


ACKNOWLEDGMENT SLIP

<h2 style="margin: 0;">School of Medicine</h2> <h3 style="margin: 0;">Application for Acceptance as a Masters by Research Candidate</h3>	 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <p style="font-size: small; margin: 0;">FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES</p> </div>
Step 1:	Lodge application with the proposed Department
Step 2:	Lodge <u>this Acknowledgement Slip</u> with the Research Higher Degrees Officer, MDHS Student Centre, Level 2 (Ground Floor) Medical Building (west wing) or Fax: +61 3 9347 7084

Title: Family Name:

Given Names: Gender M / F Date of Birth:

Address:

Suburb: State: Postcode:

Phone : Email:

Current or previous University of Melbourne Student Number.:

Previous names, if your name has changed since you were last enrolled at the University:

Please tick to indicate the program you are applying for:			
Master of Surgery		Master of Medicine (by Research)	
Master of Audiology		Master of Health Sciences (by Research)	
Master of Primary Health Care			

Proposed Department (Also list proposed external organisation if applicable):

Proposed commencement date: / / Full time Part time

Proposed Supervisor/s:

Date Lodged with the Department: / /

Lodged with: Postgraduate Co-ordinator Department Office Proposed Supervisor

Name of person lodged with: _____

SOURCE OF INTEREST (Please tick the relevant box or boxes)

The University's Open Day	Current Student of Melbourne University	
Website of MDHS	Publication (not published by Melbourne University)	
Employer	Advertisement – Specialist Journal/Periodical	
Advertisement – Newspaper	Visit from Melbourne University Staff Member	
Advertisement – Web	Faculty Postgraduate Information Session	
Family/Friends	University of Melbourne course information	
University Graduate Expo	Graduate of the University of Melbourne	
Careers Centre	Other website (not the University's website)	

School of Medicine

Application for Acceptance as a Research Higher Degree Candidate



FACULTY OF
MEDICINE,
DENTISTRY
& HEALTH
SCIENCES

NOTES:

- It is essential to make contact with a prospective department prior to submitting this application. Please lodge the application with your proposed Department (e.g. Postgraduate Coordinator) and return the Notification of Lodgement slip to the Research Higher Degrees Officer in the MDHS Student Centre.
- Separate applications are available for international students, for Master of Philosophy, PhD and Doctor of Medical Science (DMedSc).
- Note that from 2008, the Master of Science is no longer offered by Research. Science and other non-medical graduates are encouraged to apply for entry to the Master of Philosophy in the first instance.
- The University's privacy statement can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

APPLICANT SECTION

Personal Details

Title: Family Name:

Given Names: Gender M / F Date of Birth:

Address:

Suburb: State: Postcode:

(Please inform the MDHS Student Centre and your Department/External Organisation if your details change).

Phone: Home: Mobile:

Fax: Email:

Current or previous University of Melbourne student number:

Residency Status

Are you: an Australian Citizen a New Zealand Citizen a Permanent Resident of Australia

Application Details

1. Proposed Degree (refer to the Acknowledgement Slip for a list of degrees):

2. Proposed Department/s (Also list proposed external organisation if applicable):

It is essential to make contact with a prospective department prior to submitting this application.

3. Have you made contact with potential supervisors at the University of Melbourne? Yes No

Name(s):

4. Proposed commencement date:

 / /

Full time

Part time

5. Title of proposed research project (please attach a summary – refer to the checklist for details):

Research Experience

9. Have you ever submitted, or do you intend to submit, a thesis towards any of your qualifications listed above?

Yes No

10. If you have completed a Masters degree, what percentage of the course was research (eg: thesis component)

Name of course Percentage research %

Name of course Percentage research %

Are the examiners' reports from your Masters degree available? Yes No

If yes, please attach a copy of the examiners' reports.

11. Briefly describe any research (eg: thesis, research project, subject/s) you completed **as part of your tertiary studies**. Please only provide details of research completed at the fourth year level or higher.

