

# Staff PhD Application

This form is for Monash University staff only

**Note that staff candidature is intended for those who wish to submit a thesis based on previously published or unpublished work, which is linked thematically. Staff candidature is only available to members of academic staff of at least three years standing, holding a .5 level appointment or above, at or above lecturer level B - see doctoral regulations – PhD Regulation 5. Other staff members are advised to apply using the regular PhD application form.**

## Please read the following instructions carefully before completing this form

- (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 head of the appropriate department, centre, school or unit in which candidature is sought. Following departmental and faculty endorsement, the form will be forwarded by the faculty, to the Monash Research Graduate School, Research Services, University Offices.
- (ii) An applicant accepted as a **staff PhD candidate is required to enrol** during the period of staff candidature, until the day of the submission of the thesis. The thesis is to be lodged with the Monash Research Graduate School, Research Services, Building 3D, Clayton campus. PhD Staff candidates are not liable for amenities fees.

## PhD Regulation 5 — Staff candidates

- 5.1 In this section 'a member of the academic staff' means a member of the academic staff -
  - 5.1.1 holding a .5 level appointment or above; and
  - 5.1.2. who has held an appointment at or above lecturer B level or equivalent for a minimum of three years or for any shorter period approved by the committee in any particular case.
- 5.2 A member of the academic staff may, if otherwise qualified under this Part, apply for admission to candidature as a staff candidate.
- 5.3 On the recommendation of the head and relevant faculty board, the committee may admit an applicant to candidature for the degree as a staff candidate.
- 5.4 In respect of a staff candidate -
  - 5.4.1 no supervision is required; and
  - 5.4.2 there is no minimum period of candidature, but at least 75% of the thesis research work must be completed while the candidate is a member of the academic staff.
- 5.5 The thesis of a staff candidate must be submitted for examination while the candidate continues to be a member of the academic staff.
- 5.6 A staff candidate may not present in or in support of a thesis any work -
  - 5.6.1 prepared by or in conjunction with a person for whom the candidate is or has been the supervisor; or
  - 5.6.2 which the candidate or any student supervised by the candidate has presented or which the student intends to present for an award of the university or any other tertiary institution, unless the committee in any particular case otherwise determines.
- 5.7 At the time a staff candidate submits a thesis for examination -
  - 5.7.1 the candidate must submit a statement signed by the candidate and by the dean affirming that the thesis contains no work presented in contravention of subsection 5.6; and
  - 5.7.2 the dean must certify whether or not in his or her opinion the thesis is properly presented and worthy of examination.
- 5.8 Except as expressly varied or modified by this section, the regulations apply to staff candidates.

**STAFF PHD APPLICATION**

**Section A - To be completed by the applicant**

**Please print.** Ensure that all questions relevant to your application are answered in full.

**1. Personal Details (Please place X in appropriate boxes)**

Title: Prof  Assoc Prof  Dr  Mr  Mrs  Ms

Family Name:

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

Given Names:

Preferred Name:

Sex: Male  Female

Date of Birth: Day  Month  Year

Home Address:

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

Mailing Address:

Temporary Address:

↓  
from: Day  Month  Year  to: Day  Month  Year

Telephone No: Home:  Work:

E-mail address:

Are you a citizen of Australia or New Zealand? No

Yes

↓  
Please specify:

Please attach a copy of your birth certificate, passport or Australian citizenship certificate\* .

Do you hold Australian permanent residency? Yes   
No

Please specify your status in Australia:

Please attach a copy of an original document relating to your residency status <sup>\*</sup>.

Have you previously applied for a course at Monash (Clayton, Caulfield, Frankston, Gippsland, Parkville, Berwick)?

No   
Yes

State ID number

<sup>\*</sup> **NB:** The originals of these documents must be available for sighting at the time of enrolment.

**2. Proposed enrolment details**

Department, centre, school or unit within which candidature is sought:

Faculty within which candidature is sought:

Proposed thesis title:

Summary: Please write below or attach a summary of no less than 200 words describing your proposed thesis. This should include a detailed statement regarding what publications will be included in the thesis.

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

Degree/diploma currently enrolled:

Tertiary Institution:

Expected completion date: Day  Month  Year

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

Name of Institution:

Name of Dept/Faculty:

Period of candidature:  
From: Day  Month  Year  To: Day  Month  Year

Topic:

Reason for withdrawal:

**3. Current employment status**

Academic rank:

Faculty in which position held

Department in which position held

Date on which current appointment commenced

Is this appointment full-time or fractional? Full-time  or Fractional

Give fraction

Staff personnel number

#### 4. 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.

Where the highest level qualification is from an overseas institution where English was not the medium of instruction, the University may seek evidence of the applicant's ability to complete a thesis in the English language

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

#### 5. Research/publications

Attach details of all 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. Please detail which of the publications are to be included in your proposed thesis and provide certification of percentage contribution from co-authors on any joint or multi authored papers to be included in the thesis.

#### 6. 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 records from any tertiary institution previously attended by me.

The information on this form (including digital images) is collected for the primary purpose of assessing your application for a postgraduate research scholarship and/or research degree admission. Other purposes of collection include attending to administrative matters, corresponding with you (pre and post application) and statistical analyses. The information collected on this form (including digital images) may be disclosed to government agencies such as the Australian Taxation Office, the Department of Employment, Education and Workplace Relations (previously the Department of Education, Science and Training), Centrelink and the Department of Immigration and Citizenship (previously the Department of Immigration and Multicultural Affairs). If you choose not to complete all the questions on this form, it may not be possible for Monash University to assess your application. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011.

**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.

#### **I understand and accept the following conditions of my candidature**

- a) I am member of the academic staff.
- b) I have an appointment at or above lecturer level B or equivalent for three years or more.
- c) At the time of submitting my thesis I understand that I must still hold an appointment at this university.
- d) **I am not currently supervising doctoral students.**

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ◆ On completion of this section the form should be forwarded to the head of the relevant department, or director of a centre, school or unit.
- ◆ Have you attached all requested documentation?

## Section B - Head's certification and recommendation

To be completed by head of department, or director of centre, school or unit

### I certify that:

- I am satisfied that the applicant has adequate training and ability to pursue the proposed course.
- I am satisfied that the applicant will be able to work regularly on his/her study and research .

### I recommend that:

- The applicant be accepted as a staff PhD candidate.
- (Graduate of another university **only**)  
The degree/s of the applicant be accepted as equivalent to the following Monash degree:

Masters  Bachelor H1  Bachelor H11A  Other – Give details



Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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

## Section C - To be completed by the faculty

The applicant is qualified to apply for admission to PhD candidature as a staff candidate under Regulation 5 of the PhD regulations.

The applicant is recommended for admission to PhD candidature as a staff candidate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

(Please tick one)  Dean  Head of faculty administration  Dean's Approved nominee

### This completed form should be submitted 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](mailto:mrgs@adm.monash.edu.au) [www.monash.edu.au/phdschol](http://www.monash.edu.au/phdschol)