I. Who should use this form?

- **Postgraduate Research applicants:** This form is for applicants wishing to apply for admission to Doctor of Philosophy (PhD), Professional Doctorate by Research or Masters by Research programs. All PhD and Masters applications will be considered for a Commonwealth Government-funded Research Training Scheme (RTS) place, subject to a competitive process for determining eligibility. An outline of the process is available at [www.rmit.edu.au/programs/apply/research](http://www.rmit.edu.au/programs/apply/research).
- **Postgraduates Research Equity Place applicants:** RMIT University offers a limited number of Postgraduate Research Equity Places for students from designated equity groups. These places are available to applicants who substantially meet the academic criteria for admission but who can also demonstrate other factors that may have affected their academic performance. Please note that satisfaction of one or more of the eligibility criteria does not guarantee the offer of a Postgraduate Research Equity Place.
- **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: [www.rmit.edu.au/programs/international](http://www.rmit.edu.au/programs/international).
- **Offshore international students wishing to study off campus outside Australia may use this form to apply for a fee paying place.**

II. Closing dates

This application is for a Semester 2 2012 application only. (Semester starts 16 July 2012) Applications for 2013 will open from September 2012 and a new application form will be available at that time from [http://www.rmit.edu.au/programs/apply/research](http://www.rmit.edu.au/programs/apply/research).

- **Timely** applications opened on 1 May until 15 June 2012. Applications sent by mail must be post-marked 15 June 2012 (or earlier) by Australia Post. Offers will be made in July to applicants that apply by 15 June 2012.
- **Late** application open from 16 June and will continue to be accepted until 31 August 2012 or until all places are awarded. You are encouraged to lodge your application early.
- Please note some programs have alternative closing dates to these; please refer to Section VI. Additional Requirements for details.

III. Before applying

- **Program information:** Please check the program availability, program code, campus, study load (full or part-time), fee type and application closing dates for your preferred program prior to completing this application form. Information about RMIT programs is available online at [www.rmit.edu.au/programs/research](http://www.rmit.edu.au/programs/research) or in hard copy at the Info Corner (Building 22, 330 Swanston Street corner La Trobe Street, City campus).
- **Contact the School:** You must contact the School in which you would like to undertake your research program before submitting your application in order to discuss your application with an academic staff member from the School. Registered supervisors by College and School are listed at [www.rmit.edu.au/graduateresearch/searchsupervisors](http://www.rmit.edu.au/graduateresearch/searchsupervisors).

IV. Supporting documentation

Your application will not be considered until ALL required documentation is received.

- **Academic Transcripts:** In order for your application to be properly assessed, you must provide certified copies of all results from all institutions including RMIT, for current or previous studies plus one certified copy translated into English if appropriate, including a grading scale (usually available on the reverse of the transcript). If completion of the qualification is not indicated on the transcript then a certified copy of the Certificate of Award must be included. Please do not submit original documents as these cannot be returned to you.
- **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:** Some Schools require additional supporting documents. Please refer to Section VI. Additional requirements.
- **Postgraduates Research Equity Place applicants:** Applicants must provide evidence relevant to the eligibility category(s) under which they are applying. To be eligible to apply for a Postgraduate Research Equity Place you must also be able to demonstrate one or more of the following:
  1. People experiencing financial disadvantage
  2. Aboriginal or Torres Strait Islanders
  3. Disability or long-term medical condition

V. Certification of documents

All academic documentation must be certified as being true and correct copies of originals by either the issuing body or by those people qualified to accept a statutory declaration.

A list of people who are authorised to certify your documents can be found on the RMIT website: [http://www.rmit.edu.au/students/certifiedcopy](http://www.rmit.edu.au/students/certifiedcopy)

Photocopies or scanned copies of certified documents will not be accepted.
VI. Additional requirements

The following Schools and programs have been identified as having additional, or different, requirements to those covered on the standard 2012 Postgraduate Research Admission Application form:

