

Assessment of Graduate Research Degree Application for Admission



Faculty / Graduate School

GUARANTEED FUNDING

Please give this application priority status because:

- ☐ †The applicant has a score ≥ 85 , is supported for candidature, and is eligible for an APA
- ☐ The applicant is sponsored (no scholarship offer is required)
- ☐ *†The faculty will provide scholarship / fee remission if one is not provided centrally

NOTE: †The scholarship calculator score sheet must be signed by the Head of Department before it is uploaded to Student Documents. *The [Scholarship Selection Form](#) must be submitted with the signed scoring sheet. **For FMDHS only** you must provide the Melbourne Medical School or FMDHS Student Centre with the scholarships calculator score sheet, the FMDHS Scholarships Approval form (both to be signed by Head of Department) and this assessment form.

APPLICANT DETAILS

Application number

Family name

Given name(s)

Residency / visa status

- ☐ Local (*Aust. or NZ citizen, Aust. permanent resident*) ☐ International

Section A: To be completed if this applicant is to be **rejected** for a research degree place.

Sections B, C: To be completed if this applicant is to be **offered** a research degree place.

A: REJECT FOR A RESEARCH DEGREE PLACE

The Department / School of

does not recommend an offer for a research degree place to this applicant because:

- ☐ The area of research interest is not sufficiently well covered by department supervisors (ADM_REJ_09)
- ☐ A supervisor in the area of research interest is not currently available (ADM_GEN_01)
- ☐ The department does not have sufficient resources for this project (ADM_GEN_01)
- ☐ The applicant's academic background is not competitive/suitable (ADM_REJ_10 or ADM_REJ_03)
- ☐ Other please specify (ADM_GEN_01)

Authorisation of Head of Department/School, or delegated authority

Name

Signature

Date

B: MAKE OFFER OF A RESEARCH DEGREE PLACE *(supervisor/s to complete)*

Supervision of a graduate research degree candidate is a serious responsibility. For information on the requirements and expectations of supervisors please visit

<https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#supervision>

B1. OFFER OF PLACE

The Department / School of

wishes to offer the applicant a place in the following program:

☐ PhD ☐ Masters leading to PhD ☐ MPhil

☐ MRes in

Other

☐ Unconditional offer

☐ Offer conditional upon:

☐ Receipt of original or certified transcripts showing completion (ADM_RHD_03)

☐ Receipt of transcripts showing satisfactory completion at min % grade (ADM_RHD_05, for University of Melbourne applicants –gives a default % grade)

☐ Receipt of satisfactory examiner's report (APR_GEN_01 add free text comment)

☐ Receipt of academic referee report (s) (APR_GEN_05 for one report) (APR_GEN_04 for two reports)

☐ Receipt of proof of English language proficiency (APR_INT_05)

☐ Other, please specify: (ADM_GEN_01)

B2. COMMENCEMENT

Please indicate the proposed commencement date or commencement semester(s) and year:

Commencement date
(dd/mm/yy)

Or

Semester

in

20

Semester

In

20

The applicant wishes to enrol on the following basis

☐ Full-time

☐ Part-time

B3. TITLE OF PROPOSED PROJECT *(if known)***B4. APPLICANT'S ELIGIBILITY**

Questions 1-6 (over the page) relate to the minimum entry standards set by the Academic Board. For further information see: <https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#types>

1. Minimum qualifications

The applicant will/has complete(d) at least a four-year Honours degree from an Australian university or qualification(s) considered by the RHDC to be equivalent

☐ Yes ☐ No

If 'no' a special case for admission must be completed (see B4.9 below)

2. Minimum level of academic achievement

The applicant will/has achieve(d) an overall H1 (80-100%) or H2A (75-79%) equivalent grade in the relevant honours or masters degree

☐ Yes ☐ No

If 'no' has the applicant completed one of the following professional degrees:

☐ Yes ☐ No

☐ BDSc ☐ BPhysio ☐ BVSc ☐ DVM ☐ MBBS ☐ MD

☐ DPT ☐ DDS ☐ BEng ☐ MEng ☐ LLB ☐ JD

If a box is checked the level of academic achievement will be assessed individually.

