QUT

Queensland University of Technology
Student Business Services
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www.international.qut.edu.au
CRICOS No. 00213J ABN: 83 791 724 622

Office use | ID No [ ][ ][ ][ ][ ][ ][ ][ ][ ]
Representative

iec online GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de

FR
0805

Application for Admission to QUT as an International Student in a Research Program

Instructions - read this before proceeding

1. Please complete the first three pages of this application if applying for Doctor of Philosophy (PhD), Professional Doctorate and Masters (Research) programs. Please print neatly in BLOCK LETTERS.
2. Do not use this form if you are a citizen of Australia or New Zealand, a permanent resident of Australia or the holder of an Australian permanent visa. For further information please phone the QUT Research Student Centre on +61 7 3138 5306 or email research.degrees@qut.edu.au
3. You will need to pay an application fee of A$55 (A$50 + 10% GST) when you submit this form (complete section 12 'Payment of application fee').

1. Personal details

Title (Mr, Miss etc) | **Surname or family name** | **Given names**

[ ] **Male** [ ] **Female** **Date of birth** [ ][ ] day [ ][ ] month [ ][ ][ ][ ] year **Current age** [ ] **Citizenship**

Permanent address in home country

Address for correspondence (If you are a current QUT student, all correspondence will be sent to your student email address.)

c/- IEC Online GmbH
Marienstrasse 19-20
10117 Berlin, Germany

Telephone | Country code | Area code | Number
Cell/mobile | Country code | Area code | Number
Fax | Country code | Area code | Number

Telephone +49 | (0)30 | 20458687
Country code | Area code | Number
Cell/mobile | Country code | Area code | Number
Fax +49 | (0)30 | 20458688
Country code | Area code | Number

Email

Email info@ieconline.de

Have you applied to QUT before? Yes [ ] No [ ] If yes, please quote your QUT student ID number N [ ][ ][ ][ ][ ][ ][ ][ ]

Marital status (scholarship applicants only; please tick one category, or specify other)

Single [ ] Married [ ] Other [ ]

Dependent children (scholarship applicants only) Number [ ] Age/s

2. Preferred course of study

Proposed year of entry [ ][ ][ ][ ] **Proposed month of entry**

Mode of study Full-time (on campus) [ ] Part-time (external) [ ] Full-time (external) [ ]

	Course code	Name of course	Discipline area
1.			
2.			

Applicants are strongly recommended to make contact with potential supervisors at QUT prior to submitting an application. Prior contact with your supervisor will aid the progress of your application. Please provide details of a potential supervisor with whom you have discussed your proposed research program.

Supervisor's name

Faculty | School

3. Proposed research program

Please prepare a clear statement of no more than 500 words using the headings provided:
- area of research, including faculty/centre/school in which course of study lies (if known)
- objectives of the program of research and investigation
- research methods and plan including reference to key literature sources and ethics
- proposed QUT principal supervisor/QUT associate supervisor(s)/non-QUT associate supervisors (if known).

4. Research experience

Please provide your curriculum vitae including previous employment details and research experience including copies of abstracts (see guidelines for further details).

5. Current visa status

Are you currently in Australia?   Yes ☐   No ☐

What type of visa?   ☐   Student → Which institution are you studying at? _____
(Please attach a photocopy.)

☐   Other → Please name. _____

6. Educational qualifications

Please give details of all your secondary education and other post-secondary courses that you have attended or are currently studying. You must attach certified copies of your academic results, including English translations where necessary. QUT GMAT code is **1677**.

Original academic records or portfolios will not be returned.

Name of school or institution	Name of qualification or examination (eg Bachelor of Engineering etc)	Attendance dates month/year to month/year	Course completed? yes/no

Have you ever been excluded from previous tertiary study? If yes, please attach details.   Yes ☐   No ☐

7. English proficiency

☐ I will take or have taken an: ☐ **IELTS** (academic) test   TRF Test Report Form number _____

☐ **TOEFL** test (QUT TOEFL code is **9778**.)   on ☐☐ ☐☐ ☐☐☐☐
day   month   year

☐ My secondary studies/tertiary studies were conducted entirely in English, and I have achieved a pass grade in my English language subject. **Please attach documentary evidence.**

