

**SEND OVERSEAS APPLICATIONS TO:**

**International Office**  
Southern Cross University  
PO Box 157  
Lismore NSW 2480 Australia

**SEND ALL OTHER APPLICATIONS TO:**

**Southern Cross University Business School**  
Southern Cross University  
Locked Bag 4 (Brett Street, Tweed Heads)  
Coolangatta QLD 4225 Australia

**PLEASE PRINT OR TYPE BOLDLY IN BLACK INK. REFER TO INSTRUCTIONS FOR COMPLETING THIS FORM. FAILURE TO COMPLETE ANY SECTION OR PROVIDE REQUIRED DOCUMENTS MAY DELAY CONSIDERATION OF YOUR APPLICATION.**

## 1 PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms)	Family Name/Surname	Given Names	Place a Passport-size Photo Here
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of Birth (dd/mm/yy)	Gender (M/F)	Previous family name (if applicable)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Address	Permanent Address		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Tel	Tel		Fax
<input type="text"/>	<input type="text"/>		<input type="text"/>
Email	<input type="text"/>		

## 2 CITIZENSHIP PLEASE INDICATE CITIZENSHIP STATUS

<input type="checkbox"/> Australian	<input type="checkbox"/> New Zealand	<input type="checkbox"/> Granted Australian Permanent Residency
Other (please specify country)	Country of Birth	
<input type="text"/>	<input type="text"/>	
If Other, do you hold a current Australian visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, what category <input type="text"/>	
Please attach a photocopy of your current visa		

## 3 ABORIGINALITY

Are you of Australian Aboriginal or Torres Strait Islander descent?  
(For persons of both Aboriginal and Torres Strait Islander origin, please tick both YES boxes.)

<input type="checkbox"/> YES, Australian Aboriginal	<input type="checkbox"/> YES, Torres Strait Islander
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## 4 ENGLISH LANGUAGE PROFICIENCY OVERSEAS APPLICANTS ONLY

Is English your first language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, what is your first language?
Was English the language of instruction in previous studies completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, which studies were completed in English?	<input type="text"/>		
Where were these studies completed?	<input type="text"/>		
Have you completed a test of English proficiency in the last 2 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, please indicate date taken and test.			
Date taken	English Test Name	Result (if known)	IELTS Test Report Form Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*If you hold a certificate of English proficiency, please submit a certified copy of your test result with your application).*

**I have read and understand the requirements regarding English language proficiency in the Application Package under 'English Language Proficiency'.**

Signature

Date

## 5 PROPOSED COMMENCEMENT

Year  Trimester  A  B  C

## 6 PROFESSIONAL DOCTORATE PROGRAM

- Doctor of Business Administration ☐
- Doctor of Education ☐
- Doctor of Indigenous Philosophy ☐
- Other, please specify

## 7 PROFESSIONAL ENROLMENT STATUS

- full-time on-campus candidate in Australia ☐
- distance-education candidate in Australia ☐ (This mode of candidature is not available to international students.)
- offshore candidate studying through an international partner institute. Please specify partner institute:
- ☐ distance education candidate offshore (This mode of candidature is not available to international students.)

If you will be a distance education or off-shore candidate, please indicate the number of units you wish to enrol in in your first trimester of study.  units

## 8 FACILITIES

If you are applying for distance education Australia or offshore candidature:

1. List the facilities (library, equipment, computing etc.) available to you for your research.


2. Are any of the above facilities required for your research to be provided by your employer? ☐ Yes ☐ No

3. If yes, has your employer approved of your using those facilities as a candidate? ☐ Yes ☐ No

## 9 DOCTORAL SYMPOSIA HELD BI-ANNUALLY, USUALLY MID-MAY AND MID-NOVEMBER

**External candidates** in Australia and **offshore candidates** not attending a DBA offshore centre **must sign the following:** *I undertake to attend Doctoral Symposia for the duration of the course at Southern Cross University in Australia.*

Signature

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## 10 TERTIARY QUALIFICATIONS

List degree(s) held. [If Honours degree(s), state class of Honours.] **Note:** All applicants other than graduates of Southern Cross University or UNE-NR or NRCAE must provide an original official transcript of her/his full academic record or a certified copy of the original transcript. If transcripts are not in English, a certified English translation must also be provided.

Degree	Year of graduation	University	Country in which Degree taught
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 11 RESEARCH AND PUBLICATIONS

Please list any theses and/or other publications of which you are the author and provide details of any other research you have undertaken. For each publication indicate: (a) all authors in the order in which they appear in the publication concerned; (b) the proportion of the total work that you contributed; (c) full bibliographic details, including page numbers; (d) if for journal articles whether the journal is refereed.

# 12 SUMMARY OF CAREER: PREVIOUS YEARS

Business/professional/government work experience/positions. List key positions over the past seven years with name of employer and brief position description (the first entry should be your current position):

# 13 PROPOSED RESEARCH PROJECT

- 1 . You are expected to have some ideas (in general terms) of your proposed research field. Your research field may be modified as you progress through the Research Methods units and other course units. However, as part of your application you are required to provide **a submission** regarding your proposed area of research. An outline of submission requirements is provided below:
- the general topic area of research

• candidates experience in the topic area

• a brief description of the research problem i.e. what does the research aim to find out?

