

# WHERE REMARKABLE BEGINS

## *Griffith Graduate Research School Application Checklist*

You will need to attach the following documents to complete your online application:

### **Personal Details**

If you are an international applicant, you must provide a copy of your passport. If you are an Australian Permanent Resident, or have been granted a Permanent Humanitarian Visa in Australia, you must provide a copy of your residency visa.

If your qualifications were gained under another name, you will need to provide documentary evidence of your change of name.

### **English Language Proficiency**

International applicants who have completed an English language proficiency (ELP) test within the last two years must provide a copy of their test results. If you are applying for scholarship, the ELP test results must be provided with your application. If you are applying for candidature only and you have not yet obtained the required ELP, you can lodge your application and you will be requested to provide evidence of meeting ELP once you receive an offer of admission from the University.

### **Research Proposal**

You will need to attach a copy of your research proposal which should summarise the project, review relevant research in the field, define the principal focus and significance of the study, describe the intended methodology and project feasibility, and outline any anticipated project costs or specialist resource requirements. Your proposal should be no longer than 2-3 pages (refer to section 2 of the Application Guide for further information).

### **Evidence of Supervision**

You will need to provide evidence that at least one Griffith University academic staff member has agreed to supervise your research, such as email communication with your proposed supervisor.

### **Previous Education**

You will need to provide a copy of your official transcript(s) for all previous tertiary study detailing the units/subjects you have completed and the results/grades awarded, including information on institution grading systems/scales, and evidence of completion.

You will need to provide evidence that a significant research component was completed in your previous tertiary study. The research component must equate to a least one full-time semester of research, and have resulted in a thesis/dissertation that has been formally examined. If no grade (or an ungraded Pass) was awarded for the thesis/dissertation component of your degree, you will need to attach thesis examination reports. If thesis examination reports are not available you will need to provide a copy of your thesis (in English).

You will not need to provide transcripts for any previous study completed at Griffith University.

## **Curriculum Vitae (CV)**

Attach your CV with a summary of your experience and relevant research; such as publications, conferences, research project work, and any research grants. The University would like you to provide a CV in a similar format to our [Curriculum Vitae template \(PDF 404KB\)](#), particularly if you are including evidence of research outputs (e.g. publications) or research experience in order to demonstrate your eligibility for HDR candidature/scholarship. You will need to ensure URL links to your prior publications or other relevant research outputs are provided in your CV, as detailed in the template. In cases where refereed publications have been accepted but not yet published, please provide evidence of acceptance for publication

## **Master of Visual Arts, Master of Music Research, Doctor of Visual Arts, Doctor of Musical Arts**

You will be required to provide a portfolio of prior professional creative work, which may include: screenwriting samples, compilation of films, videos, animations, games, images of completed works, original sound recordings, scores and/or compositions, and may also include your achievements and experience. You may attach a copy of, or URL link to, your portfolio.

## **Doctor of Education**

The School of Education and Professional Studies asks you to attach and complete a Doctor of Education Professional Portfolio. Please use the Doctor of Education Professional Portfolio template as a guide as to what to include in your portfolio.

## **Doctor of Philosophy in Clinical Psychology**

Admission to the Doctor of Philosophy in Clinical Psychology program is restricted to candidates who are registered psychologists or who are eligible for provisional registration with the Psychology Board of Australia. Evidence of registration must be provided with the application.

## **Referee Reports**

You will be required to nominate two persons on your application who can testify to your academic achievements. At least one referee should be a person under whose guidance you have studied. You will be required to provide the names, positions, phone numbers and email addresses of your referees. Griffith University will email your referees upon submission of your application asking that they complete a referee report form. You are encouraged to contact your referees prior to lodging your application to ensure that they will be available to complete the referee report form in a timely manner.

## Remote candidature

If you are not intending to relocate to the Brisbane/Gold Coast region to undertake your program, special arrangements will need to be made to pursue your candidature predominantly away from the University (remote candidature). A number of factors will need to be considered including the appointment of a qualified local supervisor and a minimum period to be spent on campus at the University. You will need to provide a statement with your application that addresses the following:

- the resources and facilities available at the location to support the research program (for example laboratory space, library facilities, computer access)
- a schedule of contact indicating the frequency and medium of communication between the candidate and supervisors
- a program of visits to the University (including frequency and duration) for face-to-face interaction with supervisors. Applicants will be required to attend the University for an agreed minimum period (typically an aggregated period of twelve months over the period of candidature) and must complete the GGRS Orientation Program, the Confirmation of Candidature milestone, and the Thesis and Candidature Review milestone on campus
- details of a qualified person at the location who has agreed to act as a local associate supervisor, where appropriate
- a well-defined commitment to participate in the research culture of the University
- why the work cannot be pursued effectively using University facilities together with short-term absences
- confirmation that the applicant is aware that failure to maintain adequate contact with their principal supervisor will not constitute grounds for special consideration or appeal in matters affecting candidature.

## Other

Please attach any other relevant documentation to support your application.