



Graduate School

APPLICATION FORM 2024

**AUSTRALIAN GOVERNMENT RESEARCH TRAINING PROGRAM (RTP) SCHOLARSHIP
STIPEND AND FEE-OFFSET**

Please Note: Before completing this application form, you must read the **Information for Applicants** and the **Criteria and Scoring Guidelines** which can be found on the Graduate School website.

Referee's Reports are to be used in conjunction with the application form and are located on the Graduate School website. It is the applicant's responsibility to send the referee report (a form which can be downloaded from the website) to their chosen referees for completion and ensure that they understand the application deadlines, noting the referee will be expected to submit the referee report direct to the Graduate School.

Please ensure all requested documents are attached and all questions must be answered. If you have insufficient space, please attach a separate sheet.

The form must be filled in electronically. Hand written forms will not be accepted.

It is the applicant's responsibility to ensure the proposed supervisors have signed this form ***prior*** to you submitting it to the Graduate School.

Incomplete applications will not be assessed.

Applications are due by midnight **15 October 2023**. Late applications will not be accepted.

ATTENTION MAC USERS: This form will be corrupted if opened in Preview.

SECTION A: APPLICANT DETAILS

Title:

Family Name:

First Name:

Former Name:

Date of Birth:

Email Address:

Telephone:

Home address:

Southern Cross University Student ID (if applicable):

In what country were you born?

Are you an Australian citizen?

YES

NO

Are you a New Zealand citizen?

YES

NO

Are you an Australian permanent resident?

YES

NO

SECTION B: APPLICATION POOL

(i) Please indicate if your application is to be considered under Pool A or Pool B?

Pool A: Pool B:

[\(Please refer to the Australian Government Research Training Program Scholarship Scoring Guidelines.\)](#)

SECTION C: ENROLMENT DETAILS

(i) Degree for which you are in/applying for:

(ii) Are you already enrolled at Southern Cross University? YES NO

If YES, on what date did you commence your studies?

If NO, what is your approximate start date?

NOTE: If you are awarded a scholarship, you must start Full-Time study and On Campus by 31 March 2024 unless prior permission is obtained. [\(Refer to Information for Applicants\)](#)

(iii) In which Faculty do you propose to/currently undertake your research in?

(iv) What is your approved research title (if already enrolled), or (if not yet enrolled) the research topic you have discussed with the proposed supervisors and the Faculty Director, Higher Degrees Research Training?

(v) If already enrolled please list your current Principal Supervisor and Co-Supervisor(s) for your candidature (minimum of two):

(vi) If you are not already enrolled, please list who the potential Principal Supervisor and Co-Supervisor(s) will be for your candidature (noting that you must have contacted them and have their agreement to supervise you should your application be successful):

(vii) Please confirm you have attached a 1-2 page research proposal YES NO

SECTION D: OTHER AWARDS

(i) Have you applied for any other awards or scholarships for 2023/2024? YES NO

If YES, please provide the following details:

Name of award/scholarship:

Institution to which you applied for the award/scholarship:

(ii) Are you currently receiving a postgraduate award or scholarship? YES NO

If YES, please provide the following details:

Name of award/scholarship:

Name of institution at which you hold the award/scholarship:

Annual value of the award (\$AUD):

What is the period for which you hold this award?

Have you attached a separate sheet briefly demonstrating:

The study or research financed by the award.

Allowances and benefits payable by the award, including frequency of payment (official papers etc., showing these, are preferred).

(iii) Have you ever received a postgraduate award before? YES NO

If YES, please provide the following details:

Name of award/scholarship:

Name of institution at which you hold the award/scholarship:

What is the period for which you hold this award?

SECTION E: ACADEMIC QUALIFICATIONS

Please provide detail of all degrees as requested in the following tables:

NOTE: You must attach certified copies of your official academic records as proof of any qualification not obtained from Southern Cross University. These records must include a full transcript of subjects undertaken, including grades awarded and a clear statement that the award requirements were met. A letter from the University Administration will suffice. Most importantly, you must indicate the percentage of research, if any, contained in the award. If the space below is insufficient, please provide the information as a separate attachment.

(i) **Completed Undergraduate or Postgraduate Coursework and Honours Degrees:**

Qualification	Year Completed	% of Research	Institution
Australian Research Hons (H1) or equiv.			

