

Graduate Research School

What is this form for?

This form is used to provide the information needed to assess equivalency for graduate research applications made on alternative or equity grounds.

Who is this form for?

You need to complete this form if you wish to apply for a graduate research degree and do not meet the normal academic entry requirements for the degree. This includes if:

- you do not have a prior qualification that meets the qualifying degree requirements
- your prior qualification was completed more than 10 years ago
- your prior qualification was not completed in a relevant discipline
- your prior 3-year Bachelor's qualification did not allow for Honours as a further study option
- your prior 4-year Bachelor's qualification may have included Honours (or higher qualification) in the degree structure and you were not required to write a research thesis.

If you do not meet the normal academic entry requirements for admission into your chosen degree, you may still be considered for entry where you can demonstrate through discipline-appropriate forms of evidence that:

- you have the knowledge and skills required for entry in your chosen course (as described in the learning outcomes for the relevant qualifying degree in Appendix 1 that would normally allow for application for direct entry into your chosen course)
- You have the capacity to successfully undertake a higher degree by research

Before you complete this form

Before completing this form, please review the standard entry requirements to see if you meet the standard requirements for the degree you are applying for. **You only need to complete this form if you don't meet the standard entry requirements.** You can search specific entry requirements on La Trobe University's [Courses and Degrees](#) website.

This form must be completed in consultation with your potential supervisor so they can help you to determine what is the right degree for you based on your background and help you identify what skills and experience you have that shows you meet the entry requirements.

When completing the form

- Give specific examples from your previous experience that demonstrate how you meet the learning outcomes, similar to if you were applying for a job and needed to demonstrate how you meet the key selection criteria.
- Once you have completed this form, attach it to your online application along with your supporting documentation:
 - Domestic applicants in the **Research examples skills and experience** requirement of the online application.
 - International applicants in the **Upload other documents** section of the StudyLink application.

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Part A – Personal Details

Name:

Degree applying for:

Part B – Summary Statement

Please provide a brief statement (no more than 500 words) describing your circumstances and why you believe you should be considered for entry into a higher degree by research. This statement is to provide context for your application – your general experience to demonstrate your ability to undertake supervised research – and not your specific skills. It could include a summary of your prior studies, outputs and experiences. If you have experienced educational disadvantage and are applying on equity grounds, you may wish to describe the circumstances that have impacted your educational outcomes to enable assessors to also consider your achievements relative to opportunity.

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Part C – Equivalency Statement

Describe with examples how you have achieved the learning outcomes for the relevant qualifying degree with a focus on demonstrating your capacity to undertake a graduate research degree in your chosen field or discipline. The learning outcomes are skills, so treat your responses as if you were showing how you meet the selection criteria for a job application.

The learning outcomes for the different qualifying degrees are given in **Appendix 1** below. Depending on the degree you are applying for, the qualifying degree may be a Bachelor’s degree, a Bachelor’s (Honours) degree, or a Master’s by Research degree. You can find out what is the relevant qualifying degree for the degree you are applying of by checking its entry requirements on our [Courses and Degrees](#) website.

Select the relevant qualifying degree equivalency	<input type="checkbox"/> Bachelor’s <input type="checkbox"/> Bachelor’s (Honours) <input type="checkbox"/> Master’s by Research
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Describe (in no more than 500 words), with examples, your skills and experience that demonstrate you meet the learning outcomes for your qualifying degree and have the capacity to undertake a graduate research degree in your chosen discipline.

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Part D – Evidence

Please list the evidence you are attaching in support of your application. This might include your curriculum vitae, references confirming your experiences, evidence of research awards, grants or patents, publications, research reports, samples of work, project briefs, or employment position descriptions that relate to research skills, knowledge and experience *etc.* as described in **Appendix 2** below.

Part E – Supervisor Endorsement

I have consulted with the applicant and endorse that this statement demonstrates equivalency to meet the entry requirements for the chosen graduate research degree:

Supervisor:		Date:	
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Appendix 1: Learning Outcomes for the different qualifying degrees

Learning Outcome	Bachelor's (AQF7)	Bachelor's (Honours) (AQF8)	Master's by Research (AQF9)
1	Cognitive skills to review critically, analyse, consolidate and synthesise knowledge.	Cognitive skills to review, analyse, consolidate and synthesise knowledge to identify and provide solutions to complex problems with intellectual independence.	Cognitive, technical and creative skills to investigate, analyse and synthesise complex information, problems, concepts and theories and to apply established theories to different bodies of knowledge or practice.
2	Cognitive and technical skills to demonstrate a broad understanding of knowledge with depth in some areas.	Cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas.	Cognitive skills to demonstrate mastery of theoretical knowledge and to reflect critically on theory and its application.
3	Cognitive and creative skills to exercise critical thinking and judgement in identifying and solving problems with intellectual independence.	Cognitive skills to exercise critical thinking and judgement in developing new understanding.	Cognitive, technical and creative skills to generate and evaluate complex ideas and concepts at an abstract level.
4	Communication skills to present a clear, coherent and independent exposition of knowledge and ideas.	Communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences.	Communication and technical skills to present a coherent and sustained argument and to disseminate research results to specialist and non-specialist audiences.
5		Technical skills to design and use research in a project.	Cognitive and technical skills to design, use and evaluate research and research methods.

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Appendix 2: Examples of relevant experience / evidence

The following examples are provided as guidance of the types of experience and evidence that could be relevant for showing equivalence. It is not intended to be an exhaustive list, but rather to give an indication of the types of skills and experience that could be used to demonstrate the learning outcomes.

For outputs with multiple authors / contributors, please include details of your role in producing the output.

Evidence of research writing, such as:

- Peer reviewed publications and other research outputs such as journal articles, conference papers, books, book chapters, creative works
- Details of research subjects completed in your degree, including a synopsis of the content, proportion of overall credit and copy of any relevant outputs
- Other non-peer reviewed research outputs, such as research or technical reports, project / program evaluations, industry publications, patent applications, research grant applications

General evidence of writing / communication skills, such as:

- Samples of work, such as reports, articles, essays, project briefs, clinical or practice guidelines, policy development, strategic plans
- Non-research grant applications

Evidence of technical skills / ability and disciplinary knowledge relevant to your proposed project, such as:

- Data collection and management
- Statistical analysis and interpretation
- Professional registration
- Participation in professional development activities / training
- Research / project planning and design experience

Research engagement, collaboration and knowledge dissemination experience, such as:

- Involvement in research commercialisation initiatives or projects
- Experience in community / consumer engagement
- Evidence of disseminating research findings to professional, community or academic audiences
- Delivery of technical presentations (e.g. conferences, public forums, workshops)
- Collaboration with community / industry partners to deliver projects with impact
- Scholarly contributions to the work of professional organisations, learned societies or community groups

Other professional or leadership experience, such as

- Details of relevant employment experience, such as references or position descriptions
- Development and delivery of training

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- Demonstrated leadership in guiding, inspiring, or influencing others toward organisational or professional goals
- Service on company boards or executive committees relevant to research or professional activity
- Execution of projects across community, industry, and/or professional sectors