

Doctor of Philosophy (PhD) Application Form for dual-award programs

Please note: cotutelle arrangements with French Institutions are a class of dual-award programs

Please read the following instructions carefully before completing this form

- (i) 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. The form should be completed and lodged with the head of the appropriate department, centre, school or unit in which candidature is sought. Following departmental and faculty endorsement, the form will be forwarded by the faculty, to the Monash Research Graduate School, Research Services. Applicants are also required to complete admission processes at the joint institution. Enrolment at Monash cannot proceed until the applicant has received an offer of joint candidature from the partner institution.
- (ii) There are two partner institutions of enrolment for dual-award programs – the ‘home’ institution, which is the originating or primary institution of enrolment; and the ‘host’ institution which is the secondary institution of enrolment.
- (iii) 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 at Monash University will be sent to successful applicants with a letter offering candidature. The applicant must also complete enrolment at the partner institution.
- (iv) Enrolment at Monash University 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. It is also the student's responsibility to ensure that enrolment requirements at the partner institution are maintained.
- (v) Applicants should note that, except with the permission of the Research Graduate School Committee, and only in circumstances it deems exceptional, doctoral candidates may not be enrolled for any other degree, diploma or non-degree subjects during their period of doctoral candidature, except in so far as doctoral programs conducted under a dual-award arrangement require dual enrolment at the participating institutions.
- (vi) Admission to candidature will be on a probationary basis for the first 12 months of candidature.
- (vii) This program is only available to students enrolled on a full-time basis.
- (viii) Please note that applications will not be processed unless full documentation is provided.

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 photocopies are unacceptable.

Applicants, whose first language is not English, must submit evidence of English language proficiency. Evidence of proficiency in the language of instruction at the joint institution may also be required. Instruction shall normally be in the language of instruction for each institution.

Supervision and attendance

Subject to the special conditions pertaining to enrolment under dual-award arrangements, candidates, whether at their home or partner institution, are subject to the prescriptions pursuant to regulation 15.1 which are as follows:

- (i) Joint supervision arrangements shall operate whereby joint supervisors will be appointed from each partner institution. The candidate must discuss progress with the on-campus supervisor, in person, at least every two weeks.
- (ii) The candidate must attend the university frequently and on a regular basis.
- (iii) 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.
- (iv) The candidate must spend a minimum of 30% or 12 months of candidature, whichever ever is greater, at each institution, with the remainder of the candidature being spent at the partner institution.
- (v) The supervisor and head 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 PhD 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.

Fee Liability

Arrangements with regard to fee liability at both institutions must be negotiated prior to enrolment for most dual-award programs. However, candidates should only be required to pay the tuition fee of the 'home' institution. Australian citizens, New Zealand citizens and Australian permanent residents will receive a commonwealth funded place or an exemption scholarship place to cover tuition fees where Monash University is the home institution. However international students will be liable for tuition fees, unless they are awarded a fee-paying scholarship. Incidental charges such as health cover, travel and associated costs, accommodation and personal expenses are the responsibility of the candidate. International students are required to have compulsory Overseas Student Health Cover.

Please Note: Research should not be commenced until formal admission and enrolment procedures have been completed by Monash Research Graduate School, Research Services. The date of commencement of candidature cannot be made retrospective.

Section A - To be completed by the applicant

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

Title: Mr Mrs Ms Dr

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:

Sex: 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:

* **Australian 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 (Clayton, Caulfield, Peninsula, Gippsland, Parkville, or Berwick campuses)?

Yes No

State ID number

2. Proposed Institutional details

Monash

Department, centre, school or unit within which candidature is sought:

Faculty within which candidature is sought:

Campus on which you wish to study:

PhD 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.

Please indicate if Monash will be the primary or secondary institution of enrolment:

Primary

Secondary

Partner institution

Name and address of partner institution:

Department, centre, school or unit within which candidature is sought:

Faculty/or equivalent unit within which candidature is sought:

Campus on which you wish to study (if applicable):

Language of instruction:

3. Proposed area of research

Proposed thesis title:

Summary: please write below or attach a summary of no less than 200 words describing your proposed thesis.

