



APPLICATION PROCEDURE

Prospective international candidates interested in applying for admission to a University of Newcastle degree program can either apply directly to the University through International Admissions or through an official overseas representative (agent) of the University. Details of the University's official representatives (agents) are available at:

www.newcastle.edu/students/international/agent-representatives/

Detailed below are the six stages in the application process.

STAGE 1 **FINDING A PROSPECTIVE SUPERVISOR**

The Register of Supervisors at www.newcastle.edu.au/registerofsupervisors is a valuable resource in finding a prospective supervisor. The Faculty sections in this publication provide details of areas in which candidates can be accepted.

STAGE 2 **APPLYING FOR A PLACE IN A PROGRAM**

Decide on the specific program(s) you wish to study and complete the application form included in this publication. Complete all relevant sections of the application form and attach certified copies of all academic transcripts and any other relevant documentation. Send the completed application form directly to International Admissions at the University or to an official representative of the University in your country.

If you are seeking to study off-shore/ off-campus you may negotiate this after an offer of admission has been made. Research Higher Degree programs are not offered as distance education programs in the typical sense. It is possible, however, with appropriate approval, to study for a Research Higher Degree via off-campus enrolment and it is important that you realise that candidates undertaking off-campus study are responsible for providing their own resources and that the University does not provide special services for candidates who wish to undertake this mode of study. The majority of our Research Higher Degree candidates study on-campus. Off-campus candidates are not normally eligible for a scholarship.

STAGE 3 **WAIT FOR A RESPONSE**

Successful applicants will receive from International Admissions an offer of a place which will provide information on tuition fees, health insurance fees, the date of commencement of the program of study, accommodation and the refund policy. (If an application is unsuccessful, applicants will receive an explanatory letter.) Please note that processing normally takes at least six weeks from the time that a completed application is received.

STAGE 4 **PAYMENT OF FEES**

In order to accept the offer of a place in a program you are required to pay a deposit in advance. The payment should be in the form of an international bank draft/cheque made payable to The University of Newcastle. Please write your full name on the back of the bank draft/cheque. The bank draft/cheque can either be sent directly to International Admissions at the University or may be given to an official representative (agent) of the University in your country. Once payment has been received by the University you will receive a Confirmation of Enrolment, which is required for completing your application for a student visa at the Australian Diplomatic Post in your country.

STAGE 5 **APPLYING FOR A STUDENT VISA**

In order to apply for a student visa at an Australian Diplomatic Post you will need to obtain a student visa application form, either from the Australian Diplomatic Post or an official overseas representative of the University in your country. You will need to complete all relevant sections of the student visa application form and attach and submit all relevant documentation and visa application fee. It is not a requirement of the University that international candidates remain in Australia during the thesis examination process.

Further information is available at: www.immi.gov.au/students/index.htm

STAGE 6 **TRAVELLING TO AUSTRALIA AND ARRANGING ACCOMMODATION IN NEWCASTLE OR ON THE CENTRAL COAST (OURIMBAH)**

The University strongly suggests that you seek advice about booking an air ticket as soon as you receive your offer. Decide on the type of accommodation you wish to have at Newcastle or on the Central Coast. Information regarding the many types of available accommodation together with key contact details will be provided with your offer letter.

STAGE 7 **ARRIVING IN NEWCASTLE OR THE CENTRAL COAST (OURIMBAH)**

When you arrive in Sydney you will need to transfer (either by air, rail or coach) to Newcastle or Ourimbah, depending on where you will be studying. Information on how to transfer from Sydney to Newcastle or Ourimbah will be provided with your offer letter. Once you have arrived you are also required to visit the Office of Graduate Studies where we will go through some additional formalities with you, provide information on the RHD Induction Program and advise you how to enrol in your research program and obtain a student ID card. You will be sent an email to organise an appointment time to meet with staff from the Office of Graduate Studies.

ENROLMENT INFORMATION

How to accept an offer

If your candidature application is successful you will receive an offer letter which will include any conditions that have been placed on your candidature. The letter will outline your program, supervisory arrangements and any other details relevant to your initial enrolment.

The offer may be provisional if verification of your documents or claims is required. To accept the offer you must complete the acceptance form provided with your offer letter and return it to International Admissions with any documents requested.

If a scholarship application has also been submitted separate advice will be provided. Advice on admission to candidature will precede advice on scholarship. First round scholarship offers will be made in mid to late December. Scholarship offers must be accepted within 14 days.

