

# APPLICATION FOR ADMISSION

## HIGHER DEGREE BY RESEARCH STUDENTS



This form may be changed from time to time. Please do not store a copy of this form. Ensure currency and obtain the latest version by contacting the Graduate School.

Fill in this form electronically and submit it in the format provided.

The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available <https://curtindubai.ac.ae/privacy-policy/>.

### 1. COURSE APPLYING FOR

PhD (part-time) ☐ PhD (full time) ☐

### 2. PREVIOUS STUDENT DETAILS

Have you previously studied at Curtin University? ☐ Yes ☐ No If yes, please provide Curtin Student ID

### 3. PERSONAL DETAILS

Please provide your name, date of birth and gender as shown on your passport or birth certificate.

Title (Mr / Ms / Mrs)  Given Name   
Any Other Names  Family Name (Surname)

**Name as shown in Passport or Birth Certificate**   
Please enter your name as shown on your passport or birth certificate.  
This name will appear on your Curtin Award Certificate.

**Previous Name**   
If you have changed your name since you last applied or were last enrolled at Curtin, or if the name on your supporting documents is not the same, please enter your previous name or names and provide formal evidence of each of the name changes.

Date of Birth (DD/MM/YY)  Gender ☐ Male ☐ Female

### 4. Email and Phone Details

Please provide your current contact email and phone details (you must provide at least one phone number).  
Your email address will be used to contact you so ensure you provide a valid address.

Email Address   
Home Phone  Mobile Phone  Work Phone

### 5. Address

Please provide your current contact address details.

Country  City  Address   
State  Postcode

### 6. CULTURAL DETAILS

Please provide your cultural details including the country in which you were born, and the main language spoken at home.

Country of birth  Country of Citizenship  Main language spoken at home   
If you are a resident of the UAE, please provide your Emirates ID number

7. SPONSOR NAME (If Applicable)

If you expect your tuition fees to be paid by a sponsor direct to the University, please enter the sponsor’s name. (Please attach sponsorship letter if it is available)

8. SCHOLARSHIP

Are you going to be funded by the supervisor’s research grant?

Yes ☐ Name of the grant

No ☐

If the answer is “No” in the previous question, do you wish to be considered for a fully funded studentship through Curtin Dubai?

Yes ☐ No ☐

**Terms and Conditions:**  
Please note that studentships are only available for full time study to UAE residents. Studentships are only available for Engineering, Psychology, and Business.

9. ENGLISH LANGUAGE PROFICIENCY

All applicants must meet Curtin’s English language requirement. Please indicate your eligibility by selecting one of below options. Official evidence must be included as one of the supporting documents for this admission.

Are you a Curtin University graduate or graduate from any recognised University in Australia?

Yes ☐ No ☐

If “No” in the previous question, have you completed at least one semester full-time or equivalent of a postgraduate study at a recognised University in New Zealand, Republic of Ireland and United Kingdom?

Yes ☐ No ☐

If “No” in the previous question, have you completed at least one year full-time or equivalent of a postgraduate study at a recognised University in Canada, Singapore, South Africa or United States of America?

Yes ☐ No ☐

If “No” in the previous question, did you obtain an undergraduate or postgraduate degree from a recognised overseas University, assessed by Curtin University as comparable to the educational level of an Australian bachelor or Master degree in which Curtin University recognized English is the sole language of instruction?

Yes ☐ Please check and provide screen shot from here <https://www.whed.net/home.php>

No ☐ If “No” in the previous question, please indicate one of the English Proficiency Tests below and provide official evidence

☐ IELTS (Please indicate the scores (Listening, Reading, Writing, Speaking and Overall Scores))

☐ TOEFL (Please indicate the score (Reading, Listening, Speaking, Writing and Overall Score))

☐ Other (Please indicate the score)

10. PREVIOUS AND CURRENT STUDY DETAILS

Please provide details of all previous study, including secondary and tertiary qualification, as well as any current studies you are completing.  
Please provide certified true copies of your academic transcripts.

Institution Name	Full Name of Qualification (e.g. “Bachelor of Engineering (First Class Honours)”, Postgraduate Diploma in Computing”)	GPA/CGPA	Duration of Study	
			First Year	Last Year

Have you previously been enrolled in a Higher Degree by Research (HDR) at the same level? ☐ Yes ☐ No

At which Institution?

If not completed, what was the date of withdrawal from your previous HDR enrolment?