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 a 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 PhD program. You will need to familiarise yourself with these prior to enrolment.

4. Proposed Enrolment details

Proposed candidature commencement date: Day Month Year

Enrolment level: **Full-time only available**

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

Yes

Degree/diploma currently enrolled:

Tertiary Institution:

If enrolled at Monash, is this a transfer from masters to PhD No

Yes

State commencement date of Masters: Day Month Year

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

Yes

Have you ever been enrolled as a doctoral candidate prior to this application? No

Yes

Name of institution:

Name of department:

Period of candidature:

From: Day Month Year To: Day Month Year

Topic:

Reason for withdrawal:

3. Current employment status

Please indicate your employment commitments during your proposed candidature.

Employer:

Position Title:

Employment Level: Part-time or Casual employment only
 permitted with full-time candidature

State the days and hours per working week during which you will undertake your **employment** responsibilities

Note: Candidates enrolled on a full-time basis must be able to devote a minimum four days a week to the pursuit of the research project. Consequently only limited employment may be undertaken.

4. Scholarship details

Do you hold any scholarships or other awards, or are 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:

5. 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	Awarding institution	Year completed	Major or discipline	Honours/Final grade

6. 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 and 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.

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. 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/library/publications/the-world-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. 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.

7. Proficiency in Other Languages

As part of the dual-award agreement, applicants will also be required to be proficient in the main language of instruction at the partner institution. Please provide details of languages (other than English) in which you are proficient. Please provide documentary evidence if available.

8. 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.

9. Declaration by applicant

The information on this form is collected for the primary purpose of assessing your application for admission to PhD/doctoral candidature. Other purposes of collection include the creation of an enrolment record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it will not be possible for Monash University to assess your application. Personal information may also be disclosed to the relevant bodies for the verification of your qualifications and it may be disclosed to government agencies as required by legislation. You have a right to access personal information the Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 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 ♦ On completion of this section the form should be forwarded to the head of the relevant department, or director of a centre, school or unit.

♦ **Have you attached all requested documentation?**

Section B - 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 any requirement for particular facilities (such as travel, library, equipment or other resources). Please attach additional documentation if necessary.

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>		
Human ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Animal ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Ionising radiation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Biosafety*	<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 the project also requires ethics clearance from the partner institution, please indicate the approvals required and whether they have been obtained. Attach evidence of approvals, as appropriate.

2. 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. Please attach additional documentation if necessary.

3. Enrolment and attendance details

Note: All candidates enrolled in a doctoral program governed by a dual-award agreement are enrolled as probationary candidates for the first twelve months of candidature.

(Graduate of another university **only**)

The degree/s of the applicant be accepted as equivalent to the following Monash degree:

Masters Bachelor H1 Bachelor H11A Other – Give details

The candidature should date from: Day Month Year

The enrolment status on commencement should be: **Full-time probationary candidature only available**

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

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

I certify that:

- a) I am satisfied that the applicant has adequate training and ability to pursue the proposed course.
- b) I approve the proposed course of advanced study and research.
- c) Suitable facilities and adequate supervision are available in the department, centre, school or academic unit for the full period of candidature.
- d) With regard to the level of enrolment (regulation 9.1 and prescriptions pursuant):

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)

- e) With regard to the attendance requirements at both the home and partner institution (regulation 15.1 and prescriptions pursuant).

I am satisfied that the candidate, at whichever institution he/she is at the time located:

- will discuss progress with the supervisor at least once every two weeks;
- will attend the university frequently and on a regular basis;
- will attend courses, seminars, workshops, etc, specified by the head of the relevant academic unit (80% minimum attendance);

The candidate will also be required to spend at least 30% of the candidature at each institution. A draft outline of the proposed apportionment of time at each institution is as follows:

4. 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 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. Alternatively, the supervisor should have completed the supervision training module for new supervisors, which may be completed in a shorter time.
- ii) Adequate supervision is available for the expected duration of the candidature. Where it can be reasonably assumed that a supervisor may not be available for the duration of the candidature, eg a staff member on contract, then an associate supervisor should be appointed.
- iii) Staff members undertaking doctoral studies may not be appointed as supervisors of doctoral students.

