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

Who should use this form?
This form is for applicants wishing to apply for Doctor of Philosophy (PhD), Professional Doctorate by Research, or Masters by Research programs.
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.
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 and H.

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

Program information
Information about RMIT University's programs is available from the RMIT University website http://www.rmit.edu.au and program brochures. Brochures can be obtained from the Office for Prospective Students (OPS). OPS staff can provide information on all RMIT University programs.
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.

Supporting documentation
- Certified photocopies of academic transcripts MUST be provided.
- For overseas qualifications please attach a statement of equivalence to an Australian degree, such as a National Office of Skills Recognition (NOOSR) statement.
- 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.
- If your transcripts are in a previous family name you must provide certified copies of evidence of your name change (for example, a marriage certificate).
- A final decision on your application cannot be made until ALL the required documentation is received.

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

Postal address:
Research Admissions
Building 3 Level 1 Room 7
GPO Box 2476V
Melbourne VIC 3001

Street address:
Research Admissions
Building 3 Level 1 Room 7
124 La Trobe Street, Melbourne
Instructions to applicant cont.

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
- Graduate School of Business
- School Management

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

The following degree programs have already been identified as having additional, or different, requirements to those covered on the standard 2006 Postgraduate Research & Australian Postgraduate Award application form:

Graduate School of Business

**DR060 Project Management – Doctorate of Project Management (DPM)**
*Requirements:*
Applicants must apply by **16 December 2005** for commencement in 1st Semester 2006 or **31 May 2006** for commencement in 2nd Semester 2006. 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.

**DR061 Project Management – Doctorate of Business Administration (DBA)**
*Requirements:*
Applicants should omit parts 1b, 1c and 1d of the Research Proposal in section E of the application form. They should also omit sections F and G.

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.

Policies and Procedures for research degrees

- Doctoral (PhD) and Masters by Research students must abide by the *Policy and Procedures for Higher Degrees by Research.*
- Professional Doctorate by Research students must abide by the *Policy and Procedures for the Degree of Professional Doctorate.*

Both of these documents are available from [http://www.rmit.edu.au/higher-degrees](http://www.rmit.edu.au/higher-degrees)
2006 Postgraduate Research & Australian Postgraduate Award application

Postal address: Research Admissions, Building 3 Level 1 Room 7, GPO Box 2476V, Melbourne VIC 3001
Street address: Research Admissions, Building 3 Level 1 Room 7, 124 La Trobe Street, Melbourne
Website: www.rmit.edu.au

Please indicate whether you are applying for a:

- Research degree only
- Australian Postgraduate Award (APA) only
- Research degree AND Australian Postgraduate Award (APA)

**A. Personal Information**

<table>
<thead>
<tr>
<th>Date of Birth (dd/mm/yy)</th>
<th>Title</th>
<th>Family Name/Surname</th>
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<tr>
<th>Given Names</th>
<th>Preferred Names (if different from above)</th>
<th>Previous Names (if any)</th>
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**Your Citizenship (please tick)**

- Australian Citizen
- New Zealand Citizen
- Permanent Humanitarian Visa holder
- Permanent Resident of Australia
- Temporary Protection Visa holder / asylum seeker
- Other- International Offshore Distance Education

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

Date Permanent Residency granted (dd/mm/yy)

- Currently applying for Permanent Resident status
- Offers will be conditional upon you gaining permanent resident status prior to enrolment

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?)

- Yes
- No

<table>
<thead>
<tr>
<th>Student ID No. (if known)</th>
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**B. Address & Contact Information**

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<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City/Suburb</th>
<th>State</th>
<th>Postcode</th>
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<th>Country</th>
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<tr>
<th>Contact Information</th>
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<tr>
<td>Private Telephone</td>
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<td>Business Telephone</td>
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<td>Mobile Telephone</td>
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<td>Facsimile</td>
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| Email | |
|-------||

Please advise the Research Admissions Office in writing immediately if you change your address or contact details.
**C. Program Information**

**Level**
- [ ] Doctor of Philosophy (PhD)
- [ ] Masters by Research
- [ ] Professional Doctorate by Research

**Program Preference**

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<tr>
<th>Program Name</th>
<th>Program Code</th>
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**Mode of attendance**

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

**Study Load**

- [ ] Full-time
- [ ] Part-time

**Research Mode**

- [ ] Thesis
- [ ] Project

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

**Preferred starting Semester**

- [ ] Semester 1 (prior to 31 March 2006)
- [ ] Semester 2 (prior to 31 August 2006)

**D. Academic Record information**

Please provide certified copies of all academic documents. Do not submit original documents. Please note that this application and any supplementary documentation will become the property of RMIT University and may not be returned.

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>Name of Institution (Do not abbreviate)</th>
<th>Level*</th>
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*Level of qualification: **PR** = Postgraduate Research  **PC** = Postgraduate Coursework  **U** = Undergraduate

**Are you awaiting an Honours year result?**

- [ ] No
- [ ] Yes
E. 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. If supervision is not yet finalised please name the RMIT academic (if available) with whom you have discussed your proposed research.

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.

*If applicable

F. 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/student-records/studentforms

Are you applying for an exemption from Research Methods?

☐ No ☐ Yes (Please attach a copy of the relevant Credit Application Form)

G. 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)

H. Transferring students
Have you attempted, but not completed, a Masters by research, Professional Doctorate by research or Doctor oh 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)

Declaration
I declare that the information supplied by me as part of this application is correct and complete.

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.

I am aware that there are severe penalties for providing false or misleading information.

Signature of applicant Date

[Signature] [Date]
I. Australian Postgraduate Award (APA)

Applications for Australian Postgraduate Awards are highly competitive and are primarily awarded based on academic merit. In 2004, 45 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 Tuesday 31 October 2006.

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 2006.
- 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</th>
<th>Distinction</th>
<th>Credit</th>
<th>Graded Pass</th>
<th>Ungraded Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>≥ 80%</td>
<td>70% - 79%</td>
<td>60% - 69%</td>
<td>50% - 59%</td>
<td>≥ 50%</td>
<td>&lt; 50%</td>
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<tr>
<td>Year 2</td>
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<td>Year 3</td>
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<td>Year 4</td>
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Postgraduate (most recent postgraduate program)

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<tr>
<th>Postgraduate Year</th>
<th>High Distinction</th>
<th>Distinction</th>
<th>Credit</th>
<th>Graded Pass</th>
<th>Ungraded Pass</th>
<th>Fail</th>
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<tr>
<td>Year 1</td>
<td>≥ 80%</td>
<td>70% - 79%</td>
<td>60% - 69%</td>
<td>50% - 59%</td>
<td>≥ 50%</td>
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<td>Year 2</td>
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</table>
I. Australian Postgraduate Award (APA) continued

Have you ever received a postgraduate scholarship?
Yes  No (Go to Field of Study - below)

Name of scholarship

Institution  Course of Study

Duration  Value in AUD
From  To  $

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

Academic Referees
You must nominate two academic referees to whom you have given the referee report forms:
http://www.rmit.edu.au/higher-degrees/apa These forms should be submitted by November 2006.

First referee
Title  Name

Address Line 1

Address Line 2

City/Suburb  State  Postcode

Email

Occupation

Second referee
Title  Name

Address Line 1

Address Line 2

City/Suburb  State  Postcode

Email

Occupation
Application Checklist

☐ 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.

☐ All Academic Transcripts and Records are attached to my application.

☐ I have signed and dated the declaration.

☐ Original application with certified attachments.

☐ One copy of the application and attachments.

Certification of Documents to accompany your application

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.

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.