

Doctor of Philosophy (PhD) Application Form

Please read the following instructions carefully before completing this form

There is no deadline for PhD applications. Applicants must submit two copies of this application form and all certified transcripts and other supporting documentation.

Note that assessment of applications may take two months or more.

Documentation

Applicants must provide evidence of their qualifications. This should be an official academic record, showing all subjects attempted, grades achieved (including failures) and an explanation of the grading system. The record must be an official transcript or statement of record from the institution in which these studies were attempted. Result notification slips will not be accepted.

Originals of documents are preferred. Copies are only acceptable if they are certified as being a true copy of an original by a commissioner for declarations, a justice of the peace, a university or college registrar, or other examining authority. If a certified copy is submitted, the original document must be available on request.

Applicants who submit documents in a language other than English must provide an officially certified translation, together with the original documents. Translations supported by photocopies are unacceptable.

Applicants, whose first language is not English, must submit evidence of English language proficiency.

All applicants are also required to provide a certified copy of their passport or other evidence of citizenship.

This application will not be processed unless full documentation is attached.

Application Fees

A non-refundable application fee of RM100 (AUD50/USD30) is payable by student, on submission of this application.

Important Points to Note

- (i) This is an application form only and does not constitute an enrolment for any course in the university or entitle an applicant to be classified as a student of the university. The form should be completed and lodged with the Admissions & Records department. Following School, Monash Malaysia Research Committee and Faculty endorsements, the form will be forwarded by the Faculty, to the Monash Research Graduate School, Research Services.
- (ii) An applicant accepted as a candidate by the Research Graduate School Committee on behalf of the university must enrol by completing the official enrolment form. Details on enrolment procedures will be sent to successful applicants with a letter offering candidature.
- (iii) **An enrolment is valid for the current academic year only. It is a student's own responsibility to complete re-enrolment procedures each year until the course is completed or candidature discontinued. Enrolment is an annual event and you will be forwarded re-enrolment information via your student email address in September each year.**

- (iv) Applicants should note that, except with the permission of the Research Graduate School Committee, and only in circumstances it deems exceptional, Doctoral candidates may not be enrolled for any other degree, diploma or non-degree units during their period of candidature.
- (v) All doctoral applicants are admitted to candidature on a probationary basis for the first 12 months (full-time) or 24 months (part-time) candidature. Those applicants who are upgrading from masters to PhD will be deemed to have already completed probationary candidature, and will be admitted to confirmed candidature.

Instructions

1. Please print boldly using block letters. All sections must be completed.
2. Enclose one set of supporting documents with this application. *(All documents must be certified by a recognised authority eg. original issuing body or Commissioner for Oaths)*. This application will **not** be processed unless full documentation is attached. (Fax or electronic copies are **not** acceptable).
3. An application fee of RM100 (AUD50/USD27) is payable on submission of this form. Bank draft or personal cheque is to be made payable to **MONASH UNIVERSITY MALAYSIA**. Cash is only payable at the Financial Services Cashier Counter.
4. This application is the property of Monash University. Supporting documentation will **not** be returned.
5. It is your responsibility to advise Monash University Malaysia regarding any change of address.
6. Return this application to:

Admissions & Records Unit
Student Administration Department
Monash University Sunway campus
Jalan Lagoon Selatan
46150 Petaling Jaya
Selangor Darul Ehsan, Malaysia.
Telephone: +(603) 5514 6000
Email: admissions@monash.edu.my
Web: www.monash.edu.my



Doctor of Philosophy (PhD) Application Form

OFFICE USE ONLY	
Admissions & Records Monash ID No: Application No: Course Code:	Finance

Section A - To be completed by the applicant

Please print using BLOCK letters. Ensure that all questions relevant to your application are answered in full.

Are you a Malaysian or international student?

