UNIVERSITY of TASMANIA

Submitting an Application for a Higher Degree By Research

July 2021

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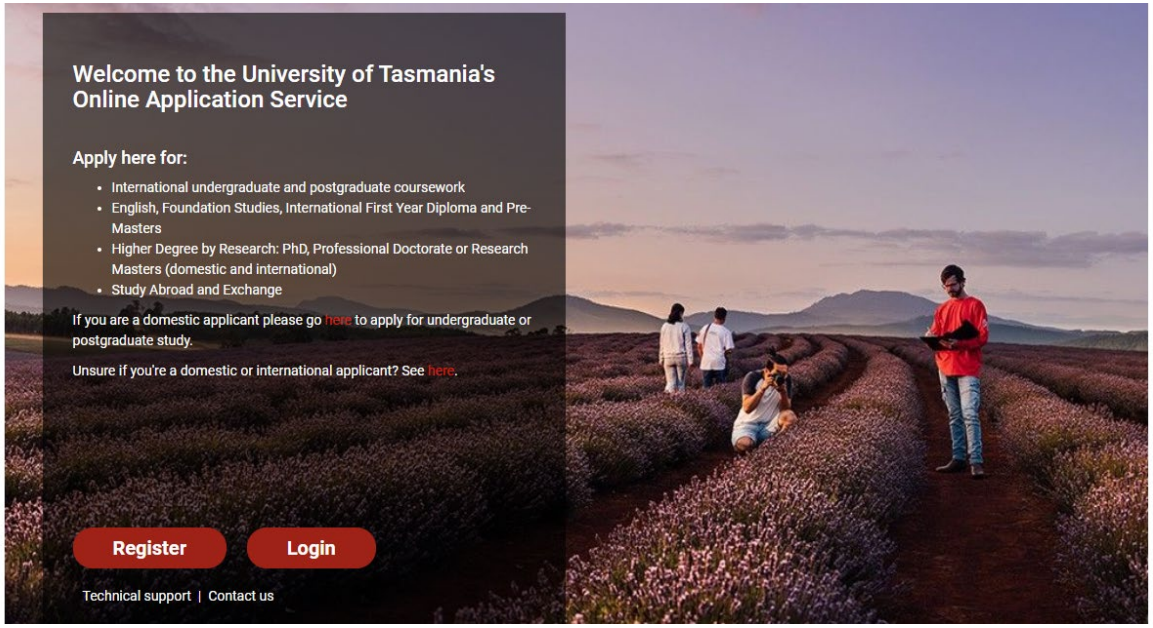
1 Creating the application

1.1 REGISTER OR LOGIN

If you are a new applicant, click **Register (then proceed to Step 1.2)**

OR

If you already have a profile, click **Login (then proceed to Step 1.3)**

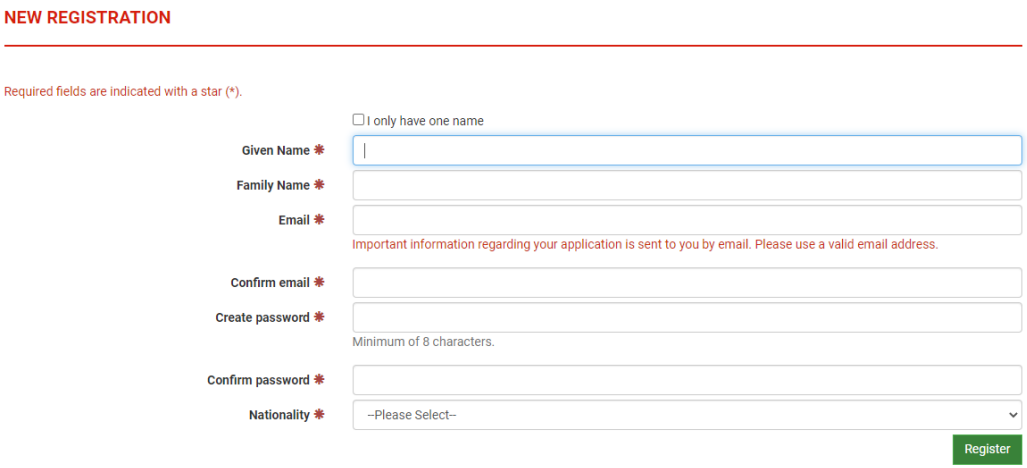


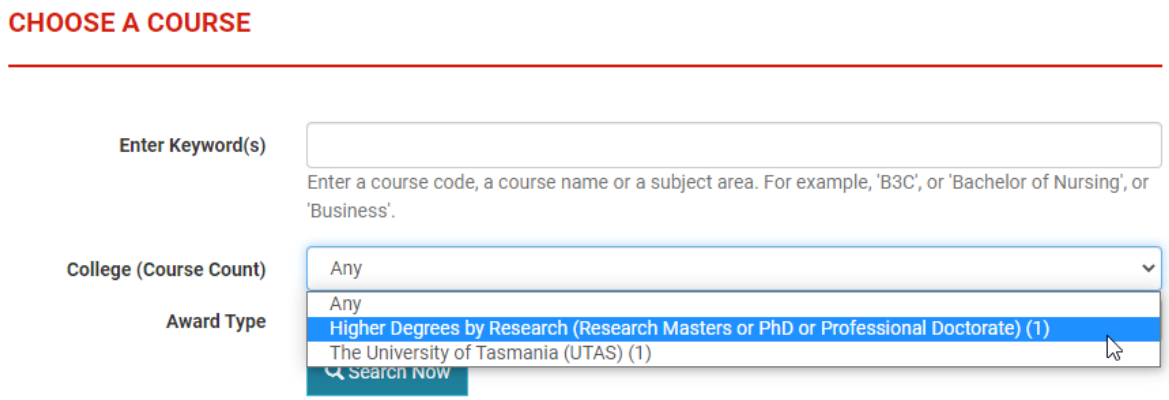
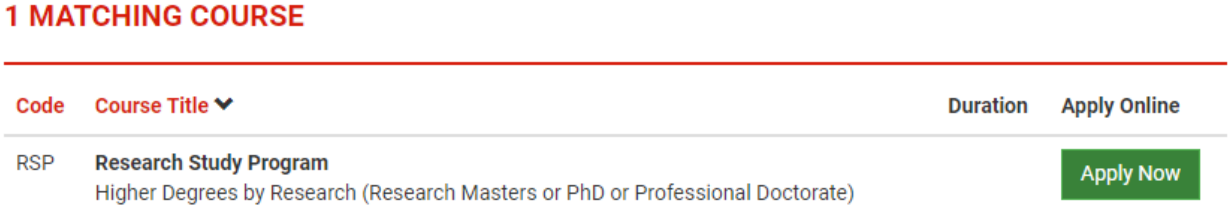
1.2 NEW REGISTRATION

Fill in your personal details.

