Instructions to applicant
(Please read this section thoroughly before completing the application form.)

I. Who should use this form?

- **Degree Applicants**: This form is for applicants wishing to apply for Doctor of Philosophy (PhD), Professional Doctorate by Research, or Masters by Research programs.
- **APA Scholarship Applicants**: Applicants applying for, or students currently in, these programs may also use this form to apply for an Australian Postgraduate Award (APA) provided that they meet the APA eligibility requirements. These scholarships commence in 2008. Current RMIT higher degree by research students who are applying for the APA only should include details of their current program enrolment in Section C of the form and should omit sections E, F, G, H and I.

Note: **International students**, if you are an international student wishing to study in Australia you should **not** use this form. You should apply directly to RMIT International: [http://www.rmit.edu.au/international](http://www.rmit.edu.au/international).

II. Before making the application

- **Program information**: Information about RMIT University’s Masters by Research and PhD programs is available from the RMIT University website [http://www.rmit.edu.au/rd/prospective](http://www.rmit.edu.au/rd/prospective). Program brochures can also be obtained from the Office for Prospective Students (OPS): [http://www.rmit.edu.au/programs/enquiries](http://www.rmit.edu.au/programs/enquiries). Please check the program availability, program code, campus, study load (full or part-time), fee type and application closing dates for your preferred program(s) prior to completing this application form.
- **Contact the School**: You must contact the school in which you would like to undertake your research degree before submitting your application. You are strongly advised to discuss your application with an academic staff member from the school. A staff contact is listed on each program webpage.

III. Supporting documentation

- **Citizenship**: Certified photocopies of Proof of Citizenship **MUST** be provided by all applicants, with the exception of International Offshore Distance Education.
- **Academic Transcripts**: Photocopies of academic transcripts **MUST** be provided. All non-RMIT transcripts **MUST** be certified. Transcripts in a language other than English must attach an English translation, certified by the Registrar of the issuing institution or by an accredited translator.
- **Overseas Qualifications**: For overseas qualifications please attach a statement of equivalence to an Australian degree, such as a National Office of Skills Recognition (NOOSR) statement.
- **Name Changes**: If any of your documents are in a previous family name you must provide certified copies of evidence of your name change (for example, a marriage certificate).
- **School Requirements**: Individual schools may require additional supporting documents. Please refer to V. Additional requirements on the next page for details.

Note 1: To find out how to certify documents, please refer to VI. Certification of documents on Page 3 of the instructions.

Note 2: A final decision on your application cannot be made until **ALL** the required documentation is received.

IV. Submitting your application

You should submit your original application with certified attachments PLUS one photocopy of the application and attachments to:

**Postal address:**
Research Admissions  
Building 91 Level 2  
RMIT University  
GPO Box 2476V  
Melbourne VIC 3001

**Street address:**
Research Admissions  
Building 91 Level 2  
RMIT University  
110 Victoria Street, Carlton

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**Policy and Procedures for Higher Degrees by Research**

Instructions to applicant cont.

V. Additional requirements

When you contact the school in which you would like to undertake your research you should check to see if there are any additional application requirements.

If you are applying for a research program in any of the following schools:
- School of Accounting and Law
- School of Business Information Technology
- School of Economics, Finance and Marketing
- School of Global Studies, Social Science and Planning
- Graduate School of Business
- School Management

you will need to provide a minimum of 5 pages for part 1) Proposed Research in section F of the application form.

The following degree programs have already been identified as having additional, or different, requirements to those covered on the standard 2007 Postgraduate Research & Australian Postgraduate Award application form:

School of Property, Construction and Project Management
**DR060 Project Management – Doctorate of Project Management (DPM)**

Requirements:
Applicants should apply by 16 December 2006 for commencement in 1st Semester 2007 or 31 May 2007 for commencement in 2nd Semester 2007. The Doctorate of Project Management involves a combination of coursework and research. Closing dates for applications have been set so that applicants will be able to enrol in the coursework components of the program.

Graduate School of Business
**DR061 Business Administration – Doctorate of Business Administration (DBA)**

Requirements:
Applicants should omit parts 1b, 1c and 1d of the Research Proposal in section F of the application form. They should also omit sections G and H.

School of Architecture and Design
**MR051 Interior Design – Master of Architecture by Research**
**MR052 Interior Design – Masters of Arts by Research**
**MR056 Design – Master of Design by Research**
**MR067 Fashion – Master of Arts by Research**
**DR034 Architecture and Design – Doctor of Philosophy (PhD)**

Requirements:
Applicants applying for research by project (instead of research by thesis) must supply a folio of work.