Malaysian Citizen
 Malaysian PR
 International

1. Personal Details (please place X in appropriate boxes)

Title: Mr Ms Mrs Mdm Dr Other: _____

Family Name (Surname):

If your present name is different from that on the transcript of your results or citizenship/residency papers, please attach copies of appropriate legal documentation (eg deed poll certificate, marriage certificate) as evidence of the name change. State previous family name:

Previous Family Name:

Given Names: (as per NRIC/Passport)

Preferred First Name:

NRIC/Passport number: (A copy of the IC is required)

Gender: Male Female

Date of Birth: Day Month Year

Nationality:

Country of Birth:

Race*: Malay Chinese Indian Other – Specify: _____

Religion*: Islam Buddhism Hinduism Christianity Other – Specify: _____

* Required by the Ministry of Education, Malaysia

Home Address:

↓ If home and mailing address are different, please complete mailing address section

Mailing Address:

E & M Education Counselling Centre
3 - 1, Jalan Menara Gading 1
Off Lebuhraya Timur Barat
Medan Connaught Cheras
56 000 Kuala Lumpur
Malaysia

Temporary Address:



from: Day Month Year to: Day Month Year

Telephone No: Mobile: Work: Home:

E-mail address:

Have you previously applied for a course/studied at Monash (Clayton, Caulfield, Peninsula, Gippsland, Parkville, Berwick, Malaysia or South Africa campuses)?

No

Yes



State ID number

If you are non-Malaysian, please fill in this part:

Are you currently residing in Malaysia?

No

Yes



Please state your pass type (eg. student, tourist/social dependant)

When does your pass and/or visa expire?: Day Month Year

2. Proposed Enrolment Details

School within which candidature is sought:

Faculty within which candidature is sought:

PhD candidature must be undertaken on the campus where the main supervisor is located and you must enrol with the School and Faculty where your main supervisor is appointed.

Proposed thesis title:

Summary: please write below or attach a summary of no less than 200 words describing your proposed thesis. Please include methodology and bibliography.

Note: A research project may require ethics clearance from the relevant Monash committee if it deals with animal ethics, human ethics, biosafety or ionising radiation issues. Projects that involve questionnaires, interviews and surveys are subject to human ethics clearance. Further information is available from the School. The Intellectual Property Statute and regulations of the university will be made available to you upon your acceptance into the PhD program. You will need to familiarise yourself with these prior to enrolment.

Proposed candidature commencement date: Day Month Year

Enrolment level: Full-time Part-time

Are you currently enrolled for any other degree or diploma? No Yes
↓

Degree/diploma currently enrolled:

Tertiary Institution:

Expected completion date: Day Month Year

If currently enrolled at Monash, is this a transfer from masters to PhD? No Yes
↓

State commencement date of Masters: Day Month Year

Is proposed field of study, the same as or similar to Masters? No Yes

Have you ever been enrolled as a doctoral candidate prior to this application? No Yes
↓

Name of institution:

Name of department:

Period of candidature:

From: Day Month Year To: Day Month Year

Topic:

Reason for withdrawal:

3. Tertiary Educational Record

Statement(s) of your **full tertiary academic history must accompany this application**. It is preferred that **original** academic transcripts certified by the **registrar** of the issuing institution(s), are submitted. Photocopies may only be submitted if they have been certified as copies of the originals. Applicants who submit documents in a language other than English must provide an officially certified translation, together with the original document. **Translations supported by uncertified photocopies are unacceptable.**

Degree or other qualifications held	Awarding institution	Year completed	Major or discipline	Honours/Final grade

4. Current Employment Status

Please indicate your employment commitments during your proposed candidature.

Employer:

Position Title:

Employment Level: Full-time Part-time or Casual



State the days and hours per working week during which you will undertake your **employment** responsibilities

5. Previous Employment History

Date(s) From - To	Nature of Work & Position Held	Name & Address of Employer

6. Professional Body Membership

Name of Professional Body	Member since

7. Scholarship Details

Do you hold any scholarships or other awards, or are you sponsored by an outside body eg industry or government-sponsored awards?

No

Yes



Give name of scholarships, awards or sponsoring body:

Are you applying for any scholarships or awards? No

Yes



Give name of scholarships or awards:

8. Attendance and Residency Requirements for Part-Time Students

Do you intend to enrol as a **part-time student**?

