

# STEPS TO APPLY FOR ADMISSION TO A CANDIDATURE FOR A RESEARCH DEGREE

These are the steps you need to take to be considered for admission to candidature for a higher research degree in the Faculty of Health Sciences. Please read them carefully before completing the application form.

## STEP 1: MAKE YOUR OWN ASSESSMENT OF YOUR QUALIFICATIONS FOR ADMISSION

### Academic requirements

To gain admission to candidature for a **master's degree** by research you must:

- be a graduate of the University of Sydney and have completed units of study appropriate to the subject area in which you seek to proceed at a sufficient level, or
- hold qualifications from another Australian or overseas university deemed equivalent to the above, or submit evidence of general and professional qualifications that satisfy the dean you have the educational preparation and capacity to pursue graduate studies.

In addition, you must meet any other requirements for admission to a particular program that the faculty has prescribed.

To gain admission to candidature for a **PhD degree** you must hold or have fulfilled all the requirements for the degree of master, or the degree of bachelor with first- or second-class honours, Division 1. The faculty may admit you to candidature without these qualifications if you complete a qualifying examination at an equivalent standard, or if you have obtained a high distinction, or a distinction in the highest unit of study available in the subject or subjects relevant to your proposed research. You may also be admitted if you have qualifications that both the faculty and the Academic Board consider to be equivalent.

If you are not sure whether you qualify for admission, you should consult the sub-dean (research students) of the Faculty of Health Sciences.

## STEP 2: PREPARE YOUR RESEARCH PROPOSAL

- Ensure that you have a clear idea of what topic area you want research do during your candidature.
- Discuss your proposed research with the postgraduate co-ordinator in the Faculty Research Group.
- The postgraduate co-ordinator will determine whether you have the training and ability to undertake the course, and whether the resources (including space, library, equipment and computing facilities) and adequate and appropriate supervision are available to support your candidature.
- Speak with potential supervisors to discuss your research.
- Prepare a 500-word research proposal to submit with your application for admission to candidature. Include details of your discussions with the postgraduate co-ordinator and your proposed supervisor (names, dates, summary of outcomes).

You should note that admission to a research degree is competitive, and consideration of your research proposal will form part of the assessment of your application.

To find your postgraduate co-ordinator, please contact the Faculty of Health Sciences Research and Innovation Office (see below).

## STEP 3: CONSIDER YOUR ATTENDANCE PATTERN AND THE LOCATION OF YOUR CANDIDATURE

### Attendance pattern

You may carry out your candidature on a full-time (FT) basis or on a part-time (PT) basis.

### Location

You may either pursue your research:

- on-campus (for candidates including Wollongong and Newcastle): residing within the Sydney metropolitan area
- off-campus (within and outside Australia): in an approved institution/professional environment with adequate facilities, subject to the approval of the supervisor and Faculty Research Group convenor. You may not be in regular physical attendance at the University, but there must be a mutually agreed arrangement for supervision. Please discuss this carefully with your potential supervisor and the postgraduate co-ordinator.

## STEP 4: COMPLETE APPLICATION FOR ADMISSION TO A CANDIDATURE FOR A RESEARCH DEGREE FORM AND SUBMIT WITH ALL REQUIRED DOCUMENTATION BY CLOSING DATE:

March 2009 intake            31 January 2009

July 2009 intake            31 May 2009

Submit your application to the following address:

Research & Innovation Office

Faculty of Health Sciences

The University of Sydney

PO BOX 170

LIDCOMBE NSW 1825

Fax: +61 2 9036 7303

Email: [fhs.resadmin@usyd.edu.au](mailto:fhs.resadmin@usyd.edu.au)

# NOTES FOR COMPLETING APPLICATIONS – RESEARCH APPLICANTS ONLY

## PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM

- 1. Change of name:** If the name you provide on this application differs from the one on any attached documentation (eg academic transcripts, residency), provide documentary evidence of the change of name with this application.
- 2. Residential status:** Provide evidence of Australian/New Zealand citizenship or Australian permanent residency status
- 3. Academic qualifications:** Supply documentary evidence for all tertiary studies except for studies completed at the University of Sydney, eg academic transcripts, degree certificates. To ensure the safety of documents, please provide certified copies rather than originals. A Justice of the Peace or a member of staff of the Research and Innovation Office can certify the photocopies. If you have overseas transcripts in a foreign language, you must provide copies of both the original and a certified English translation.
- 4. English proficiency:** If your qualifications were obtained from a university or other recognised institution where the medium of instruction was not English, you must provide evidence of English-language proficiency. Applicants whose first language is not English may also be asked to provide evidence of English proficiency.