*You **MAY** be exempt from taking a formal test if your secondary or tertiary studies were conducted entirely in English and you have passed an English language or one or more Communication subjects. Please refer to English Language (www.international.qut.edu.au/apply/howtoapply/ entryreqs/english.jsp) for further information about the minimum level of English proficiency requirements for admission to QUT courses.*

8. Scholarship applicants

Have you been awarded a scholarship for the preferred course of study on this application?   Yes ☐   No ☐

If **yes**, please indicate the name of your sponsor organisation: _____

Please attach official provisional documentation from your funding organisation, including course of study, duration of scholarship, scholarship value and what is paid by the scholarship, eg. tuition fees, Overseas Student Health Cover (OSHC). QUT can only accept payment for tuition fees and other associated course costs. QUT cannot accept payment for living or personal expenses.

Endeavour International Postgraduate Research Scholarship applicants (IPRS)

Please refer to the IPRS applicant information available in the Scholarships section of our website at www.international.qut.edu.au/apply/scholarships/

This is an Australian Government scholarship, awarded on academic merit and research potential which covers tuition fees and overseas student health cover for up to two years for a Masters by Research and three years for a PhD degree.

Eligible international applicants who receive an unconditional offer (including meeting the University's English language requirements, completing a qualification or submitting original or certified documentation) of a place in your course will be considered automatically for the IPRS scholarship. The closing date for each IPRS round is 30 September of the year preceding your proposed commencement of study at QUT.

Will you take up the offer at QUT if you are not awarded an IPRS?   Yes ☐   No ☐

Have you applied for an IPRS at other tertiary institution(s) in Australia?   Yes ☐   No ☐   If yes, please indicate which institution(s):

1. _____   2. _____

Alumni Scholarship

If you have previously completed a degree course at QUT do you wish to be considered for the QUT Alumni scholarship for a subsequent QUT degree course?   Yes ☐

(This scholarship offers a 20 per cent reduction in the first semester's tuition fees. Full details are at www.international.qut.edu.au/apply/scholarships)

9. Academic referees

Please provide the details of TWO (2) academic referees who are familiar with your current research or research potential and request them to complete the academic referee reports enclosed or provided on our website. The two academic referee reports must be received by International Student Business Services, Queensland University of Technology by 30 September of the year preceding your proposed commencement of study at QUT. For further information, please refer to our website www.international.qut.edu.au

1. Name _____   **2. Name** _____

Position and Organisation _____   Position and Organisation _____

Mailing address _____   Mailing address _____

Email address _____   Email address _____

10. Supporting statement

You may wish to provide extra information to support your application. Also, if you have any disability that may affect your learning (eg vision, health, mobility) you should provide early advice so the University may assist you. Please attach additional information on a separate sheet.

11. Privacy statement

QUT collects the personal information on this form to assess your application for admission and for other University purposes if you enrol as a student of QUT. The collection is authorised under the QUT Student Rules. In the case of applicants eligible for a scholarship, additional information is collected to administer the scholarship scheme and determine entitlements. Information explaining how QUT manages students' personal information, and our practices for disclosure, can be found at www.studentservices.qut.edu.au/info/contacts/QUT_u/privacy.jsp

12. Declaration (all applicants **must** sign)

I agree to obey the statutes and rules regarding admission and enrolment at QUT as documented in the current QUT Handbook available at www.handbook.qut.edu.au. I declare that to the best of my knowledge the information given in this application and the documentation supporting it is correct and complete. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and studies, and authorise QUT, in the case of postgraduate applicant processing, to verify such records through QualSearch. I authorise the University to obtain and verify further information with respect to my application and, if necessary, provide information to educational institutions, admission centres and government, legal or other regulatory authorities. I agree to present the original copies of my academic results and transcripts for verification by QUT, if requested. I understand that QUT reserves the right to withdraw my offer or enrolment at any stage during my course where false, misleading, incorrect or incomplete information has been provided. I have read and understood the sections of this booklet relating to the courses I have selected, admission procedures, entry requirements, fees, refund policy and the privacy statement. I undertake to make timely payments of any fees or associated costs for which I am liable. I am aware of the likely costs of my stay in Australia and I understand that neither QUT nor the Australian Government is obliged to help me if I require financial assistance. I understand that if I have children between the ages of 6 to 15 who will accompany me in Australia, I will be required to pay compulsory school fees. I understand that any information I provide to QUT may be made available to Commonwealth and State Government agencies, and to the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

Applicant signature _____ **Date** [ ][ ] [ ][ ] [ ][ ][ ][ ]
day   month   year

If you are using the services of a formal QUT representative to process your application, all communication about your application will occur with that representative unless you advise otherwise in writing.