Under **Nationality** enter your nationality as indicated on your passport

Click Register



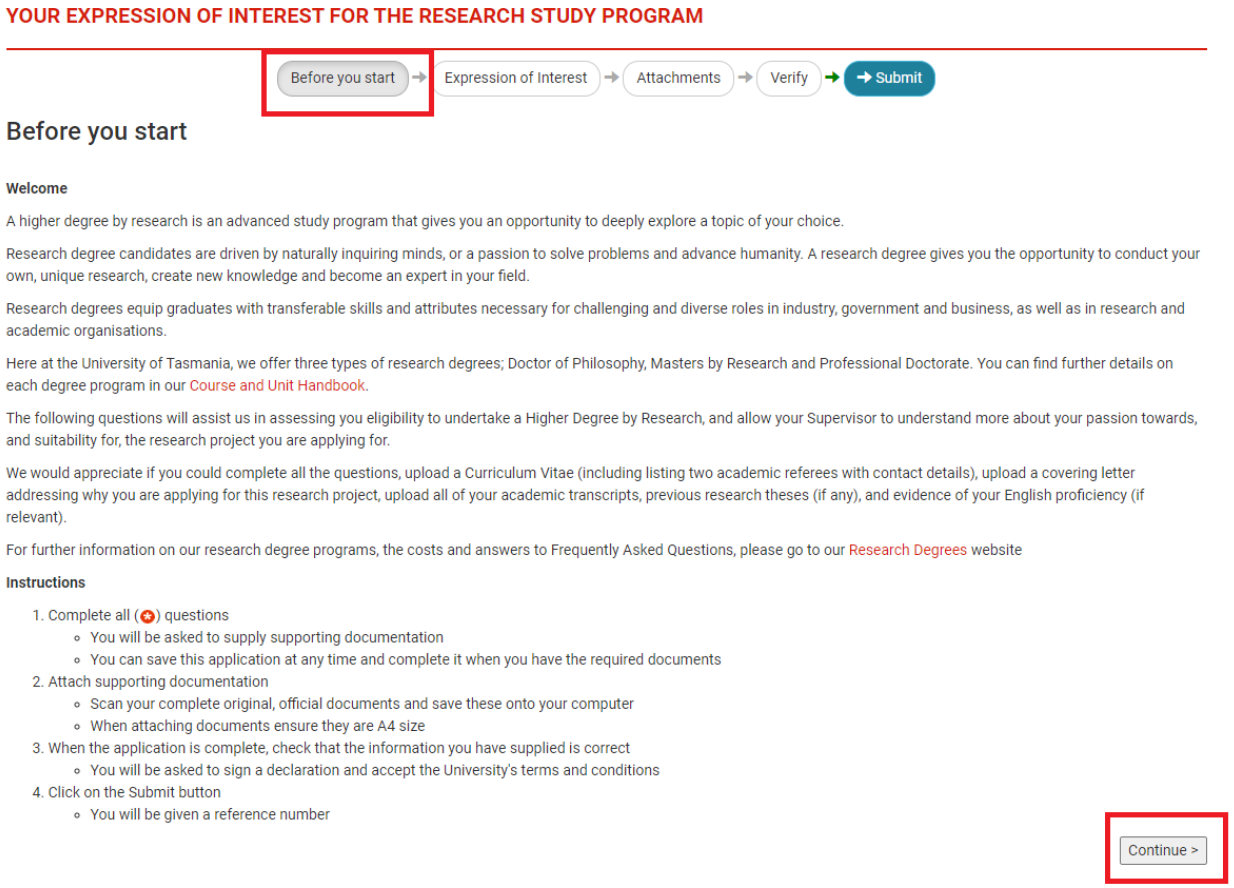
1.3 CHOOSE A COURSE Under **College (Course Count)** select 'Higher Degrees by Research' (Research Masters, PhD or Professional Doctorate) Under **Award Type** select 'Research Study Program' NOTE – never enter anything in 'enter keyword(s)' as this will prevent the search from working.	
Click **Apply Now**	

Read the instructions on the 'Before you Start' page.

Before proceeding, please make sure that you are familiar with the minimum entry requirements for your chosen research degree.

After you have reviewed this information and what is provided on our website, please contact us via email if you have further questions.

Click '**Continue**'



YOUR EXPRESSION OF INTEREST FOR THE RESEARCH STUDY PROGRAM

Before you start → Expression of Interest → Attachments → Verify → Submit

Before you start

Welcome

A higher degree by research is an advanced study program that gives you an opportunity to deeply explore a topic of your choice.

Research degree candidates are driven by naturally inquiring minds, or a passion to solve problems and advance humanity. A research degree gives you the opportunity to conduct your own, unique research, create new knowledge and become an expert in your field.

Research degrees equip graduates with transferable skills and attributes necessary for challenging and diverse roles in industry, government and business, as well as in research and academic organisations.

Here at the University of Tasmania, we offer three types of research degrees; Doctor of Philosophy, Masters by Research and Professional Doctorate. You can find further details on each degree program in our Course and Unit Handbook.

The following questions will assist us in assessing you eligibility to undertake a Higher Degree by Research, and allow your Supervisor to understand more about your passion towards, and suitability for, the research project you are applying for.

