



Provider CRICOS: 00002J

## **General Information on applying for a higher research degree at Macquarie University**

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### **Before you apply:**

#### **1. Check you meet academic eligibility requirements**

**Admission to PhD** from 1 January 2014 will have the following new requirements:

- i. Applicant to have completed the Macquarie University's Master of Research (MRes) with at least 75% in second year of the MRes; OR
- ii. Applicant to have completed a Master of Philosophy; OR
- iii. Applicant to have completed Master's degree from another institution with major research component. The size and length of the research thesis may vary, but it is expected to be of an equivalent scale and scope to the Macquarie University MRes thesis. Performance to be at Distinction level (75% or greater).

Macquarie University does not accept the Undergraduate Honours degree for direct entry to its Higher Degree Research programs. All candidates are expected to have undertaken a Master's degree, (or equivalent) predominantly focused on research and research preparation. This degree may vary in length and name, and will be assessed together with the totality of the candidate's qualifications. In exceptional cases, a combination of other university degrees and/or a significant track record of other research may be considered for entry.

The standard period of candidature for the PhD at Macquarie University is three years, full-time equivalent. For admission to the PhD, the university needs to confirm that prospective candidates will be able to complete their degree within this time, and that:

- a. they have undertaken significant study of their discipline beyond undergraduate level, and are equipped to make strategic decisions about the state of research in their field and key new directions for research, and are thus ready to conduct an HDR level project;
- b. candidates have undertaken a substantial research project at Masters level, which indicates they have significant experience in independently identifying a research question; designing a research project using a methodology that they have been able to justify in relation to alternatives and that their project has produced coherent and well-justified conclusions, situated in relation to the literature.
- c. All candidates enrolling in HDR programs will have completed their research proposal in the same format as candidates completing the MRes.

All other peer-reviewed research output may be taken into consideration under Rule 7(10) of the University's Higher Degree Research Rule for admission to the new PhD.

Candidates who have not completed an MRes degree and do not meet the above criteria may be asked to undertake the Master of Research as a research training pathway to the new Doctoral degree. Candidates with previous study at Bachelor Honours or Master's level may receive credit towards the MRes for a maximum of 50% of the program. The period of candidature for the new PhD will be 3 years.

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

#### **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: <https://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

Apart from the academic qualifications, all applicants must show proof of English language proficiency. Applicants who have obtained a university-level qualification of at least one year's duration with English as the Language of Instruction from one of the following countries within the last 5 years will meet the English criteria. English speaking countries include American Samoa, Australia, Botswana, Canada, Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia or Zimbabwe.

All other applicants must sit for an English language proficiency test (IELTS or TOEFL) and achieve the following results (for admission requirement):

- iBT (internet-based TOEFL): Overall score of 92 with 23 in Speaking, 18 in Listening, 17 in Reading and 22 in Writing; OR
- IELTS (academic version): Overall of 6.5 with minimum of 6.0 in each band

#### 5. Read information on Macquarie's HDR scholarships

Candidates interested in applying for a Macquarie University scholarship (including the joint CSC-MQ scholarship) should check the HDRO scholarship website for the scholarship requirements:

[http://www.hdr.mq.edu.au/information\\_about/Scholarships/schol-opportunities/hdr\\_scholarship\\_international\\_candidates\\_only](http://www.hdr.mq.edu.au/information_about/Scholarships/schol-opportunities/hdr_scholarship_international_candidates_only)

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](mailto: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](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

There is one application form 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](http://www.hdr.mq.edu.au/information_about/forms).

If you are applying for the CSC-MQ scholarship, remember to write the "CSC-MQ" as the reference number on the HDR Application form under Section 2.2

#### APPLICATION CHECKLIST:

- **ONE** completed HDR application form
- A **research proposal** which follows the proposed Department's guidelines and as discussed with your potential supervisor
- A **certified** copy of your passport (page(s) showing all personal details)
- Original or **certified** copies of academic transcripts and testamurs (ie. degree certificates or diplomas)
- 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 your 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)

#### 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, C5C East  
MACQUARIE UNIVERSITY NSW 2109  
AUSTRALIA

Further questions about higher degree research applications can be directed to [hdrfuture@mq.edu.au](mailto:hdrfuture@mq.edu.au).



Also check the FAQs on our website: [http://www.hdr.mq.edu.au/information\\_about/useful\\_links/faq](http://www.hdr.mq.edu.au/information_about/useful_links/faq)