

APPLICATION FOR PHD ADMISSION AND VICTORIA SCHOLARSHIPS

Postal address

Faculty of Graduate Research
Victoria University of Wellington
PO Box 600
Wellington 6140
New Zealand

Email: phd-applications@vuw.ac.nz

Website: www.victoria.ac.nz/fgr

Courier address

Faculty of Graduate Research
Victoria University of Wellington
Room 103
10 Kelburn Parade
Wellington 6012
New Zealand

OFFICE USE ONLY		
RECEIVED		
ENTERED		
CHECKED		

To assist with the completion of this form, please read the *Notes to Applicants* first.
www.victoria.ac.nz/fgr/prospective-phds/Publications/notes-to-applicants.pdf

APPLICANTS

1. All **New Zealand** and **International** applicants for PhD admission at Victoria University must complete this form themselves (*applications must not be submitted through an agent*). This form is also used to consider applications for Victoria PhD scholarships.
2. There is **no cost** for submitting an application.
3. You may either complete the form on your computer or fill it in by hand. Any hand-written information must be clearly legible, particularly your email address, as this will be the means by which you will be contacted regarding your application.
4. Answer **all** sections; enter 'Not applicable' or 'NA' if the section is not relevant to you. Where sections include boxes, mark the relevant box to indicate your answer.
5. Send all supporting documentation together with your application form. Students who have previously studied at Victoria University of Wellington are not required to send proof of identity or citizenship. Note that applications cannot be considered until all documentation has been received.
6. You may send scanned copies of official documents with your application. However, any offer of a place at Victoria will be conditional on the Faculty of Graduate Research (FGR) receiving **certified paper copies** of these documents. See the *Notes to Applicants* for more information.
7. Email or post your completed application to the FGR at the above address. If posting, allow time for it to arrive before the application deadline.
8. The closing dates for applications are **1 March, 1 July and 1 November**.

APPLICATION FOR STUDENT ID CARD

You must have a current Student ID card. The card serves as your library card, ID card and access card for computer labs, etc. Please note that your ID card must be collected from the Enrolment Office and will not be issued unless you are fully enrolled and your fee payments are up to date or a Student Loan application has been confirmed.

Attaching a photo now avoids waiting in long queues at peak times. Returning students can collect an update sticker from your Faculty Student and Academic Services Office.

Tick one box that applies to you.

- First year at Victoria no charge
 Returning (lost/damaged cards) Fee to be paid at Student Payments prior to collection of card

Student ID number (If known)

Date of birth

Full name

Day Month Year

You must staple a photo here.

Please write your full name on the back of the photo.

Photos will not be returned.

PART A: ALL APPLICANTS

1 PERSONAL INFORMATION

1.1 Surname or family name

1.2 First or given name Middle name(s)

1.3 Full legal name

(as on your passport, birth certificate or marriage certificate)

1.4 Preferred first or given name

(if different from that shown above)

1.5 Previous family name

(if different from that shown above)

1.6 Previous first or given name Middle name(s)

(if different from that shown above)

1.7 Nationality

(as on passport)

1.8 Date of birth

Day	Month	Year

1.9 Gender

Male Female

1.10 Email

1.11 Postal address for correspondence

1.12 Contact Numbers:

	Country Code	Area Code	Number
Home			
Business			
Mobile			

1.13 Who should we contact in an emergency?

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First name

Surname or family name

Emergency contact phone number

(include area code if needed)

1.14 Citizenship

Please tick one box below.

- (N) New Zealand citizen
 (A) Australian citizen
 (P) NZ or Australian permanent residents
 (D) Diplomatic passport
 (O) Studying on a Student Visa
 (X) Other immigration status

Please enter below the country for which you hold citizenship:

