

Please read this information sheet before completing the 2012 Postgraduate Research Admission Application Form. These instruction pages are for your reference only; please do not include them in your application.

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.
- 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.
- Offshore international students wishing to study off campus outside Australia may use this form to apply for a fee paying place.

II. Closing dates

- Please refer to the 2012 Admission and Scholarship Timeline, available from www.rmit.edu.au/programs/apply/research
- Note: Applications for 2012 Research scholarships closed on 31 October 2011.

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 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.

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 other institutions 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.
RMIT University qualifications: If you are currently studying at RMIT University, your academic results will be accessed directly by the School of Graduate Research and therefore it is not compulsory for you to provide them.
- **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.**

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. For further information please see the RMIT web site at www.rmit.edu.au/students/certifiedcopy.

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. See the following website for a list of all other RMIT HUB locations: www.rmit.edu.au/students/aboutthehub/locations.

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:

School and applicable programs	Extra requirement
Accounting and Law All programs	Research Proposal (Section G, Part 1) must be a minimum of 5 pages.
Architecture and Design All programs	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: <ul style="list-style-type: none"> • 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.
Art All programs	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.
Business IT and Logistics All programs	Research Proposal (Section G, Part 1) must be a minimum of 5 pages.
Economics, Finance and Marketing All programs	Research Proposal (Section G, Part 1) must be a minimum of 5 pages.
Education DR071 PhD (Education) MR018 Master of Education MR019 Master of Arts (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
Fashion and Textiles All programs	Research Proposal (Section G, Part 1) must be a minimum of 5 pages.
Global Studies, Social Science & Planning All programs	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
Graduate School of Business All programs	Research Proposal (Section G, Part 1) must be a minimum of 5 pages.
Health Sciences DR058 Doctor of Psychology (DPsych)	Students intending to apply for this program must first contact the School's Postgraduate Research Coordinator, Associate Professor John Reece (+61 3 9925 7512 or john.reece@rmit.edu.au). Applicants who have not contacted Associate Professor Reece prior to submitting an application may not be considered. In addition to completing this application form, applicants must also complete and submit the <i>Master of Psychology 2012 Supplementary Information Form</i> , and follow the directions for submission. This form is available from http://www.rmit.edu.au/browse;ID=4tyie8jofml1 . Even though this form is headed <i>Master of Psychology</i> , it can still be used as part of your Doctor of Psychology application. If you are applying for both the Master of Psychology and the Doctor of Psychology you only need to complete one copy of the <i>Master of Psychology 2012 Supplementary Information Form</i> and arrange one set of referees' reports. Applicants for this program are also required to attend an interview. Final selection will be based on the application, including the supplementary material, and performance at the interview. Students will be contacted individually after 31 October to arrange an interview time.
Management All programs	Research Proposal (Section G, Part 1) must be a minimum of 5 pages.
Media & Communication All programs	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.
Medical Sciences All programs	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).

Property, Construction & Project Management
DR060 Doctorate of Project Management (DPM)

It is advisable to apply by 1 February 2012 for commencement in 1st Semester 2012 or 21 June 2012 for commencement in 2nd Semester 2012. This program 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.

No research proposal is required at the time of application however before applying it is requested that you provide details of your qualifications and experience. Please download an enquiry form from www.rmit.edu.au/programs/dr060.

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:

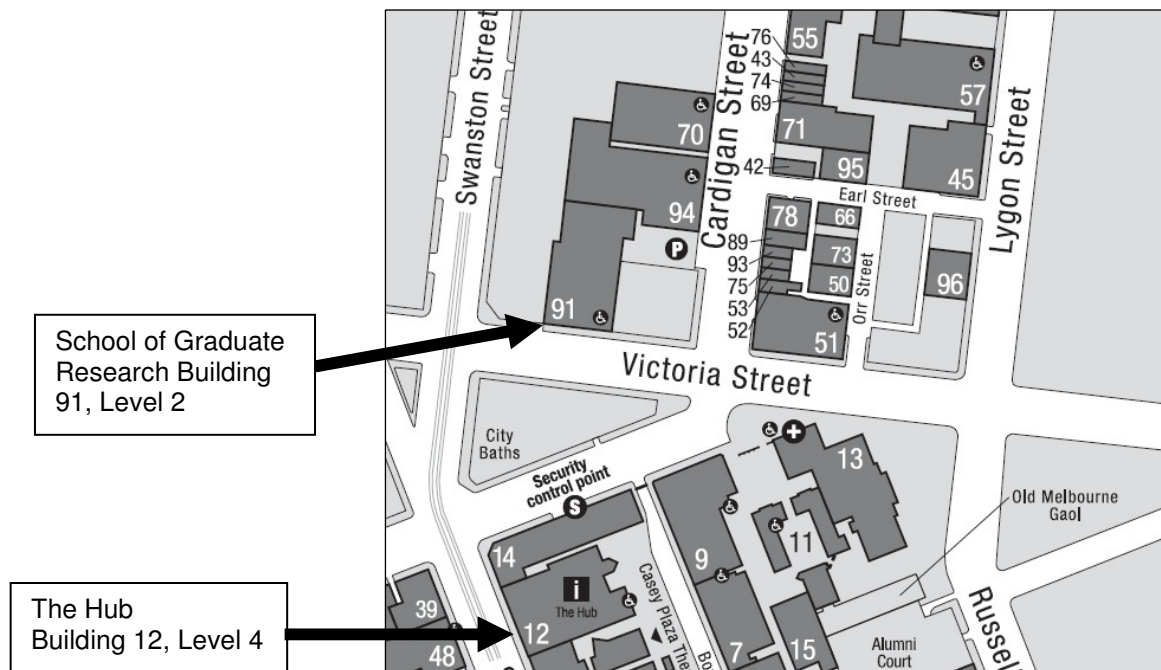
- one (1) complete application form with all supporting documentation **AND**
- one (1) black and white photocopy of the entire application, including all attachments, to:

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.



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 March 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 (ie 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

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

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

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**).

Full name of qualification	Full name of institution including country (please do not abbreviate)	Duration (years)	Date of commencement (month/year)	Date of completion (month/year)	Full-time or Part-time	Level*

*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'.

- 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:**
 - title / topic**
 - research questions** to be investigated in the context of existing research/literature in the area
 - methodology / research tasks** required to undertake the research
 - particular needs** (e.g. resources, facilities or equipment that are necessary for your proposed research program, if applicable).
- 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.
- 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.
- 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. 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: _____

I. 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 cannot 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 (*not applicable to the Doctor of Project Management DR060*).
- I have attached certified copies of all Academic Transcripts (except RMIT), 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.