

INSTRUCTIONS

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

I. Who should use this form?

- **Research Degree Applicants:** This form is for applicants wishing to apply for Doctor of Philosophy (PhD), Professional Doctorate by Research or Masters by Research programs. Applications close on **31 March 2010** for Semester One commencement. Applications for commencement in Semester Two close on **31 August 2010 (please note that applicants wishing to be considered for a government subsidised fee place must submit their application by 18 June 2010)**. Applications sent by mail must be post-marked with the relevant closing date or earlier. RMIT Internal Mails are not recommended as a method of lodging applications, as they are not date-stamped.
- **APA or RMIT PhD Scholarship Applicants:** Application for Australian Postgraduate Award (APA) and RMIT PhD Scholarship that commence in 2010 closed on 31 Oct 2009. Application for 2011 will open mid-2010. Please visit <http://www.rmit.edu.au/students/scholarships/postgraduate> for further details.

Note: **International students**, you should only use this form if you are intending to study offshore. If you are an international student wishing to study and live in Australia you should not use this form. You should apply directly through RMIT International:
<http://www.rmit.edu.au/programs/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/graduateresearch/researchdegree>. Program brochures can also be obtained from the Info Corner: <http://www.rmit.edu.au/infocorner>. 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. Registered supervisors by College and School are listed at <http://www.rmit.edu.au/graduateresearch/searchsupervisors>.

III. Supporting documentation

- **Academic Transcripts:** Photocopies of RMIT academic transcripts must be provided. All non-RMIT transcripts must be certified photocopies and should include the page showing the university grading system. Academic transcripts must show all results and the year the degree was conferred (completed), not merely subjects passed, or an explanation must be provided. If there are results for current studies that are not included on your transcript e.g current Honours year, it is your responsibility to provide the School of Graduate Research with written confirmation of these results by 30 November 2009. Transcripts in a language other than English must be attached to 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 name you must provide certified photocopies of evidence of your name change (for example, a marriage certificate).
- **School Requirements:** Individual Schools may require additional supporting documents. Please refer to Section IV. **Additional requirements** for details.

Note 1: To find out how to certify documents, please refer to Section VI. **Certification of documents**.

Note 2: Your application will not be considered until **ALL** the required documentation is received.

IV. 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.

The following Schools and degree programs have already been identified as having additional, or different, requirements to those covered on the standard Application 2010 Higher Degrees by Research place application form:

If you are applying for a research program in any of the following six Schools, you will need to provide a minimum of 5 pages for Part 1) Research Proposal in **Section G** of the application form:

- School of Accounting and Law
- School of Business Information Technology
- School of Economics, Finance and Marketing
- School of Global Studies, Social Science and Planning (*further additional requirements mentioned below*)
- Graduate School of Business (*further additional requirements mentioned below*)
- School of Management

School of Architecture and Design

MR052 Interior Design – Masters of Arts by Research

MR056 Design – Master of Design by Research

MR067 Fashion – Master of Arts by Research

DR067 Architecture and Design – Doctor of Philosophy (PhD)

Requirements:

Applications for research programs are required to submit their application by **1 March 2010** for commencement in Semester 1, 2010 or **19 July 2010** for commencement in Semester 2, 2010. 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
- shows a minimum of 4 recent projects, including your undergraduate thesis
- includes a descriptive range of 2D & 3D drawings, images, etc.
- includes a short text explanation for each project
- has relevant research/study material included to support the design project.

School of Art

MR058 - Master of Arts (Fine Art) (MA)

DR068 - 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, jpeg files on CD or DVD. Details of all works should be included. Folios will be returned to applicants on request.

School of Education

DR071 – Doctor of Philosophy

MR018 – Master of Education

MR019 – Master of Arts (Education)

Requirements:

Applicants may apply at any time. However, it is advisable to apply by **20 December 2009** for commencement in 1st Semester 2010 or **21 June 2010** for commencement in 2nd Semester 2010. The Doctor of Philosophy, Master of Education and Master of Arts (Education) programs require a compulsory research methods unit of coursework as well as the research thesis or project. Closing dates for applications have been set so that applicants will be able to enrol in the coursework components of the program.

