\*(recombinant DNA technology)

Where ethics approval is required both from this university and the candidate's host institution please comment upon the additional procedures required. Attach additional documentation, as necessary.

### 3. Facilities and source materials required for the research

Please indicate whether all the source material and facilities required for the successful completion of the research program will be available at Monash, and whether the candidate is expected to require material and resources outside the university. Give details of any outside sources (eg name of institution) and travel that will be necessary.

If the candidate is enrolling as an external student, please detail what facilities will be available at the external site and what arrangements will be made for the candidate to access material from Monash.

Please attach additional documentation if necessary.

### 4. Coursework component (if applicable)

If the candidate is required to undertake coursework as an integral component of the MPhil Program, please indicate below:

- % of the program this represents and
- names/codes of coursework units and their points value

### 5. Enrolment and attendance details

I recommend that:

a. The applicant be accepted as a candidate on the following basis: Firm  Probationary   
MPhil candidates normally should be admitted to **probationary** candidature.

b. The candidature should date from: Day  Month  Year

c. The enrolment status on commencement should be: Full-time  Part-time

d. The attendance mode should be: Internal  External

e. Field of Education /Specialisation:

**(Please check with faculty research degrees staff for list of Fields of Education/Specialisations)**

f. The applicant should be enrolled in the following Callista Research Unit:   
**(Not required for applicants to the Faculty of Medicine, Nursing & Health Sciences)**

g. Period of prior candidature (if any) to be deducted from proposed candidature length:

h. The degree/s of the applicant be accepted as equivalent to the following Monash degree (Graduate of another university **only**):

Masters  Bachelor H1  Bachelor H11A  Other – Give details



**I certify that:**

a. I am satisfied that the applicant has adequate training and ability to pursue the proposed course.

Yes  No – Please comment  
↓

b. I approve the proposed course of advanced study and research.  Yes  No – Please comment

↓

c. Suitable facilities and adequate supervision are available in the department, centre, school or academic unit for the full period of candidature.

Yes  No – Please comment  
↓

d. We agree to adhere to the standards specified in the *Code of Practice for Supervision of Doctoral and Research Masters Students*. The Code of Practice is available in the *Handbook for Doctoral and Master of Philosophy Degrees*

Yes  No – Please comment  
↓

e. With regard to the level of enrolment (full-time or part-time) I am satisfied that the candidate has the following **time available** to undertake work on the research project for a minimum of:

four days per week (full-time enrolment)

two days per week (part-time enrolment)

If enrolled on a part-time basis I am satisfied that the applicant will be able to comply with the attendance requirements and will be able to maintain an appropriate level of contact with the supervisor and the academic unit. (Employers letter should be attached if applicant is employed on a full-time basis).

Yes  No – Please comment  
↓

f. Please complete this subsection for **internal applicants only**. I am satisfied that the applicant:

- will meet with their supervisor at least twice a year and will discuss progress using other forms of interactive communication at least once every calendar month (part-time) or every two weeks (full-time);

Yes  No

- will attend the university frequently and on a regular basis;

Yes  No

- will attend courses, seminars, workshops, etc, specified by the head of the academic unit (80% minimum attendance);

Yes  No

Please provide details of any additional departmental/faculty residency/attendance requirements below:

g. Please complete this subsection for **external applicants only**

With regard to attendance requirements for external candidates I am satisfied that the applicant:

- will maintain regular interactive communication between candidate and supervisor at least once a month (part-time) or every two weeks (full-time) via telephone, video conference, email or other interactive communication; and the opportunity for the candidate and supervisor to be able to communicate daily as required;

Yes     No

Please state what arrangements have been made for this communication

- will attend all such courses, seminars, workshops and conferences (both at Monash and elsewhere), as are deemed necessary by the head of the academic unit through which the candidate is enrolled;

Yes     No

- will complete the equivalent of 5 days of full-time study within the university each year or equivalent over the period of candidature;

Please state what arrangements have been made for this attendance and detail any additional departmental/faculty residency/attendance requirements

- will have sufficient time to participate in the intellectual life of the Monash academic unit, in particular during the annual 5 days residency period, eg seminar attendance, etc;

Yes     No

Please indicate the level/nature of this interaction

h. Please complete this subsection for applicants who are transferring from another course/department/faculty within Monash or another University. If the applicant is transferring with their current supervisor, there is no need for further information to be provided for this question.