12. In the last five years, have you gained any research experience that is relevant to your proposed research project through employment? Yes No

If yes, please give details:

13. Has your work been published in a refereed journal? Yes No If yes, please give details:

Date:	Title of article:	Pages:	Full author list (as listed in journal):	Name of journal/publisher:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Commitment of Applicant

14. Please outline below all employment commitments you expect to have during your candidature:

A full time candidate may undertake paid part time employment. The University of Melbourne does not stipulate the maximum hours to be worked, but recommends as a guide that more than six hours per week on average would be undesirable.

Name of employer:

Address at which you will be employed:

Position title: Hours of employment each week:

Brief outline of duties:

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15. Give details of how you propose to fund your participation in this course. Include details of any **scholarships** or research grants currently held or applied for:

16. Are you able to devote adequate time to complete the proposed research project and to interact satisfactorily with the supervisor(s) and Department(s)? (A full time student would be expected to devote at least forty hours per week and a part time student about half of this.) Yes No

Comments:

Intellectual Property

17. Please tick to indicate that you have read and understood the information sheet "IP Rights and Responsibilities: Information for Prospective Research Students"* (enclosed with this form)
*For copies of the information sheet, see <http://www.research.unimelb.edu.au/ridg/ip/> Yes

18. Will your proposed research project be supported by a research grant or studentship or research contract with an outside party? (e.g. where a research agency, company or government department is funding or part-funding the project under an agreement with the University)?

If you are in doubt/not sure, please discuss with your primary supervisor. Yes No Not sure

If you will be working on a project that is the subject of an agreement between the University and an outside party, the project IP will be owned by the University. This will not affect your studies or thesis examination. If the University commercialises or benefits from the commercialisation of the IP, you will share any net proceeds of commercialisation (along with any other University creators of that IP). For further information about your IP rights and responsibilities, see <http://www.research.unimelb.edu.au/ridg/ip/>

19. If you are based at an approved outside institution* e.g. a medical research institute, the CSIRO etc. have you signed that institution's agreement covering intellectual property? N/A Yes No

(*see <http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/appendixa/outside.html>)

If you have not signed the agreement, please consult your primary supervisor.

20. Will you be able to meet the University's residency requirement?
8 months full-time or 16 months part-time for all standard two-year programs (eg. DMedSc, M.Surgery);
3 months full-time or 6 months part-time for all standard one-year programs (eg. M.Audiology) Yes No

Ethics Clearance

21. Will you require ethics approval for the use of animals or humans in your research project? Yes No

References

22. Please give the names and addresses of two academic referees who are familiar with your work:

Name:

Address:

Name:

Address:

Fax and/or email address if known:

Fax and/or email address if known:

English Language Proficiency (to be completed by all applicants)

Please refer to the admissions website for the latest information on the University's English language requirements including required IELTS and TOEFL scores <http://www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html>

23. Please tick the box that indicates how you have satisfied English language requirements for admission to the University. **Please provide documentary evidence.**

In an institution where English is the language of instruction and assessment for the entire institution, satisfactorily completing either; at least the first year of a tertiary course within the last two years; OR at least a two year tertiary degree within the last five years

Satisfactorily completed the final two years of study in an approved secondary school with English as the medium of instruction and gained a pass in English in the final year

Satisfactorily completed GCE 'A' levels and attained a grade of C or better in the General Paper.

Satisfactorily completed secondary studies in a country where **English is the official language** and gained a satisfactory pass in final year English (applicants from countries with more than one official language may be required to undertake an IELTS or TOEFL test – see below).

Undertaken the American Test of English as a Foreign Language (**TOEFL**), including the Test of Written English (or the essay writing component in computer-based testing) in the 24 months preceding application, and obtained scores as prescribed by the relevant faculty.

Score obtained: Written component: Date of test: /
month year

Undertaken the International English Language Testing System (**IELTS**) in the 24 months preceding application and obtained scores as prescribed by the relevant faculty.

Score obtained: Written component: Date of test: / /
day month year

Please note that only original IELTS or TOEFL results will be accepted.