**MR048 Architecture – Master of Architecture by Research**
**MR055 Landscape Architecture – Master of Landscape Architecture by Research**

Requirements:
Applicants applying for research by project (instead of research by thesis) must supply a folio of work. Applicants to the Urban Architecture Laboratory stream may be required to participate in a telephone interview. Applicants to this stream must supply a portfolio of architecture and design work that:
- must be A4 size, bound
- show a minimum of 4 recent projects, including your undergraduate thesis
- include a descriptive range of 2D & 3D drawings, images, etc.
- include a short text explanation for each project
- relevant research/ study material can be included to support design project.

School of Art
**MR058 - Master of Arts (Fine Art) (MA)**
**DR041 - Doctor of Philosophy (PhD)**
**DR057 - Doctor of Fine Art (DFA)**

Requirements:
Applicants applying for any of the Programs above must supply a folio of work (10 - 20 examples) in one of the following formats - slides, *.jpegs on CD, DVD. Details of all works should be included. Folios will be returned to applicants on request.
Instructions to applicant cont.

VI. Certification of documents to accompany your application
(Such documents include: non-RMIT academic transcripts and proof of citizenship.)

Note: RMIT also accepts documents sighted and stamped by the RMIT student Hubs. However, please be aware that documents certified by the RMIT student Hubs are only valid within RMIT. See the following website for a list of locations:

The certifying officer must be:
- Currently employed in one of the professional or occupational groups listed below;
- Contactable by telephone during normal working hours.

The certifying officer must:
- Write on the copy
  'This is a true copy of the original documents sighted by me';
- Sign and print their name;
- Provide an address and a contact telephone number;
- State their profession or occupation group (as below);
- Write on the copy the date certified; and
- Affix the official stamp or seal of the certifier’s organisation
- on the copy.

Who can certify documents within Australia?
Professional or occupational groups:
- Accountant – member of a recognised professional accounting body or registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.
- Pharmacist;
An authorised officer in:
- Tertiary admissions centre: uac, vtac, qtac, satac, tisc;
- The Admissions Officer or Student Services Office at any Australian University or TAFE College;
- The official records department of the institution that originally issued the document(s).

Who can certify documents outside Australia?
- An authorised officer of an Australian overseas diplomatic mission;
- An authorised officer of an Australian Education Centre;
- A private representative of this University;
- A University or college Registrar;
- A school headmaster or other recognised examining authority.
Please indicate whether you are applying for:

☐ Research degree only  ☐ Australian Postgraduate Award (APA) only (current RMIT research students only)  ☐ Research degree AND Australian Postgraduate Award (APA)

### A. Program Information

<table>
<thead>
<tr>
<th>Level:</th>
<th>☐ Doctor of Philosophy (PhD)  ☐ Masters by Research  ☐ Professional Doctorate by Research</th>
</tr>
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<tbody>
<tr>
<td>School Name:</td>
<td></td>
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<tr>
<td>Program Name:</td>
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</tbody>
</table>

### Mode of attendance

- ☐ On campus (internal)
- ☐ Distance education, studying in Australia (external)
- ☐ Distance education, studying overseas (offshore)

<table>
<thead>
<tr>
<th>Study Load:</th>
<th>☐ Full-time  ☐ Part-time</th>
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</thead>
<tbody>
<tr>
<td>Research Mode:</td>
<td>☐ Thesis  ☐ Project</td>
</tr>
</tbody>
</table>

Note: Research by Project is only offered in certain Programs. Contact the School for details.

### Preferred starting Semester

- ☐ Semester 2, 2007 (prior to 31 August 2007)  ☐ Semester 1, 2008

If you are applying for a PhD level program, would you be willing to consider the offer of place in a Masters by Research Program?

- ☐ Yes  ☐ No

### B. Personal Information

<table>
<thead>
<tr>
<th>Date of Birth (dd/mm/yy)</th>
<th>Title</th>
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<tr>
<th>Given Names</th>
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<tr>
<th>Preferred Name/s (if different from above)</th>
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<tr>
<th>Previous Name/s (if any)</th>
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</table>

**Your Citizenship / Residency (please tick)**

- ☐ Australian Citizen  ☐ New Zealand Citizen
- ☐ Permanent Resident of Australia → Date Permanent Residency visa granted (dd/mm/yy)  ☐

(You hold a permanent residency visa granted by the Department of Immigration & Multicultural Affairs)

- ☐ Currently applying for Permanent Resident status

(Offers will be conditional upon you gaining permanent resident status prior to enrolment)

- ☐ Permanent Humanitarian Visa holder
- ☐ Temporary Protection Visa holder / asylum seeker
- ☐ Other - International Offshore Distance Education

Note: If you do not fall into any of the above categories, do **not** use this form. You must apply directly to RMIT International.

**Do you have an RMIT University Student ID number?**

(i.e. have you previously been enrolled in an RMIT program?)

