 **MPhil Student Admission Form**

Use this form to apply to undertake research as a MPhil Student at QIMR Berghofer.

***Please fill this form out electronically, then send it to your QIMR Berghofer supervisor as a word document to fill in section 2. When you get it back from them, combine it with all supporting documents into ONE PDF and email to*** ***Graduateeducation@qimrberghofer.edu.au***

**Processing times for Institute admission:**

|  |  |
| --- | --- |
| Student is enrolled in a Queensland University | 3 weeks |
| Student is enrolled in an Overseas University | 6 weeks |

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| **Section 1: To be completed by student** |
| **Student Details** |
| Surname: |  | Given Names: |  |
|  |  |  |  |
| Email Address: |  | Contact Number: |  |
|  |  |  |  |
| Highest Awarded Degree: |  | University: |  |
|  |  |  |  |
| Date Awarded: |  |  |  |
|  |
| **Enrolment Details** |
| Project Title (compulsory): |
|  |
|  |
| University Enrolment:  | Full-time [ ]  Part-time [ ]  | Attendance at QIMR Berghofer: | Full-time [ ]  Part-time [ ]  |
|  |
| University: |  | University School: |  |
|  |
| Proposed Start Date at Institute: |  | Proposed End Date at Institute: |  |
|  |  |  |  |
| Principal Supervisor: |  | Email Address: |  |
|  |  |  |  |
| QIMR Berghofer Supervisor:*(If Principal Supervisor is not at QIMR Berghofer)* |  | Email Address: |  |
|  |  |  |  |
| Associate Supervisor 1: |  | Email Address: |  |
|  |  |  |  |
| Associate Supervisor 2: |  | Email Address: |  |
|  |  |  |  |
| Associate Supervisor 3: |  | Email Address: |  |
|  |
| **Funding** |
| Source of Scholarship/Living Allowance: |  | Status: |  |
|  |  |  |  |
| Scholarship Value (per annum): |  | Years of Funding: |  |
|  |
| **Supporting Documents - Please indicate that you have attached all required documents** |
| Student IP Deed (compulsory) | **[ ]**  |
| Academic Curriculum Vitae (compulsory) | **[ ]**  |
| Project outline (compulsory) | **[ ]** (no more than 1 page in length) |
| Copy of passport (compulsory for all students) & visa (if international student) | **[ ]**  |
| Proof of university enrolment (compulsory) | **[ ]** (this must be provided before Institute induction) |
| A copy of all University Scholarship offers (compulsory) | **[ ]**  |
| **Additional Information:** |
|  |
|  |
| **Section 2: To be completed by Institute Supervisor (compulsory)** |
|  |
| If your student is **self-funded** please send a separate letter or email that justifies how their academic record merits acceptance and how the student will self-fund. |
|  |  |
| Please indicate current numbers in the lab: | **PhD/MPhil****Post-docs** |  |
|  |
| Who will give day to day supervision? |  |
|  |  |
| Source of project funding (QIMR Berghofer cost centre) |  |
|  |  |
| How many years of project funding is available? |  |
|  |  |
| If less than 1.5 years, please provide plan for funding after this: |  |
|  |  |
| Will this student carry out Institute milestone reviews? (If no – access is Monday to Friday only) |  |
|  |  |
| Do you have ethics approval for this project? |  |
|  |  |
| Does this project need a MTA or DTA? |  |
|  |  |
| Are you offering financial support for this student? (if yes please provide cost centre number below) |  |
|  |  |
| If you selected yes to the above question, what is the Cost centre number? |  |
|  |  |
| Do you have the grants officer approval to use this cost centre for this purpose? (if yes, please provide the email correspondence separately) |  |

|  |  |
| --- | --- |
| Do you have a personal relationship with the prospective student or a co-supervisor that could create an actual, potential or perceived conflict of interest in your role as a supervisor (refer to the [Conflict of Interest Policy](https://intranet.qimrberghofer.edu.au/media/2wqjrmm2/conflict-of-interest_policy_council-approved_20240213.pdf) and [Procedure](https://intranet.qimrberghofer.edu.au/media/wvxj4y3r/conflict-of-interest-procedure_2024-02-20_dir_ceo_approved.pdf) for more information)? |  |

*(****If yes to the above****, you must formally register this conflict through the Institute’s COI system.  An approved conflict management plan must be in place before the student’s admission will proceed).*

Please note: Students with appointments less than 12 months will not be given a QIMR Berghofer email address. Institute correspondence will be transferred to a nominated email account during their appointment.