No



Go to question 9

Yes



Complete this section

A candidate who wishes to undertake PhD on a **part-time basis is required to:**

- i) produce written confirmation stating **which two days a week** will be devoted to research. Applicants for non-laboratory disciplines **may** specify a Saturday **or** a Sunday as one of the two days available for research. Applicants from laboratory-based disciplines may indicate a half day on Saturday or Sunday as part of the two days to meet this requirement. **Please specify the two days:**

- ii) produce evidence stating that he/she has adequate leave/time to pursue PhD research. A letter from an employer for example, would be considered acceptable evidence in this regard. This letter should confirm 8i) above and give details of the leave arrangements which will enable you to undertake the research. **Please attach relevant documentation.**

9. Research/publications

Provide details of any original research and/or publications. For publications/abstracts, indicate the percentage of your contribution, eg sole (100%), joint (50%), multi authorship (20%), and the nature and standing of the journal/conference. Also indicate whether in press (accepted for publication) or published. List separately (in categories) all relevant books; refereed journal publications; conference proceedings (indicate whether refereed); and other papers (e.g. reports, working papers). Indicate your contribution i.e. sole, joint, multi-authorship; number of pages; language in which the publication is written; nature and standing of the publication. Attach copies of the front pages of each publication listed. In the case of papers accepted or provisionally accepted for publication, evidence of acceptance must be attached. Attach additional sheet if necessary.

10. Research experience

State details and attach evidence of training relevant to your ability to pursue the proposed course.

11. English proficiency

Sound English language skills are required for academic programs at Monash. Please note that English proficiency requirements for research courses are different from those of undergraduate courses. All applicants may satisfy English language requirements in any of the following ways. Please note that these are the minimum university requirements. Some faculties may have set additional prerequisites.

The university reserves the right to seek additional proof of English proficiency where required. Please place X in the box indicating how you have satisfied the English language requirements for admission to Monash.

First language is English

An overall band score of not less than 6.5 on the IELTS test conducted by IDP and the British Council. In addition, a score of at least 6.0 is required for each band score and applicants must undertake the academic module in regard to reading and writing. In the faculties of Arts and Law, an overall IELTS score of 7.0 (7.0 on writing module). In the Faculty of Business and Economics and the Department of Epidemiology and Preventive Medicine, an overall IELTS score of 7.0 with individual band scores of 6.5. Tests that are taken more than two years prior to application will **not** be accepted. Details can be found at www.ielts.org.

The following scores achieved in the American Test of English as a Foreign Language (TOEFL):

- a minimum total score of 577 together with a score of 5 or more on the TOEFL Test of Written English (TWE) (paper based score);
- a minimum total score of 233 together with a score of 5 or more on the Essay Rating (ER) (computer-based score); or
- a minimum total score of 91 (internet based score) together with a minimum score of 25 in the written test and a minimum score of 22 in each of the reading, speaking and listening tests.

Tests that are taken more than two years prior to application will **not** be accepted. Details can be found at www.toefl.org. In the faculties of Arts, Business and Economics, Law and the Department of Epidemiology and Preventive Medicine, a minimum total score of 600 and a score of 5.0 or more in the TWE (paper based), a minimum total score of 250 together with a score of 5.0 or more in the ER (computer-based score), or a minimum total score of 100 with a minimum score of 25 in each of the written, reading, speaking and listening tests (internet based test).

Successful completion of a course of tertiary studies of at least two years' duration conducted entirely in English and involving formal assessment of written work, in a country where English is the official language. Evidence in the form of a letter or certificate issued by the university Registrar's office will need to be provided. Studies must be completed within the five year period prior to application. In the faculties of Arts and Law, studies must be completed within the two year period prior to application. Where studies have been conducted entirely in English and involving formal assessment of written work in a country where English is one of two or more official languages of that country, a case may be made to the Monash Research Graduate School Committee by the relevant department/faculty. The World Factbook located at www.cia.gov/cia/publications/factbook/ lists the official languages of all countries.

Successful completion of a course of tertiary studies of at least two years' duration at Monash's Malaysia or South Africa campus, or an equivalent Malaysian tertiary education campus recognised by Monash University. Studies must be completed within the five-year period prior to application. In the Faculties of Arts and Law, studies must be completed within the two year period prior to application.