The faculty accepts the following tests:

- **International English Language Testing Service (IELTS):** Minimum overall band of 6.5 (with no individual band score below 6.0) for all disciplines
  - **Test of English as a Foreign Language (TOEFL):** 575 minimum and 4.5+ in the Test of Written English (TWE)
  - **Computer-based TOEFL:** 233 and 4.5+ in the Essay Rating
- 5. Curriculum vitae:** A curriculum vitae which details your professional experience, including names of employers, dates of service and nature of duties in each position held.
  - 6. Other qualifications:** Details of membership of professional bodies and any relevant continuing professional education courses, including course duration and year undertaken, or other qualifications.
  - 7. Research experience:** Details of any publications, original research or papers presented at conferences.
  - 8. Research proposal:** Prepare a 500-word research proposal including details of your discussion with the postgraduate coordinator and your proposed supervisor, such as names, dates, summary of outcomes.
  - 9. Academic referee:** Provide contact details (name, telephone and fax numbers, email address) of two academic referees who have agreed to support your application.

### ENQUIRIES:

Please direct any enquiries concerning your research application to the Research and Innovation Office on +61 2 9351 9355, or email [fhs.resadmin@usyd.edu.au](mailto:fhs.resadmin@usyd.edu.au).

### PLEASE NOTE:

- You should keep a copy of your application.
- Faxed and emailed applications will NOT be accepted.
- We will acknowledge receipt of your application within ten working days.
- We will advise you of the outcome of your application and the enrolment procedures eight weeks after receipt of application.
- Enrolment must be completed before you can commence your candidature.
- Deferment of the commencement of your Research Higher Degree course is not normally permitted.



Have you ever been excluded or suspended from a tertiary course for any reason, or asked to show cause why your enrolment in any tertiary course should not be suspended or terminated, or asked to explain unsatisfactory progress in any tertiary course? YES  NO

If the answer to any of these is yes, please provide full details on a separate sheet and attach copies of any relevant documentation.

### 3. ENGLISH PROFICIENCY (SEE NOTE 4)

Do you need to provide evidence of proficiency in English?

- Yes (attach results and indicate below)  No (go to question 4)

I have attached my results in the following test:

- IELTS  TOEFL + TWE  TOEFL CBT + essay rating

I will be taking an English-language proficiency test on: \_\_\_\_\_

R&I Office  
use only

Date rec'd \_\_\_\_\_

Date checked \_\_\_\_\_

### 4. DETAILS OF PROFESSIONAL EXPERIENCE AND OTHER QUALIFICATIONS (SEE NOTES 5 and 6)

- Curriculum vitae attached  
 Other supporting documentation attached

R&I Office  
use only

Date rec'd \_\_\_\_\_

### 5. RESEARCH EXPERIENCE AND PUBLICATIONS (SEE NOTE 7)

- Details attached

Date rec'd \_\_\_\_\_

### 6. RESEARCH PROPOSAL (SEE NOTE 8)

- Research proposal attached

Date rec'd \_\_\_\_\_

### 7. ACADEMIC REFEREES (SEE NOTE 9)

- Contact details attached

Date rec'd \_\_\_\_\_

### 8. ADDITIONAL INFORMATION

Add any additional supporting information you consider appropriate to your application, including reasons for choosing this area of study.

- Information attached

Date rec'd \_\_\_\_\_

### 9. WHERE DID YOU FIND OUT ABOUT THIS COURSE?

- Search engine (eg Google)  Faculty website  University website  Newspaper advertisement  Newspaper editorial  
 Direct mail  Email from faculty  Conference/Expo/Info Session  Word of mouth  
 Other (please specify) \_\_\_\_\_

### 10. CURRENT EMPLOYMENT

- Government (please circle: current / previous)  Hospital/clinic (current / previous)  Private practice (current / previous)  
 Other (please specify) \_\_\_\_\_

Your current position title: \_\_\_\_\_

### 11. DECLARATION

I am aware that it is the policy of the University that my research should result in the lodging of a thesis that can be made available for use immediately, either to be read, photocopied or microfilmed. I declare that I have read all the instructions carefully, and that the information submitted in this application is correct and complete. I understand that the University has the right to vary or cancel an application or subsequent enrolment made on the basis of incorrect or incomplete information. I undertake to advise the faculty immediately of any change to the information submitted in this application.

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

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