<table>
<thead>
<tr>
<th>School and applicable programs</th>
<th>Extra requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Law</td>
<td>Research Proposal (Section G, Part 1) must be a minimum of 5 pages.</td>
</tr>
<tr>
<td>All programs</td>
<td></td>
</tr>
</tbody>
</table>
| Architecture and Design                               | It is advisable to apply by 27 February 2012 for commencement in 1st Semester 2012 or 16 July 2012 for commencement in 2nd Semester 2012. Applicants applying for research by project (instead of research by thesis) must supply a folio of work. This folio must:  
  • be A4 size, bound;  
  • show a minimum of four recent projects, including your undergraduate thesis;  
  • include a descriptive range of 2D & 3D drawings, images, etc.;  
  • include a short text explanation for each project;  
  • have relevant research/study material included to support the design project. |
| All programs                                           |                                                                                                                                                     |
| Art                                                    | Applicants must supply a folio of work (10 - 20 examples) in one of the following formats: jpegs, mp3, mp4 files on CD or DVD. Details of all works should be included. Folios will be returned to applicants on request. Research Proposal (Section G, Part 1) must be a minimum of 5 pages. |
| All programs                                           |                                                                                                                                                     |
| Business IT and Logistics                             | Research Proposal (Section G, Part 1) must be a minimum of 5 pages.                                                                                   |
| All programs                                           |                                                                                                                                                     |
| Economics, Finance and Marketing                      | Research Proposal (Section G, Part 1) must be a minimum of 5 pages.                                                                                   |
| All programs                                           |                                                                                                                                                     |
| Education                                             | Research Proposal (Section G, Part 1) must be 2 – 5 pages (around 1000 words)  
Successful applicants must be able to commence in the first week of each semester in order to attend the compulsory research methods course |
| DR071 PhD (Education)                                 |                                                                                                                                                     |
| MR018 Master of Education                             |                                                                                                                                                     |
| MR019 Master of Arts (Education)                      |                                                                                                                                                     |
| Fashion and Textiles                                  | Research Proposal (Section G, Part 1) must be a minimum of 5 pages.                                                                                   |
| All programs                                           |                                                                                                                                                     |
| Global Studies, Social Science & Planning             | Research Proposal (Section G, Part 1) must be a minimum of 5 pages, and applicants must supply an example of recent written academic work in English. This can be a chapter from a thesis, an essay, or a sole-author report. Applicants may contact the HDR coordinator at for help with locating a supervisor for their thesis at www.rmit.edu.au/socialhumanities/research/hdr/prospective |
| All programs                                           |                                                                                                                                                     |
| Graduate School of Business                           | Research Proposal (Section G, Part 1) must be a minimum of 5 pages.                                                                                   |
| All programs                                           |                                                                                                                                                     |
| Management                                             | Research Proposal (Section G, Part 1) must be a minimum of 5 pages.                                                                                   |
| All programs                                           |                                                                                                                                                     |
| Media & Communication                                 | Research Proposal (Section G, Part 1) must be a minimum of 5 pages.                                                                                   |
| All programs                                           |                                                                                                                                                     |
| Medical Sciences                                      | Additional requirement for DR062: Applicants applying for research by project (rather than research by thesis) must supply a folio of work relevant to the discipline. Please contact the School to determine the exact requirements of the folio. |
| All programs                                           |                                                                                                                                                     |
| Medical Sciences                                      | All applications 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 by the Primary and secondary supervisors, Postgraduate Coordinator and the Deputy Head of School (Research) 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. For further advice please contact the School’s Postgraduate Research Coordinator, Dr Samantha Richardson (samantha.richardson@rmit.edu.au). |
VII. Lodging your application

- 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.

Applicants are required to submit:
- one (1) complete application form with all supporting documentation **AND**
- one (1) black and white photocopy of the entire application, including all attachments, to:

**By post:** School of Graduate Research, RMIT University, GPO Box 2476, Melbourne VIC 3001, Australia

**In person:** School of Graduate Research, Level 2, Building 91, City Campus, 110 Victoria Street, Carlton

Emailed applications will not be accepted.