An overall IELTS score of 6.0 (writing score of 6.0); or a paper based TOEFL score of 550 with a TWE of 4.5; or a computer-based TOEFL score of 213 with an ER of 4.5; or an internet based TOEFL score of 79 with a minimum score of 22 in the written test and a minimum score of 19 in the listening, reading and speaking tests

together with

successful completion of the 10-week Monash University English Language Bridging Program (ELBP). Applicants will not be admitted to candidature until they have successfully completed the ELBP. Some faculties, for example the Faculty of Arts and Faculty of Law, do not admit candidates under this criterion.

12. Declaration by Applicant

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise the University to obtain official student records from any educational institution; or to verify my past and current employment for the purpose of making an informed decision about the application or matters that concern my admission and enrolment in this course.

The information on this form is collected for the primary purpose of assessing my application for admission to PhD/doctoral candidature. Other purposes of collection include the creation of an enrolment record on the student database, attending to administrative matters, correspondence and statistical analyses. Personal information may also be disclosed to the relevant bodies for the verification of my qualifications. I have a right to access personal information that Monash University holds about me, subject to any exceptions in relevant legislation. If I wish to seek access to my personal information or inquire about the handling of personal information, I may contact Monash University Malaysia's Coordinator for Higher Degree by Research Programs. I accept that information provided by me will be made available to federal or state government agencies, pursuant to obligations under Malaysia's Private Higher Education Act 1996 (Act 555).

I acknowledge that Monash University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I have read and understand the above conditions and am prepared to accept them in full.

Signature: _____ Date: _____

If you choose not to complete all the questions on this form, it will not be possible for Monash University to assess your application.

Please ensure you have attached all requested documentation. On completion of this section the form should be forwarded to the Admissions and Records Unit.

Section B - Head's certification and recommendation

To be completed by Head of School in consultation with the main supervisor

1. Research proposal

Please comment on the candidate's proposed research program with particular reference to its feasibility and the methodology to be employed, including the availability of appropriate research expertise to support the particular candidature for the duration of the research program.

Please comment on any requirement for particular facilities (such as travel, library, equipment or other resources).

If the research will be principally undertaken on an external basis (eg archives repository, field site, laboratory, commercial or governmental research station, another university etc) the Research Graduate School Committee will need to be assured by the prospective candidate's department that the site provides a research environment which offers appropriate resources, facilities and research expertise to support the particular candidature for the duration of the research program.

Please attach additional documentation if necessary.

2. Ethics Clearance

Will the project require ethics clearance from the relevant committee? (projects involving questionnaires, interviews and surveys are subject to human ethics clearance.)

	<i>Approval required</i>			<i>Approval obtained (if necessary)</i>		
Human ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Animal ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Ionising radiation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Biosafety	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

3. Facilities and source materials required for the research

Please indicate whether all the source material and facilities required for the successful completion of the research program will be available at Monash Malaysia, and whether the candidate is expected to require material and resources outside the university. Give details of any outside sources (eg name of institution) and travel that will be necessary.

Please attach additional documentation if necessary.

4. Supervision

Guidelines for the appointment of supervisor(s)

Under the *Code of Practice for the Supervision of Doctoral Candidates*, academic units are required to ensure:

- i) An experienced main supervisor is appointed. Experience in this case is defined as having supervised doctoral student(s) from commencement of the research to successful completion of the thesis, or having received accreditation following completion of the university accreditation program.
- ii) Adequate supervision is available for the expected duration of the candidature.
- iii) Staff members undertaking doctoral studies may not be appointed as supervisors of doctoral students.

Main supervisor

I nominate as main supervisor the following person, who has agreed to act in this capacity:

Family Name:	<input type="text"/>	Title:	<input type="text"/>
Given Names:	<input type="text"/>	Position:	<input type="text"/>
Staff ID No:	<input type="text"/>	Callista ID No:	<input type="text"/>
Department:	<input type="text"/>	Campus:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

Please note that this information is required to ensure that supervisory records are accurately recorded on the student database and matched against the correct supervisor record in the university finance system.

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes → How many?

No

↓

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes → Accreditation level?

No → **Please nominate an alternative supervisor**

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**

No

Is the nominated supervisor currently supervising doctoral candidates at Monash?