Qualification	Year Completed	% of Research	Institution
Australian Research Honours (H2A) or equivalent or Masters by Thesis (>50%)			

Qualification	Year Completed	% of Research	Institution
Honours (H2B)/Masters with reduced research component (>25%)			

Qualification	Year Completed	% of Research	Institution
Honours (H3)/Masters with reduced research component (<25%)			

Qualification	Year Completed	% of Research	Institution
Masters Qualifier /PhD Qualifier			

Qualification	Year Completed	% of Research	Institution
Hons/Masters by coursework			

SECTION F: PUBLICATIONS**(i) Do you have any publications?****YES****NO**

If YES,

- Please detail a maximum of five of your best publications/creative works in total below, these are the only publications that will be considered towards the final score as part of the application.
- Please provide the necessary documentary evidence to support each publication listed by numbering your publications 1 to 5.
- Please note, if a copy of the output is not provided, then the output will not be considered.
- An English version of the publication/output must be provided along with this application.
- All publications must meet the eligibility criteria for one of the publication types below and will be verified to the [Excellence in Research for Australia \(ERA\) submission guidelines](#).

Important to note.

Please refer to the [RTP Scholarship Scoring Guidelines and RTP Scholarship - Information for applicants](#) and checklist below for the necessary evidence required to be supplied.

The publications listed below must be accepted for publication in its final form by the journal/publisher. Publications of up to ten years from their publication date will be considered. Publications older than ten years will not be counted.

- **Books.**
(6 points - First Author)
(4 points - Co-Author/other author)

Book must be a major work of scholarship, offered for sale, have an ISBN, be written by a single author or joint authors who share responsibility for the book, have been published by a commercial publisher or peer reviewed if published online only.

- **Book Chapters in Research Book.**
(5 points - First Author)
(3 points - Co-Author/other author)

Must be a contribution consisting of substantially new material, to an edited compilation in which the material is subject to editorial scrutiny. It must be in a book offered for sale, have an ISBN and have been published by a commercial publisher, or peer reviewed if published online only.

- **Refereed Journal Article.**
(5 points - First Author)
(3 points - Co-Author/other Author)

Must be a research article published in a scholarly peer reviewed journal with an ISSN.

- **Other peer - reviewed research documents in the public domain.**
(2 points - First Author)
(1 point - Co-Author/other Author)

Conference publications must be full paper refereed. Annual progress reports of large projects may count if they report on and draw on conclusions from completed phases of the research. Applications must include evidence of external review e.g. conference proceedings (refereed full papers only, no abstracts), departmental technical reports or equivalent creative productions.

- **Creative Works Equivalences** – Please refer to the [Australian Government Research Training Program \(RTP\) scoring guidelines](#) to determine the type of creative work your works aligns with and the points applicable within that category. The following information will be required in order to verify these submissions:

Please detail this information if applicable to your submission

- Publisher (if applicable)
- Place and date of publication
- Type of work (e.g. interactive video installation, website, novel etc.)
- Extent (e.g. size, dimensions, duration, number of images/works)
- Standard number (e.g. ISBN, ISSN, ISMN)
- Relevant web site links
- Other notes (if applicable) (e.g. venue name and type, venue commissioner, role of creator, selection process for creative work e.g. competition, application process etc.)

Category (If more than one work in each category please select one from each set)	Details of the work	Points applicable (as per RTP scoring Guidelines)

SECTION G: ACADEMIC REFEREE REPORTS

Applicants must provide details of **two** academic referees who are familiar with their work. Referee Reports (*forms*) are located on the [Graduate School website](#). The applicant must fill in their details **prior** to sending the report electronically to the referees for completion.

NOTE: It is the responsibility of the **applicant** to: -

- (a) contact their referees, and
- (b) ensure their referees submit their references (form) directly to hdscholarhips@scu.edu.au by the deadline of the **15 October 2023**.
- (C) Inform the referee that the referee report can be found [here](#).

Failure of a referee to respond in time may disadvantage an applicant.

