How to apply
General Information on applying for a higher research degree at Macquarie University

Before you apply:
1. **Check you meet academic eligibility requirements**
   - **Admission to PhD**: a candidate must normally possess either a Master degree by research or with a substantial research component, or a Bachelor degree with First-Class or Second-Class Honours Division 1 from a recognised university or other tertiary institution.
   - **Admission to MPhil**: an applicant must normally possess a Bachelor degree with First-Class or Second-Class Honours, or other evidence of research ability, from a recognised university or another tertiary institution.

   Overseas qualifications are assessed in accordance with the NOOSR (National Office for Overseas Skills Recognition) guidelines for the Australian qualification equivalence and comparability.

   Requirements for admission to research degrees are defined in the University rules published in the *Calendar of Governance, Legislation and Rules*, and are also summarised in the ‘Higher degree research programs’ section of this prospectus.
   
   *Calendar of Governance, Legislation and Rules*

2. **Find a potential supervisor**
   Before you apply you should contact a potential supervisor to discuss your proposed research topic, and ask about their interest in supervising you.

   Applicants should consult the Macquarie University Supervisor Register (MQSR) for a list of qualified supervisors in their area of research interest: [http://mqsr.mq.edu.au/MQSR/](http://mqsr.mq.edu.au/MQSR/)

   Departments can also assist prospective applicants in finding an appropriate supervisor for their research topic. [http://www.hdr.mq.edu.au/information_about/research_degrees/areas_of_study](http://www.hdr.mq.edu.au/information_about/research_degrees/areas_of_study)

3. **Prepare a research proposal**
   In general, a proposal should define the chosen area of study, detail the aims of the proposed research project and provide an indication of the approach to the research you wish to take. Enough detail is required so the department can determine if it has the resources, including suitably experienced supervisors, to support you as a research candidate. It may take several weeks or months to prepare a good research proposal so start the process early.

   Research proposal requirements vary according to the discipline, department or degree. Some departments require 500-700 words with a dot-point summary of a project, while others may require a more detailed proposal of up to 2000 words. Check with your proposed supervisor and department about their specific requirements.

   As a guide, your research proposal should include:
   - the proposed project area of research and the issue being addressed
   - an indication you have done a preliminary literature review
   - the objectives of the research
   - a description of a possible methodology that may be relevant to the topic
   - a draft completion timeline or plan for the project (aim for a three year timeframe)

4. **Check you meet Macquarie’s English language proficiency requirements**
   Proficiency in the English language is a requirement for admission to all higher degree research programs at Macquarie University.

   Higher degree research applicants (domestic and international), whose academic qualifications were obtained from a country where English is not the official language, are required to provide evidence of English language proficiency. The minimum language proficiency requirements will not be waived for any applicant seeking entry to a higher degree research program. English speaking countries include American Samoa, Australia, Canada (except the province of Quebec), Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom, United States of America and Zambia.

   The University accepts both IELTS and TOEFL as proof of English language proficiency. To satisfy the minimum level of English language competency the University’s requirements are:
How to apply
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• Test of English as a Foreign Language (TOEFL):
  – Computer-based TOEFL: an overall of 237 with no less than 19 in Listening, 19 in Reading, 25 in Structure/Writing and 5.0 in the Writing Examination
  – Paper-based TOEFL: an overall of 580 with 53 in Listening, 52 in Reading, 59 in Structure/Writing and 5.0 in the Writing Examination
  – iBT – Internet-based TOEFL: an overall score of 92 with 23 in Speaking, 18 in Listening, 22 in Writing and 17 in Reading

• International English Language Testing Service (IELTS)
  – Academic version: an overall of 6.5 with minimum of 6.0 in each band

Scholarship applicants would ideally achieve higher than the minimum entry requirements.

While both IELTS and TOEFL are acceptable for meeting the University's English language requirements, the Australian Department of Immigration and Citizenship (DIAC) may have different requirements. Applicants should contact their nearest Australian Embassy or High Commission to ascertain the English language requirements, including the type of test required, for a student visa. For more information visit http://www.immi.gov.au/contacts/overseas

5. Read information on Macquarie's HDR scholarships
Candidates interested in applying for a Macquarie University scholarship should check the HDRO scholarship website for the list of scholarships currently available: http://www.hdr.mq.edu.au/information_about/scholarships