We would appreciate if you could complete all the questions, upload a Curriculum Vitae (including listing two academic referees with contact details), upload a covering letter addressing why you are applying for this research project, upload all of your academic transcripts, previous research theses (if any), and evidence of your English proficiency (if relevant).

For further information on our research degree programs, the costs and answers to Frequently Asked Questions, please go to our Research Degrees website

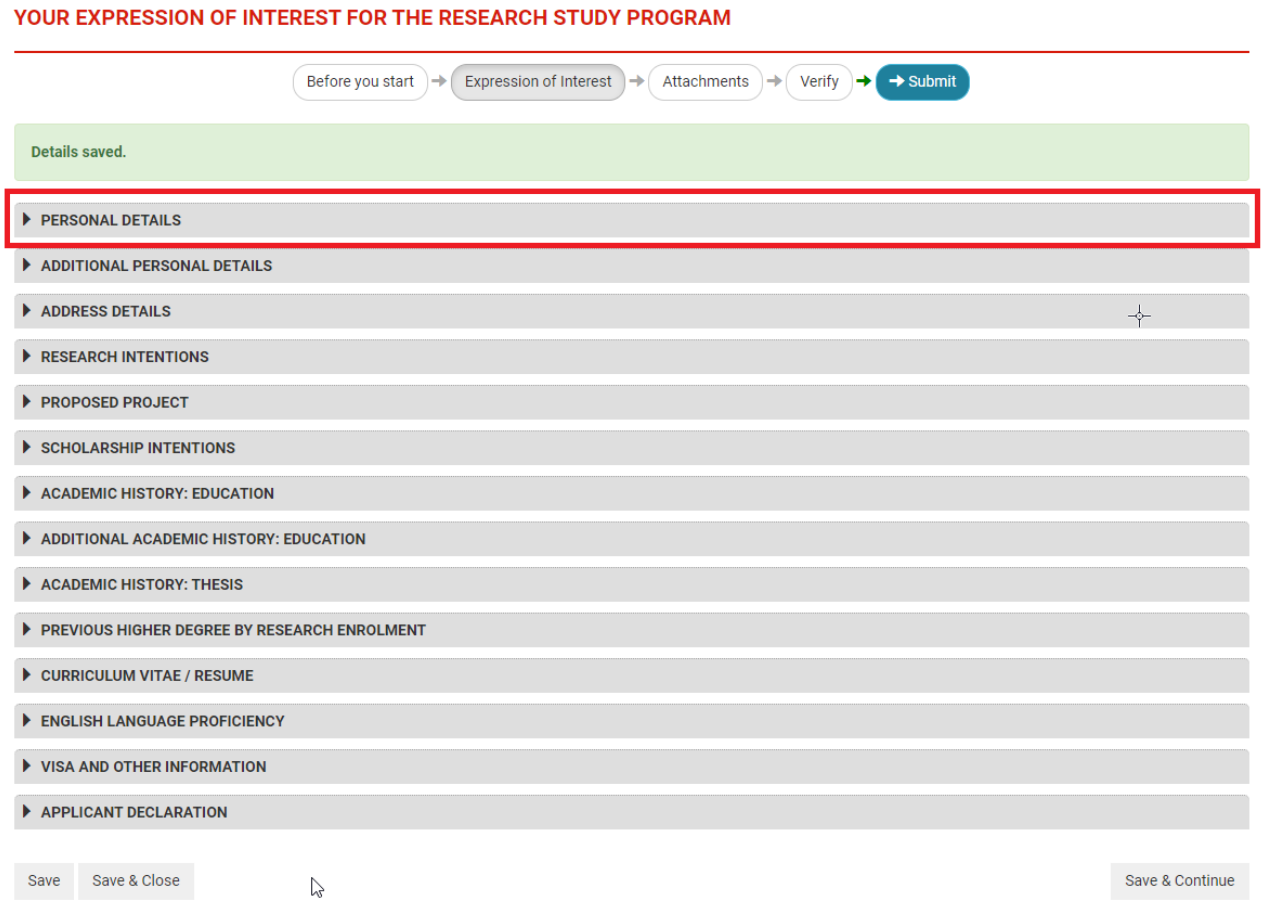
Instructions

1. Complete all (*) questions
   - You will be asked to supply supporting documentation
   - You can save this application at any time and complete it when you have the required documents
2. Attach supporting documentation
   - Scan your complete original, official documents and save these onto your computer
   - When attaching documents ensure they are A4 size
3. When the application is complete, check that the information you have supplied is correct
   - You will be asked to sign a declaration and accept the University's terms and conditions
4. Click on the Submit button
   - You will be given a reference number

Continue >

You will need to click on each section in order and fill out all the details.

If you miss any information, you will be unable to submit your application.



2 Completing the application

2.1 PERSONAL DETAILS

Please enter your personal details accurately.

Mandatory fields are indicated by a red asterisk *

If you have previously studied at UTAS, please enter your student ID number.

PERSONAL DETAILS

If you have previously enrolled at UTAS, please provide your UTAS student ID Number:

Your name as shown on your passport

Title: * Please Select

I only have one name: ☐ I only have one name

Family Name: * (maximum 80 characters)

First Given Name: * (maximum 40 characters)

Other Given Name(s): (maximum 40 characters)

Former Name (if applicable):

Gender: * ○ Female ○ Male ○ Indeterminate/Unspecified/Intersex

Date of Birth: * Day Month Year

Email: * GraduateResearch.CoSE@utas.edu.au

Mobile Telephone Number: * Include Country Code and Mobile Number, e.g. 91123456789.

Home Telephone Number: * For a landline include Country Code, Area Code and Telephone Number, e.g. 912212345678. For a mobile number include Country Code and Mobile Number, e.g. 911234567891.