If 'no' to both questions a special case for admission must be completed (see B4.9 below)

3. Relevance of the degree

The qualifying degree is in an area that is relevant to the intended degree

☐ Yes ☐ No

If 'no', in the space provided in B4.9 provide justification for admission into this research area

4. Evidence of research ability

The applicant will/has complete(d) a research project /component / subject or group of subjects that accounts for at least 25% of their work (i.e. Honours year), or 25% of one year accumulated over the length of a Masters course and which has, or have, been conducted and assessed individually.

See <https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#criteria> for guidance.

☐ Yes ☐ No

The applicant has completed one of the professional degrees listed above in question 2, at the University of Melbourne.

☐ Yes ☐ No

If 'no' to this question, in the space provided in B4.9 provide evidence of the applicant's ability to undertake research

5. Currency of applicant's knowledge of the discipline

The applicant has completed their tertiary studies and/or any relevant professional experience in the 10 years immediately prior to their intended commencement

☐ Yes ☐ No

If 'no' a special case for admission must be completed (see B4.9 below)

6. Suitability of applicant

Unless an applicant is known to the supervisor(s) (ie has completed a degree at the University of Melbourne), the Academic Board requires that an interview take place before a recommendation of an offer is made. Note: email contact is not sufficient. Suggested interview questions can be found here

https://gradresearch-intranet.unimelb.edu.au/admissions/adm_interview.html

☐ As proposed supervisor I have spoken directly to the applicant and am satisfied with their understanding, motivation and time commitment to the degree

OR

☐ As proposed supervisor the applicant is known to me as they have completed an Hons / Masters at the University of Melbourne

7. Residency requirement		
For PhD / Doctorates† / Masters leading to PhD	The candidate will complete the equivalent of at least 12 months full-time (24 months part-time) at the University	<input type="checkbox"/> Yes <input type="checkbox"/> No
For MRes† / MPhil	The candidate will complete the equivalent of at least 6 months full-time (12 months part-time) at the University	<input type="checkbox"/> Yes <input type="checkbox"/> No
† For one year MRes / two year Doctor of Medical Science	The candidate will complete the equivalent of one-third of the standard degree duration at the University	<input type="checkbox"/> Yes <input type="checkbox"/> No

If 'no' to the relevant question, a special case must be made to fulfil the residency requirement by means of two or more short periods of residency (see B4.9 below).

8. Transfer of candidature (if applicable)	
If the applicant is transferring from another university:	
Is the applicant seeking to transfer candidature from another university?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide justification for the need to transfer:	
If the applicant is transferring to a PhD:	
Has candidature been confirmed at the current university?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the date of confirmation:	
Do you recommend admission to confirmed candidature now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, indicate on what basis the candidate has met the requirement. The candidate has:	<input type="checkbox"/> Prepared a written proposal of 3000 -10000 words in accordance with departmental/faculty requirements <input type="checkbox"/> Made an oral presentation of 20-30 minutes duration in a departmental graduate research seminar or similar forum <input type="checkbox"/> Verbally defended the proposed research project with the confirmation committee.
If no, provide recommended date for confirmation:	

9. Case for waiver of requirements (if applicable)	
I wish to make a case for waiver of the minimum entry requirements on the basis of:	
<input type="checkbox"/> Documented research or professional experience <input type="checkbox"/> Record of refereed publications <input type="checkbox"/> Other evidence of research ability	
In the space below provide detailed reasons supporting the case for a waiver. You should clearly demonstrate the candidate has equivalent experience or qualification for each entry requirement not met. This might include documented research or professional ability, record of refereed publications or other evidence of research ability.	
<input type="checkbox"/> I wish to make a case for waiver of the English language requirement	
In the space below provide detailed justification for waiving this requirement. Examples of the grounds on which a case might be made are available at https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#language-waiver	

☐ I wish to make a case for **waiver of the minimum residency requirement**

In the space below clearly explain the reason for the waiver request and how the requirements will be fulfilled.