**Note:** RMIT internal mail is not recommended to be used for submitting applications. No responsibility will be accepted by the School of Graduate Research in the event that an application sent via internal mail is not received.
Lodge your completed application:
By post: School of Graduate Research, RMIT University, GPO Box 2476, Melbourne VIC 3001, Australia
In person: School of Graduate Research, Level 2, Building 91, City Campus, 110 Victoria Street, Carlton

Please indicate which best describes your situation:

<table>
<thead>
<tr>
<th>I am a prospective postgraduate research student and wish to apply to RMIT for:</th>
<th>I am a current postgraduate research student at RMIT and wish to apply for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Admission to a Postgraduate research program ONLY</td>
<td>☐ an Research Training Scheme place ONLY</td>
</tr>
</tbody>
</table>

A. Program Information

Level: [ ] Doctor of Philosophy (PhD) [ ] Masters by Research

School Name: 
Program Name: 
Program Code: 

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 |

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

Starting Semester: Semester 2, 2012 (semester starts 16 July 2012)

This application is for a Semester 2 2012 application only. Applications for 2013 will open from September 2012 and a new application form will be available at that time.

If you are applying for a PhD level program, would you consider an alternative offer for admission to a Masters by Research program?

[ ] Yes [ ] No

B. Personal Information

Date of Birth (DD/MM/YY) 
Title 
Family name/surname

Given names

Preferred name/s (if different from above)

Previous name/s (if any)

Do you have an RMIT University Student ID number? (i.e. have you previously been enrolled in an RMIT program?)

[ ] No [ ] Yes → 

Student ID No. (if known)

Are you a current RMIT University staff member? (excluding casual appointments)

[ ] No [ ] Yes → 

Staff ID No.

Office Use Only

Student ID number allocated: 
Application number allocated: 

Do you have a disability, impairment or long-term medical condition which may affect your studies?  
Yes        No  
If you answered yes, please indicate the area of impairment by ticking one of the following:  
☐ Hearing  ☐ Mobility  ☐ Medical  ☐ Learning  ☐ Vision  ☐ Other  
If you answered yes, are you likely to require support services, special equipment or facilities to assist you in your studies?  
Yes        No  

Are you applying for a Postgraduate Research Equity Place?  
☐ Yes  ☐ No  
If you answered yes, please indicate the relevant category by ticking one or more of the following:  
☐ People experiencing financial disadvantage  ☐ Aboriginal or Torres Strait Islander  ☐ Disability or long-term medical condition  
Note: Please attach relevant supporting documents (e.g., Anecdotal evidence, certificate/s, letter/s) to support your application.

C. Contact Information  
Note: Please advise the School of Graduate Research (sgr@rmit.edu.au) immediately if you change your contact details.  
Postal address  

City/Suburb:  
State:  
Postcode:  
Country:  

Permanent home address: same as above  

City/Suburb:  
State:  
Postcode:  
Country:  

Note  
You are strongly advised to provide both a phone number and an email address below so that we can contact you if there are any questions about your application. An inability to contact you may lead to delays in processing your application.

Private telephone  

Mobile telephone  

Email  

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 And Citizenship)  
☐ Currently applying for Permanent Resident status (Offers will be conditional upon your visa being granted and supplying evidence of this to the School of Graduate Research by 31 August 2012.)  
☐ Permanent Humanitarian Visa holder  
☐ None of the above but I wish to study at RMIT University by distance education or at an offshore campus (i.e. Vietnam)  
Note: If you do not fall into any of the above categories, do not use this form. Please apply directly to RMIT International:  
www.rmit.edu.au/programs/international  

Are you of Aboriginal or Torres Strait Islander origin?  
☐ No  ☐ Yes – Aboriginal  ☐ Yes – Torres Strait Islander  ☐ Yes – both Aboriginal and Torres Strait Islander
D. Academic Record information

List all academic qualifications currently enrolled in, previously attempted or completed (in the order of postgraduate research, postgraduate coursework, undergraduate). Please provide certified copies of all academic transcripts (see Section IV. Certification of documents).

<table>
<thead>
<tr>
<th>Full name of qualification</th>
<th>Full name of institution including country (please do not abbreviate)</th>
<th>Duration (years)</th>
<th>Date of commencement (month/year)</th>
<th>Date of completion (month/year)</th>
<th>Full-time or Part-time</th>
<th>Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Have you completed an Honours year or graduated with Honours?

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

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

(Please specify a numerical mark, if one was received, or a Level of Honours, eg. H1, H2A, H2B etc)

E. Transferring students

RMIT is required to obtain details of previous incomplete postgraduate research enrolments to assess your Research Training Scheme entitlement.