- ☐ No  ☐ Yes →  

<table>
<thead>
<tr>
<th>Student ID No. (if known)</th>
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</table>

**Office Use Only**

<table>
<thead>
<tr>
<th>Student ID number allocated:</th>
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<tr>
<th>Application number allocated:</th>
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</table>

Version 2.26  Owner: Research Education Office, Research and Innovation Portfolio, RMIT University  Last Updated: 20 June 2007  Form Page 1 of 6
Application form cont.

C. Contact Information

Postal Address
Address

City/Suburb
State
Postcode
Country

Home Address
Address

City/Suburb
State
Postcode
Country

Phone Numbers
Private Telephone
Business Telephone
Mobile Telephone

E-mail Address

Note: Please advise the Research Admissions Office in writing immediately if you change your address or contact details.

D. Academic Record information

Please provide certified copies of all academic documents. Please note that this application and any supplementary documentation will become the property of RMIT University and may not be returned. Please see instruction VI. Certification of documents for definition of certified copies.

Please list your qualifications in the following order: postgraduate research, postgraduate coursework, undergraduate

List all academic qualifications currently enrolled in, previously attempted or completed

<table>
<thead>
<tr>
<th>Full Name of Qualification</th>
<th>Years of Enrolment</th>
<th>Date Completed or Expected to complete</th>
<th>Full-time / Part-time</th>
<th>Name of Institution (Do not abbreviate)</th>
<th>Level*</th>
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</table>

*Level of qualification: PR = Postgraduate Research  PC = Postgraduate Coursework  U = Undergraduate

If you have completed an Honours year, are you awaiting an Honours year result?

☐ Yes  ☐ No → Final result / Level of honours:

E. Academic Advisor

Please provide the name of the RMIT academic with whom you have discussed your proposed research:
Application form cont.

F. Research Proposal

You must attach a Research Proposal using the headings provided:

1. Proposed Research, including:
   a. title/topic
   b. research questions to be investigated in the context of existing research/literature in the area
   c. methodology/research tasks required to undertake the research
   d. particular needs* (e.g. resources, facilities or equipment that are necessary for your proposed research program).

2. Professional Experience* Details of any professional experience, previous and current, relevant to your application.

3. Publication Details and Folio* If you have authored, exhibited or produced works relevant to your application please provide full details including level of authorship, extent of involvement and whether the work was refereed, assessed or judged.

4. Research Experience* Please provide details of any research experience relevant to your application. Research experience can include involvement in other forms of original work, authorship and creativity. If any of the qualifications you listed in Section D involve research please provide details.

5. Proposed Supervisors Include proposed supervisors from RMIT and any non-RMIT associate supervisors.

6. Referees Please supply contact details of two academic or professional referees (for example, one academic and one practitioner) who can comment on your experience. Make sure you include a current email contact address where possible.

*Please tick box if applicable.

G. Research Methods

All RMIT higher degree by research students are required to complete a research methods course.
You can apply for an exemption, based on prior learning, using the Single Course Credit Application Form. (If you have completed a research methods course as part of a previous research degree undertaken at RMIT you should apply for an exemption using the Recognition of Internal Credit Application Form instead.)
These forms are available from: http://www.rmit.edu.au/students/forms.

Are you applying for an exemption from Research Methods?
☐ No ☐ Yes → (Please attach a copy of the relevant Credit Application Form.)

H. Ethics Approval

Does your research project involve: (please tick)
☐ Human participants (e.g. interviews, surveys, test, administration of substances, biological samples)
☐ Animals (including use of animal tissue)
☐ Ionising radiation or genetically modified organisms
If you ticked any of the above your project will require ethics approval from the relevant ethics committee:
http://www.rmit.edu.au/rd/committees (this can be done after you enrol)

I. Transferring students

Have you attempted, but not completed, a Masters by research, Professional Doctorate by research or Doctor of Philosophy (PhD) program at another Australian institution in the past 3 years?
☐ No ☐ Yes → (Please complete and attach a copy of the Transfer Form: http://www.rmit.edu.au/rd/prospective.)

J. Declaration

I declare that the information supplied by me as part of this application is correct and complete. I am aware that there are severe penalties for providing false or misleading information.
I authorise the university to obtain from other education institutions and relevant authorities details of my enrolment, academic record, examination results and bond status, including details of enrolment variation, attendance and addresses during the year in connection with this application.
I agree to abide by the University’s conditions of award as amended from time to time.

Signature of applicant: ___________________________ Date (dd/mm/yyyy): __________
K. 2008 Australian Postgraduate Award (APA)

Applications for Australian Postgraduate Awards are highly competitive and are primarily awarded based on academic merit. In 2006, 29 new Australian Postgraduate Awards were granted by RMIT University.

You should only complete this section of the application if you are intending to apply for an Australia Postgraduate Award. The closing date for applications involving an APA scholarship is 5.00pm Wednesday 31 October 2007. Applications sent by mail must be post-marked 31 October 2007 (or earlier) by Australia Post. Please read the APA guidelines prior to completing this section: http://www.rmit.edu.au/higher-degrees/apa.

