



Applicant Information Sheet:

How to enhance the quality of your scholarship application

Read in conjunction with the [Round 1, 2017 HDR Scholarships Guidelines](#)

1. Start early

It takes time to prepare a good application and gather all the relevant material so start early. Late applications will be deferred until the next scholarship round (if eligible).

2. Check whether you are eligible for a scholarships?

To be eligible for you must:

- (i) meet the UON [English Language](#) Proficiency requirements;
- (ii) meet the [admission criteria](#) for the qualification you are applying for – MPhil or PhD;
- (iii) have support from the School you will be enrolled with i.e. proposed supervisors and Faculty.

Check also section 4.1 (Excluded Applicants) in the HDR Scholarship Guidelines.

3. Ensure that you have a potential supervisor who supports your application.

Your application will only be considered if have the support of a potential supervisor – who is a member of the academic staff at the University of Newcastle.

You should contact potential supervisors in advance of completing your application to discuss your research interests and to establish whether there are potential supervisors with the capacity and resources to supervisor your proposed research. You can find out about University researchers via the webpages or through the "[Find a Supervisor](#)" link.

When you contact a potential supervisor make sure that you explain what research topic you are interested in and why you would like to work with them and give a brief synopsis of your academic background and experience. Sending generic emails to multiple academics in a school is not a good strategy – make your emails targeted to the person you are contacting and include a *brief* research proposal to give the supervisor an idea of your interest.

If the supervisor supports your application s/he will indicate to you that you should submit your application form along with the supervisor's name. *Support from a potential supervisor is needed before your application can be considered but does not guarantee that you will be offered admission or awarded a scholarship.*

You should also work with your supervisor to develop your [Research Proposal](#) to submit with your application.

4. Provide the information needed to calculate your scholarship score

To ensure you maximise your score you must provide us with all relevant documentation – remember we can only use the information that you provide us with by the closing date! In all cases, we need evidence of your achievements – we will not go searching for things so make sure that you provide the following:

1. Copies of all your degree transcripts and certificates (translated if not in English)
2. Details of research publications, scholarly or creative works. Provide evidence of the work for example., the journal article DOI link)
3. Prior research experience. If you have some relevant research work experience apart from your degrees (e.g., paid research employment) provide details of the job and what you actually did – don't just give us a job title. Include a position description, your start and end dates and whether you were full or part time or a statement of service.
4. Outstanding academic achievement. If you have received any university, national or international recognition for your academic work then provide details and verification.