13. Payment of application fee

Application fee TOTAL: A$55.00 → Please tick your method of payment below..

Do NOT send cash or personal cheques

Office use only	Pick number: 38
ID No [ ][ ][ ][ ][ ][ ][ ]	

Bank draft [ ] Please make bank drafts in Australian dollars payable to: **Queensland University of Technology**

Name on card _____

Cardholder's signature _____

Student name _____

Credit card [ ]

Mastercard [ ]

Visa [ ]

American Express [ ]

Card number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]   Expiry date [ ][ ] / [ ][ ]
month   year

Application checklist

Please tick each box to indicate that each item has been completed or enclosed where appropriate.

Have you:

[ ] read and understood the University's admission procedures (www.international.qut.edu.au/documents/Admissions_process.pdf), admission requirements (www.international.qut.edu.au/apply/howtoapply/entryreqs/), privacy statement, and the international tuition fee and refund policy and its conditions (www.studentservices.qut.edu.au/pdfs/pubs/Int_refund_policy.pdf)

[ ] attached the A$55 (A$50 + 10% GST) non-refundable application fee

[ ] completed all sections of this application form (where applicable)

[ ] attached certified/notarised documentary evidence of English language qualifications (where applicable)

[ ] attached certified/notarised documentary evidence of all academic studies undertaken (including studies not completed)

[ ] attached proposed research proposal

[ ] attached a curriculum vitae (CV)

[ ] attached applicable copies of abstracts (publications)

[ ] attached original documentation from sponsor organisation

[ ] attached completed MOU and application addendum (external applicants only)

[ ] made two copies of the referee reports and forwarded them on to the referees (IPRS applicants only)

[ ] ensured the academic referees' reports are returned to International Student Business Services by 30 September of the year preceding your proposed year of entry?

Referee Report

Academic referee's report

For the applicant: Please make two copies. Alternatively this form is available at www.international.qut.edu.au. Please complete Section A and pass the form to a person who you wish to act as your academic referee. This person should be a senior academic conversant with your most recent studies.

For the referee: Please complete Section B and send the completed form to QUT – International Student Business Services (address at the bottom of this page). The deadline for all applications and referees' reports is 30 September of the year preceding the applicant's proposed year of entry.

Section A (to be completed by the applicant)

QUT student number (if known): ☐☐☐☐☐☐☐☐

Dr/Mr/Mrs/Ms/Miss   Given name(s) .... Surname ....

Postal address: ....
....

Email address: ....

Telephone: ....   Fax: ....
(include area code)   (include area code)

Proposed year of entry:..

Proposed course of study:..

Have you already commenced this course?   Yes ☐   No ☐   If **yes**, please indicate your commencement date: ....

Section B (to be completed by the academic referee)

Title and name of referee: ....

Position and organisation: ....

Postal address: ....
....

Email address: ....

Telephone: ....   Fax: ....
(include area code)   (include area code)

Applicant's actual or predicted final examination results. Please indicate whether actual or predicted: ....

Are special awards or prizes likely to be obtained by the applicant?   Yes ☐   No ☐

Based on the quality of completed work, the applicant is seen as having a record that is:

Outstanding ☐   Very good ☐   Good ☐   Mediocre ☐   Poor ☐

Based on the applicant's overall academic performance and potential for the proposed course, the degree of support I give the applicant is:

Outstanding ☐   Very good ☐   Good ☐   Mediocre ☐   Poor ☐

If you wish to clarify any of the above ratings or add comments on the applicant's suitability for graduate admission and/or a scholarship, please do so (attach a separate sheet if there is insufficient space). If you have been asked for a report by more than one applicant for the same course at the same institution, it would be helpful if you would rank the applicants, if this is possible.

....
....
....
....
....

