



**POSTGRADUATE RESEARCH STUDENT
APPLICATION PROCEDURES**

for Australian Citizens, Australian Permanent Residents & New Zealand Citizens

1. Confirm your Primary Supervisor and Associate Supervisor(s) and project (refer to *Thinking about doing a research degree*)
2. Clarify if you will be full time / part time candidate (refer to *Will your candidature be full time or part time*)
3. Submit your application:

3.1 **Email** CV and Research Proposal to pgmail@chw.edu.au.

CV - Contact details (home and work address, telephone, email, fax); prior research experience eg which laboratories you have worked in and tasks performed; technical, professional and other qualifications; publications.

Research Proposal - Two-three pages in length, written in the format of an NHMRC or APA scholarship application with the following headings:

- background;
- hypotheses and aims;
- research plan; timeline;
- budget/funding for the project (including details of any stipend);
- location where the research will be undertake;
- resources required (IT, computer availability, desk, laboratory space if appropriate) and availability;
- details of scholarships you will apply for and contingency plans with the supervisor if you are not successful with your scholarship application.

3.2 Submit your completed & signed application form and original documentation (refer to Application Checklist) to the Postgraduate Research Student Administrative Officer (level 3, Clinical School, CHW).

4. A Discipline of Paediatrics & Child Health Admission Interview will be arranged by the Postgraduate Research Student Administrative Officer with the applicant, supervisors and the Postgraduate Co-ordinator / Deputy Postgraduate Co-ordinator. The venue will be at the Children's Hospital at Westmead Clinical School.

The aim of the Admission Interview is to: evaluate the suitability and feasibility of your research project, and supervisory arrangements; to ensure that the resources are available for you to complete the proposed project /degree; and to advise you of your responsibilities and requirements to complete the first year probation period, and candidature. At this interview, you will be required to give an overview of your proposed research project.

5. For more information on services, facilities, resources available for students in the Discipline of Paediatrics & Child Health at the Children's Hospital at Westmead Clinical School, please refer to the Discipline's website <http://www.paediatrics.med.usyd.edu.au/>