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  If yes, please attach an original copy of proof of enrolment details from your previous institution(s), detailing total consumed EFTSL (Equivalent Full-time Student Load), commencement date, academic load changes (full-time / part-time), any leave of absence / suspension periods and date of termination.

F. Proposed Supervisor/s

Your application will not be considered if you have not discussed your research topic with a proposed senior supervisor and listed that person below. 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 an email address if an active RMIT email address is not available.

Proposed Senior Supervisor:

Full Name:  Email:

Proposed Second Supervisor:

Full Name:  Email:

G. Research Proposal and details of prior research experience

This section asks you for evidence of your ability to undertake a Postgraduate Research program 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 (some Schools/programs require more lengthy proposals; please refer to Section VI, Additional requirements on the instruction sheet), 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 bibliographic details of the publication or exhibition including order of authorship, extent of involvement and whether the work was refereed, assessed or judged. Attach the front page of 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. Prior/Current Research Scholarship

Have you ever received a postgraduate research scholarship?

[ ] No  [ ] Yes  → If yes, please provide details below:

Name of scholarship

Institution  Program / Course of Study

Duration  Value per annum (in AUD)

From / / to / /

Value per annum (in AUD)

I. Marketing

How did you find out about research opportunities at RMIT?

[ ] I am a current/past student of RMIT University  [ ] Internet /RMIT Website  [ ] Newspaper

[ ] Word of mouth  [ ] Other: ______________________________________________________

J. Applicant declaration

Privacy Statement

RMIT University is providing you with this statement because RMIT University and the Department of Education, Employment and Workplace Relations (DEEWR) are seeking personal information about you in this application form.

The full text of RMIT University’s Privacy Statement is available at www.rmit.edu.au/privacy.

Applicant certification

- I declare that the information supplied with this application is true and complete. I authorise RMIT University to obtain further information about me from educational and other institutions which I have attended, and from Australian government authorities such as DIAC and DEEWR.

- I acknowledge and accept that the provision of incorrect information or the withholding of relevant information may result in the withdrawal by the University of any offer, and that this withdrawal may take place at any stage during the course of study. I understand that giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

- I authorise RMIT University to request and obtain further information from any educational institution or employer which may be required to confirm or clarify my suitability and eligibility for masters or doctoral studies.

- I accept that the application and supporting documentation become the property of RMIT University and are not returnable.

Applicant signature:  Date:

Checklist

The items below are mandatory - do not submit your application unless the checklist is complete. Incomplete applications can not be assessed.

- I have discussed my proposed research with my proposed supervisor in the School and listed that person in Section F.

- I have attached any Additional requirements, as listed in Section VI of the Information Sheet.

- 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 copies of all Academic Transcripts, with translations to English where applicable.

- I have signed and dated the declaration in Section J.

- I have included one black and white photocopy of the entire application and attachments.

Checklist for equity applicants

<table>
<thead>
<tr>
<th>Category</th>
<th>Equity Category</th>
<th>Documentary evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>People experiencing financial disadvantage</td>
<td>Certified copy of your current Centrelink Health Care Card or Centrelink Pensioner Concession Card that is not less than three months old, or Proof of income for the financial year 2010-11 Tax Assessment notice issued by the Australian Taxation Office (your income must be below the Centrelink low income test on the financial year 2010-11). *Based on individual income, not combined i.e. family or partner</td>
</tr>
<tr>
<td>2</td>
<td>Aboriginal or Torres Strait Islander</td>
<td>Identification that shows you are an Aboriginal and/or Torres Strait Islander and the name of your community, or Indication that you have registered with the RMIT Ngarara Willim Centre for Aboriginal and Torres Strait Islander Peoples at RMIT University. Applicants under this category will be contacted by the Ngarara Willim Centre</td>
</tr>
<tr>
<td>3</td>
<td>Disability or long-term medical condition</td>
<td>Complete the supporting document form <a href="http://www.rmit.edu.au/browse;ID=01daxmpd1vo4z#_Registering_with_the">http://www.rmit.edu.au/browse;ID=01daxmpd1vo4z#_Registering_with_the</a> or Provide a certified copy of a medical or psychological report from your health care provider.</td>
</tr>
</tbody>
</table>