Commencing your studies

Approximately two weeks before your expected arrival date the Office of Graduate Studies will contact you to arrange a meeting. At the meeting staff will assist you to enrol.

Induction

Induction sessions covering various aspects of your candidature are held each semester by the Office of Graduate Studies. An online induction is also available. These sessions will provide information about the administration of candidature and scholarships, support services and Faculty specific information. In addition, you may be invited to an induction session conducted by your faculty at which key faculty personnel will be introduced and academic and resource information will be provided.

Confirmation year requirements

The University of Newcastle requires research higher degree candidates to undertake a confirmation process within twelve months of commencement of candidature on a full-time basis (or part-time equivalent). The purpose of the confirmation process is to support students in the early stages of their candidature.

The process will allow students to receive objective confirmation that their research direction is sound, the methodologies are appropriate and the standard of writing satisfactory. Any difficulties that might impede successful completion are identified and remedied. The process also encourages students to start writing, which many find difficult early in their candidature.

Candidates are required to satisfy the following requirements within twelve months of commencement of candidature on a full-time basis (or part-time equivalent):

Present to the Confirmation Committee a written document containing at least:

- a critical review of recent work in the field
- an updated research proposal
- an updated plan of research
- an updated timetable for completion of the thesis
- a comprehensive statement of the resources required to complete the project within the funded period,
- give an oral presentation to the Confirmation Committee
- give a verbal defence of the research proposal before the Confirmation Committee.

In addition, the issues of ethics approval, intellectual property and data retention and management must also be considered.

International Academic Progress Reports

Research higher degree candidates are required to provide a report on progress twice yearly. Additional reports may be required at other times. The reporting process allows candidates and supervisors to submit independent reports plus a joint report identifying progression and completion targets.

Obtaining a student card

Once you have visited the Office of Graduate Studies you will need to attend a Student Hub on the Callaghan campus or the Campus Information Centre on Ourimbah campus to obtain a student ID card. You need to provide sufficient identification to evidence 100 points of identification, such as a passport within the first three months of arrival. If you are unable to attend in person, you can submit your request by mail using the Student ID card request form which can be accessed at: www.newcastle.edu.au/study/forms/index.html

Extraneous or concurrent enrolment

As a research candidate you are not normally permitted to undertake courses extraneous to your research program of study. Requests to do so must be approved by your supervisor, Head of School and the Dean of Graduate Studies.

The Office of Graduate Studies will process coursework requests and enrolments.

Program transfers

In a limited number of circumstances you may be able to apply for a transfer of your research program:

- from one School to another; or
- from one level of program to another (eg. Master to PhD).

Such transfers require approval from your supervisor, Head of School and Assistant Dean (Research Training). Further information regarding program transfers can be accessed at:

www.newcastle.edu.au/students/research-higher-degree/forms.html

Placements in other agencies Criminal record checks

Criminal record checks

Candidates who need to enter a public health facility for a placement, research, or any other purpose; or are involved in the teaching or care of children, the ill or other people in a vulnerable position must obtain a criminal record clearance prior to entering the facility.

A Criminal Record Check Consent form must be completed. Forms are available for download at: www.newcastle.edu.au/study/admissions/criminalrecords.html and can be submitted to any Hub.

There is a AUD30.00 processing fee charged by the agency that undertakes the checks. Failure to comply with the instructions issued with the consent form may result in delays in a clearance being issued. If the relevant agency declines to permit you to undertake this aspect of your studies, then you may not be able to complete the requirements of the program.

Vaccination cards

Any candidate who needs to enter a public health facility for a placement, research, or any other purpose is also required to maintain a vaccination card as a proof of the currency of their vaccinations. International candidates with vaccination records in languages other than English must provide a certified translation in English.

Prohibited employment declarations

Under the requirements of the Child Protection (Prohibited Employment) Act 1998, candidates undertaking placement in any area involving direct and unsupervised contact with children under the age of 18 years are required to disclose whether they are a "prohibited person". This is defined as a person who has been convicted of a serious sex offence or who is a registrable person under the Child Protection (Offenders Registration) Act 2000.

All candidates proceeding on such placements, including candidates entering the NSW public health system, must complete a Prohibited Employment Declaration.

The Criminal Record Check Consent forms, Vaccination Record cards and Prohibited Employment Declaration forms may be obtained from and lodged with the Student Hubs, once you have enrolled in your program.

