# Griffith Graduate Research School application checklist

**You will need to attach the following documents to complete your online application. You may also wish to refer to the Scholarship Application Tips page for tips to help you submit your best application.**

## Personal details

**Domestic applicants:** a copy of a government issued ID.

**International applicants:** a copy of your passport or a government issued ID.

**Australian permanent residents or applicants granted a Permanent Humanitarian Visa:** a copy of your residency visa.

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

## English language proficiency

**International applicants also applying for a scholarship:** a copy of the test results for an English language proficiency (ELP) test completed within the last two years.

**International applicants not applying for a scholarship:** If you do not have the required ELP, you can still lodge your admission only application. You will be asked to provide evidence of meeting ELP once you receive an offer of admission from us.

**Minimum test scores and exemptions**

The minimum ELP test scores required for your degree can be found on the Degree Finder site.

Consult the Admission Schedule: English Language Proficiency to see if you are eligible for an exemption because of prior study or employment completed in an English-speaking country.

## Research Proposal

You must submit a copy of your research proposal, no longer than 2–3 pages, 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

· outline any anticipated project costs or specialist resource requirements

· provide details of the industry partner for collaborative industry projects (as applicable). If you plan to work on the research with the industry partner for 60 days or more during your program, you will need to complete and provide a HDR Industry Project Plan.

## Evidence of supervision

You must submit 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 must submit a copy of your official transcript for all previous tertiary study detailing the subjects you have completed and the results awarded. It must include information on your institution's grading scale, and evidence of completion.

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

**Evidence of previous research**

If admission to your program requires the completion of a significant research component in your previous tertiary study, you must submit this evidence if it is not included or graded in your transcript.

If no grade (or an ungraded Pass) was awarded for the thesis or dissertation component of your prior degree, you must submit thesis examination reports. If these reports are not available to submit, you must provide a copy of your thesis in English.

## Curriculum Vitae (CV)

You must submit a summary of your experience and relevant research. It should include publications, conferences, research project work and any research grants. It must be formatted according to our Curriculum Vitae template.

You must ensure working weblinks to any previous publications or relevant research or industry outputs are included. If a refereed publication has been accepted but not yet published, you must provide evidence of acceptance for publication.

## Supporting documents for equivalent qualifications for admission

If you do not meet the minimum qualification requirement for admission or scholarship, you must submit an equivalency case statement and any other supporting documentation, as outlined on the Equivalent Qualifications for HDR Program Admission webpage.

## Doctor of Visual Arts and Doctor of Musical Arts

You must submit a portfolio of prior professional creative work, as an attachment or a weblink, which may include screenwriting samples, compilation of films, videos, animations, games, images of completed works, original sound recordings, scores or compositions. It may also include your achievements and experience.

## Doctor of Education

You must submit a professional portfolio using this template.

## Doctor of Philosophy in Clinical Psychology

Admission is restricted to candidates who are registered psychologists or who are eligible for provisional registration with the Psychology Board of Australia. You must submit this evidence with your application.

## Referee reports

You will be required to nominate two persons on your application who can testify to your academic achievements and speak to your research capabilities. 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 enrolment

If you are not relocating to the Brisbane or Gold Coast region to undertake your program, special arrangements need to be made and then approved. Several factors need to be considered for a remote candidature including the appointment of a qualified local supervisor and agreed periods spent on campus at Griffith University when required for your research project. You must submit a statement addressing all the requirements outlined here.

## Prior Higher Degree Research candidature

If you have already started, but not completed a prior higher degree research (HDR) program, your previous research may be recognised towards the research project to be completed at Griffith.

If you are seeking recognition and/or transferring your program to Griffith you must submit:

- details of the work completed to date and the work remaining for completion (including a timeline for completion)
- evidence of progress made to date, such as completion of progress milestones
- confirmation that data underpinning the research can be transferred/accessed for use at Griffith University.

One of your referee reports must be completed by your prior HDR program supervisor.

## Other

You can submit any other relevant documents to support your application.