Examples of the grounds on which a case might be made are available at:

<https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#residency-fulfil>

Justification of waiver request (*attach another sheet if needed*)

B5. PROJECT REQUIREMENTS (*to be completed by principal supervisor*)

Please ensure the facilities and resources required for this project are available and have been discussed in detail with the candidate www.gradresearch.unimelb.edu.au/current/infrastructure

1. Field/s of research (FoR) for this research project

The FoR classifications enable the University to quantify and classify its research activity in terms of application success, research income and expenditure and research output (such as publications). FoR codes must be entered for Government reporting requirements. FoR codes are available at www.research.unimelb.edu.au/performance/quick/codes/FOR.

Please enter the **primary** FoR name and code for this candidate first.

Additional codes may also be added if you wish.

FoR code (6 digit)	Field of Research Name (<i>exactly as it corresponds to the 6 digit code</i>)

2. Budgetary unit(s) in which the candidate will be enrolled

- ☐ The candidate's supervisor(s) are all in the one department/school
- ☐ The candidate will have two or more supervisors who are in different departments/schools.

The candidate will be enrolled in the thesis subject of the administrative department. Enrolment in two departments is recorded in ISIS via a 'Teaching Responsibility' % split.

Please record the 'Teaching Responsibility' % split in the table below. The Department/School in which the candidate will be enrolled should be listed first.

Unit (Department / School)	Weight %
	%
	%
	%

3. Location of the candidate (please tick all applicable)

The candidate will be physically located at:

One of the departments listed above for more than 60% of the time ☐ Yes ☐ No

A UoM centre other than the departments above† ☐ Yes ☐ No

If yes, name the centre:

An outside institution for more than 40% of the time† ☐ Yes ☐ No

If yes, name the institution:

†If this question was answered 'yes' the Head of Centre/Head of Institution must sign this form on page 8.

4. Supervisor(s) nominated

To be completed by each supervisor, beginning with the principal supervisor

Contribution	Name	Tenure Yes/No	If no, contract until [§]	UoM Staff Number	No. EFT [†] students under supervision		
					Hons [‡]	Masters/MPhil	PhD
%							
%							
%							
%							

[†] EFT = Effective full-time. The recommended total maximum is 7 EFT.

[‡] Honours students or equivalent

[§]If the supervisor's position will not be renewed before completion of the candidature describe arrangements for carrying on supervision, including the names of potential alternative supervisors:

B6. SUPERVISORY REQUIREMENTS *(to be completed by principal supervisor)***5. Supervisory experience**

To be completed by each supervisor, beginning with the principal supervisor.

- ▶ An experienced co-supervisor must be appointed if the principal supervisor has not supervised at least two graduate research candidates to completion in the last 5 years.
- ▶ **If a nominated supervisor is not a University of Melbourne staff member and has not previously been a supervisor at the University of Melbourne,** they must complete Appendix 1 and attach a CV for approval by the Chair of the Research Higher Degrees Committee.

	Have you supervised at least two graduate research degree candidates to successful completion in the last five years?		Have you attended any supervisory training courses in the last five years?		Appendix 1 completed		
	Yes	No	Yes	No	Yes	No	N/A
Principal supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C: DECLARATION AND SIGNATURE(S)

C1. SUPERVISOR(S)' DECLARATION AND SIGNATURE(S)

I confirm that:

- ▶ The proposed project is appropriate and feasible within the timeframe of the degree;
- ▶ In accordance with the 'Statement on Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' at www.gradresearch.unimelb.edu.au/current/infrastructure, the facilities and resources required for this project are available and have been discussed in detail with the candidate;
- ▶ I am aware of and willing to supervise under the University's 'Principles for Supervision of Research Degrees' <http://gradresearch.unimelb.edu.au/handbooks/phd/appendixa.html#B> and 'Code of Conduct for Research' as detailed at www.gradresearch.unimelb.edu.au/current/phd/bk/appendixa.html#E;
- ▶ If required, an Ethics clearance for this project will be sought from the University Ethics Committee;
- ▶ The candidate can satisfy the degree requirement of at least 12 months full-time attendance for PhD/Masters leading to PhD or at least 6 months for Masters at the University unless studying at an approved outside institution;
- ▶ The candidate can be reasonably expected to complete the project and submit the thesis within 3 years of full-time study for PhD or 1-2 years of full-time study (depending on the regulations governing each specific Faculty degree) for Masters;
- ▶ The applicant meets the minimum standards for entry to Masters, MPhil or PhD
MPhil and PhD minimum standards for entry are detailed at www.gradresearch.unimelb.edu.au/current/mphil/bk/admission.html#standards and www.gradresearch.unimelb.edu.au/current/phd/bk/admission.html#standards;
- ▶ I am aware of the '*Managing Conflict of Interest in Selection and Admission of Students Procedure*' within the Admission and Selection into Courses Policy, and have completed a disclosure declaration where a potential conflict of interest exists.

Supervisor	Name	Signature	Date
Principal Supervisor			
Supervisor 2			
Supervisor 3			
Supervisor 4			

C2. OUTSIDE CENTRE / INSTITUTION SIGNATURE

To be completed if the applicant is to spend more than 40% of their time at an outside institution or an unbudgeted University of Melbourne centre. The signature of the Head of any nominated outside centre/institution is required for University approval.

Name of Centre / Institution	
Name of Head of Centre/Institution	
Signature	Date

C3. HEAD(S) OF DEPARTMENT DECLARATION AND SIGNATURE

For joint enrolments, signatures are required from both Heads of Department (or their delegated authorities).

Departments should note the responsibilities in the 'Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' available at <http://www.gradresearch.unimelb.edu.au/current/infrastructure>

In addition to endorsing the information contained in this assessment form, I confirm that:

- ▶ I am aware of my responsibilities as Head of Department under the University's 'Principles for Supervision of Research Degrees' and 'Code of Conduct for Research' (<http://gradresearch.unimelb.edu.au/handbooks/phd/index.html>);
- ▶ In accordance with the 'Statement on Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' at <http://www.gradresearch.unimelb.edu.au/current/infrastructure>, I confirm that the facilities and resources required for this project will be made available to the applicant;
- ▶ I am aware of my responsibility to ensure that any confidentiality or intellectual property agreements signed by the candidate are consistent with University policies including Statute 14.1 Intellectual Property and Regulation 17.1.R8 Code of Conduct for Research (www.unimelb.edu.au/ExecServ/Statutes/index.html), and the implications are discussed fully with the candidate;
- ▶ The proposed research area is of interest to the supervisor(s), is within the range of the supervisor(s)' methodological and theoretical expertise, and can be adequately supervised when the supervisor(s)' other academic commitments are taken into account;
- ▶ Having considered factors such as staff absences and contract end dates, the applicant will have appropriate supervision for the duration of their candidature;
- ▶ If the applicant will be based at an outside centre/institution (as indicated above):
 - ▶ the facilities, academic environment and research of the institution are equivalent to the Department and sufficient to support the applicant's research project over the term of the candidature;
 - ▶ arrangements are satisfactory for the applicant to participate adequately in the research activities of the Department;
- ▶ I am aware of the '[Managing Conflict of Interest in Selection and Admission of Students Procedure](#)' within the Admission and Selection into Courses Policy, and have completed a disclosure declaration where a potential conflict of interest exists.