RESEARCH HIGHER DEGREE APPLICATION GUIDE

1. Program selection

Before completing the enclosed application form you need to decide on your program of study. Please refer to the Faculty sections of this prospectus which provide details on research areas, and also to the table of RHD program titles in this prospectus.

When deciding on your program of study and commencement date consider whether you may need to undertake English language tuition prior to commencement.

You will be asked to provide your anticipated commencement date in section 2 of the application form.

2. Admission requirements

Assessment for admission to the University is based on your academic qualifications and English proficiency.

Master of Philosophy (M Phil)

Normal entry to candidature in the degree is a relevant Bachelor degree with Honours Class 1 or 2/1 or equivalent qualification.

Doctor of Philosophy (PhD)

Normal entry to candidature in the degree is a relevant Bachelor degree with Honours Class 1 or 2/1 or equivalent qualification, or a coursework Master degree including a minor thesis completed at an appropriate level.

3. English proficiency

A list of qualifications that meet the University's English proficiency requirements can be found on the University website at: www.newcastle.edu.au/policy/000104.html

4. Completing the application form

When you have decided on your program of study complete the enclosed application form. Ensure that your personal details are clear. The Australian Government does require us to keep your home country address on file so make sure these details are included even if you are using an education agent. If you are applying through an agent all correspondence will be sent via your agent.

5. Certified documents

All academic transcripts and certificates of completion attached to your application should be certified as true copies of the original and every page must be certified. If your documents are not in English you will need to provide officially translated versions as well as certified copies in the original language. If you are submitting an IELTS result as evidence of English proficiency the University must sight your original Test Report Form before enrolment.

Please note that the University will accept only original or certified documents. Copies must be certified by either an authorised officer of the official records department of the institution that originally issued the document, by a Notary Public, a Justice of the Peace, any Australian Education Centre or by an authorised officer of an Australian overseas diplomatic mission.

If qualifications were obtained under a former name, please attach your present name to the documents.

Evidence of graduate status should indicate that the academic requirements of the course have been completed or that the award has been conferred.

6. Relevant experience and employment

Provide a curriculum vitae detailing all relevant experience and employment.

7. Research experience and proposal

Research experience/publications.

Provide details of any research or development work performed. A statement verifying your research experience from a previous supervisor should be submitted with your application. Include details of any published papers. Attach a separate statement if necessary. You must also attach a copy of the first or title page of publications as proof of authorship.

If your Master degree included a research/thesis component, please provide evidence of how much of the degree was research-based.

Research proposal

A statement outlining the proposed area of research must be attached to the application form. A single page statement is sufficient providing it defines the chosen area of study, details the aims of the proposed research program and provides an indication of the approach to the research the applicant wishes to take. A template is available online at: www.newcastle.edu.au/students/research-higher-degree/future-students

Sufficient detail is required to enable the Faculty to determine that it has the resources, including suitably experienced supervision personnel, to support the candidature. Applicants are encouraged to research the University's research expertise (by using the Web Access to Research Portal at www.newcastle.edu.au/research/warp) and to consult with academics in the chosen research field at the University prior to submitting an application for admission. If you discuss your proposal with a potential supervisor, please provide their name.

FEES

The fees listed are in Australian dollars (AU\$) and are the average price of the program per year. The tuition fee each semester may vary according to course selection. The fees do not include international and domestic travel, accommodation and meals, books, living costs or Overseas Health Cover charges.

The fee deposit and, where applicable, the Overseas Student Health Cover are payable on acceptance of an offer of a place in a course or a program. Fees are then payable before the beginning of each new semester. All fees must be paid in full and on time. Non payment of tuition fees by the due date may result in the termination of a student's enrolment.



APPLYING TO THE UNIVERSITY

A GUIDE TO APPLICATION AND ENROLMENT

All international applications must be sent to:
International Admissions
International Office
Academic and Global Relations Division
The University of Newcastle
Callaghan NSW 2308 Australia
T +61 2 4921 6595
F +61 2 4960 1766
E IA@newcastle.edu.au

Once on campus all program related enquiries can be handled by the Office of Graduate Studies.

The University has established a Code of Practice for Research Higher Degree Candidature, which forms the basis for the provision of support and services to research higher degree candidates. It clearly defines the rights and responsibilities of all parties in our research endeavours. This Code of Practice should not be regarded lightly, but rather should be referenced often to monitor the provision of services and the fulfilment of responsibilities of individuals who contribute to your candidature. It also provides a guide to your responsibilities to the University and to those involved in your research.