1.15 Ethnicity—Please tick relevant boxes below.

- (0) NZ European/Pakeha
 (1) New Zealand Māori

Please specify up to three iwi/hapū

- | | |
|---|---|
| <input type="checkbox"/> (2) Samoan | <input type="checkbox"/> (17) Italian |
| <input type="checkbox"/> (3) Cook Island Māori | <input type="checkbox"/> (18) German |
| <input type="checkbox"/> (4) Niuean | <input type="checkbox"/> (19) Australian |
| <input type="checkbox"/> (5) Tongan | <input type="checkbox"/> (20) Other European |
| <input type="checkbox"/> (6) Tokelauan | <input type="checkbox"/> (21) Filipino |
| <input type="checkbox"/> (7) Chinese | <input type="checkbox"/> (22) Cambodian |
| <input type="checkbox"/> (8) Indian | <input type="checkbox"/> (23) Vietnamese |
| <input type="checkbox"/> (9) Fijian | <input type="checkbox"/> (24) Other Southeast Asian |
| <input type="checkbox"/> (10) Other Asian | <input type="checkbox"/> (25) Sri Lankan |
| <input type="checkbox"/> (11) Other Pacific Peoples | <input type="checkbox"/> (26) Japanese |
| <input type="checkbox"/> (12) British/Irish | <input type="checkbox"/> (27) Korean |
| <input type="checkbox"/> (13) Dutch | <input type="checkbox"/> (28) Middle Eastern |
| <input type="checkbox"/> (14) Greek | <input type="checkbox"/> (29) Latin American |
| <input type="checkbox"/> (15) Polish | <input type="checkbox"/> (30) African |
| <input type="checkbox"/> (16) South Slav | <input type="checkbox"/> (31) Other |

2 EQUITY INFORMATION

Do you have a disability, impairment, long-term injury or chronic medical condition?

- Yes > Please complete the *Services and Support Form 2010* and return with your application
- Not sure > Please complete the *Services and Support Form 2010* and return with your application
- No

3 VICTORIA SCHOLARSHIPS

3.1 Do you wish to be considered for a Victoria PhD scholarship?

- Yes No See the *Notes to Applicants*

3.2 The University also administers a number of full PhD scholarships targeted at particular disciplines (see www.fis.org.nz/BreakOut/vuw/schols.phtml) Do you wish to be considered for one of these?

- Yes No

If yes, name the scholarship

Please check whether an additional application form is required.

3.3 Do you have a scholarship from another source?

- Yes No

If yes, name the scholarship

What is the level of funding?

- Fees Living allowance
 Both Other > Please specify

4 STUDENT TYPE

4.1 Do you wish to study:

- Full-time or
 Half-time (See Glossary in the *Notes to Applicants*)

If half-time, can you make a minimum commitment of 15 hours per week to your research?

- Yes No

4.2 Have you previously been enrolled at Victoria?

- Yes No

If yes, in what year were you last enrolled?

Victoria Student ID number (if known)

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7 ACADEMIC QUALIFICATIONS

7.1 List all undergraduate and postgraduate study in New Zealand and overseas (for example Degree Completion Certificate). Continue on a separate sheet if necessary. Attach certified copies of transcripts and other documentation from all institutions **except** Victoria. See the *Notes to Applicants* on the certification of official documents.

Degree or professional qualification	Institution	Place and country	Years attended	
			From (year)	To (year)

7.2 Are you awaiting the results of any courses or qualifications that will be relevant to your application?

- Yes No

If yes, please indicate when these results will be available

Degree/course	Institution	Date results available

4.3 In which university were you most recently enrolled?

4.4 Have you previously applied to do a PhD at Victoria?

- Yes No

If yes, in which year(s) did you apply?

4.5 Are you a full-time or part-time Victoria staff member?

- Yes No

4.7 Where else are you applying?

5 INTENDED RESEARCH

EXPRESSION OF RESEARCH INTERESTS

5.1 Your application **must** include an **Expression of Research Interests**. Please write and attach a statement of no more than three pages (1500 words) based on the questions below. If your application for admission is successful, you will develop a full research proposal during your first year as a doctoral student (provisional registration).

Why do you want to do doctoral research? What are you interested in? Why are you interested in it? In answering, tell us what you already know about your area of interest, referring to the literature if you think it appropriate.

5.2 Into which subject/sub-field does your research fall?

5.3 You may list up to three Victoria academics with whom you are interested in working.

With which of them have you established contact?

5.4 Attach an extract of at least 2,000 words of either a) your scholarly or academic writing from a research paper, Master's thesis, or highest-level academic work to date or b) your published work (as sole or first author).

6 PROPOSED START DATE

Day	Month	Year

See the *Notes to Applicants*.

8 EMPLOYMENT DURING PHD STUDY

Do you intend to maintain or seek paid employment during your PhD?

- Yes No

If yes, and you are applying for a Victoria scholarship, see the *Notes to Applicants*.

PART B: INTERNATIONAL APPLICANTS ONLY

Please read Section C of the *Notes to Applicants*

10 APPLICATION

Applications for PhD admission must be submitted by the applicant, not through an agent.

11 PROFICIENCY IN ENGLISH

11.1 Is English your first language?

- Yes No

If no, or if yes and you come from a non-English speaking country, you must answer all the following questions. If yes, and you are from an English speaking country, go to **Part C**.