School of Global Studies, Social Science & Planning

Requirements:

Applications can only be made for **Semester One** of each year. Applicants are also requested to attach an example of their recent written academic work in English. This can be a chapter from a thesis, an essay, or a sole-author report.

School of Health Sciences

DR058 - Doctor of Psychology (DPsych)

Requirements

Students intending to apply for this program must contact the School of Health Sciences Higher Degrees by Research Coordinator, Associate Professor John Reece, for guidelines on the correct application procedure. Applications from students who have not contacted Associate Professor Reece prior to submitting an application may not be considered. Associate Professor Reece can be contacted on +61 3 9925-7512 or at john.reece@rmit.edu.au.

Please note that this form should *not* be used to apply for DC001 (Doctor of Psychology).

School of Media & Communication

DR069 - Doctor of Philosophy (PhD) Communication Studies

DR070 - Doctor of Philosophy (PhD) Creative Media

MR059 - Master of Design (Communication Design)

MR060 - Master of Arts (Photography)

MR064 - Master of Arts (Animation & Interactive Media)

MR066 - Master of Arts (Creative Writing)

MR071 - Master of Arts (Communication Studies)

Requirements:

Applicants wishing to be considered for funded places for any of the above programs are required to submit an application no later than **30 October 2009** for commencement in 2010.

DR070 - Doctor of Philosophy (PhD) Creative Media

MR059 - Master of Design (Communication Design)

MR060 - Master of Arts (Photography)

MR064 - Master of Arts (Animation & Interactive Media)

MR066 - Master of Arts (Creative Writing)

Requirements:

Applicants applying for research by project (rather than research by thesis) for the programs listed above must supply a folio of work relevant to the discipline. Please contact the School to determine the exact requirements of the folio.

School of Medical Sciences

Requirements:

All applications for postgraduate research must have a *Postgraduate Checklist* attached. This form will be provided to applicants by the proposed supervisor following authorisation. The proposed supervisor is required to obtain the signatures of the Head of School and the Postgraduate Co-ordinator to confirm that the necessary resources and supervision are available through the school and that the applicant's proposed topic links with the school research areas.

Without the authorised form, applications will not be considered.

If further advice is needed please contact the Postgraduate Coordinator, Dr Samantha Richardson: samantha.richardson@rmit.edu.au

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

Requirements:

Applicants may apply at any time. However, it is advisable to apply by **1 February 2010** for commencement in 1st Semester 2010 or **21 June 2010** for commencement in 2nd Semester 2010. 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.

V. Fees

There is no application fee required.

Every eligible applicant for a doctorate by research or masters by research degree program is considered for the Research Training Scheme (RTS). RTS is a Commonwealth Government funded performance-based scheme that provides fee-exempt places for students enrolled in higher degrees by research (HDR). Applications not successful for a fee-exempt place may be considered for a fee-paying place. Details of approved schedule of fees and charges at RMIT University are available from <http://www.rmit.edu.au/fs/studentfees/schedules>.

VI. Certification of documents

Note: RMIT accepts documents sighted and stamped by an RMIT HUB. However, please be aware that documents certified by an RMIT HUB are only valid within RMIT. A map for the location of the RMIT City Campus HUB can be found on the last page of this application form. See the following website for a list of all other RMIT HUB locations: <http://www.rmit.edu.au/students/aboutthehub/locations>.

For documents certified outside RMIT 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, GTAC, 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.

VII. Submitting your application

You should submit:

- One completed application with all certified photocopies of attachments AND
- One black and white photocopy of the entire application (including all attachments) to:

Postal address:

School of Graduate Research
Research & Innovation Portfolio
RMIT University
GPO Box 2476
Melbourne VIC 3001

Street address:

School of Graduate Research
Building 91 Level 2
110 Victoria Street
Carlton VIC 3053

Note: RMIT Internal Mails are not recommended as a method of lodging applications, as they are not date-stamped.

These instruction pages are for your reference only, they do not need to be included in your application.

