



OFFICE ID #
USE: APPL #



Application for PhD (by Publication)

Instructions

- Applications for PhD (by Publication) will be accepted at any time of the year.
- You should type or clearly print your application. Please return the **fully** completed form and supporting documentation to a Graduate Student Centre (listed Page 6). If you have any questions contact a Graduate Student Centre.
- Ensure you have completed the Application Checklist prior to submitting your application (see page 6).
- If you require further information relating to research higher degree candidature at Griffith University visit www.griffith.edu.au/gradstudies

1 Prior contact with Griffith University

If you are or have been a student or staff member at Griffith University:

- what is/was your Griffith University ID Number? _____
- what is/was your surname (family name) at the time? _____

2 Personal details

Title: ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other _____

Family name: _____ Given names: _____

Preferred name: _____ Gender: ☐ Female ☐ Male Date of birth: / /

Email address: _____ Email type: ☐ Home ☐ University ☐ Work

In what country were you born? _____

Citizenship or visa: ☐ Australian ☐ Permanent Humanitarian Visa in Australia ☐ Australian Permanent Resident (other than humanitarian visa)
☐ New Zealand ☐ International student on student visa ☐ Other Temporary Resident

- Note:
- If you were not born an Australian citizen but have been granted Australian citizenship, please attach a certified/witnessed copy of your "Certificate of Australian Citizenship".
 - Please attach a certified/witnessed copy of your evidence of New Zealand citizenship.
 - If you have been granted a Permanent Humanitarian Visa in Australia or are an Australian Permanent Resident please provide a certified/witnessed copy of your residency visa contained in your passport.

3 Contact details

Mailing address:

Home/Permanent address:

Post/Zip code _____

Post/Zip code _____

Home telephone number _____

Facsimile number _____

Work telephone number _____

Mobile telephone number _____

4 Proposed program of study

Attendance status: ☐ Full-time ☐ Part-time

(NOTE: Applicants who are in full-time employment will not be admitted as full-time candidates. International students are required to study full-time while in Australia.)

Preferred element* of enrolment (If known) _____

Campus (If known) _____

Proposed date of commencement _____

If you have discussed your proposed submission and the possibilities for supervision with any member of Griffith University's staff please advise name of staff member _____

Do you wish to apply for approval to conduct your candidature away from the University? ☐ Yes ☐ No

If you will not be a resident of the Brisbane/Gold Coast region, special arrangements will need to be made to support your candidature. An application for candidature located away from the University will not be considered without the following information being provided.

If 'Yes', attach a statement that addresses the following:

- the **resources** and **facilities** available to you to support your research (eg, library/computing facilities);
- a **schedule of contact** identifying the frequency and medium with which you will contact your University supervisor/s;
- a **program of visits** to the University (including frequency and duration) for 'face-to-face' interaction with your University supervisor/s; and
- details of a qualified person who will agree to act as a **local associate supervisor**.

5 Proficiency in English

All international applicants must provide documentary evidence of their English language proficiency. Griffith University may also require Australian citizens and applicants with permanent resident status to demonstrate their proficiency. The standard of proficiency for research higher degree students is provided at the following web address www.griffith.edu.au/gradstudies (click on *Research Higher Degrees*, then *International Students*). Please note that some elements* may require higher scores than those stated.

Failure to supply the documentary evidence requested below may result in your application not being processed, or your application for a scholarship being passed over. If you have not undertaken an IELTS or TOEFL test please make immediate arrangements to do so and forward the result to the University. Your IELTS or TOEFL certificate cannot be more than 12 months old.

Is English your first language?

☐ Yes (go to section 6)

☐ No (complete this section)

Were your tertiary level studies
conducted entirely in English?

☐ Yes (go to section 6)

☐ No (complete this section)

If 'Yes', attach an original statement confirming this from the University at which you studied.

Have you taken an English proficiency test in
the last 12 months or are you intending to take one?

☐ Yes

☐ No

If Yes, name of test _____ Date of test _____

Attach the original certificate or a certified/witnessed copy.