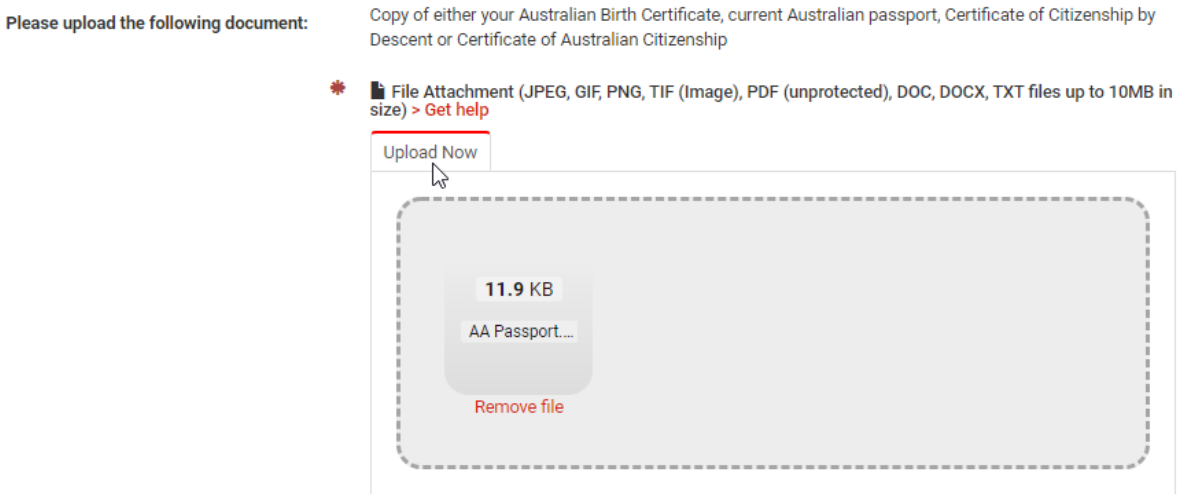
Please select your citizenship status: * Please Select

Country of Birth: * Please Select

2.2 ADDITIONAL PERSONAL DETAILS

ADDITIONAL PERSONAL DETAILS

Do you have a disability, impairment or long-term medical condition that may impair your ability to undertake the proposed research training program? * ○ Yes ○ No

Throughout the application process you will be prompted to upload documents. Many of these documents are mandatory as indicated by the red asterisk *	

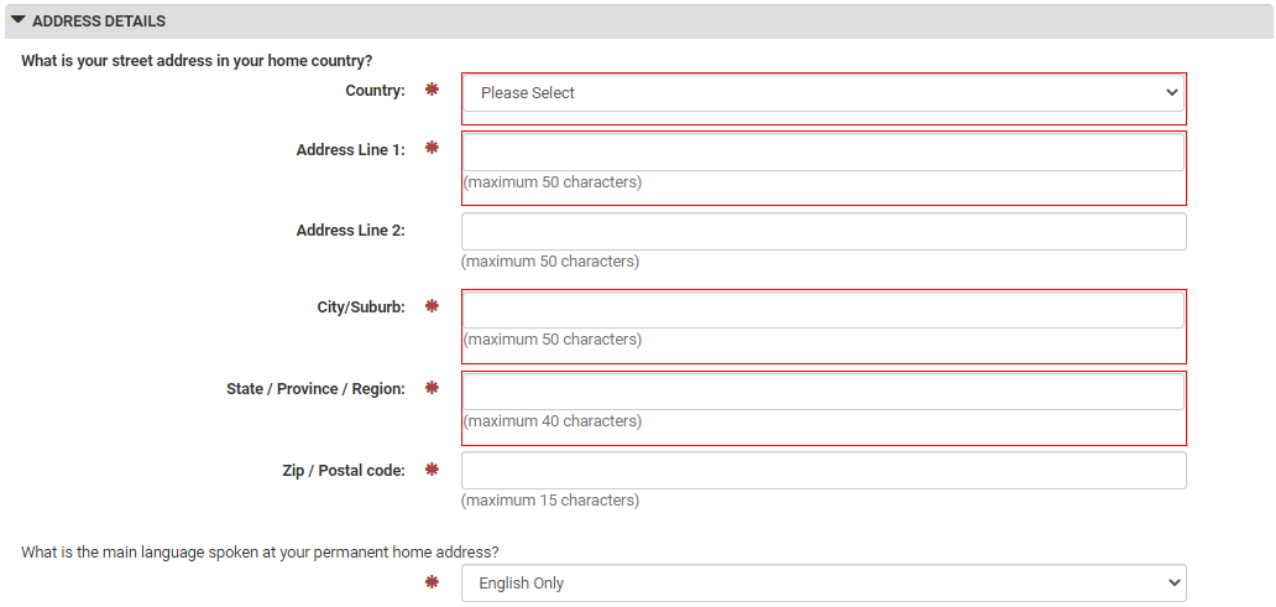
2.3 ADDRESS DETAILS

Under "What is your street address in your home country?" please enter your home address in the country where you hold permanent residency (or citizenship).

E.g. If you are a Domestic applicant please list your home address in Australia (even if you are currently overseas).

If you are an International applicant, please enter your home address in your home country (even if you are currently living in Australia)

If your current postal address is different to your street address in your home country, please enter it in the section "What is your current postal address"