Undertaken English studies equivalent to the above. Contact the Manager, Research Higher Degrees in regard to submitting a formal case establishing equivalency:

Minimum English test results required*:

TOEFL: TWE: Computer TOEFL: Essay Writing: IELTS:

* some faculties may require higher scores.

Checklist

A certified copy is a photocopy of the original document which has the signature and official stamp of one of the following people: Barrister or Solicitor, Police in Charge of Station, pharmacist, Doctor, Dentist, Principal of School, Justice of the Peace, Clerk of Court, indicating that they have sighted the original document. The signature and stamp must appear on every page of the document. **A photocopy of a certified copy is not acceptable.**

The following documents are attached:

- Original or certified copies of transcripts for institutions other than the University of Melbourne.
Please retain original transcripts if you only have one set (Refer to Q6).
- 100-word summary of proposed research project.
- Curriculum Vitae (CV) or Resume
- Original IELTS or TOEFL/TWE certificate (if applicable) to meet English language requirements. (Refer to Q23)
- Details of candidature completed (if transferring from another university) (Refer to Q8)

I DECLARE that the information I have submitted with this application is a true and complete record of all tertiary courses I have undertaken at every university and tertiary educational institution I have attended and I hereby **AUTHORISE** the University of Melbourne to make enquiries of, and to obtain official records from, any university or tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained.

I ACKNOWLEDGE that my failure to disclose my true and complete tertiary academic record, the provision of incorrect information or the withholding of relevant information, may result in my being excluded from the University. I acknowledge that all documentation supplied with this application will remain the property of the University of Melbourne.

Signature: _____

Date: _____

**Please lodge this application form with the proposed administering Department
(e.g. Your Proposed Supervisor or the Postgraduate Coordinator).**

It is recommended that you keep a copy of your application.

**Complete the Notification of Lodgement slip and return it to the Research Higher Degrees Officer in the
MDHS Student Centre.**

SUPERVISOR SECTION

It is the responsibility of each Department to ensure that the number of supervisions for which a staff member is responsible does not exceed the recommended maximum of seven equivalent full time (EFT) students (including Honours students).

It is now a requirement that all students must be assigned an Advisory Committee, which must comprise at least three people including the supervisor(s), and the Committee Chair. The Committee Chair should be a person other than a supervisor, should be an experienced supervisor themselves, and should be a staff member of the administrative department.

Please note that normally a candidate for a Research Higher Degree may not be a supervisor of any other candidate for a Research Higher degree.

1. Supervision Arrangements

Please indicate which of the following arrangements are proposed for the management of candidature for this applicant:

In addition to the primary supervisor and advisory committee, at least one co-supervisor/adviser will be appointed for the duration of candidature:

Yes No

Or

In addition to the primary supervisor, only the advisory committee will be in place for the duration of candidature:

Yes No

2. Supervisor(s) Nominated (to be completed by each supervisor, beginning with principal supervisor). **Note that where an applicant is to be based at an outside institution, the Head of the institution will also be required to approve the application.**

	Title:	First name:	Surname:	Tenure or contract end date*:	Uni Melb Staff ID:	Hons	PG Dip or equiv.	Master's	PhD

Supervision details:

Number of equivalent full time (EFT) students currently supervising

Address for correspondence if not located in department:

Name:	Address:
Name:	Address:

*Describe below arrangements for carrying on supervision in the event of the supervisor's position not being renewed before the completion of the candidature, including the names of potential alternative supervisors:

3. Supervisory Experience (to be completed by each supervisor, beginning with principal supervisor).

(a) Have you supervised at least two RHD students to successful completion in the last five years?

Supervisor 1: Yes No

Supervisor 2: Yes No

Supervisor 3: Yes No

(b) Have you attended any supervisory training courses in the last five years?

Supervisor 1: Yes No

Supervisor 2: Yes No

Supervisor 3: Yes No

4. External Supervisors (to be completed by external nominee? what does this mean)

If an individual who is not either a University of Melbourne staff member or an honorary member of staff has been nominated as a co-supervisor, please ask her/him to supply the following information and attach a C.V. for approval by the Chair of the Research Higher Degrees Committee.

