ANU Apply Online Portal Frequently Asked Questions
(for domestic applicants pursuing research at MPhil or PhD level in the School of Art)

October 2015

Are you applying for a scholarship?
Admission and ANU administered scholarships for HDR degrees are applied for together in the one application for admission (an online form – ANU Apply Online Portal). If you are interested in being considered for an ANU administered scholarship you should indicate this in the relevant sections of the application.

When are the closing dates for scholarships?
The closing date for international applicants is 31 August each year and for domestic applicants it is 31 October each year. In 2015, 31 October falls on a Saturday. The School of Art and ANU will not be open to answer queries.

Where is the application form?
When applying online, the path would be as follows if going from the School of Art: http://soa.anu.edu.au/:
Home > Future students > Research Degrees > How to apply which then takes you to the page which you then click on applications forms > then half way down it says under the heading Application – ANU Apply Online Portal > this link will take you to the application form.

Which Academic Group do I click?
ANU College Arts & Social Sciences

Which Academic Career?
Research

What Award type?
Choose either Doctor of Philosophy or Master of Philosophy

What Graduate Research Field?
Visual Arts or Arts History

Which field do I select?
9552XPHD as the School of Art is located within Research School of Humanities and the Arts
OR
8551XMPHIL as the School of Art is located within Research School of Humanities and the Arts

In Section 1, the form requests I ‘attach a research proposal discussing the field/topic that you would like to pursue. This should be a maximum length of one page’.
The School of Art requests that up to 4 pages (2000 words max) is submitted as part of the application process (http://soa.anu.edu.au/how-apply/postgraduate-research-applications). You can still upload your proposal as it has the capacity to take larger documents. HINT: convert your word document to a PDF.

Where do I upload papers submitted for prior degrees (essay, thesis, exegesis etc) or published material including journal articles, reviews etc?
Please upload your papers in Section 1, under the heading Supporting Documentation. If you have any difficulties or need to upload more documentation there is an opportunity to do this later in the form under the heading Application Attachments. Additional note: if your document appears not to be attaching please press the HELP button which will provide you with further instructions.

Where do I upload Referee’s reports?
The School of Art Higher Degree Research program requests that you upload three referee’s names and emails to the following link: https://app.decisiondesk.com/clients/anuarthdr2016/apply. Decision Desk will automatically generate an email to the referee who will submit their report direct to the ANU.

Where do I upload my CV/Resume and Portfolio?
The School of Art Higher Degree Research program requests that you upload your CV and portfolio to the following link: https://app.decisiondesk.com/clients/anuarthdr2016/apply

Your CV should include: academic qualifications, short courses attended, exhibition history, publications, arts-related employment, prizes, membership of arts-related organisations, committee membership, and any other relevant information.

The portfolio may include: 12 high quality digital images, a website, video, or other forms. Images should include a range of recent artworks relevant to the disciplinary area to which entry is sought.

Note: If you are applying to the international or domestic scholarship round the closing date for submission of CV/Resume and Portfolio is 31 August and 31 October.
I previously studied at the ANU and was successfully awarded a degree. Do I have to request a transcript?
No, you don’t need a transcript for the ANU as they will be processed and attached to your application when
you formally submit online.

ANU Apply Online Portal Tips

- Before you apply online, you must visit http://cass.anu.edu.au/future-students/higher-degree-
  research/applications and http://soa.anu.edu.au/how-apply/postgraduate-research-applications as
  the School of Art has specific requirements for MPhil and PhD degrees in Visual Arts.
- Requests to review draft proposals for the first time will NOT be accepted 1 week prior to the closing
date. It does not allow sufficient time for the HDR Convenor to be able to provide comments as the
demand is at its peak at this time. We suggest at least 2 months out from the closing date that you
contact the HDR Convenor and the Head of the Workshop relevant to your chosen discipline.
- Don’t leave your application until the last minute to fill out. Allow plenty of time to go online and fill
out the application form as there is specific requirements and you need to allow time to chase up
paperwork to accompany your application. Note: Record your username and password somewhere so
that it makes it easier for you to remember when you next log in.
- Who should I approach referee wise? We recommend you seek academic referees who can comment
on your academic abilities. An industry related referee is also suitable as they can comment of your
attributes.
- I currently live overseas – is it okay to put down my current address on the application? Yes, please
put down your current address.
- At Section 6 under Education do I have to attach a copy of my High School examinations? I have
more recent qualifications? Please attach your latest educational qualifications if they supersede your
High School.
- If I am successful in receiving a letter of offer, when can I start? January to March is generally the
commencement period most people choose. Semester 1 generally commences mid-Feb of each year.
Your letter will provide a date you must accept the offer by. For more information about
commencement please visit: http://cass.anu.edu.au/future-students/higher-degree-
research/applications
- Note your W # on your phone, iPad or diary – this number is allocated to you at the end when you
submit your application and an email is sent to you. This ID number will help the ANU if you have any
further queries.
- The closing date for domestic scholarships is Saturday 31 October, 2015 (midnight)

General Information

- an ANU PhD and APA scholarship is valued at $25,849 per annum, tax free paid in fortnightly
  instalments
- for more information on ANU scholarships available for domestic and international applicants please
  visit: http://students.anu.edu.au/scholarships/gr/off/
- For fees information please visit http://cass.anu.edu.au/study-with-us/higher-degree-
  research/applications and scroll down to almost the bottom and there is a heading Fees which
  contains information for domestic and international students.
- For general information about being a HDR student at ANU in the College of Arts & Social Sciences
  contact research.students.cass@anu.edu.au
- Successful applicants will be notified by CASS at the end of the year re: their offer. There may be
delays but keep in touch with us so we can touch base with CASS on the status.
- Unsuccessful applicants will be notified by CASS at the end of the year re: their application.