Main Monash supervisor

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

Full Name:	<input type="text"/>	Department:	<input type="text"/>
Staff ID No:	<input type="text"/>	Callista ID No:	<input type="text"/>
Campus:	<input type="text"/>	Monash Position:	<input type="text"/>
Email:	<input type="text"/>	Telephone No:	<input type="text"/>

Has the nominated supervisor supervised a doctoral candidate from commencement of research to successful completion of the thesis?

Yes No

How many?

Has the nominated supervisor completed the supervisor's training module?

Yes No → **Please nominate an alternative supervisor**

Is the nominated supervisor currently undertaking doctoral studies?

No Yes → **Please nominate an alternative supervisor**

Is the nominated supervisor currently supervising doctoral candidates at Monash?

Yes No

- Please attach documentation describing previous doctoral supervision experience.

Does the proposed main supervisor hold a tenured position?

Yes No

Please detail the nominated supervisor's appointment (eg honorary, fixed-term)

Give start and end dates for fixed appointments

to

Other Monash Supervisor (if applicable)

The following person has agreed to act as:

Associate Supervisor

Joint supervisor

Full Name:

Department:

Callista ID No:

Staff ID No:

Monash Position:

Telephone No:

Email address:

Has the nominated supervisor supervised a doctoral candidate from commencement to successful completion?

No Yes →

If yes how many?

→

Has the nominated supervisor completed the supervisor's training module?

Yes

No

Is the nominated supervisor currently undertaking doctoral studies?

No Yes →

Please nominate an alternative supervisor

Partner Institution Supervisor

The following person who has agreed to act in this capacity to be appointed as joint supervisor:

Title	Family name and initials	Research Institution	Location

Has the nominated supervisor supervised a doctoral candidate from commencement of research to successful completion of the thesis?

Yes No

How many?

Please nominate an alternative supervisor

Please attach documentation describing doctoral supervision experience.

Other Partner Institution Associate Supervisor (if applicable)

The following person who has agreed to act in this capacity to be appointed as an associate supervisor:

Title	Family name and initials	Research Institution	Location

Has the nominated supervisor supervised a doctoral candidate from commencement of research to successful completion of the thesis?

Yes No

How many?

Please attach documentation describing doctoral supervision experience.

Note that usual practice is for an associate to receive 25% of the load and a joint supervisor 50%.

Main Supervisor at Monash: % Assoc Supervisor at Monash (if applicable): %

Main Supervisor at Partner Institution % Associate Supervisor at Partner Institution (if applicable) %

5. Language (s)

Language(s) of instruction/supervision

Language in which thesis is to be written

Language of thesis summary

Signature: _____ Date: _____
Head of academic unit at Monash

Name (please print): _____

Signature: _____ Date: _____
Main supervisor at Monash

Name (please print): _____

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

Section C - To be completed by the relevant Monash faculty

The applicant's proposed candidature complies with PhD Regulations 9.1 and 15.1

The candidature should date from:

Day Month Year

The enrolment status on commencement should be:

Full-time probationary candidature only available

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

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

Signature: _____ Date: _____

Name (please print): _____

Dean

Head of faculty administration

Dean's Approved nominee

A formal statement of agreement from the other participating institution should be attached to this application form. It should indicate the partner institution's agreement with the proposed conditions of candidature outlined in the application. This statement should be signed by:

- the academic coordinator of the dual-award program (or nominee)
- the academic head of the relevant university department and
- the proposed supervisor(s)

of the partner institution.

On completion, this form, together with and all requested supplementary documentation should be forwarded by the faculty 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

Email mrgs@adm.monash.edu.au www.mrgs.monash.edu.au