We have fully investigated the applicant's prior enrolment

Yes     No

We have contacted the following person who has provided us with details of the applicant's prior enrolment:

Name:

Position:  Institution:

Please provide details of the candidate's prior enrolment, progress to date and reasons for transfer.

## 6. Supervision

### Guidelines for the appointment of supervisor(s)

Under the *Code of Practice for the Supervision of Doctoral Candidates*, academic units are required to ensure:

- i) An experienced main supervisor is appointed. Experience in this case is defined as having supervised doctoral student(s) from commencement of the research to successful completion of the thesis, or having received accreditation following completion of the university accreditation program.
- ii) Adequate supervision is available for the expected duration of the candidature.
- iii) Staff members undertaking doctoral studies may not be appointed as supervisors of doctoral students.

### Main supervisor

I nominate as main supervisor the following person, who has agreed to act in this capacity:

Family Name:	<input type="text"/>	Title:	<input type="text"/>
Given Names:	<input type="text"/>	Position:	<input type="text"/>
Staff ID No:	<input type="text"/>	Callista ID No:	<input type="text"/>
Department:	<input type="text"/>	Campus:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

**Please note that this information is required to ensure that supervisory records are accurately recorded on the student database and matched against the correct supervisor record in the university finance system.**

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes  → How many?

No

↓

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes  → Accreditation level?

No  → **Please nominate an alternative supervisor**

**Is the nominated supervisor currently undertaking doctoral studies?**

Yes  → **Please nominate an alternative supervisor**

No

Is the nominated supervisor currently supervising doctoral candidates at Monash?

Yes

No  → Please attach documentation describing previous supervision experience

Does the nominated main supervisor hold a tenured position at Monash?

Yes

No  → Please detail the nominated academic's appointment (eg adjunct, fixed-term)

Give start and end dates for fixed appointments

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
----------------------	---	----------------------	---	----------------------	----	----------------------	---	----------------------	---	----------------------

**Please note that if the main supervisor's appointment does not extend for the full period of the candidate's enrolment, a joint or associate supervisor should be appointed to ensure continuity of supervision.**

**Other Supervisor (if applicable)**

The following person has agreed to act as:

Associate Supervisor

Joint supervisor

Family Name:

Given Names:

Staff ID No:

Department:

Telephone:

Title:

Position:

Callista ID No:

Campus:

Email:

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes  → How many?

No

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes  → Accreditation level?

No

**Is the nominated supervisor currently undertaking doctoral studies?**

Yes  → **Please nominate an alternative supervisor**

No

**Other Supervisor (if applicable)**

The following person has agreed to act as Associate Supervisor:

Family Name:

Given Names:

Staff ID No:

Department:

Telephone:

Title:

Position:

Callista ID No:

Campus:

Email:

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes  → How many?

No

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes  → Accreditation level?

No

Is the nominated supervisor currently undertaking doctoral studies?

Yes  → **Please nominate an alternative supervisor**

No

### External Supervisor (if applicable)

The following person is qualified and has agreed to act as External Supervisor:

Family Name:	<input type="text"/>	Title:	<input type="text"/>
Given Names:	<input type="text"/>	Callista ID:	<input type="text"/>
Position:	<input type="text"/>	Institution:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

Is the nominated supervisor currently undertaking doctoral studies?

Yes  → Please nominate an alternative supervisor  
No

Please attach details of the proposed external supervisor's supervisory experience and document below the reasons for the appointment of an external supervisor:

### Supervision Percentages

Please provide an indication of the split in load (expressed as a percentage) between the supervisors. Note that usual practice is for an associate to receive 25% of the load (particularly if the associate is inexperienced) and a joint supervisor 50%. External supervisors cannot be allocated more than 50%, or more than 25% if inexperienced.

Main/Sole/Joint Co-ordinating Supervisor:	<input type="text"/> %	Joint Supervisor (if applicable):	<input type="text"/> %
Assoc Supervisor (if applicable):	<input type="text"/> %	2 <sup>nd</sup> Associate Supervisor (if applicable):	<input type="text"/> %
External Supervisor (if applicable):	<input type="text"/> %		

## 7. Departmental Authorisation

Head of academic unit:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Main supervisor:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On completion of this section the form should be forwarded to the relevant faculty committee.