Yes

No → Please attach documentation describing previous supervision experience

Does the nominated main supervisor hold a tenured position at Monash?

Yes

No → Please detail the nominated academic's appointment (eg honorary, fixed-term)

Give start and end dates for fixed appointments / / to / /

Please note that if the main supervisor's appointment does not extend for the full period of the candidate's enrolment, a joint or associate supervisor should be appointed to ensure continuity of supervision.

Other Supervisor (if applicable)

The following person has agreed to act as:

Associate Supervisor

Joint supervisor

Family Name:

Given Names:

Staff ID No:

Department:

Telephone:

Title:

Position:

Callista ID No:

Campus:

Email:

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes → How many?

No

↓

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes → Accreditation level?

No

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**

No

Other Supervisor (if applicable)

The following person has agreed to act as Associate Supervisor:

Family Name:

Given Names:

Staff ID No:

Department:

Telephone:

Title:

Position:

Callista ID No:

Campus:

Email:

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes → How many?

No

↓

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes → Accreditation level?

No

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**

No

External Supervisor (if applicable)

The following person is qualified and has agreed to act as External Supervisor:

Family Name:	<input type="text"/>	Title:	<input type="text"/>
Given Names:	<input type="text"/>	Callista ID:	<input type="text"/>
Position:	<input type="text"/>	Institution:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**
No

Please attach details of the proposed external supervisor's supervisory experience and document below the reasons for the appointment of an external supervisor:

Supervision Percentages

Please provide an indication of the split in load (expressed as a percentage) between the supervisors. Note that usual practice is for an associate to receive 25% of the load (particularly if the associate is inexperienced) and a joint supervisor 50%. External supervisors cannot be allocated more than 50%, or more than 25% if inexperienced.

Main/Sole/Joint Co-ordinating Supervisor:	<input type="text"/> %	Joint Supervisor (if applicable):	<input type="text"/> %
Assoc Supervisor (if applicable):	<input type="text"/> %	2 nd Associate Supervisor (if applicable):	<input type="text"/> %
External Supervisor (if applicable):	<input type="text"/> %		

5. Enrolment and attendance details

I recommend that:

a. The applicant be accepted as a candidate on the following basis: Firm Probationary

PhD candidates normally should be admitted to **probationary** candidature

b. The candidature should date from: Day Month Year

c. The enrolment status on commencement should be: Full-time Part-time

d. Field of Education /Specialisation:

(Please check with faculty research staff for list of Fields of Education/Specialisations)

e. The applicant should be enrolled in the following Callista Research Unit:

(Not required for applicants to the Faculty of Medicine, Nursing & Health Sciences)

f. Period of prior candidature (if any) to be deducted from proposed candidature length:

g. The degree/s of the applicant be accepted as equivalent to the following Monash degree (Graduate of another university **only**):

Masters Bachelor H1 Bachelor H11A Other – Give details



I certify that:

a. I am satisfied that the applicant has adequate training and ability to pursue the proposed course.

Yes No – Please comment
↓

b. I approve the proposed course of advanced study and research.

Yes No – Please comment
↓

c. Suitable facilities and adequate supervision are available in the department, centre, school or academic unit for the full period of candidature.

Yes No – Please comment
↓

6. Checklist for entry into PhD

The applicant has successfully completed a course of tertiary education, in which English is the primary mode of formal education delivery and assessment. (Note: Definition of primary is: greater than eighty percent of delivery and assessment in English.) Yes No

The applicant meets academic criteria for higher degree enrolment (first class or upper second honours degree or equivalent and/or Master's level degree by research or Master's level degree with research methods component where appropriate). Yes No

The applicant's written work (Dissertation/Research report/Research paper, etc) has been assessed by the supervisor(s), and is deemed to be of an appropriate standard of written English. Yes No

The applicant has been assessed by potential supervisor(s) and a senior independent academic during proposal development and candidature interview, and has been deemed to possess necessary proficiency in English and research methods to enrol and meet the demands of higher research degree. Yes No

The relevant School's Postgraduate Operations committee panel are satisfied with the overall capability of the student to follow a program of higher research based study. Yes No

7. School Authorisation

Head of academic unit:

Name: _____ Signature: _____ Date: _____

Main supervisor:

Name: _____ Signature: _____ Date: _____

On completion of this section the form should be forwarded to the Monash Malaysia Research Committee.