6 Proposed submission

Nominate a preliminary title for your submission _____

Attach the following documents in support of your submission:

- your curriculum vitae
- in chronological order, the publications you intend to include in the final submission for examination
- information on citations of the publications included in the above list
- a statement making clear your contribution to all jointly authored publications
- a statement from co-authors of any jointly authored publications confirming the extent of your contribution
- a statement of no more than five pages that:
 - indicates the way in which the work, as manifest in the publications, has developed;
 - demonstrates the contemporary relevance of each publication;
 - makes clear the way in which the publications make an original and scholarly contribution to knowledge; and
 - provides a thematic overview which serves to convert the individual publications
- a statement indicating whether or not additional research activity will be required in order to convert your publications into an integrated whole.

7 Previous education details

You must attach certified/witnessed copies of academic records for all tertiary studies completed or not completed. Past Griffith University students are not required to provide Griffith University transcripts.

Completed degrees:

Name of course (ie BA Hons)	Institution	Main fields of study (ie majors)	Number of years to complete	Full-time or part-time	Date studies completed

All incomplete programs:

Name of course (ie BA Hons)	Institution	Main fields of study (ie majors)	Year started course	Full-time or part-time	Date expect to complete, withdrew, intend to withdraw

8	Employment/professional qualifications/research experience
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Specify any experience relevant to the proposed program of study (including dates and type of work/research). Attach a separate statement if necessary including any publications (with full citation detail) or any unpublished reports of work that you have compiled individually or in collaboration with others.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

9 Academic referees

Enter the details of two academic referees to whom you have forwarded the enclosed Academic Referee's Report forms. **Please make sure you fill in the relevant details on each referee report.**

Referees are asked to return their completed report to the relevant address on the Referee's Report form.

Name _____

Name _____

Address _____

Address _____

Post/Zip code _____

Post/Zip code _____

Telephone _____

Telephone _____

Email _____

Email _____

Occupation _____

Occupation _____

10 Financial arrangements (for international applicants only)

I intend to meet the cost of studying and living in Australia through:

- ☐ Personal Funds Please describe _____
- ☐ Scholarship Please advise type _____
- ☐ Sponsorship Please describe _____

If **personal funds (self-funded)**, attach a statement of your arrangements for financial support for the duration of your proposed stay in Australia, including tuition fees and living costs. The statement can be in the form of a recent letter from your bank, employer, or sponsor, indicating that your financial position or that of your family or sponsor is sufficient to support you for all the costs associated with your proposed stay.

11 Declaration

Are you at present excluded on academic or other grounds from any tertiary institution? ☐ Yes ☐ No

Are you currently enrolled in a PhD program at this or another university, or have you been enrolled in a PhD program within the last five years? ☐ Yes ☐ No

Does your proposed research project incorporate work that has previously been submitted for the award of a degree or diploma? ☐ Yes ☐ No

If **'Yes'**, to any of the above, please provide particulars _____

I declare that the information supplied by me on this form is complete and correct. I authorise the University to obtain information concerning my academic record from any school, university or other institution attended by me. Where necessary QualSearch will be engaged to access this academic information. I understand that the results of the search will be made available to me on request. I agree to inform the University promptly should I be excluded, suspended or expelled from any tertiary institution during the period of my enrolment at the University. I consent to the collection, storage and disclosure of information concerning any acts of record falsification or other irregular acts in relation to my academic record. I acknowledge that the University may vary or reverse any decision made on the basis of incorrect or incomplete information supplied by me. I authorise the University to obtain information concerning my status required under the Higher Education Support Act (HESA). I acknowledge that the University may vary or reverse any decision made on the basis of such information once obtained.

Signature _____

Date _____

Application checklist (all applicants must complete)



Applications can be processed more efficiently if they are complete and correct.

Please ensure the following documentation (where applicable) is attached to your application:

(If you do not attach the appropriate documents the processing of your application may be delayed.)