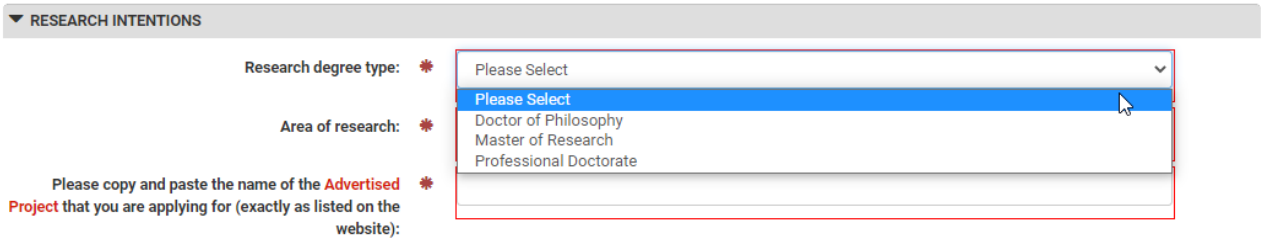


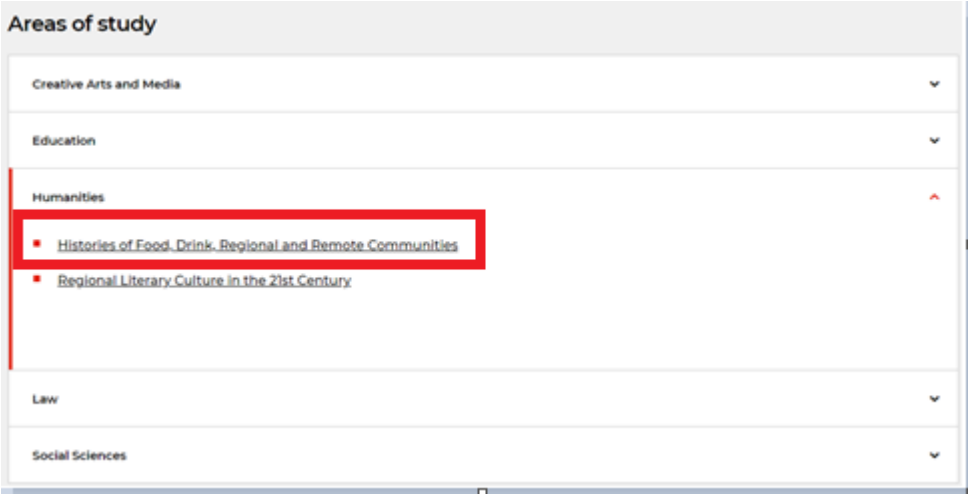
List your current address (i.e. where you live now) under "What is your current postal address?" and "Where are you now?".

2.4 RESEARCH INTENTIONS

Select the **Research Degree Type**, as indicated on the project advertisement.

In the **Area of research** section, match your answer to the Area of Study that the project falls under





Copy and paste the full name of the project title from the Available Project website (e.g. 'Dynamic Structural Loads and Motions Response of High-Speed Wave Piercing Catamarans'). Please also read the project description carefully – some projects may have specific eligibility criteria (e.g. available to domestic applicants only).	Area of research: * Please Select Please copy and paste the name of the Advertised Project that you are applying for (exactly as listed on the website): * Please upload a cover letter that outlines your interest in the project: * File Attachment (JPEG, GIF, PNG, TIF (Image), PDF (unprotected), DOC, DOCX, TXT files up to 10MB in size) > Get help Upload Now Drag and drop or click here to browse the file that you wish to attach to your application

2.5 PROPOSED PROJECT

Enter your Research Project Working Title

Develop a **Research Proposal** in collaboration with the project supervisor.

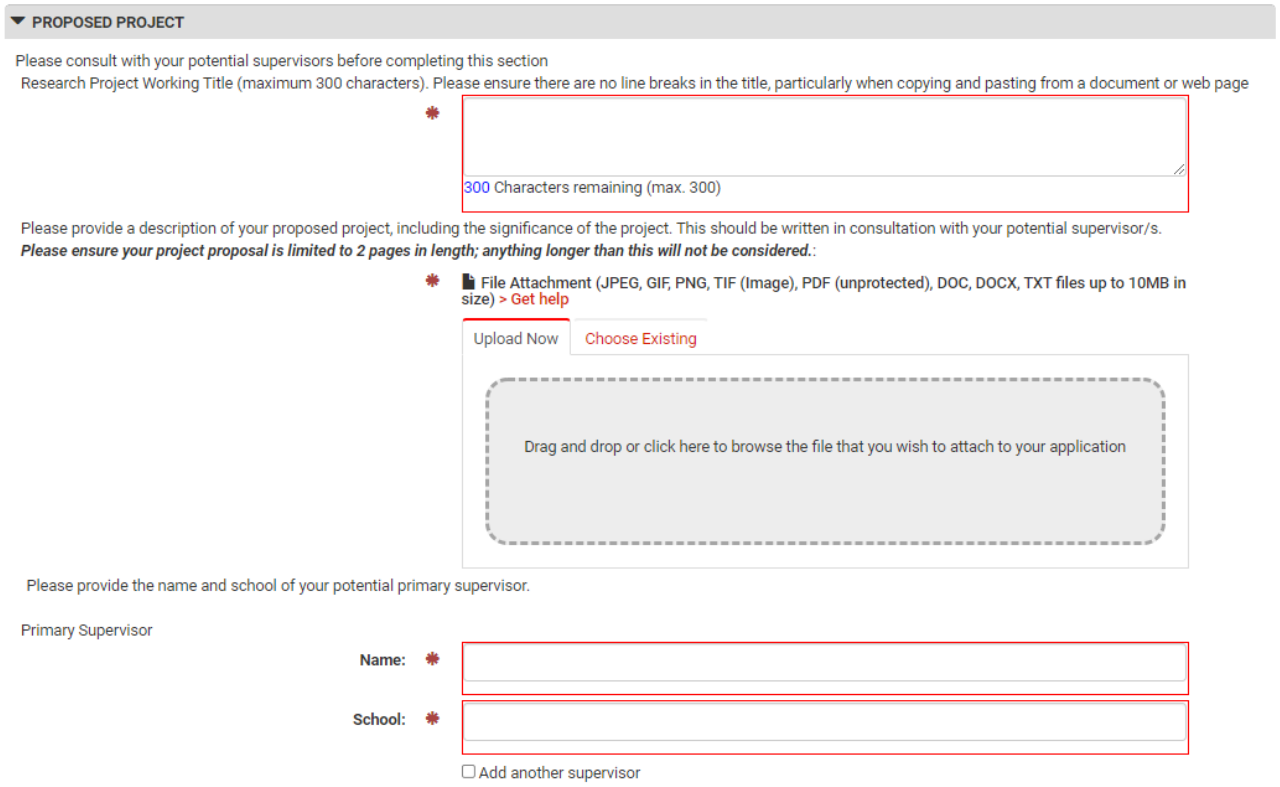
A good proposal shows you have a clear vision of the research topic and frames your project. The proposal should be approximately 2 pages long.