Have you completed an Honours year or Graduated with Honours?

Yes No (go to **Section E**) Currently studying Honours / Final year

If you answered 'Yes' to the previous question, please state your Honours result / level

(You can specify a numerical mark, if one was received, or a Level of honours eg H1, H2A, H2B etc)

E. Transferring students

Have you attempted, but not completed, another Masters by Research, Professional Doctorate by Research or Doctor of Philosophy (PhD) program at an Australian institution in the past 3 years?

No Yes → (Please complete and attach a copy of the Research Transfer Form: <http://www.rmit.edu.au/graduateresearch/applicationdocs>, or attach proof of your enrolment details, including date started, date ended, any leave of absence / suspension periods and changes of academic load.)

F. Proposed Supervisor/s

Please provide the name(s) of the academic staff in the school you have applied to with whom you have discussed your proposed research. Provide their email address(es) if an active RMIT email address is not available. Your application will not be considered if you have not discussed your research topic with a proposed senior supervisor and listed that person below.

Proposed Senior Supervisor:

Full Name: email Address:

Proposed Second Supervisor:

Full Name: email Address:

G. Research Proposal and details of prior research experience

This section asks you for evidence of your ability to undertake a Higher Degree by Research that you developed both within and external to your formal qualifications. It forms the basis of a major part of the assessment and ranking of your application for admittance to the program. Please supply a typed document that addresses all of the following points. If any points are not applicable please insert 'N/A'.

1. **Proposed research - you must attach a research proposal of at least two pages, using the following headings:**
 - 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, if applicable).
2. **Professional Experience** - provide details (including duration) of any professional experience, previous and current, relevant to your application. You can also include relevant professional development such as workshops and conferences.
3. **Publication Details and/or Folio** - if you have authored, exhibited or produced works relevant to your application please provide full details of the publication or exhibition including level of authorship, extent of involvement and whether the work was refereed, assessed or judged. Attach the front page for text publications or the relevant page of an exhibition catalogue or programme.
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** involved research please provide specific details.

H. Ethics Approval

Does your proposed research involve: (please tick)

Human participants (e.g. interviews, surveys, tests, interventions, administration of substances, human tissue samples)

Animals (including use of fish and large invertebrates)

Ionising radiation or genetically modified organisms

If you ticked any of the above, your project will require ethics approval from the relevant ethics committee (this can be done after you enrol).

I. University medals, prizes, awards & academic-based competitions

Please list and provide certified evidence of any other relevant University medals, fellowship, national or international competitive awards or prizes you have gained, for example, a prize for an undergraduate subject or subject area, a high achievement in an academically based competition such as a writer's award or science prize

J. Declaration

I declare that the information supplied by me as part of this application is accurate and complete. I am aware that giving false or misleading information is a serious offence under the Criminal Code (Commonwealth) and 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/yy)

Application Checklist – do not submit this page

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

- I have discussed my proposed research with a proposed supervisor in the School in which I would like to undertake my research degree and listed that person in **Section F**.
- I have checked to see if any of the *Additional requirements*, listed in the Instructions to Applicant, apply to me.
- I have completed all relevant sections of the application form.
- I have attached a research proposal and other details about my professional experience, publications, and research experience as required in **Section G**.
- I have attached certified photocopies of all Academic Transcripts, Proof of Citizenship or Permanent Residency to my application.
- I have attached certified photocopies of a name change, or statement of equivalence for my overseas qualifications, to my application if relevant.
- I have signed and dated the declaration.
- I have included one application form with certified photocopied attachments as well as one black and white photocopy of the entire application and attachments.

Presentation

- Please secure the pages of your application using a paper clip, folding clip, bulldog clip, or binder clip only.
- **PLEASE DO NOT STAPLE**, do **not** bind and do **not** place your application in a presentation folder or plastic pockets.
- Please reduce A3 documents to **A4** documents where possible.

Map

Please refer to the map below for the locations of:

- the **School of Graduate Research** to submit your application, and
- the nearest student **Hub** to certify your documents.

