

HDR APPLICATION CHECKLIST

Family Name		Uni ID	u							
Given Names		GRF								
Residency	<input type="checkbox"/> International <input type="checkbox"/> Domestic		Autonomous sanctions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Complete Compliance Assessment Form if Yes)</i>						
Citizenship		Admit term								
School/Centre		Program number								
Load	<input type="checkbox"/> Full time <input type="checkbox"/> Part time		Supervisor							
Applying for	<input type="checkbox"/> Admission <input type="checkbox"/> Admission + ANU scholarship <input type="checkbox"/> Admission + external scholarship									
Scholarships										
<i>Supporting Documentation : Tick for documentation contains in the application; otherwise, complete Request Date and Received Date</i>								Request Date	Received Date	
<input type="checkbox"/> Research Proposal										
<input type="checkbox"/> English: TOEFL / IELTS –Test report with Photo PASS / FAIL Test Date: SCORE:										
<input type="checkbox"/> CV										
<input type="checkbox"/> Transcripts & Testamurs <i>(certified by Agent or colour copies and official translated copy provided, if applicable)</i>										
<input type="checkbox"/> Referee #1 NAME:										
<input type="checkbox"/> Referee #2 NAME:										
<input type="checkbox"/> Referee #3 NAME:										
<input type="checkbox"/> Supervisors Memo NAME:										
U/grad qual		GPA		Year		Uni				
Honours		Grade		Year		Uni				
P/grad qual		GPA		Year		Uni				
Mst Thesis		Grade		Year		Uni				
AEI-NOOSR	<input type="checkbox"/> Download and attach to file for qualifications from overseas institutions									
Student's achievement (e.g Prize)			Publications :							
Research Potential (0/0 10)			Ranking Score (0/0 10)							

Overall GPA = Average of U/Grad GPA and Postgraduate GPA (if any)

Rsh Potential = Thesis (most recent) + Bonus point (if applicable)

Ranking Score = Average of Overall GPA and Rsh Potential = Ranking Score

Ranking Score calculations:

Checklist items for HDR team:

- Download application and make up hardcopy file (International = blue folder, domestic = green folder)
- Mark folder to yourself on HRSAS
- Enter application in School HDR Application Tracking Spreadsheet
- Email student for confirmation of receipt and request for any missing documentation
- Tag relevant sections in file
- Supervisor's supporting statement obtained
- Send to Convener for assessment
- Send to Delegated Authority for assessment
- Send to College for Autonomous Sanction/English waiver/Fee waiver/Co-funding if applicable
- Research Admission Outcome Summary completed
- Use Application Evaluation Centre for offer **OR** Use Application Evaluation Centre for deny