Please consider using this structure

- The aims and objectives of your research
- The importance of your research question to the field
- The research methodology
- The expected outcomes

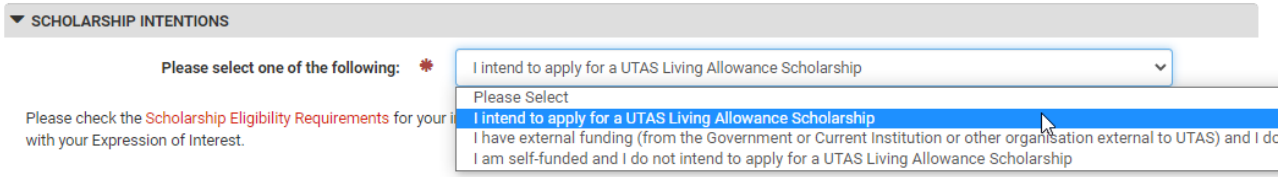
Please discuss any questions about the project proposal with your Primary Supervisor.

Enter the Primary Supervisor and School/Discipline, as listed on the project advertisement.



2.6 SCHOLARSHIP INTENTIONS

If you select that you intend to apply for a UTAS living allowance scholarship, this will include both Australian Government Research Training Program (RTP) scholarships and the Tasmanian Graduate Research Scholarships (TGRS), as well as some College/School/Institute funded scholarships. Further information is available here: https://www.utas.edu.au/research/degrees/scholarships



2.7 ACADEMIC HISTORY: EDUCATION

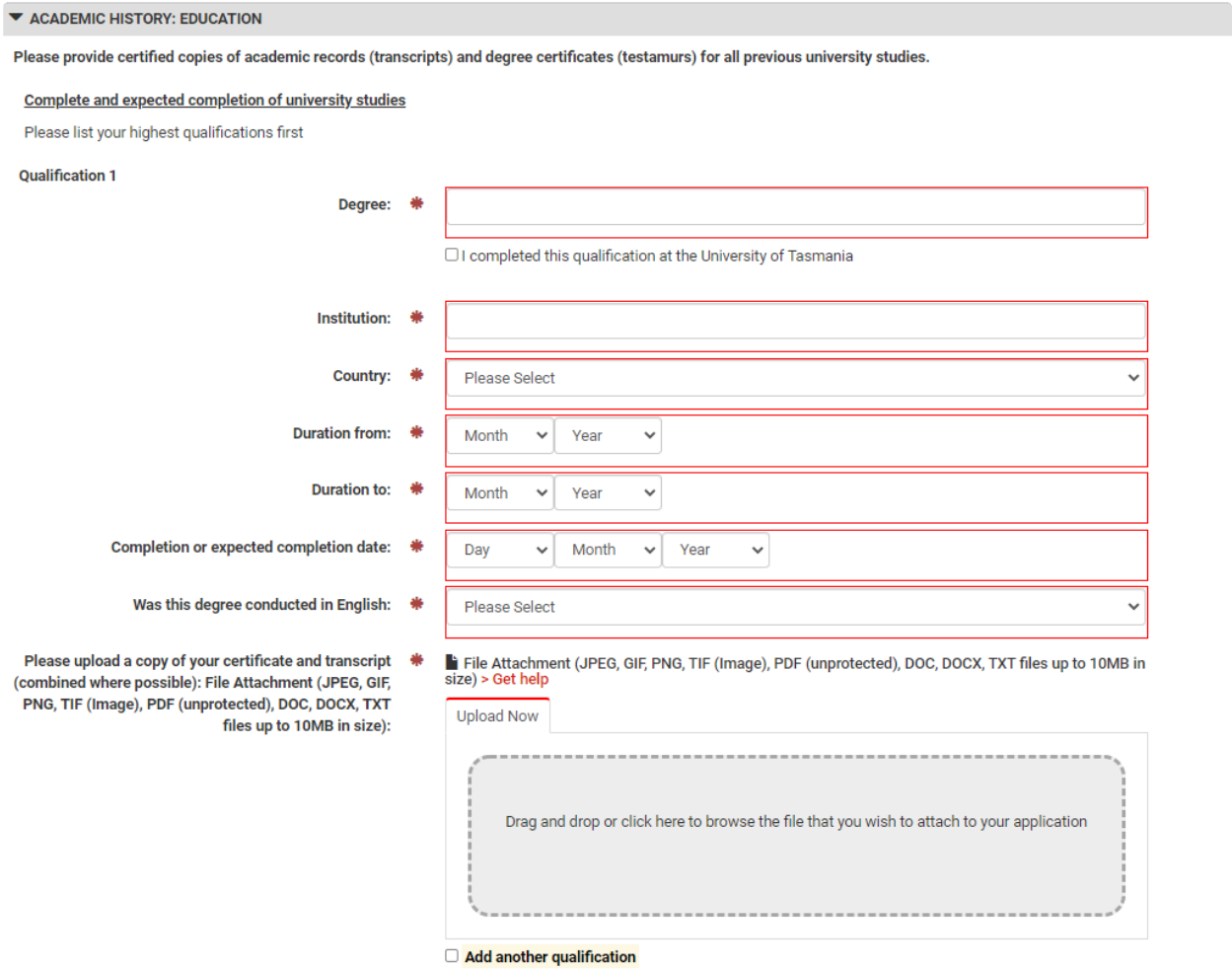
Please provide certified copies of academic records and degree certificates for **ALL** previous university studies, complete and incomplete. For example, if you have completed a Bachelor degree and a Masters degree, please include documents for both courses. We cannot complete assessment without these documents. Please combine your transcript and testamur into one PDF document for each qualification.

An academic record or transcript is an official document issued by the University as a record of all completed units and results throughout your enrolment. A degree certificate, or testamur, is an official University-certified legal document provided on the conferral of an award. The testamur generally includes your name, the degree completed, the date of conferral and the University seal.

If your transcript is not issued in English, please also provide a certified English translation.

If you are currently studying a course and due to complete within the year of application, please include a statement of your current enrolment and any results received to date.