• why this research is important

• why you are interested in this research area
2. The submission needs to be **1500 words** in length, legible and in good English.
3. The submission must be verified by signature **and** a statement declaring that the submission was written by the applicant and is original work.

# 14 ADVANCED STANDING

If you wish to apply for advanced standing for some of the coursework units, please indicate here which units:

• Postgraduate

☐ Yes

☐ No

• Research units

☐ Yes

☐ No

• Additional units (please supply full supporting documentation)

☐ Yes

☐ No

**Please note:** (1) the rules and guidelines for advanced standing will be used when considering a request for advanced standing  
(2) appropriate documentation in support of your application for advanced standing must be submitted.

## 15 FINANCIAL ASSISTANCE INFORMATION (REQUIRED FOR GOVERNMENT REPORTING PURPOSES)

1. Will you receive financial assistance in the form of sponsorship or scholarship for your study (e.g. from your employer or industry/government body)? ☐ Yes ☐ No

If YES, please provide sponsor details:

Name

Sponsor location

Proportion of sponsorship (i.e. 100%)

Sponsorship amount \$

Note: Please advise the International Centre for Professional Doctorates if these details change.

2. Will you be undertaking paid employment during your course of study? ☐ Yes ☐ No

If YES, give details, such as the work time involved

## 16 DECLARATION

*I wish to be considered for entry to professional doctorate candidature and I declare that the information submitted is correct and complete. I understand that the University may obtain official records from any tertiary institution I have previously attended. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.*

My proposed commencement date will be:

Signature

Date

## 17 APPLICATION AND ADMISSION CHECKLIST

- ☐ application form completed in accordance with the instruction sheet
- ☐ one passport photo
- ☐ photocopy of current visa (if applicable)
- ☐ original academic transcripts or certified copies of academic transcripts
- ☐ a resume or curriculum vitae
- ☐ for overseas applicants whose first language is not English: evidence of proficiency in English in the form of an original IELTS test result, no more than two years old, showing a score of 7.0 or better with no less than 6.5 in the sub-bands. Advice on the acceptability of other English language tests or evidence of ability to study in English should be sought from the University's International Office.

## 18 WHERE DID YOU FIRST HEAR ABOUT SOUTHERN CROSS UNIVERSITY?

- |  |   |
|--|---|
| <input type="checkbox"/> education exhibition              | <input type="checkbox"/> magazine                             |
| <input type="checkbox"/> Australian Education Centre       | <input type="checkbox"/> other website (please specify) _____ |
| <input type="checkbox"/> Southern Cross University website | <input type="checkbox"/> agent (please provide name) _____    |
| <input type="checkbox"/> current/former student            | <input type="checkbox"/> educational partner of SCU _____     |
| <input type="checkbox"/> newspaper                         | <input type="checkbox"/> other (please give details) _____    |

## 19 EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

These questions are about the highest level of education completed by your parents or guardians, a requirement of the Australian Government Department of Employment, Education and Workplace Relations. It will not be used by Southern Cross University in the assessment of your application for admission.

Please answer about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

## Parent/guardian 1

☐ Male   ☐ Female   ☐ No parent/guardian

What is the highest level of education completed by your parent/guardian 1? (tick one):

- ☐ Didn't complete Year 10 schooling  
(includes completed primary schooling only or did not go to school)
- ☐ Completed Year 10 schooling\*
- ☐ Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*
- ☐ Completed Year 12 schooling\*
- ☐ Other post-school qualification  
(eg. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- ☐ Bachelor degree
- ☐ Postgraduate qualification  
(eg. graduate diploma, masters degree, PhD)
- ☐ Don't know  
\*or equivalent

## Parent/guardian 2

☐ Male ☐ Female ☐ No parent/guardian

What is the highest level of education completed by your parent/guardian 2? (tick one):

- ☐ Didn't complete Year 10 schooling  
(includes completed primary schooling only or did not go to school)
- ☐ Completed Year 10 schooling\*
- ☐ Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*
- ☐ Completed Year 12 schooling\*
- ☐ Other post-school qualification  
(eg. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- ☐ Bachelor degree
- ☐ Postgraduate qualification  
(eg. graduate diploma, masters degree, PhD)
- ☐ Don't know  
\*or equivalent

**FOR THE USE OF SOUTHERN CROSS UNIVERSITY BUSINESS SCHOOL DIRECTOR DBA PROGRAM**

1. I recommend: ☐ the applicant be admitted to candidature  
☐ the applicant be not admitted to candidature for the following reasons: \_\_\_\_\_

2. If admission is recommended: I report that:

- (a) necessary facilities are available ☐ YES ☐ NO
- (b) preliminary discussion with the applicant on proposed research has been held ☐ YES ☐ NO
- (c) resource implications for the proposed research have been discussed with the applicant ☐ YES ☐ NO
- (d) we do not foresee difficulties in the applicant having access to library facilities ☐ YES ☐ NO

3. I recommend that candidature commence on (date) \_\_\_\_\_

Director ICPD:

\_\_\_\_\_