The referee is requested to forward this report directly to:
The Manager
International Student Business Services
Queensland University of Technology
Victoria Park Road
KELVIN GROVE Q 4059
AUSTRALIA
Fax: +61 7 3138 3529

Closing date: 30 September of the year preceding the applicant's proposed year of entry.

Guidelines for Completing the
International Research Application

General guidelines

1. Please complete the FR Form only if you are applying for entry to one of the following courses at QUT. If you are not applying for one of the listed courses, you should use an F Form.

IF49 Doctor of Philosophy (PhD)

Professional Doctorate
CN89   Doctor of Project Management - External
ED11   Doctor of Education
HH50   Doctor of Social Science
HL90   Doctor of Health Science
LW50   Doctor of Juridical Science
KK49   Doctor of Creative Industries

Masters by Research

BN71	Master of Applied Science (Research)	IT60	Master of Information Technology (Research)
BN72	Master of Engineering	LW52	Master of Laws (Research)
BS92	Master of Business (Research)	JS52	Master of Justice (Research)
KK51	Master of Arts (Research) (Creative Industries)	HH40	Master of Arts (Research)
ED12	Master of Education (Research)	SC80	Master of Applied Science (Research)
HL84	Master of Applied Science (Research)		

2. **Fees.** For information on fees, please refer to the enclosed courses booklet.

Instructions for completing the FR form

Section 2 - Preferred course of study

Higher Degree Research (HDR) students are permitted to commence their course of study at anytime of the year and are not restricted to Semester 1 and 2 entry points. Please indicate your proposed year of entry and proposed month of entry in Section 2 of the FR form.

External enrolment. If you would like to undertake the course either part-time (external) or full-time (external), please complete the External Applicant Addendum and the Memorandum of Understanding between the external associate supervisor of the PhD candidate and the Faculty supervisor at QUT. These forms are available from the following website: www.rsc.qut.edu.au/future/apply/external.jsp. Provisional PhD enrolment will become effective when the student pays the first semester's tuition and Guild fee and returns the completed enrolment form to QUT.

If students are travelling to Australia to study for less than three months at QUT, then it is possible to obtain a Visitor's Visa. If the on-shore period of study is intended to be greater than three months, students must arrive in Australia on a Student Visa. To obtain a Student Visa, a Confirmation of Enrolment form will be issued to candidates for the length of their proposed stay at QUT, as long as fee payments have been made and all course requirements have been met. If you travel in Australia on a Student Visa you are required to take out Overseas Student Health Cover (OSHC). Full details of OSHC are at the following website: www.oshcworldcare.com.au.

Where a student attends QUT in Brisbane for longer than 12 weeks per year, the student will be required to pay the appropriate semester full tuition fee before arrival at QUT. The cost of any communication or other expenses incurred offshore is the responsibility of the student.

Applicants applying for the PhD program should also refer to the Doctor of Philosophy Regulations available from the following website: www.mopp.qut.edu.au/Appendix/appendix09.jsp

Section 4 - Research experience

Please prepare your curriculum vitae using the following headings:

Publications	**For each publication, list the following information:**
Authorship:	Sole/first named/other joint author
Type of publication:	Book/book chapter/journal article or paper/conference abstract/oral paper at conference/art exhibition
Referred publication:	Yes/No
Title:	Full title of publication
Journal and page numbers:	(if relevant)
Publisher and ISBN No:	For books

Employer details	**Only include employment relating to your research career. List current and previous employment and give the following information for each position:**
Employer:	Name of employer
Industry:	Industry in which employer involved
Date started and finished:	Please indicate full-time/part-time
Position:	Title of the position held
Duties:	Brief outline of duties (up to 50 words)
Relevance to research:	Please comment on the relevance of this experience to your proposed research (up to 100 words)

Section 8 - Scholarship applicants

If you have been awarded a scholarship for studies at QUT, please attach official documentation from your funding organisation. The documentation must state the course of study at QUT, the duration of the scholarship, the value of the scholarship and what is paid by the scholarship, eg tuition fees, student guild fees, Overseas Student Health Cover (OSHC). Please note that QUT can only accept payment for fees and associated course costs and cannot accept payment for living or personal expenses.

IPRS

IPRS applications close on 30 September each year. Successful applicants will be notified in early December and study will commence in the following year. To be eligible for IPRS, applicants must not commence their program of study prior to the IPRS round being finalised.