Name		Department	
Signature			Date
Name		Department	
Signature			Date

C4. DEAN OR ASSOCIATE DEAN OF FACULTY APPROVAL

Comments	
Name	
Signature	Date

C5. MELBOURNE SCHOOL OF GRADUATE RESEARCH APPROVAL

Comments	
Name	
Signature	Date

APPENDIX 1: CERTIFICATION OF EXTERNAL SUPERVISOR

The following information is required in order to create a record for you in the University of Melbourne Human Resources (HR) system. Your name, email address, organisational contact details and your highest qualification (but not where or when it was obtained) will be publicly available through the University of Melbourne student management system. All other personal information will be treated in accordance with the University's Privacy Policy (<http://www.unimelb.edu.au/unisec/privacy/>)

Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other, please specify:		
Family name		Given names	
Preferred name			
Date of birth (dd/mm/yyyy)		Gender	<input type="checkbox"/> F <input type="checkbox"/> M
Country of birth		Citizenship	
Name of highest qualification			Date awarded
Institution name			
Institution country			
Personal Address			
Street address			
Suburb		State or province	
Country		Postcode	
Professional address			
Title of current position			
Organisation name			
Street address			
Suburb		State or province	
Country		Postcode	
Telephone		Email	

University department affiliations

List the academic unit(s) at the University of Melbourne with which you and/or your student(s) are affiliated

Certification

I am willing to supervise under the University's Principles for Supervision of Research Degrees (www.gradresearch.unimelb.edu.au/current/masters/generic/bk/appendixa.html#principles) and Code of Conduct for Research (www.unimelb.edu.au/ExecServ/Statutes/r171r8.html)

Signature

Date

Please attach your CV.

FACULTY STAFF CHECKLIST GUIDE

Actions to be completed	ISIS Screen
For applicants that are being supported for a research degree place:	
<input type="checkbox"/> Enter and save the Faculty decision in the Assessment grid Type = 'Faculty' Assessment = Either 'Qualified' or 'Qualified with Conditions' Basis for Admission = 'Higher Education' <i>(please do <u>NOT</u> tick the assessment final box)</i>	Application
<input type="checkbox"/> Add any conditions to be included in offer letter <input type="checkbox"/> Check the Application Status is set to 'Unassessed' <input type="checkbox"/> Update any hold requirements (Application Status grid)	
<input type="checkbox"/> Upload this assessment sheet to Student Documents <input type="checkbox"/> Upload the department scholarship score sheet to Student Documents <i>(if applicable)</i> <input type="checkbox"/> Upload the Compliance Assessment Form –Autonomous Sanctions to Student Documents <i>(complete the form only if the applicant is a citizen from a country on the Australian Government Autonomous Sanction list)</i>	Student Documents
<input type="checkbox"/> Update SINGLE OFFER Comments Section as appropriate	Single Offer
<input type="checkbox"/> Update candidature details, including entering thesis topic and supervisor <u>against the course</u> in Student Study Package	Student Study Package

For applicants that are <u>not</u> being supported for a research degree place:	
<input type="checkbox"/> Enter and save the Faculty decision in the assessment grid Type = 'Faculty' Assessment = 'Not Qualified'	Application
<input type="checkbox"/> Add appropriate rejection comments (cf pg 1) <input type="checkbox"/> Make sure the Application Status is set to 'Unassessed' <i>(international applicants only)</i>	
<input type="checkbox"/> Upload this assessment sheet to Student Documents	Student Documents
For local applicants only <input type="checkbox"/> Send unsuccessful letter to the applicant <input type="checkbox"/> Tick the assessment final box	Application

For applicants that are <u>not</u> being supported for a scholarship:	
<input type="checkbox"/> Enter comment code SCH_SCR_09 (Description = Schol scoring – Not supported by Department) to Student Comment.	Student Comment
<input type="checkbox"/> If the scholarship calculator has been used to score applicant, select 'no' on the applicant details page and save the record.	N/A