A copy of the Code of Practice can be accessed on the web at:
www.newcastle.edu.au/policy/000061.html

NB: In signing your application form declaration, you acknowledge and accept that the Code of Practice for Research Higher Degree Candidature describes the respective rights and responsibilities of all parties and forms the basis of understanding and commitment between the two parties.

Degree Rules

The Rules Governing research higher degrees and other policies and procedures relevant to research higher degrees are available on the web in the Policy Library at:
www.newcastle.edu.au/policy/000830.html

The associated MPhil and PhD schedules are also available at
www.newcastle.edu.au/students/research-higher-degree/policies-guidelines/

ADMISSION REQUIREMENTS

The faculty sections of this prospectus have details of the areas in which research Master and Doctoral candidates can be accepted. The qualifications required for admission are set out in the 'Current Research Programs' section of this prospectus.

The recommendation to admit an applicant is the responsibility of the Head of School in which the research program is to be pursued, and must also be approved by the Pro Vice-Chancellor (or nominee) of the faculty.

Approval requires that:

- an applicant is appropriately qualified;
- there are projects available within the applicant's areas of research interest; and
- the School can provide supervision and resources.

Conditions may be placed on an offer of admission such as enrolment in prescribed course(s) or the mastery of specific skills and where applicable, applicants will be advised of these by International Admissions when informed of the outcome of the application.

RESEARCH PROPOSAL TEMPLATE

When preparing an application for entry into a research higher degree program it is necessary to supply a clear statement describing the proposed area of research (a research proposal). Consultation with a faculty or school academic staff member in the research area of interest is recommended prior to submission of an application.

General

Length: From one to three pages is often suitable, depending on the area of research.

Detail: The following outline may be used as a guide. You should consider each of the areas that will be relevant to your research.

Minimum: The recommended minimum requirements are identified with an asterisk (*).

Research topic/title*

Applicant name:	
Academic contact/s:	
Research topic/title:	

An initial working title should be provided and should describe the content and direction of your project.
For example: *A template for assisting research students in the development of a research proposal.*

PROJECT DESCRIPTION

Background

What is already known or unknown? Set the scene.

Aims*

What do you want to know, prove, demonstrate, analyse, test, investigate or examine?

List your project aims in a logical sequence. For example:

The aim of this project is to:

- a) Provide an outline of a research proposal
- b) Enable a prospective student to prepare a research proposal

Methodology*

How do you anticipate you will achieve these aims?*

What do you need? (specify any special equipment, software or material)

Can you access necessary data or expertise?

Do you require particular resources?*

Are there barriers or pitfalls?

Does the project involve human ethics, animal ethics or safety implications?

Is travel or fieldwork required? If so, where to, how long and at what intervals?

Expected outcomes, significance or rationale

Why is it important?

What do you expect it will deliver?

What are the expected outcomes?

Establish the importance of your project by highlighting its originality or why it is worth pursuing. Highlight the benefits, positive expected outcomes or innovative applications of knowledge.

Timetable*

Indicate the timeframe for each broad stage considering literature surveys, data collection, production, modelling, review, analysis, testing, reporting, chapter and thesis writing, and thesis submission date.

Commencement Date:

Research candidates may commence their candidature on almost any weekday during the year and are asked to nominate their intended start date. Candidates who commence their study between January and June are enrolled for Semester 1; candidates who commence between July and December are enrolled for Semester 2. Fees are charged on a pro-rata basis, from the commencement date, for the first semester. For subsequent semesters the full semester fees apply.

4. English Language (ELICOS)

Number of Weeks Start Date

NOTE: Applicants who have not completed ELICOS by December each year will be ineligible for a main round scholarship.

SECTION THREE – RELATED EXPERIENCE

5. Language

Indicate your current English language proficiency.

What is your first language?

Have you completed any of the following Language Tests in the last two years?

IELTS Yes No Date of Test

iTOEFL Yes No Date of Test

TOEFL Yes No Date of Test

Other English Qualification (Must attain a minimum score of 575 with a TWE rating of 4.5. Computer based test requires a score of 232 or more with a minimum 4.5 Essay Rating. Internet test overall score of 93 with no sub-test score less than 21)

Test Score if applicable Date of Test if applicable

Evidence of English proficiency must be provided by 31 August each year to be eligible for consideration for scholarship.