International qualifications will be assessed against Australian Government guidelines, and the Australian Qualifications Framework. For example, if you have completed a Bachelor degree (with no research or small research component in your final year), you will not meet the minimum entry requirements for a Master of Research or PhD. You may consider applying for a UTAS Honours or Masters by



Coursework (with research component) course instead.	

2.8 ADDITIONAL ACADEMIC HISTORY: EDUCATION

ADDITIONAL ACADEMIC HISTORY: EDUCATION

What is the highest level of school that you have completed? * Please Select

What year did you complete your highest level of school? *

Provide details of incomplete education or withdrawn university studies

Exclusion

Have you ever been excluded from any higher education course, faculty or institution? * ○ Yes ○ No

Incomplete or withdrawn university studies

Do you have any university studies which you have commenced, but subsequently withdrawn? ○ Yes ○ No

2.9 ACADEMIC HISTORY: THESIS

ACADEMIC HISTORY: THESIS

Have you completed a research thesis as part of a higher education degree? * ◉ Yes ○ No

Research thesis 1

Degree: *

Overall Grade for Degree:
(if applicable)

Thesis Component of Degree : *
(% or weight e.g. 8 units out of 12)

If Thesis component is not listed on your transcript, please provide evidence issued by the Institution that confirms the research proportion of the degree:

File Attachment (JPEG, GIF, PNG, TIF (Image), PDF (unprotected), DOC, DOCX, TXT files up to 10MB in size) > Get help

Upload Now

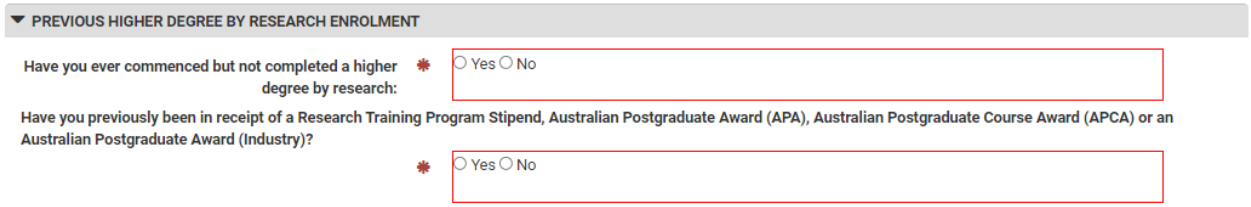
Drag and drop or click here to browse the file that you wish to attach to your application

Mark Awarded (%) for Thesis:
(if available)

Thesis word count: *
(excluding reference list, footnotes and appendices)

Thesis language: * Please Select

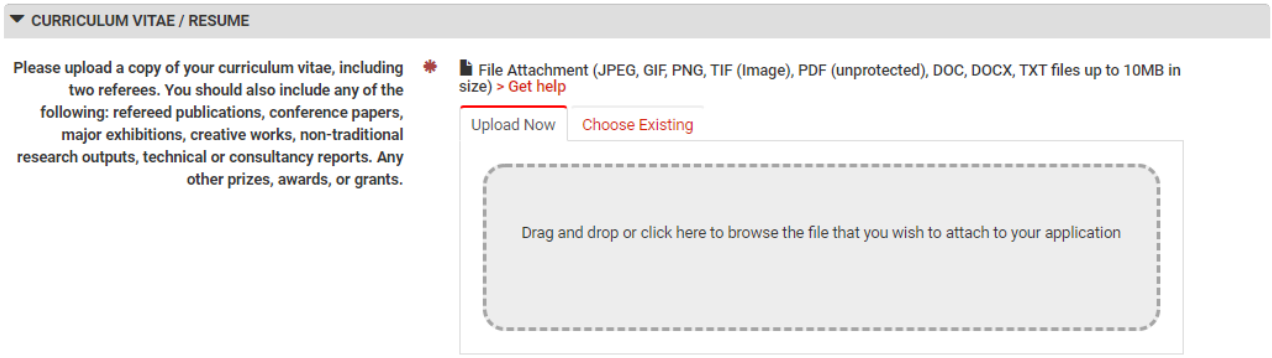
2.10 PREVIOUS HIGHER DEGREE BY RESEARCH ENROLMENT



2.11 CURRICULUM VITAE / RESUME

Please upload a copy of your curriculum vitae, including the names, phone numbers and email addresses of two referees.

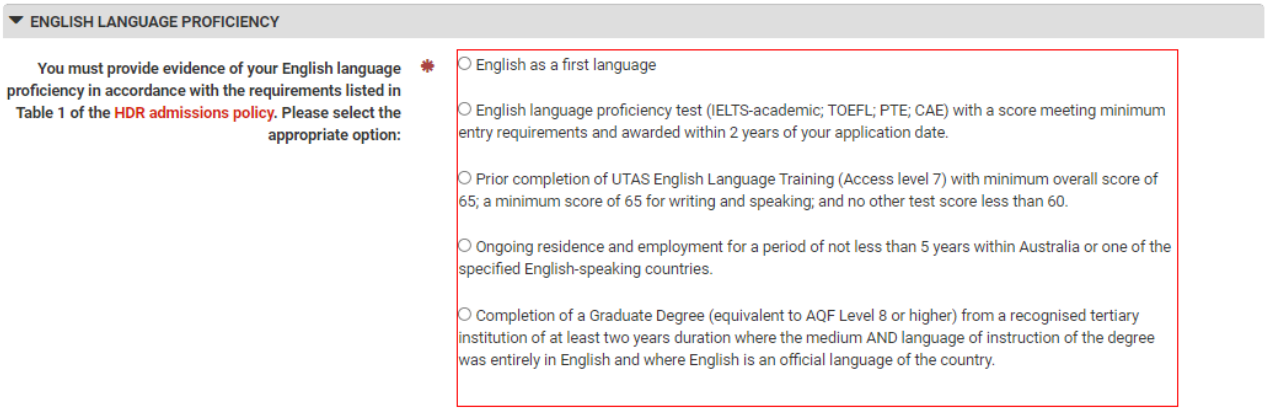
You should also include any refereed publications, conference papers, major exhibitions, creative works, non-traditional research outputs, technical or consultancy reports, and other prizes, awards, or grants.