Eligibility

- Applicants must have completed at least 4 years of tertiary education at a very high level of achievement (i.e. first class honours or equivalent) at an Australian or recognised overseas university.
- Applicants must be Australian citizens, New Zealand citizens or have permanent resident status by early 2008.
- Applicants who have previously held an Australian government postgraduate award (i.e. APA, APRA or CPRA) for more than six months are not eligible for an APA.
- Recipients of APAs are normally full-time. Part-time scholarships are available for those who are unable to pursue full-time studies for health or family reasons. Such applicants must attach a statement of reasons for consideration by the RMIT Selection Committee. Refer to the APA guidelines for details.
- Applicants must have their enrolment in the proposed higher degree programme accepted by RMIT University before being ranked for an offer of an APA.

Applicants are ineligible if they:

- hold an Australian Doctorate by research degree or equivalent, or hold an Australian Masters by research degree or equivalent and are seeking an APA to undertake a Masters by research programme; or
- have previously held an APA, an APA(Industry) or an Australian Government-funded Postgraduate Research Award (excluding an International Postgraduate Research Scholarship), unless it was terminated within six months of the commencement of benefits; or
- are currently receiving another equivalent award, scholarship or salary to undertake the research higher degree, providing a benefit greater than 75% of the base apa stipend rate.

Academic results

In each box, enter the number of courses (subjects) for which you obtained that result. All results must be shown. Applicants from institutions with different grading systems should attach their results in a similar format, making clear the meaning of each grading. Academic transcripts must show all results, not merely courses (subjects) passed, or an explanation must be provided.

Undergraduate

(Where Year 4 results are not yet known, the relevant committee will complete the box for you as soon as the results are complete.)

<table>
<thead>
<tr>
<th>Undergraduate Year</th>
<th>High Distinction ≥ 80%</th>
<th>Distinction 70% - 79%</th>
<th>Credit 60% - 69%</th>
<th>Graded Pass 50% - 59%</th>
<th>Ungraded Pass ≥ 50%</th>
<th>Fail &lt; 50%</th>
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<td>Year 1</td>
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<td>Year 4</td>
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</table>

Postgraduate

(most recent postgraduate program)

<table>
<thead>
<tr>
<th>Postgraduate Year</th>
<th>High Distinction ≥ 80%</th>
<th>Distinction 70% - 79%</th>
<th>Credit 60% - 69%</th>
<th>Graded Pass 50% - 59%</th>
<th>Ungraded Pass ≥ 50%</th>
<th>Fail &lt; 50%</th>
</tr>
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<tbody>
<tr>
<td>Year 1</td>
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<td>Year 4</td>
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</table>
Application form cont.

K. Australian Postgraduate Award (APA) cont.

Other Current Scholarship Award

Have you ever received a postgraduate scholarship?

☐ Yes  ☐ No → (Go to Field of Study - below)

Name of scholarship

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course of Study</th>
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Duration

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<th>to</th>
<th>Value in AUD</th>
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</tbody>
</table>

Field of Study

Please state the broad field of research in which you will study. APA rankings give preference to applicants nominating one of the four key research areas at RMIT University. These areas are listed on page 3 of the APA guidelines.

Referees

You must nominate two referees to whom you have given the referee report forms: [http://www.rmit.edu.au/higher-degrees/apa](http://www.rmit.edu.au/higher-degrees/apa). Closing date for referee report forms is Friday 2nd November 2007.

First referee:

<table>
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<th>Title</th>
<th>Name</th>
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Address

City/Suburb

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<th>State</th>
<th>Postcode</th>
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E-mail

Occupation

Second referee:

<table>
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<tr>
<th>Title</th>
<th>Name</th>
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<td></td>
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Address

City/Suburb

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<th>Postcode</th>
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</tbody>
</table>

E-mail

Occupation
Application form cont.

Application Checklist
(These are mandatory requirements – do not submit your application unless checklist is complete.)

☐ I have contacted the school in which I would like to undertake my research degree.
☐ I have checked to see if any of the Additional requirements, listed in the Instructions to Applicant, apply to me.
☐ I have attached all Academic Transcripts and Records to my application.
☐ I have attached proof of citizenship / residency to my application.
☐ I have signed and dated the declaration.
☐ I have included original application with certified attachments.
☐ I have included one photocopy of the application and attachments.

Presentation
- Please secure the pages of your application using a folding clip, bulldog clip, or binder clip only. Do not staple, bind or place your application in a presentation folder or plastic pockets.
- Please reduce A3 documents to A4 documents if possible.

Map
Please refer to the map below for the locations of
- the Research Admissions Office to submit your application, and
- a nearest student Hub to certify your documents.

[Map showing locations of Research Admissions Office and The Hub]