Note: If English is not your first language, you must provide documentary evidence of your English language proficiency to meet Victoria University of Wellington's English language requirements. (See the Notes to Applicants Section C 2 for information).

11.2 Have you sat an IELTS test?

- Yes (attach results) No

PART C: ALL APPLICANTS

12 SECONDARY SCHOOLING

This information is required by the New Zealand Government. If you were **previously** a student at Victoria, go to section 13.

12.1 When was your last year at secondary school?

12.2 Was it a New Zealand secondary school?

- Yes > Please continue to section 12.3
 No > Please go to section 12.5

12.3 Name of last New Zealand secondary school attended.

12.4 Name of town/city where school is located.

12.5 What is the highest academic award you hold from a secondary school?

- (00) No formal secondary qualification or fewer than 14 credits at NCEA Level 1
 (09) Overseas qualification, ie. Cambridge International Examinations (CIE) or International Baccalaureate (IB)
 (11) 14 or more credits at any level
 (12) NCEA Level 1 or School Certificate
 (13) NCEA Level 2 or 6th Form Certificate
 (14) University Entrance
 (15) NCEA Level 3 or Bursary or Scholarship
 (98) Not Known
 (99) Other

9 ACADEMIC REFEREES—CONFIDENTIAL REPORTS

Please ask two referees who are able to evaluate your academic ability and research potential to complete the *Academic Referees—Confidential Report*. See the *Notes to Applicants* for information and the link to the report.

11.3 Have you sat a TOEFL test?

- Yes No

Please note: results must be provided to the Victoria Institution code 6765.

11.4 Have you completed the Victoria English Proficiency Programme (EPP)?

- Yes Date No

11.5 Have you completed an alternative English language qualification?

See *Notes to Applicants*

- Yes No

If yes, attach results or explain?

11.6 Do you intend to complete one of the following: IELTS, TOEFL or EPP?

- Yes No

If yes, state which?

By what date?

13 STATISTICAL INFORMATION

The following information is required by the New Zealand Government and Victoria University Marketing Group.

13.1 Have you been enrolled at Victoria in the last year?

- Yes No

13.2 Have you been enrolled at Victoria in the last two years?

- Yes
 No I was living at New Zealand address (please enter the postcode for where you were living over past 12 months here):
 No I was living overseas

13.3 What type of accommodation will you be living in while studying at Victoria in 2010?

- (1) Flattng (2) Hall of Residence
 (3) Boarding in a private home (4) Living at home with family
 (5) Other > Please specify
 (6) Own home

13.4 What was your main activity or occupation at 1 October of year prior to application?

- New Zealand high school (secondary school)
 High school (secondary school) outside New Zealand
 Studying at Victoria University
 Studying at another New Zealand university
 Studying in New Zealand at another tertiary institution
 Studying at a university outside New Zealand
 Wage or salary worker
 Self-employed
 Parenting
 Unemployed or other beneficiary
 New Zealander working or travelling abroad
 Retired
 Other

13.5 What were the most helpful methods of sourcing information about studying at Victoria University? Please rank at least one box. You may select up to three (1, 2 or 3 where rank 1 is the most helpful).

- Victoria University website
- Victoria University publication, brochure or booklet
- Victoria University academic staff
- Victoria University Liaison Officer
- Other Victoria University staff
- Staff from your current university or tertiary institution
- High School Careers Adviser
- Victoria University information event or open day
- Careers or education expo
- Word of mouth – e.g. colleagues, friends or family
- Information available in your workplace
- Agent
- Other

13.6 What were the most important reasons that you decided to enrol at Victoria *rather than at another university or institution*? Please rank at least one box. You may select up to three (1, 2 or 3 where rank 1 is the most important.)

- It is close to where I live and/or work, and/or to my family
- It is the best University
- The quality of my preferred course and its teaching staff
- The research reputation of the academic staff
- It is the only option for my preferred course or research
- The availability of scholarship funding to support my course or research
- The lifestyle and opportunities of Wellington City
- The range of university accommodation
- Campus and social life of Victoria University
- It is a recommendation or requirement of my job
- Student facilities ie. computers, sports facilities
- Student support services ie. careers advice, learning support
- The cost of the fees and courses
- Other

PART D: ADDITIONAL DOCUMENTATION—ALL APPLICANTS

Please attach additional pages if there is insufficient space on the application form

14 NON-DEGREE RESEARCH EXPERIENCE

If you think it relevant, you may provide a separate statement (of no more than 500 words) describing your research experience **other** than from past degrees. See the example in the *Notes to Applicants*.