- (a) Name:
- (b) Are you willing to supervise under the University's "Principles for supervision of Research Degrees" and "Code of Conduct for Research"? Yes No
- (c) C.V. attached? Yes No

Criteria for Assessing the Applicant's Eligibility for Admission to Research Higher Degree Candidature**5. Minimum Qualifications**

For details of course-specific entry requirements, please refer to the School of Medicine, Research Higher Degrees Web Page: <http://www.medicine.unimelb.edu.au/future/rhd.html>

Does the application meet the minimum qualifications for entry to the degree? Yes No

If no, a case making an academic argument for admittance must be attached.

6. Minimum Level of Academic Achievement

Has the applicant achieved an overall H1 (80-100%) or H2A (75-79%) grade in the relevant qualification?

Name of qualification: Grade: Yes No

If no, a case making an academic argument for admittance must be attached.

7. Relevance and Currency of Applicant's Qualifications

The applicant's qualifications must be in an area that is relevant to the intended research project, including sufficient specialisation, such that the applicant will have already developed an understanding and appreciation of a body of knowledge relevant to the intended research project.

The applicant's qualifications and/or professional experience must also demonstrate that their knowledge of the discipline in which they plan to undertake their Research Higher Degree is current. It is therefore expected that an applicant will have completed their tertiary studies and/or any relevant professional experience in the 10 years immediately prior to their intended entry to the research higher degree.

Do the applicant's qualifications and/or professional experience meet the above criteria? Yes No

If no, a case making an academic argument for admittance must be attached.

8. Research Proposal (to be completed by principal supervisor)

Please comment on the applicant's proposed research project with particular reference to its quality, feasibility and the methodology to be employed.

Please complete the following checklist to identify any resources or facilities required for successful completion of the research project. Indicate the source of funding (eg: grant) for each of the expenses identified.

<input type="checkbox"/> Fieldwork	<input type="text"/>
<input type="checkbox"/> Interviews or surveys	<input type="text"/>
<input type="checkbox"/> Experimental work	<input type="text"/>
<input type="checkbox"/> Conference attendance	<input type="text"/>
<input type="checkbox"/> Other resources or facilities	<input type="text"/>

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

9. Ethics Clearance (to be completed by principal supervisor)(a) Does the project require clearance from a university ethics committee? Yes No (b) If so, when is it envisaged that an application will be made? **10. Transfer of Candidature**Is the applicant seeking to transfer candidature from another university? Yes No

If yes, please provide justification for the need to transfer:

11. Residency Requirement

All RHD candidates are required to complete a third of their degree on advanced study and research in the University unless studying at an approved outside institution. Throughout their candidature, candidates are expected to attend the University in order to benefit from planning, conducting and writing up their research within a University community and environment.

Can the applicant meet the above requirement? Yes No

If difficulties are anticipated, please attach details. Under certain circumstances permission will be given to fulfil the residency requirement by means of two or more short periods of residency.

12. Commitment of Applicant

Please note that the Department(s) must undertake an assessment of the level of understanding, motivation and time commitment of the applicant for the proposed candidature. A full time student would be expected to devote at least forty hours per week and a part time student about half of this.

Are circumstances of the candidature such that the candidate will have adequate time:

(a) To complete the proposed research project in a timely fashion? Yes No (b) To interact satisfactorily with the supervisor(s) and the Department(s)? Yes No **13. Signatures**

1. Principal Supervisor: _____	Date: _____
2. Co-Supervisor: _____	Date: _____
3. Co-Supervisor: _____	Date: _____

HEAD OF DEPARTMENT OR ACADEMIC NOMINEE SECTION

Please complete if acceptance is recommended by the Department(s). Otherwise, go to 7(b).