- ☐ if you were not born in Australia, **original** or **certified/witnessed** evidence of Australian citizenship if claimed
- ☐ **original** or **certified/witnessed** evidence of permanent resident status or New Zealand citizenship if claimed
- ☐ **original** or **certified/witnessed** evidence of your English language proficiency
- ☐ **original** or **certified/witnessed** academic transcripts from your previous tertiary study
- ☐ **certified/witnessed** translation of any documents not in English
- ☐ full details of the special arrangements to support your remote candidature
- ☐ evidence of your arrangements for financial support while in Australia
- ☐ all documents requested for your proposed submission
- ☐ any additional academic documentation that supports your claims.

Please forward completed application forms to any of the Graduate Student Centres listed below.

Graduate Student Centre
Gold Coast campus
Griffith University
PMB 50 Gold Coast Mail Centre, Qld 9726
Australia
Telephone: +61 7 5552 8752
postgraduate-gc@griffith.edu.au

Graduate Student Centre
Mt Gravatt campus
Griffith University
Brisbane Qld 4111
Australia
Telephone: +61 7 3875 6804
psscmg@griffith.edu.au

Graduate Student Centre
Nathan campus
Griffith University
Brisbane Qld 4111
Australia
Telephone: +61 7 3875 5323
postgrad@griffith.edu.au

Graduate Student Officer
Queensland College of Art
Griffith University
PO Box 3370
South Bank Qld 4101
Australia
Telephone: + 61 7 3875 3116
QCA-postgrad@griffith.edu.au

Graduate Student Officer
Queensland Conservatorium
Griffith University
PO Box 3428
South Bank Qld 4101
Australia
Telephone: +61 7 3875 6273
QCGU_enquiry@griffith.edu.au

* Element includes School, Department, College, Research Centre or Institute.

Griffith University collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/ua/aa/vc/pp or telephone (07) 3875 7700 or (07) 5552 8811.

Applicant's details (to be completed by all applicants and sent to TWO referees)

Applicant, please complete this section yourself before sending it to your referee, and ask your referee to complete and return the form to the relevant address at the foot of this page.

_____	_____	_____
(Title)	(Surname/Family Name)	(Given Names)

Element* of intended enrolment (If known) _____ Campus (If known) _____

Instructions for Referees

- The following information about the standard for the degree is provided to assist referees in providing their assessment of the applicant's ability.

Standard for the Degree of PhD (by Publication)

The degree will be awarded to an applicant who, through published work of which the applicant is either the author or joint author, has made an original scholarly contribution to knowledge and demonstrated a capacity for independent research as judged by independent experts applying appropriate international standards. The standard for the degree will be the same as that required for the degree of PhD at Griffith University. That standard requires that the submission submitted for examination

"makes an original, significant and extensive contribution to knowledge and understanding in the relevant field of study, as judged by independent experts applying accepted contemporary international standards."

- The University seeks this report from you in confidence.
- You should type or clearly print your report. Please return your report and/or any attachments directly to a Graduate Student Centre (listed below). If you have any questions contact a Centre.
- If you require further information relating to the research higher degree sought by the applicant please visit the Research Higher Degree website www.griffith.edu.au/gradstudies

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psscmsg@griffith.edu.au

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postgrad@griffith.edu.au

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Referee's details

Name of referee _____

Title/Position _____

Address _____

Post/Zip code _____

Phone number _____ Facsimile _____

- On what basis do you feel competent to comment on the applicant's suitability for admission to the degree program described above? _____

- Please give you opinion of the applicant's suitability for admission as a candidate for the degree of PhD (by Publication), and whether you consider that additional research activity would be required in order to convert his/her publications into an integrated whole? _____

Signature _____ Date _____

Applicant's details (to be completed by all applicants and sent to TWO referees)

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(Title)	(Surname/Family Name)	(Given Names)

Element* of intended enrolment (If known) _____ Campus (If known) _____

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Phone number _____ Facsimile _____

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Signature _____ Date _____