15 AWARDS, PRIZES OR SCHOLARSHIPS

List any awards, prizes or scholarships you currently hold or have held in the past.

Name	Date		Value (if applicable) in New Zealand dollars
	Start	End	

16 PUBLICATIONS

List any publications, either authored or co-authored. Give complete references. Do not abbreviate; provide full names of journals or books (including page numbers where applicable). See the example in the *Notes to Applicants*.

List of publications

17 RELEVANT WORK EXPERIENCE

List all relevant work or research experience.

Employment dates	Full- or part-time (hours)	Position	Organisation	Relevant responsibilities

PART E: ALL APPLICANTS

18 DECLARATIONS

- 18.1 I have read and understood the *Notes to Applicants*.
- 18.2 I declare that all the information submitted on this application form and in the attached documents is correct and complete.
- 18.3 I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my Offer of Study and/or my enrolment.
- 18.4 I give permission to have my expression of research interest statement and writing sample analysed by plagiarism detection systems operated and/or licensed by Victoria University of Wellington.

I UNDERSTAND THAT:

- 18.5 The submission of fraudulent or forged documentation in support of this application will automatically disqualify me from enrolment. Victoria may inform all other New Zealand universities of fraudulent applications, and provide the student's name and date of birth. Immigration New Zealand and the Police will also be informed.
- 18.6 Meeting the minimum entry criteria does not guarantee me a place at Victoria, and if my application is declined, Victoria may not be required to provide reasons.
- 18.7 The information I have supplied with my application will be made available to government entities where required for statistical purposes or where required under New Zealand law.
- 18.8 Victoria University of Wellington will use email as its primary means of communication with me.
- 18.9 My name, date of birth and residency as entered on this application will be included in the National Student Index and will be used in an authorised information matching programme with the New Zealand Birth Register. For further information please see www.minedu.govt.nz/goto/nsi
- 18.10 The information I supply may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Victoria (including selection committees) and as required by protocols between the University and external agencies.
- 18.11 The Faculty of Graduate Research is entitled to obtain any other information about me held by Victoria, or any other institute which I have attended, relating to my application.
- 18.12 My name and details of any scholarships that I may be awarded may be published.
- 18.13 I have the right to see and correct, if necessary, the information I have provided.
- 18.14 Without this consent, my application cannot proceed.

- I have read and understood the declarations in Part E of this application.

Student Signature

Date

Day	Month	Year

Applications submitted by post must be signed and dated.

19 APPLICANT CHECKLIST

COMPLETED APPLICATION FORM

Mark the relevant boxes below to indicate which documents accompany your application.

PERSONAL DETAILS

Except for those who did their prerequisite degree at Victoria, all applicants must attach proof of identity/name.

- Birth certificate or
 Passport
 Marriage certificate or deed poll (if you have changed your name)

CITIZENSHIP

Except for those who did their prerequisite degree at Victoria, all applicants must attach proof of citizenship.

- Birth certificate or
 Passport or
 Certificate of citizenship

ACADEMIC RECORD

Except for those who did their prerequisite degree at Victoria, all applicants must attach evidence of university qualifications. This must include academic transcripts, degree certificates and Diploma Supplements.

- Academic transcript(s)
 Degree Certificates
 Diploma Supplement

REQUIRED DOCUMENTS

- Expression of research interests
 Extract of scholarly or academic writing

LANGUAGE DOCUMENTS (FOR INTERNATIONAL STUDENTS IF APPLICABLE)

- Evidence of English language proficiency
 Results from IELTS, TOEFL or alternative English language qualification

ADDITIONAL DOCUMENTS

Where relevant.

- Statement of non-degree research experience
 List of awards, prizes or scholarships
 List of publications
 List of relevant work experience
 Photo for student ID card

THE APPLICATION PROCESS

1. You will receive an acknowledgement by email from the Faculty of Graduate Research (FGR) that your application has been received.
2. You should notify the FGR immediately of any changes of details or circumstance, or of your intention to withdraw your application.
3. The FGR will assess your eligibility. Schools and faculties will consider all applications and decide which students to accept.
4. Six weeks after the deadline, you will receive an email advising you of the outcome of your application.
5. Successful applicants will also receive an offer of place, to be returned within one month, and a fees estimate.

Email your application and documents to phd-applications@vuw.ac.nz or send by post or courier to the address at the start of the application form.

Please direct application enquires to:

phd-applications@vuw.ac.nz
or
Senior Scholarship and PhD Admission Officer
Phone: +64-4-463 5113