Higher Degree by Research (HDR) Student
Business Card Guidelines

ELIGIBILITY CRITERIA FOR HDR BUSINESS CARDS:

1. You must be currently enrolled as a HDR student at RMIT
2. You must have successfully passed your confirmation of candidature. A letter of confirmation is required as a proof.

GUIDANCE TO FILLING THE ONLINE REQUEST FORM

Please ensure you submit your details accurately and follow the directions to expedite the process. Any discrepancies may delay finalising your business card request.

NAME TO BE USED ON THE BUSINESS CARDS
Please use the name that you registered with to study at RMIT. Anglicised names can be added in front of your registered name should you wish to do so.

ONLY 25 CHARACTERS (e.g. alphabet, symbol, number, spaces) can be accommodated for qualifications on your business card. Please check your qualification abbreviations at http://mams.rmit.edu.au/6n9zac2i75ijy.pdf to ensure compliance with RMIT standard abbreviations.

CONTACT DETAILS
You must use your RMIT contact details, including your RMIT email address. However, you have the option of including your personal mobile number. All on-shore students should select the campus option they are linked to. Off-shore students: Please use your permanent address and your RMIT email address.

1. Only 50 cards can be requested at any given time. Should you need more, please provide justification in the additional comments section (e.g. several case studies, multiple contacts, etc).
2. Please fill all required details (noted with *). Any missing information may cause delays processing your business card application.

Off-shore students: Please select School of Graduate Research as your delivery address and provide your delivery address in the additional comments section so that SGR can post your business cards to you

TRANSLATION REQUESTS
Should you require a translation, please e-mail the correct spelling of your name (both first and last name) in the requested language in a separate Word document after you have received your application form from The School of Graduate Research (SGR). This will ensure that your name is spelled correctly in the translated side of the business card. All translations must be approved by the PVC of the appropriate college.

ADDITIONAL COMMENTS SECTION
This should be used to justify requests for additional business cards or communicate special directions to SGR. Please do not enter any additional contact details in this field as these are all captured elsewhere in the application form.
HDR BUSINESS CARD APPLICATION FORM

The School of Graduate Research (SGR) will email you an application form within 5-10 business days of your online request. **It is imperative that you check all your details on this form** to ensure that they are correct. No further additions can be made at a later time during the process.

Please e-mail SGR of any changes that will need to be made and also make these corrections directly on the form. This will allow SGR to ensure that the requested amendments have been incorporated.

1. The application form must then be signed by Head/Dean of School (or nominee) for all requests. (Please contact your HDR Administrator for further details)
2. PVC (Pro Vice-Chancellor) only if translation is requested
   a. Professor Ian Palmer for College of Business
   b. Professor Colin Fudge for College of Design & Social Context
   c. Professor Peter Coloe for College of Science, Engineering and Health

SUBMITTING YOUR BUSINESS CARD APPLICATION

Once you have obtained the required signatures, please submit the ORIGINAL form with a copy of your confirmation letter. Your application will not be considered without the required documentation.

Please deliver the ORIGINAL FORM with signatures and a copy of the letter confirming your candidature **either in person or mail** (either by RMIT internal mail or Australia Post):

Street address          Postal address
Attn. Sally Wong        Attn. Sally Wong
School of Graduate Research  School of Graduate Research
Level 3, Building 81    Building 81, Level 3
City Campus, RMIT University  GPO Box 2476
445 Swanston Street, Melbourne 3000  Melbourne VIC 3001
Australia             Australia

Off-shore students only: Please email scanned confirmation form and a copy of the letter confirming your candidature in one e-mail to: **SGR@rmit.edu.au** and title your e-mail **Request for business cards**.

ESTIMATED DELIVERY TIME

SGR will confirm your details and forward the requests to RMIT Print Services for printing once 20 or more requests have been received. This may take up to 2-3 weeks. SGR will inform you when your request has been approved and forwarded to RMIT Print Services.

Once your request has been submitted to RMIT Print Services, your business cards should be printed within 1-2 weeks and delivered to the RMIT address you had provided on the online form. If you have selected SGR as your delivery address, SGR will contact you to collect your cards once they are ready.

Please contact **SGR@RMIT.edu.au** if you have any questions.