Applicants applying for scholarship will also need to ask two academic referees to complete a confidential Academic Referee Report which they should then send it directly to the university by fax (+61 2 9850 6198), email (hdrschol@mq.edu.au) or post. The Academic Referee Report form can be downloaded from the HDRO website: http://www.hdr.mq.edu.au/information_for/new_candidates/documents/Academic_Referee_2010.pdf

Submitting the application form:
1. Complete the application form with all supporting documents
Following appropriate consultation with academic staff concerning the suitability of your proposed research topic and the availability of supervisors and facilities, you must complete a higher degree research application form. If you are applying for a scholarship, remember to write the details of the specific scholarship you are applying for on the form – eg. write the name and/or reference number (eg, iMQRES 2012999; IPRS; APA, MQRES 2011330, etc.).

There is one application form for domestic or international applicants for both admission and scholarship (even if you are not applying for a scholarship). This can be downloaded from:
http://www.hdr.mq.edu.au/information_about/forms

If there are no set closing dates for applications to HDR programs. However, if you are applying in response to an advertisement for a specific scholarship then your completed application form and associated supporting documents must be submitted to HDRO by the scholarship closing date. For more information about closing dates visit www.hdr.mq.edu.au/information_about/scholarships

Applications for scholarship are processed at the same time as applications for admission to candidature. Scholarship applicants must be sure to arrange for scholarship referee reports to be completed and submitted directly to HDRO as soon as possible to avoid delays to their assessment.

Read the higher degree research application instructions carefully before attempting to complete the application form and ensure all supporting documentation, as outlined, is included. An incomplete application will delay the whole process and may result in missing the scholarship closing date.

The application must be submitted to HDRO with original or certified copies of supporting documents. If the documentation is not in English, an official translation in English must also be included.

When an application is received, HDRO will review it for completeness and process it accordingly. An email acknowledgement of receipt of the application will be sent to you. Applications with incomplete documentation will delay processing.
How to apply
General Information on applying for a higher research degree at Macquarie University

When complete, the application will be sent to the designated faculty or school for consideration. The faculty will be asked to comment on a variety of items relating to candidature, including your research preparation, resource availability at the faculty and the availability of appropriate supervision.

You will be notified by HDRO of the outcome of your application in writing. Successful applicants will be informed of enrolment and commencement arrangements when they accept an offer of admission to candidature.

Application supporting documents:
You are required to provide documentation in support of your application. The documents that may need to be provided include, but are not limited to, the following:

- ONE completed HDR application form
- A research proposal which follows the proposed Department’s guidelines and as discussed with your potential supervisor
- Evidence of citizenship and residency status. This requirement applies to all applicants, including Australian and New Zealand citizens. All international applicants must provide a certified copy of their passport showing details of their names, date of birth, nationality and country of birth
- Evidence of name change if the name has changed since the qualifications or other official documents were issued.
- Original or certified copies of academic transcripts and testamurs (ie. degree certificates or diplomas) showing details of all previous tertiary studies (other than those obtained at Macquarie University)
- A certified statement from an Australian university (or universities) where previous research studies were undertaken, indicating the equivalent full-time period of consumed enrolment (EFTSL).
- A certified English translation of any document not in English (particularly transcripts and testamurs)
- Proof of English language proficiency such as valid TOEFL or IELTS results
- Abstracts of undergraduate and/or postgraduate theses (DO NOT submit full theses)
- A Curriculum Vitae (CV) outlining my past professional experience
- A bibliographic summary summarising your academic qualifications, relevant research qualifications and/or professional experience which is relevant to the proposed project
- Documentary evidence of any publications or conference presentations (eg. a photocopy of the published abstract. DO NOT submit full articles)
- Documentary evidence of any prior scholarships, prizes and awards
- Any other supporting documentation relevant to your application
- If you are applying for scholarship, details of your referees (make sure you have contacted them with instructions about submitting their referee reports directly to the University). If you are applying for a scholarship, at least two confidential academic referee reports are required. The reports must be submitted directly to HDRO by the nominated referees. The scholarship academic referee reports are available to download from the HDRO website

2. Submit the HDR application with supporting documents in hard copy

Once you have completed the application form and have all the necessary supporting documents, send one hard copy of the application to:

The Higher Degree Research Office
Level 3, CSC East
MACQUARIE UNIVERSITY NSW 2109
AUSTRALIA

Further questions about higher degree research applications can be directed to hdrfuture@mq.edu.au.

Also check the FAQs on our website: http://www.hdr.mq.edu.au/information_about/useful_links/faq