1. Department(s) in which the candidate will be enrolled:	Weight %
(1) <input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/>
(2) <input style="width: 95%;" type="text"/>	<input style="width: 50%;" type="text"/>

If weight is 50% per department, please specify the Administrative Department:

2. Will the candidate be located at an external organisation? Yes No

3. Supervisors Nominated

(a) Please comment on the relevant kinds of expertise that the supervisor(s) are able to bring to the proposed research project:

(b) If a nominated supervisor has not had previous experience of Research Higher Degree supervision, please nominate a senior academic who will act as their mentor:

Supervisor's name:	<input style="width: 95%;" type="text"/>
Mentor:	<input style="width: 95%;" type="text"/>

(c) Giving consideration to the current supervision load of the nominated supervisor(s), please indicate whether this candidate's supervision will increase that load beyond the recommended maximum of seven equivalent full time (EFT) students (including Honours students) per supervisor:

Yes No

If yes, name the supervisor(s) concerned and explain what provisions have been made for relief from other duties to ensure that appropriate attention and support can be given to supervision.

(d) If any nominated supervisor is expected to be absent for a period longer than two months during the candidature, please indicate when, and what arrangements for alternative supervision have been made. (Note: a statement that an alternative supervisor will be found is insufficient.)

4. Resources and Facilities

Please indicate whether all resources and facilities required for successful completion of the proposed research project will be available at this University, or whether the candidate is expected to require materials outside the University. Give details of any outside source (eg. name of institution), travel or fieldwork that will be necessary.

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

5. Outside Institutions

The following questions should be answered if the applicant is to spend more than 40% of his/her time at an outside institution. **Please note that the signature of the Head of any nominated outside institution is required for university approval (Refer to Q8 Signatures).**

- (a) Name of institution:
- (b) Are facilities, academic environment and research of the institution equivalent to those in your Department, and sufficient to support the applicant's research project over the term of the candidature? Yes No
- (c) Have arrangements been made to your satisfaction for the applicant to participate adequately in the research activities of the Department? Yes No

6. Confidentiality and Intellectual Property Agreements

Will the student be required to sign a confidentiality agreement or an intellectual property agreement? Yes No

If yes, it is the responsibility of the Head of Department to ensure that any agreement is consistent with University policy, including Statute 14.1 Intellectual Property and Regulation 17.1.R8 Code of Conduct for Research, and the implications are discussed fully with the student. Statute and Regulations are at: <http://www.unimelb.edu.au/ExecServ/Statutes/index.html>

7. Statement by the Head of Department

- (a) The Head of Department is required to state whether the proposed research project is appropriate and feasible for RHD candidature in the Department(s) Yes No

- (b) Recommendation for the degree of:
(insert name)

Unconditional Offer

Conditional Offer upon:

- Non-acceptance: The applicant's academic background is not competitive/suitable
 The area of research interest is not sufficiently well covered by department supervisors
 A supervisor in the area of research interest is not currently available
 The Department does not have sufficient physical resources for this student
 Other (please specify):

Unsuccessful applications must be endorsed by the Head of Department and returned directly to the Research Higher Degrees Officer in the MDHS Student Centre. If this applicant's area of interest is inappropriate for the Department, you may suggest potential alternatives:

8. Signatures

Head of Outside Institution:

Name: _____	Institution: _____
Signature: _____	Date: _____

Head of Department:

(For joint enrolments, signatures are required from both Heads of Department.)

Name: _____	Department: _____
Signature: _____	Date: _____
Name: _____	Department: _____
Signature: _____	Date: _____

DEAN OF FACULTY SECTION

Comments:

Name:

Signature:

Date:

APPLICATION PROCESS

APPLICANT	1. Applicant lodges application at Department (or External Organisation if applicable)
	2. Applicant lodges 'Notification of Lodgement' slip at MDHS Student Centre



DEPARTMENT	3. Supervisors review application
	4. Head of Department (and if applicable, Head of External Organisation) reviews application and recommends outcome



FACULTY	5. Associate Dean (Research Training / Research) reviews application and recommends outcome on behalf of the Dean. Research Higher Degrees Officer in the MDHS Student Centre advises applicant of outcome.
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TIMEFRAME: This process takes approximately six to eight weeks from initial submission.