11. DOCTORATE COURSE DETAILS

Intended area of study (e.g. Mechanical Engineering)

How do you intend to study? Full-time ☐ Part-time ☐

(Note: International students studying on a student visa, as well as fully funded Scholars, must study full-time)

When do you wish to start your study?

Year  Study Period  (e.g. Research Term 1 (January – June), Research Term 2 (July - December))

12. SUPERVISOR

You are required to identify Level 1 academic supervisors in your specific area of interest in Curtin Dubai, who has agreed to take you on as their research student. You are advised to consult with the HDR Coordinator at [phd.applications@curtindubai.ac.ae](mailto:phd.applications@curtindubai.ac.ae) to identify available supervisors in your research area. [Click here to search for a supervisor at Curtin University.](#)

Please provide details of the member of the Academic Unit who has agreed to be your supervisor(s):

Name

Academic Unit (e.g. Department of Accounting/Faculty of Business)

Supervisor’s Declaration

- ☐ I/We declare that I/We have been in communications with the applicant to complete this admission form and develop a research proposal, and am/are agreeable to be the thesis supervisor; and
- ☐ I/we declare that I/We possess the core expertise to supervise the thesis project; and
- ☐ I/we declare that I/We have checked and confirmed the availability of resources and facilities at Curtin University or accessibility of such resources and facilities from other institutions to support the proposed research project.

13. RESEARCH TOPIC OR AREA OR PROJECT TITLE AND FIELD OF RESEARCH CODE

Please provide the Field of Research code that most accurately describes your research topic.  
You must use the 6-digit Field code as this information will be used for government reporting.  
The Field of Research codes are available at the Australian Bureau of Statistics website via: [ABS - FoR Codes](#)

Name of Field of Research

6 Digit Code

14. THE RESEARCH

This section is **required to be jointly completed by the applicant and intended Principal Supervisor**. The information provided will be used to assess whether a sound basis for an academic research project of international standard which contributes towards original knowledge has been proposed. The writing in **this section will be considered as a collaborative work between the applicant and the Principal Supervisor**.

Standard citations are required to be used and an accompanying reference list needs to be provided in each section where citations appear.  
Up-to-date references should be included.

There is no need to provide a detailed research proposal. This will be developed in the first part of your program at Curtin.  
However, please work with your intended supervisor to provide the following:

- a. A statement on the NOVELTY and SIGNIFICANCE of the proposed research (1000-500 words)  
Show how you have systematically reviewed the literature to ensure that your proposed research project does not cover previous studies.  
What elements will be new (original) in your proposed research project?  
Describe how the anticipated outcomes of the proposed study will advance the discipline (the significance of your work)

b. A what is the research gap in the proposed research area? (1000 – 500 words)  
A problem or issue exists because there is insufficient knowledge which can be used to close that gap in knowledge to resolve the problem/issue.  
What previous work has been done in this area and what are their limitations such that the gap remains open? How do you define this research gap (what needs to be discovered)?  
Items (a) and (b) help establish the need for Curtin Dubai resources to be allocated to your proposed study.

c. References

d. What is/are the research questions that remain to be resolved in order to close that research gap?

Please list any additional training that will be required to be undertaken by the student for this project.  
Please note that it is the responsibility of the intending Supervisor to take on only those who have experience/backgrounds appropriate to the proposed project.  
Do not leave this section blank.

15. CURRICULUM VITAE

Please attach a copy of your Curriculum Vitae (CV) or resume which has been prepared using the required template available online at <https://curtindubai.ac.ae/wp-content/uploads/doc/PhD-Application-Curriculum-Vitae-Format-for-Curtin-Dubai.docx>. The CV template allows you to indicate details of your past employment, publications and referees.

16. APPLICATION DECLARATION

Please read the following Applicant Declaration and sign below to indicate you agree.

Admission Application

- I declare that I have read the instructions on this application and that the information I have provided is accurate and complete.
- I acknowledge that if I do not provide the requested information, Curtin University may not be able access my application for admission.
- I authorise Curtin University to obtain further academic information or official student records from any educational institution or recognised educational qualification assessment body as necessary.
- I authorise Curtin University to verify my employment history for the purpose of making an informed decision about my application where my work experience is relevant.
- I understand that Curtin University is not responsible if any educational body or institution does not supply my academic or work history records.
- I acknowledge that Curtin University reserves the right to vary or reverse any decision regarding admission or academic progress made on the basis of incorrect, incomplete or fraudulent information.
- **International students:** If I do not meet all University’s entry requirements, I authorise the University to provide my full application to Curtin approved pathway providers for consideration for a preparatory program (Foundation/ Diploma). I understand that successful completion of this program will help qualify me from admission into specified of Curtin University.

