

Higher Degree by Research (HDR) Application and Scholarship Processes

Initial Enquiry → Submission of Application					
Application Stage	Who	What happens	What Advisors need to know/do/check	Forms	Website
Initial Enquiry	<ul style="list-style-type: none"> Prospective candidate and potential advisors 	<ul style="list-style-type: none"> Prospective candidate makes initial contact with either College or individual Advisors based on their area of research interest 	<ul style="list-style-type: none"> Can ask the prospective candidate to complete Expression of Interest and return to you to gain further information If the prospective candidate is already well known to the Advisor (e.g. supervised their Honours), then this stage is not required The EOI is intended to facilitate the enquiry process between the prospective candidate and Advisor and is not required for the application 	<ul style="list-style-type: none"> Expression of Interest 	www.jcu.edu.au/grs/prospective/enquiry/index.htm Coming soon – resources for Advisors site, including standard email response for enquiries
Preliminary Discussions	<ul style="list-style-type: none"> Prospective candidate and advisors 	<ul style="list-style-type: none"> If the Advisor/s have indicated initial interest in the project, then further discussions need to take place about the candidate's eligibility, funding, suitability, etc. 	<ul style="list-style-type: none"> The preliminary discussions should clarify expectations (what do you expect of your HDR candidates) and ensure they have a good idea of what is required and involved in undertaking the degree e.g. time commitment Need to establish if their proposed project is 'doable', i.e. logistically possible within the constraints of the degree and has secured funding for the estimated project budget Helpful to understand why the prospective candidate is interested in undertaking this degree (be mindful of the potential issues for international government funded candidates) Establish if you think the prospective candidate has sufficient writing, technical, analytical, etc skills to undertake the degree – see Guidelines for Advisors responding to HDR Enquiries If from a sanctioned country, need to make a preliminary check about the relevant sanctions in relation to the proposed project A reasonable commencement date for the prospective candidate should also be established 		Coming soon – resources for Advisors site, including guidelines for Advisors responding to HDR enquiries
Preparation of Application	<ul style="list-style-type: none"> Prospective candidate and advisors 	<ul style="list-style-type: none"> The prospective candidate must prepare all the documentation that will be need to be submitted with the online application. The Advisors should be involved in the preparation and approval of the Preliminary Project Proposal (PPP) 	<ul style="list-style-type: none"> If the preliminary discussions have convinced you that this candidate is a worthwhile applicant, then the next step is to formalise the project plans for submission with the application on the Preliminary Project Proposal Ensure the specified budget is reasonable and funding is secured- this is one of the main reasons applications are delayed in the assessment stage If the candidate is planning to be external (i.e. not in regular attendance at a JCU campus), additional information is needed to support this If the prospective candidate has indicated they intend to apply for a JCU competitive scholarship, their eligibility and competitiveness should be checked and the deadline for the scholarship noted 	1. Preliminary Project Proposal Form 2. Statement of Research Training, Experience, Skills and Attributes 3. Off-Campus Study Form	www.jcu.edu.au/grs/prospective/apply/index.htm www.jcu.edu.au/grs/scholarships/index.htm
Submission of Application	<ul style="list-style-type: none"> Prospective candidate 	<ul style="list-style-type: none"> Once the candidate has prepared all the necessary documents they can apply through eStudent (online application process) 	<ul style="list-style-type: none"> No further action from advisors should be required at this time, but advisors should be aware that candidates will need to submit valid transcripts, proof of English Language Proficiency, referees reports and the documents specified above. Failure to provide these with the application will result in a delay in processing the application 	<ul style="list-style-type: none"> Online application (eStudent) 	http://www-public.jcu.edu.au/courses/research/index.htm
Submission of Scholarship Application (if applicable)	<ul style="list-style-type: none"> Prospective candidate 	<ul style="list-style-type: none"> Once a prospective candidate has submitted a candidature application, they can then apply online for a JCU competitive scholarship 	<ul style="list-style-type: none"> Advisors should ensure that their data (completions and outputs is correct by the specified date) Advisors should be aware of the deadlines involved, the eligibility requirements and how scholarships are assessed and ranked and that the English Language requirement is higher than that for degree entry 	<ul style="list-style-type: none"> Online application (eStudent) 	www.jcu.edu.au/grs/scholarships/index.htm

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Assessment and Approval of Application	<ul style="list-style-type: none"> GRS International Admissions College 	<ol style="list-style-type: none"> The GRS and International Admissions check incoming HDR applications for completeness, English language, sanctions and other compliance issues. Applications are sent to Colleges for assessment and approval. Applications are sent to the GRS for final checking and Dean's approval 	<ul style="list-style-type: none"> Lack of required documentation, or incomplete documentation (e.g. unsigned PPP) is a common reason for the delay in processing an application If required a UN and Autonomous Sanctions (UNAS) Risk Assessment will be initiated The College must ensure that the specified advisors are suitable and available The College must ensure that the minimum resources will be provided for the project (as per the policy) and that any funding requirements above this are able to be met by identified and secured funding If a College decides the applicant or project is not suitable they should choose to decline the application In completing a final check of the application for Dean, GRS approval, the GRS checks the candidate's eligibility, English, PPP (including the budget), UNAS, Advisors and notes any issues of concern Once all requirements are satisfied and any issues resolved, the Dean, GRS will approve an offer 	<p>Application summary and assessment form</p> <p>Referee reports</p> <p>Application documentation (transcripts, PPP, etc.)</p>
Issue of Offer (or decline)	<ul style="list-style-type: none"> GRS International Admissions 	<ul style="list-style-type: none"> For a domestic candidate the GRS will either inform them that they have been unsuccessful, or provide them with a formal offer For an international candidate International Admissions will either inform the applicant they have been unsuccessful, or provide them with a formal offer 	<ul style="list-style-type: none"> A formal offer specifies the degree, thesis subject (discipline area), commencement date, Advisors, thesis title, conditions (e.g. completion of English training) and has an expiry date, by which the applicant must accept. For international candidates, once they have accepted an offer they must pay fees (Overseas Health Cover, SSA Fee and Tuition Fees) before they will be admitted to the course and issued a Confirmation of Enrolment (CoE) that they will need for their Visa application. 	Formal offer
Scholarship assessment and ranking	<ul style="list-style-type: none"> GRS College Division and Research Education Sub-Committee (RESC) 	<ol style="list-style-type: none"> Scholarship applications are checked for completeness and eligibility Application is scored by GRS GRS scoring is checked by College representative + additional scoring undertaken College scoring is checked by Divisional representative All scoring checked by independent reviewer Final scoring and ranking approved by Executive of RESC 	<ul style="list-style-type: none"> Applications that are deemed to be ineligible will not proceed through the process Applicants who score less than 15 in the Research Record category after College scoring will not proceed through the rest of the process Individual scores are not released to any party, unless by express permission of the Dean, GRS 	
Scholarship offers	<ul style="list-style-type: none"> GRS 	<ul style="list-style-type: none"> Unsuccessful applicants are notified of the outcome The most competitive applicants are made an offer Other competitive applicants are placed on a reserve list 	<ul style="list-style-type: none"> Unsuccessful applicants are notified of the outcome as soon as possible The most competitive applicants are issued scholarship offers in the first round Any scholarship offers that are not accepted by first round recipients are then offered to the next ranked applicant Applicants who are considered competitive, but are not sufficiently competitive for a first round offer are placed on a reserve list and informed of this outcome Scholarship offers cannot be issued until an offer for candidature has been made 	Formal offer