APPLICATION ENQUIRIES:

Please contact the **Department** (or External Organisation if applicable) in the first instance. Further enquiries can be directed to the Research Higher Degrees Officer, MDHS Student Centre, email: mdhsrhd-applications@unimelb.edu.au



THE UNIVERSITY OF
MELBOURNE

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Web: www.medicine.unimelb.edu.au/future/rhd.html
CRICOS Provider Code 00116K

The University of Melbourne
INTELLECTUAL PROPERTY RIGHTS AND RESPONSIBILITIES:
INFORMATION FOR PROSPECTIVE RESEARCH STUDENTS

GENERAL

Statute 14.1 - Intellectual Property and the *Intellectual Property Principles* provide details of the University's policy on the ownership and commercialisation of intellectual property (IP). Their underlying purpose is to foster a culture that supports knowledge creation, knowledge transfer and entrepreneurial endeavour at the University of Melbourne.

As a matter of general principle, the University asserts ownership of IP, other than 'scholarly works' (e.g. articles, books, musical compositions etc), created by its staff.

In relation to students, honorary appointees and visitors, the University asserts ownership of IP which is '*teaching material*' (created or used for the primary purpose of teaching and education at the University) or the subject of '*specified agreements*' (incl. third-party agreements with external organisations such as granting bodies or public and private sector organisations funding contract research and development at the University). However, students, honorary appointees and visitors working on team-based projects, on collaborative projects and/or on on-going programs in large research centres need to be cognisant of the IP rights and responsibilities of all those involved. In such cases, the rights associated with joint contribution need to be respected, and staff and students should ensure that IP matters are discussed, defined, agreed and documented prior to the student's participation in the project.

All staff, students, honorary appointees and visitors at the University have a responsibility to identify, protect, manage and, where appropriate, be involved in the commercialisation of IP. In particular, all have a specific duty to disclose inventions with potential commercial value or where required by a 'specified agreement.'

STUDENTS INVOLVED IN A PROJECT THAT IS SUBJECT TO A 'SPECIFIED AGREEMENT'

Some research students have the opportunity to become involved in projects that are funded or supported by outside parties, e.g. research contracts, grants, studentships or Cooperative Research Centre (CRC) projects. If you will be working on such a project, governed by a 'specified agreement' between the University and an outside party, irrespective of whether or not you will be receiving a full or part stipend funded by the outside party, your principal supervisor must

- advise you about the terms of the agreement,
- discuss the opportunities and benefits,
- discuss how IP and any rights to commercialisation will be managed, and
- outline your responsibilities under the agreement and under University Policy.

It is a pre-condition of anyone at the University taking part in activities under 'a specified agreement' that 'the Project IP' – the IP created in the course of the project – is owned not by individuals but by the University. This enables the University to meet its legal obligations under these agreements, ensures certainty of IP ownership, helps to ensure all the creators of IP are treated equitably and assists with any commercialisation of the IP.

Ownership of the Project IP by the University does not affect your ability to complete the requirements of the course of study for which you are enrolled. Nor does it affect ownership of copyright in your thesis or your rights in relation to 'scholarly works.' Your contribution to the Project IP would be recognised as appropriate, e.g. as an author on articles and conference papers, or an inventor on a patent. In the event that the Project IP is commercially exploited and generates revenue for the University, you will be treated in the same way as staff in terms of the proportional distribution of revenue to inventors (normally 40% of net royalty revenue is shared amongst all University inventors).

If you are in any doubt about whether your project *is* affected by a 'specified agreement' (e.g. whether the project is being funded or part-funded under an external grant or contract), please discuss this in the first instance with your principal supervisor.

STUDENTS BASED AT AN 'APPROVED OUTSIDE INSTITUTION'

Some research higher degree students may be based at what the University terms an 'approved outside institution' (e.g. a designated medical research institute, the CSIRO, Museum of Victoria, etc). Those students will be asked to sign the host institution's agreement covering IP and other rights and responsibilities and will be bound by the policies of the host institution.

FOR FURTHER INFORMATION

For further information, visit the University's IP web site - <http://www.research.unimelb.edu.au/ridg/ip>.

Authorised by

Vice-Principal (Research) and General Manager, Melbourne School of Graduate Research
University of Melbourne
August 2007