Privacy

- I agree that Curtin University may collect and disclose personal information about me for the purposes of assessing my application, creating a record on its student database, undertaking statistical analysis, providing data to Government Departments as required by law, for verification of study loads, for remission of debt and to further inform me about relevant courses and events.
- **International students:** I accept that information supplied in this application may also be made available to a Curtin University overseas representative to provide assistance with my application.
- **International students:** I accept that information supplied in this application may be made available to the University’s preferred Overseas Student Health Cover provider to assist with my health insurance.
- I acknowledge that I have the right to access and amend personal information which Curtin University holds about me, subject to exceptions in relevant privacy legislation. To access personal information, contact the Privacy Compliance Officer at [privacy@curtin.edu.au](mailto:privacy@curtin.edu.au). A charge may apply for providing access.
- I understand that I can obtain further information concerning the Curtin University Privacy Policy at <https://informationmanagement.curtin.edu.au/local/docs/PrivacyStatement.pdf>.
- In addition to the Curtin University Privacy Policy, I agree that the Curtin Dubai Privacy Policy will also be applicable which can be found [here](#).

Signature of applicant

Date

17. APPLICATION CHECKLIST

- ☐ Make sure you have attached your Curriculum Vitae (using the required template available online at <https://gradschool.curtin.edu.my/higher-degree-by-research/future-students/application-process/application/>, complete with names of two academic referees.
- ☐ Make sure you have contacted the Enrolling Area and/or a potential supervisor to discuss your planned program prior to submitting this application.
- ☐ Enclose original or certified true copies of all previous qualifications including award certificates and academic transcripts with a description of the grading system used (not required for qualification undertaken at Curtin)
- ☐ If your previous studies do not meet with Curtin’s Standard English requirements, enclose copies of your English language qualifications or details of other English language proficiency.
- ☐ If your academic transcripts are in a language other than English, please enclose their English translations.
- ☐ Enclose copy of evidence for change of name.
- ☐ Read and sign the Applicant Declaration.

18. LODGING YOUR APPLICATION

Please complete this form and email it to [phd.applications@curtindubai.ac.ae](mailto:phd.applications@curtindubai.ac.ae).

Your application will be acknowledged within 5 working days. Please note that standard admission processing time is within 3 weeks. Nevertheless, you may be requested to amend the application and/or submit additional documentation to complete the application. Consequently, the processing time may take longer to include a response period to re-submit the documentations.

**IMPORTANT:** Original copies of documentations may be requested for verification. These copies must also be presented during enrolment.

Upon request, please submit your application and original copies:

Curtin University Dubai  
Dubai International Academic City,  
Blocks 10 - 12, Fourth Floor,  
PO Box 345031,  
Dubai, UAE.

To be completed by the intended Principal Supervisor in Enrolling Area.

19. BASIS FOR ADMISSION

Applications will not be considered without a basis provided for assessment.  
Please select the applicable admission category from below admission criteria.

Doctoral\*\*

- ☐ Graduated with or qualified for the award of the degree of Bachelor with First Class Honours (CGPA of 3.67 or higher) or Upper Second Class Honours (CGPA≥ 3.0)\*\*\* in the field or related fields within Curtin University which includes the completion of a supervised research dissertation project carrying the equivalent credit of at least 25 percent of an annual full-time load; or  
\*\*\*Candidate having Upper Second-Class Honours could be considered for a Doctoral direct entry upon demonstration of research competencies as verified and deemed by the Academic Board at Curtin University Dubai.
- ☐ Graduated with or qualified for the award of the degree of Master of Philosophy or Master of Research in the field or related fields within Curtin University which includes the completion of a publically available thesis; or
- ☐ Graduated with or qualified for the award of the degree Master by Coursework in the field or related fields within Curtin University, and the completion of a research dissertation project carrying the equivalent credit of at least 25 percent of an annual full-time load and which has been awarded an assessed result at or above distinction level; or
- ☐ Graduated with or qualified for the award of the degree Master by Coursework at or above distinction level in the field or related fields within Curtin University, and the completion of substantive and relevant research experience which can be evidenced in at least one of the following forms:  
(i.) substantial scholarly papers as sole or primary author, appearing in recognised academic journals or in volumes published by recognised academic publishers;  
(ii.) published research reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing and which identify the applicant as sole or primary author;  
(iii.) a portfolio of creative work with a published critical discussion of that work, which demonstrates the applicant’s development of a scholarly approach to creative work as research investigation, for which the application is identified as sole or primary author; or
- ☐ Obtained qualifications from another institution which are recognised by tertiary admission authorities in Australia and which are deemed to be equivalent to any of the above four criteria.