6. Education

Provide specific details of all High School/Diploma/Undergraduate/Postgraduate studies undertaken. Please attach additional pages if necessary. *NB Evidence MUST be provided for all qualifications claimed.

Career	Qualification (eg GCE 'O' / 'A' level, HSC)	Institute (eg Temasek Junior College)	Country (eg Singapore)	Study Commenced (eg Mar 1992)	Completion Date (eg Dec 2000)	Expected Completion Date (eg Jan 2007)
Undergraduate						
Graduate						
Master (Coursework)						
Master (Research Higher Degree)						
PhD/Doctorate (Research Higher Degree)						

SECTION FOUR – OTHER INFORMATION

7. Previous student

Have you previously been a University of Newcastle student?

Yes No Student ID Number

8. Country of birth

Please Specify

9. Country of citizenship

*NB Evidence of citizenship MUST be provided.

Please Specify

13. Research Proposal Description of proposed research at this University. Please attach a typed statement.

A statement indicating the nature of research you wish to undertake **MUST** be provided. A Research Proposal template is available for your use on page 65 of this prospectus and at <http://www.newcastle.edu.au/students/research-higher-degree/future-students>

*** Have you discussed your proposal with a prospective supervisor at this University? If so, please provide their name/s.**

SECTION SIX – CHECKLIST

Important checklist to ensure a quick response to your application.

Complete all sections of this application.

- Ensure you attach certified copies of all previous qualifications including award certificates (if applicable), and academic transcripts with grading systems' descriptions. Qualifications and transcripts **must** be certified by a University of Newcastle representative or agent, a Notary Public, Commissioner for Declarations, Justice of the Peace or Academic Registrar of the institute which issued the transcript. Where qualifications have been obtained under a different name, evidence of change of name must be provided (ie Marriage Certificate).
- Enclose certified copies of your English language qualification or details of English proficiency.
- Enclose a certified photocopy of the personal details page of your passport and visa if applicable.
- If your academic transcripts are in a language other than English, enclose certified English translations.
- If you are an overseas registered nurse, attach a certified true copy in English of your licence.
- Enclose a research proposal .
- Make a copy of your application for your records.

16. Declaration

I hereby apply for enrolment in accordance with the Act, By-law, and Rules of The University of Newcastle and declare that:

- I understand that I must enrol in courses that comply with the requirements of the degree program to which I have been admitted
- I authorise the University to release information regarding my enrolment to Government agencies in accordance with legal requirements
- I understand that failure to pay fees and charges owed to the University or its partner organisation by the due date may result in my access to University services being restricted, the cancellation of my enrolment and/or action to recover any remaining debt
- I certify that all information and documentation supplied by me to the University is true, accurate and complete
- I consent to the collection, storage, and disclosure by the University, Universities Australia (UA) or any UA member institution of a record of any such information or any other irregular activity that may be considered to be untrue or misleading in any respect
- I agree to comply with the rules, policies and by-laws of the University of Newcastle
- I acknowledge and accept that the Code of Practice for Research Higher Degree Candidature describes the respective rights and responsibilities of both parties and forms the basis of understanding and commitment between the two parties
- I agree to abide by the Code of Practice for Research Higher Degree Candidature

- I understand that agreement to all of these terms is a condition of my enrolment at the University of Newcastle.

Informed consent:

- I understand that the University of Newcastle is required by law to disclose information relating to any changes or breach of a student visa condition relating to satisfactory academic performance to the Department of Immigration and Citizenship (DIAC)
- I understand that the University of Newcastle is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003, and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me
- I understand that the University of Newcastle will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for the above purposes and that DEEWR will store the information securely in the Higher Education Information Management System (HEIMS) and that the information may be used in connection with the National Data Collection on University Applications and Offers and/or other collections as DEEWR may lawfully require from time to time
- I accept that DEEWR may disclose the information to the Australian Taxation Office (ATO), and that the University of Newcastle will not otherwise disclose the information without my consent unless required or authorised by law.

In signing this form you are agreeing to all of the above conditions. Please note that giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

Signature _____ Date _____

Once you have completed the above, send your completed application form to:

GOstralia!-GOzealand!
Jägerstraße 53
70174 Stuttgart
Germany

GOstralia!-GOzealand!
Alstertor 1
20095 Hamburg
Germany