Name	Address/Name of Academic Institution	Title/Occupation	Telephone	Email

SECTION H: SUPERVISORY TEAM

(i) The supervisory team **MUST** agree to supervise the potential candidate and list their expertise in relation to the proposed research topic:

- | | | |
|--|-----|----|
| a. I have sighted the research proposal | Yes | No |
| b. I support the recommendation that this is a feasible research project | Yes | No |
| c. I agree to supervise the potential candidate | Yes | No |
| d. I have the relevant expertise | Yes | No |

Proposed Principal Supervisor:

Signature:

Date:

Proposed Co-Supervisor:

Signature:

Date:

Proposed Co-Supervisor:

Signature:

Date:

SECTION I: POOL A APPLICANTS - INITIAL APPLICANT SCORE AND PRINCIPAL SUPERVISOR SCORE

Category of Points <i>NB: refer to guidelines for full details</i>	Max. points allocable	Student	Director HDRT	Graduate School	Final Score
Australian Research Honours (H1) or equivalent	20				
Australian Research Honours (H2A) or equivalent or Masters by Thesis (>50%)	18				
Honours (H2B)/Masters with reduced research component (>25%)	14				
Honours (H3)/Masters with reduced research component (<25%)	12				
Honours/Masters coursework	8				
Publications (Maximum of 5)	Refer Guidelines				
Bonus Points	Refer Guidelines				
TOTAL POINTS					

SECTION J: POOL B APPLICANTS - INITIAL APPLICANT SCORE AND PRINCIPAL SUPERVISOR SCORE

Category of Points <i>NB: refer to guidelines for full details</i>	Max. points allocable	Student	Director HDRT	Graduate School	Final Score
Australian Research Honours (H1) or equivalent	20				
Australian Research Honours (H2A) or equivalent or Masters by Thesis (>50%)	18				
Honours (H2B)/Masters with reduced research component (>25%)	14				
Honours (H3)/Masters with reduced research component (<25%)	12				
Honours/Masters coursework	8				
Publications (Maximum of 5)	Refer Guidelines				
Bonus Points	Refer Guidelines				
TOTAL POINTS					

SECTION K: APPLICANT DECLARATION

I declare that the information supplied on this form is complete, true, and current.

I am aware that it is my responsibility to provide all necessary material to support my application and to make my best case for an award.

I authorise Southern Cross University to obtain, from other education institutions and relevant authorities, at any time, details of my enrolment, academic record, and examination results, including details of enrolment variations, attendance, and addresses during the year in connection with my application for a University Scholarship.

I agree to abide by the Southern Cross University conditions of award as amended from time to time.

I understand that giving false or misleading information is a serious offence.

Applicant name:

Signature

Date:

SECTION L: SUBMITTING YOUR APPLICATION

- (i) Your application must be received by no later than midnight on the day stated as the closing date for applications to be received. Late applications will not be eligible to be assessed.
- (ii) Check carefully to ensure you have answered all questions and have prepared all necessary attachments, including certified copies of academic records.
- (iii) Ensure you have had your potential supervisory team complete the required section of this application form.
- (iv) When your application is complete, save it electronically and scan any additional documents required.
- (v) Attach all the required documentation.
- (vi) Forward the application and attachments by email to [hdrscholarships@scu.edu.au](mailto:hdrs Scholarships@scu.edu.au)

You are advised to retain a personal copy of the full application and documents attached.

SECTION M: CHECKLIST

Please ensure you have attached all relevant documentation.

Scanned copies of original documents, or scans of certified copies of the originals, must be supplied by applicants. A certified copy is a copy which has been officially certified as a true copy of the original:

In Australia, by a Justice of the Peace

Details of local JPs can be obtained through the University administration, the Yellow Pages of a telephone directory, or a police station;

Overseas, by an Australian Government representative office

If this is not possible, a local magistrate or similar official may be used.

Checklist:-

Attached a 1 -2 page research proposal.

Copy of birth certificate or passport.

Copy of citizenship certificate or passport.

Copy of academic records.

Copy of English Language Proficiency documentation. (If International applicant)

Copy of foreign language documents: as well as a scan of a certified copy or original, you must submit a scan of an official certified translation into English. (If applicable)

Copy/evidence (i.e. link to publication/URL etc of each publication in English. Please number these publication from 1 to 5.

I have sent my referee reports to my referees for completion.

SECTION N: SOURCE OF INFORMATION SURVEY

What was your initial source of information about the Higher Degree Research course and Scholarship for which you are applying?

Internet

University staff

Course Brochure/Prospectus

Other (please specify):