\*\*Candidates without a qualification in the related fields or relevant working experience must undergo appropriate prerequisite courses determined by the University.

20. INTERIM THESIS COMMITTEE

- Nomination of a Thesis Chair and Supervisors is essential at time of Admission.
- Thesis Chair and Principal Supervisor must be listed as a Level 1 Supervisor on the Register of Supervisors
- A Co-supervisor must be an academic member of staff or holds an adjunct position. Applications for an adjunct position can be lodged with Human Resources using the appropriate form.
- External Associate/Co-Supervisors must complete “Registration of a University Associate” and ‘Confidentiality and Compliance Agreement for University Associates” form. Signing of these constitutes agreement of the signatory to supervise the student.
- Please provide details of an affiliated institution if nominee is external to Curtin, and Enrolling Area for internal supervisors.
- Among the thesis committee members and/or between one or more thesis committee members and HDR student should not have perceived or actual conflict of interest such as a family relationship. Below are the standard guidelines for appointing a thesis committee to minimise potential conflict of interest
- o Thesis committee must not consist of thesis chair and principal/co-supervisor who are partner/married.  
Special exception can be made if there are limited eligible chairs and only if the chair’s spouse is an associate supervisor.  
This exception will be subject to approvals from AD, R&D and Chair of CMGS Committee.
- o The thesis committee must not comprise principal supervisor and co-supervisor who are partner/married.

Exception can be made if special expertise is required, there is an independent co-supervisor and the couple are in the main and associate supervisory roles.  
This exception will also be subject to approvals from AD, R&D and Chair of CMGS Committee.

Thesis Chair (Essential) (must be a member of Curtin salaried academic staff)

Name

Professional Position

Academic Unit

Highest Academic Qualification

Is this person on the Register of Supervisors? ☐ Yes ☐ No

You are advised to consult with the HDR Coordinator at [phd.applications@curtindubai.ac.ae](mailto:phd.applications@curtindubai.ac.ae) to identify available supervisors in your research area.  
([https://research.curtin.edu.au/search-results/?search=\\*&type=supervisors](https://research.curtin.edu.au/search-results/?search=*&type=supervisors))

If yes, Supervisory Level ☐ Doctoral & Masters, at ☐ Level 1, or ☐ Level 2 ☐ Masters Only

Does the proposed thesis chair have perceived or actual conflict of interest with any of the supervisory team members or the student

Yes ☐ No ☐

**Principal Supervisor** (Essential) (must be a member of Curtin salaried academic staff)

Name

% Contribution

Professional Position

Academic Unit

Highest Academic Qualification

Is this person on the Register of Supervisors? ☐ Yes ☐ No

[https://research.curtin.edu.au/search-results/?search=\\*&type=supervisors](https://research.curtin.edu.au/search-results/?search=*&type=supervisors)

If yes, Supervisory Level ☐ Doctoral & Masters, at ☐ Level 1, or ☐ Level 2 ☐ Masters Only

Does the supervisor have perceived or actual conflict of interest with the thesis chair or any other supervisory team member or the student

Yes ☐ No ☐

**Co-Supervisor(s) / Associate Supervisor(s)**

A minimum of one person must be nominated, up to a maximum of three. A co-Supervisor must be a member of Curtin academic staff, an adjunct fellow, or an Emeritus Professor. Associate Supervisors may all be external if appropriate.

(i)

Name

% Contribution

☐ Co-Supervisor, or

☐ Assoc. Supervisor

If Co-Supervisor, Status:

☐ Academic Staff or

☐ Adjunct Fellow or

☐ Emeritus Professor

If A/Supervisor, Status:

☐ Academic Staff or

☐ External (University Associate)

Professional Position

Academic Unit

Highest Academic Qualification

Supervisory Experience

Is this person on the Register of Supervisors? ☐ Yes ☐ No

[https://research.curtin.edu.au/search-results/?search=\\*&type=supervisors](https://research.curtin.edu.au/search-results/?search=*&type=supervisors)

If yes, Supervisory Level ☐ Doctoral & Masters, at ☐ Level 1, or ☐ Level 2 ☐ Masters Only