## Section D - To be completed by the faculty

The applicant is recommended for admission to MPhil candidature on the following basis:

1. The applicant's proposed candidature complies with MPhil Regulations  Yes  No – Please comment

↓

2. The candidature should date from: Day  Month  Year

3. MPhil candidates should be admitted to **probationary** candidature. The applicant be accepted as a candidate on the following basis:

Firm  Probationary

↓  
If recommending firm candidature please make a case below

4. The enrolment status on commencement should be: Full-time  Part-time

↓  
The applicant's proposed attendance meets the requirements for part-time candidature.

Yes  No – Please comment

↓

5. The attendance mode on commencement should be: Internal  External

↓  
The applicant's proposed attendance meets the university's requirements for this mode of study

Yes  No – Please comment

↓

6. The applicant should be enrolled in the following Course Code:

7. The applicant should be enrolled in the following Callista Research Unit:

8. The applicant should be enrolled in the following Field of Education/Specialisation:

**(Please check with faculty research degrees staff for list of Fields of Education/Specialisations)**

9. Period of prior candidature (if any) to be deducted from proposed candidature length:

### Faculty Authorisation

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean  Head of faculty administration  Dean's approved nominee

**Please forward the completed form, together with and all requested supplementary documentation to:**

Monash Research Graduate School, Research Services  
Building 3D, Wellington Rd, Clayton  
Postal - Monash University, VIC 3800, Australia

Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042

## CHECKLIST FOR MPHIL APPLICATIONS

### Does the application include the following information?

- |  |    |                          |     |                          |     |                          |
|--|----|--------------------------|-----|--------------------------|-----|--------------------------|
| 1. Evidence of citizenship/permanent residency   | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 2. A detailed research proposal has been provided  | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 3. Full details of proposed employment of candidate during candidature period  | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 4. Details of which two days (1.5 days for professional doctorates) per week will be devoted to research for <b>part-time applicants</b> – at least one day must be a week-day | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 5. Dates when 5 day per year residency will be met – <b>external applicants only</b>   | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 6. Employers letter, if full-time employed, confirming adequate time to study and the week-days available each week to undertake doctoral study                                | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 7. Complete transcripts for all tertiary courses   | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 8. H2A equivalence form where applicant does not have Australian H2A degree  | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 9. Documentary evidence of English proficiency in line with Monash requirements; <b>or</b><br>A detailed case for English proficiency has been made by the Department          | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 10. The nominated main supervisor is experienced or accredited   | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 11. Non-accredited supervisors are limited to no more than 25% supervision; <b>or</b><br>A detailed case for greater than 25% has been made by the Department                  | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 12. The main supervisor's appointment extends for the proposed period of candidature; <b>or</b><br>An associate supervisor has been appointed                                  | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 13. Appropriate authorisation for admission is included from department and faculty  | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |

### Students applying to upgrade from masters to doctoral studies:

- |   |    |                          |     |                          |     |                          |
|---|----|--------------------------|-----|--------------------------|-----|--------------------------|
| 14. Doctoral application included   | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 15. Upgrade process has been carried out in line with minimum requirements      | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 16. Upgrade form including review panel report is attached                      | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 17. Review panel report includes details of progress during masters candidature | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | N/A | <input type="checkbox"/> |

**N.B Applications from students transferring from another university, or applying to be re-admitted at Monash,** should include a detailed statement of where research is up to, along with a timetable for completion of the thesis at Monash. The department/faculty must provide a recommendation on the number of months prior candidature to be deducted, based on the relevance of the work already conducted to their proposed research topic at Monash. Departments/faculties should be aware that there are funding implications for prior candidature, even if the research topic has changed. The application should also include details from the previous institution regarding period of enrolment, full-time/part-time, periods of leave, Student Status and total EFTSU load consumed. The academic unit should also comment on the feasibility of the applicant's timetable. It is recommended that the academic unit contact the previous supervisor at the university where the applicant has been enrolled – this will require the permission of the applicant.