2.12 ENGLISH LANGUAGE PROFICIENCY

Please ensure you read the information on meeting English Language Requirements on our website.

You will need to upload documentary evidence of the option you select.



2.13 VISA AND OTHER INFORMATION

VISA AND OTHER INFORMATION

Do you intend to apply for an Australian Student Visa? * ◉ Yes ○ No

Do you intend to bring your family to Australia on your Student Visa? * ◉ Yes ○ No

Please indicate which dependants will accompany you to Australia: * Please Select

It is a requirement of the Australian Government that you maintain Overseas Student Health Cover (OSHC) for the duration of your student visa: * I understand that the University will provide me with a quote for Visa Length OSHC

Are you planning on working full time or part time during your canditure ? * ○ No ○ Full Time ○ Part Time

2.14 APPLICANT DECLARATION

Please read the applicant declaration carefully, as giving false or misleading information is a criminal offence.

Once you have read this information, click **Save & Continue**

APPLICANT DECLARATION

EOI DECLARATION: The University of Tasmania collects, stores and uses information for the purposes of assessing eligibility for admission to the University of Tasmania; the provision of other services to the applicant by the University and to comply with the Higher Education Support Act 2003. All information is collected and stored on a secure server; only accessed by University staff for the purposes for which it has been collected; and will only be used or disclosed in accordance with the Data Information and Governance Procedures. Applicants are entitled to access their personal information in accordance with the Right to Information Act 2009. Queries about the collection and use of this information can be directed to the Graduate Research Office on graduate.research@utas.edu.au. Applicants who do not consent to providing the personal information requested will not be able to apply for admission to the University of Tasmania as their application could not be assessed and verified to determine their eligibility for admission.

I authorise the University of Tasmania to store information with respect to my application and to obtain or verify any other information about my academic record or history from any school, higher education institution or educational authority to enable my application to be assessed.
I understand that:

- where necessary QualSearch will be engaged to obtain this academic information and that the University of Tasmania is not responsible if any educational body/institution does not supply these records.
- the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.
- the University of Tasmania will disclose the personal information I have given in this application form to the Department of Education or other Commonwealth Agencies will collect and store my personal information in the Higher Education Information Management System
- the University of Tasmania may use the contact details provided in this application to contact me with advice and information relating to courses, offers and University services in accordance with the Privacy Policy.
- Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)

I declare that to the best of my knowledge and belief the information given in this form is correct and complete in every detail.

* ☐ I declare that to the best of my knowledge and belief the information given in this form is correct and complete in every detail.

Applicant Name: *

What prompted your interest in studying at the University of Tasmania?

* Please Select

Save | Save & Close | Save & Continue

18/06/2021	AA test upload Residence Specified country.pdf	33.7 KB	View	remove via form
17/06/2021	AA Passport.docx	11.7 KB		remove via form

Upload Other Documents

Drag and drop your files here to attach them to this application

Attach one of your existing uploads

Description

Select Existing File Select file

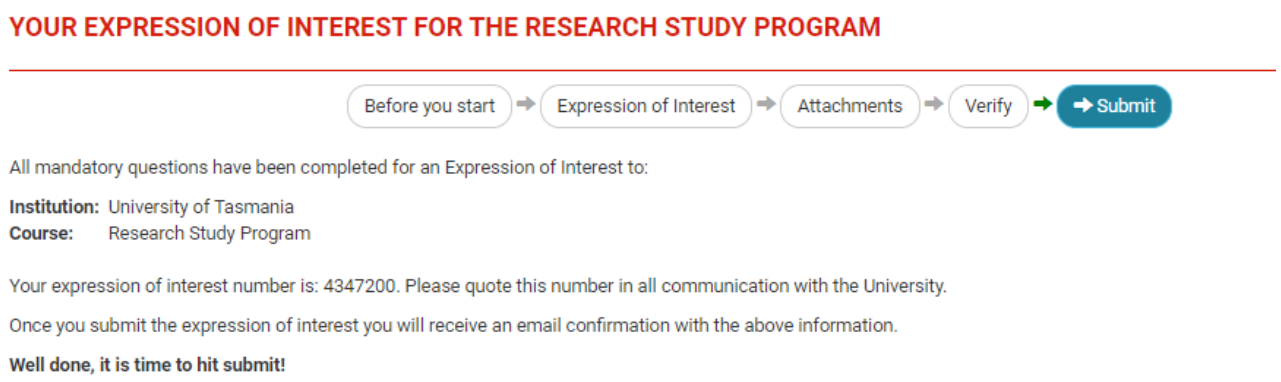
Tip: Manage your uploaded documents from the My Documents page.

Attach

Comments about your Application

If you have any additional notes or comments about your application, please enter them here.

Save | Save & Close | Save & Continue



POTENTIAL PROBLEMS

If you have missed any mandatory fields, the system will prompt you to enter information and upload any required documents.

After you have amended this, click 'Continue'

Continue

Click on 'Submit expression of interest'	**YOUR EXPRESSION OF INTEREST FOR THE RESEARCH STUDY PROGRAM** Before you start → Expression of Interest → Attachments → Verify → Submit **Details saved. Selected file(s) uploaded successfully.** All mandatory questions have been completed for an Expression of Interest to: **Institution:** University of Tasmania **Course:** Research Study Program Your expression of interest number is: 4350054. Please quote this number in all communication with the University. Once you submit the expression of interest you will receive an email confirmation with the above information. **Well done, it is time to hit submit!** Submit expression of interest Save & Close
Once your Expression of Interest is successfully submitted, you will see this screen.	**Expression of Interest Submitted** Your Expression of Interest with the following details has been successfully submitted on 20 Jul 2021 Institution: **University of Tasmania** Course Code: **RSP** Course Name: **Research Study Program** Application Number: **4350054** An email confirmation has automatically been sent to **graduateresearch.CHM@utas.edu.au** You can review the progress of your Expression of Interest and retrieve a PDF copy of your Expression of Interest form from the Activity Page. Return to My Applications