Does the supervisor have perceived or actual conflict of interest with the thesis chair or any other supervisory team member or the student

Yes ☐ No ☐

(ii)

Name

% Contribution

☐ Co-Supervisor, or

☐ Assoc. Supervisor

If Co-Supervisor, Status:

☐ Academic Staff or

☐ Adjunct Fellow or

☐ Emeritus Professor

If A/Supervisor, Status:

☐ Academic Staff or

☐ External (University Associate)

Professional Position

Academic Unit

Highest Academic Qualification

Supervisory Experience

Is this person on the Register of Supervisors? ☐ Yes ☐ No

[https://research.curtin.edu.au/search-results/?search=\\*&type=supervisors](https://research.curtin.edu.au/search-results/?search=*&type=supervisors)

If yes, Supervisory Level ☐ Doctoral & Masters, at ☐ Level 1, or ☐ Level 2 ☐ Masters Only

Does the supervisor have perceived or actual conflict of interest with the thesis chair or any other supervisory team member or the student

Yes ☐ No ☐

(iii)

Name  % Contribution

☐ Co-Supervisor, or ☐ Assoc. Supervisor  
If Co-Supervisor, Status: ☐ Academic Staff or ☐ Adjunct Fellow or ☐ Emeritus Professor  
If A/Supervisor, Status: ☐ Academic Staff or ☐ External (University Associate)

Professional Position  Academic Unit

Highest Academic Qualification

Supervisory Experience

Is this person on the Register of Supervisors? ☐ Yes ☐ No

[https://research.curtin.edu.au/search-results/?search=\\*&type=supervisors](https://research.curtin.edu.au/search-results/?search=*&type=supervisors)

If yes, Supervisory Level ☐ Doctoral & Masters, at ☐ Level 1, or ☐ Level 2 ☐ Masters Only

Does the supervisor have perceived or actual conflict of interest with the thesis chair or any other supervisory team member or the student

Yes ☐ No ☐

(iv)

Name  % Contribution

☐ Co-Supervisor, or ☐ Assoc. Supervisor  
If Co-Supervisor, Status: ☐ Academic Staff or ☐ Adjunct Fellow or ☐ Emeritus Professor  
If A/Supervisor, Status: ☐ Academic Staff or ☐ External (University Associate)

Professional Position  Academic Unit

Highest Academic Qualification

Supervisory Experience

Is this person on the Register of Supervisors? ☐ Yes ☐ No

[https://research.curtin.edu.au/search-results/?search=\\*&type=supervisors](https://research.curtin.edu.au/search-results/?search=*&type=supervisors)

If yes, Supervisory Level ☐ Doctoral & Masters, at ☐ Level 1, or ☐ Level 2 ☐ Masters Only

Does the supervisor have perceived or actual conflict of interest with the thesis chair or any other supervisory team member or the student

Yes ☐ No ☐

21. CONFIRMATION OF FACILITIES AND RESOURCES

Applications will not be considered without the certification requested below.

It is confirmed that the Academic Unit will provide the following facilities and resources, consistent with the University’s document outlining Guidelines for Essential Facilities for Higher Degree by Research (Curtin University Dubai’s scenarios) and Statute No. 12 – Admission and Enrolment, for the proposed research program:

- ☐ Staff expertise to supervise the student
- ☐ Equipment for experimentation (subject to availability of equipment on campus)
- ☐ Satisfactory arrangements for maintaining appropriate level of face-to-face contact
- ☐ Adequate space including access to a desk, chair and adequate storage space for books, reference materials etc
- ☐ Specific additional training for the student as indicated by the Supervisor and student

I certify that the above information is correct.

Name of Academic Unit  Position of Authorised Officer ☐ Dean of Faculty ☐ Assoc. Dean, R&D of Faculty

Name of Authorised Officer  Signature of Authorised Officer



22. GRADUATE STUDIES COMMITTEE DECISION

Qualification Assessment

- ☐ Qualified
- ☐ Not Qualified
- ☐ Qualified with conditions

☐ Subject to provision of certified documents

☐ Subject to providing final transcripts and award certificates

☐ Subject to satisfying the University English competency requirements

☐ Subject to successful completion of current studied qualification

☐ Other

Outcome

Please indicate status application

☐ Approved

Notes:

☐ Not Approved

Notes:

Date of approval (DD/MM/YY)

Chair of Curtin Dubai Graduate School Chair

Signature of Chair, Curtin Dubai Graduate School Chair