Section C : Monash Malaysia Research Committee's recommendation

Please comment on the School's nomination with particular reference to availability and feasibility of facilities to support candidate's research, availability of funding and adherence with regulatory matters. Please provide your recommendations.

Signature: _____ Date: _____
Chair of Monash Malaysia Research Committee (or nominee)

Name (please print): _____

On completion of this section the form should be forwarded to the relevant faculty committee.

Section D - To be completed by the faculty

The applicant is recommended for admission to PhD candidature on the following basis:

1. The applicant's proposed candidature complies with PhD Regulations Yes No – Please comment

↓

2. The candidature should date from: Day Month Year

3. Doctoral candidates should be admitted to **probationary** candidature, unless they are upgrading from masters to doctoral candidature. The applicant be accepted as a candidate on the following basis:

Firm Probationary

↓
If recommending firm candidature please make a case below

4. The enrolment status on commencement should be: Full-time Part-time

↓
The applicant's proposed attendance meets the requirements for part-time candidature.

Yes No – Please comment

↓

5. The applicant should be enrolled in the following Course Code:

6. The applicant should be enrolled in the following Field of Education/Specialisation:

(Please check with faculty research degrees staff for list of Fields of Education/Specialisations)

7. The applicant should be enrolled in the following Callista Research Unit:

8. Period of prior candidature (if any) to be deducted from proposed candidature length:

Signature: _____ Date: _____

Name (please print): _____

Dean Head of faculty administration Dean's Approved nominee

Please forward the completed form, together with and all requested supplementary documentation to:
Monash Research Graduate School, Research Services
Building 3D, Wellington Rd, Clayton
Postal - Monash University, VIC 3800, Australia
Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042
Email mrgs@adm.monash.edu.au www.monash.edu.au/phdschol

CHECKLIST FOR DOCTORAL APPLICATIONS

Does the application include the following information?

- | | | | | |
|--|----|--------------------------|-----|--------------------------|
| 1. Evidence of citizenship/permanent residency | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 2. A detailed research proposal has been provided | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 3. Full details of proposed employment of candidate during candidature period | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 4. Details of which two days (1.5 days for professional doctorates) per week will be devoted to research for part-time applicants – at least one day must be a week-day | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 5. Employers letter, if full-time employed, confirming adequate time to study and the week-days available each week to undertake doctoral study | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 6. Complete transcripts for all tertiary courses | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 7. H2A equivalence form where applicant does not have Australian H2A degree | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 8. Documentary evidence of English proficiency in line with Monash requirements; or
A detailed case for English proficiency has been made by the Department | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 9. The nominated main supervisor is experienced or accredited | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 10. Non-accredited supervisors are limited to no more than 25% supervision; or
A detailed case for greater than 25% has been made by the Department | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 11. The main supervisor's appointment extends for the proposed period of candidature; or
An associate supervisor has been appointed | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 12. Appropriate authorisation for admission is included from department and faculty | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |

Students applying to upgrade from masters to doctoral studies:

- | | | | | |
|---|----|--------------------------|-----|--------------------------|
| 15. Doctoral application included | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 16. Upgrade process has been carried out in line with minimum requirements | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 18. Upgrade form including review panel report is attached | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 19. Review panel report includes details of progress during masters candidature | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |

N.B Applications from students transferring from another university, or applying to be re-admitted at Monash, should include a detailed statement of where research is up to, along with a timetable for completion of the thesis at Monash. The department/faculty must provide a recommendation on the number of months prior candidature to be deducted, based on the relevance of the work already conducted to their proposed research topic at Monash. Departments/faculties should be aware that there are funding implications for prior candidature, even if the research topic has changed. The application should also include details from the previous institution regarding period of enrolment, full-time/part-time, periods of leave, HECS status and total EFTSU load consumed. The academic unit should also comment on the feasibility of the applicant's timetable. It is recommended that the academic unit contact the previous supervisor at the university where the applicant has been enrolled – this will require the permission of the applicant.