

Please read this instruction sheet before completing the 2015 Postgraduate Research Scholarship and 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?

- **International applicants based at an Australian campus:** If you are an international applicant wishing to study in Australia you should not use this form. You should apply directly to RMIT International: <http://www.rmit.edu.au/international/how-to-apply>
- **Local applicants:** This form is for local applicants wishing to apply for admission to Doctor of Philosophy (PhD) or Masters by Research programs. All eligible applicants (Australian citizens, permanent residents or New Zealand citizens) will be considered for a Commonwealth Government-funded Research Training Scheme (RTS) place.
- **Current Local candidates:** If you have more than 24 months remaining on your candidature as at 1 July 2015, you may use this form to apply for Scholarship consideration.
- **Postgraduate 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.
- **VC PhD Scholarship (VCPS), Australian Postgraduate Award (APA) or RMIT PhD and Masters Scholarship (RPS) application:** Application for scholarships **closed** Friday 31 October 2014
- **International applicants who will be based outside of Australia:** This form is for International applicants who will be based outside of Australia wishing to apply for admission to Doctor of Philosophy (PhD) or Masters by Research programs. All international applicants based outside of Australia who are not Australian citizens, permanent residents or New Zealand citizens must meet the RMIT English language requirements to be eligible for admission. You should refer to www.rmit.edu.au/international/english-equivalent for further details.

II. Closing dates

This application is for 2015 admissions and scholarships only.

- **Mid-Year Scholarship application** will be accepted until 1 May 2015 for Semester 2 commencement.
- **Admissions to candidature** only applications for semester 1, 2015 will be accepted until 31 March 2015. However, you are advised to apply as early as possible in the admission period if you intend commencing in Semester 1, 2015. Application may be submitted in person or by post. Applications sent by **mail** must be post-marked 31 March 2015 (or earlier) by Australia Post.
Admissions to candidature only applications for semester 2, 2015 will be accepted until 31 August 2015. However, you are advised to apply as early as possible in the admission period if you intend commencing in Semester 2, 2015. Application may be submitted in person or by post. Applications sent by **mail** must be post-marked 31 August 2015 (or earlier) by Australia Post.
- Please refer to the 2015 Scholarship Timeline for further details, available from www.rmit.edu.au/programs/apply/research

III. Before applying

It is recommended that you read the application instructions on the RMIT website before you start completing your application.

www.rmit.edu.au/research/how-to-apply

- **Program information:** Please check the program availability, program code, campus, study load (full or part-time), 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 RMIT Info Corner (Building 22, 330 Swanston Street corner La Trobe Street, City campuses).
- **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 a prospective supervisory team from the School. Registered supervisors by College and School are listed at www.rmit.edu.au/research/search-supervisors. Once you have the support of joint senior supervisors or a senior and associate supervisor you may submit your application.

IV. Supporting documentation

Your application will not be considered until **ALL** required documentation is received. Submitting an incomplete application will significantly delay the assessment of your application.

- **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. The transcript must state numeric marks or grade point average (GPA) as well as 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. All transcripts and testamurs that are not in English must be translated by a NAATI translator or equivalent Notary with official seal or stamp on documents.
- **Course Structure:** If your transcript does not clearly state the official course duration, credit point weighting or research component, you must include an extract from the official handbook or website detailing the course duration, structure and credit point weighting of each unit for all degrees listed on your application.
- **Part-time Scholarship Applications:** You must provide evidence to demonstrate the exceptional circumstances surrounding the request as per the *Research Scholarship Terms and Conditions* (please refer to the APA or RPS scholarship webpages available from www.rmit.edu.au/scholarships/research for a copy of this document).
- **Credit Transfer:** If you have been granted credit towards any degree you must submit the transcripts from the original institution where the units were completed. This would include, but is not limited to units undertaken as part of exchange, cross institutional or prior degrees.
- **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.**
- **Postgraduate Research Equity Place applications:** You 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

For further details on supporting documentation please refer to the Checklist for equity applicants on page 7.

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/enrolment/certifiedcopy>

PLEASE NOTE – Photocopies or scanned copies of certified documents will not be considered certified.

VI. Additional requirements

The following Schools and programs have been identified as having additional, or different, requirements to those covered on the standard 2015 Postgraduate Research Admission Application Form:

School and applicable programs	Extra requirement
Architecture and Design All programs	If applying to study in the School of Architecture and Design you are required to have successfully completed the School's pre-application presentation requirements. Details are available at: www.rmit.edu.au/architecturedesign/research
Art All programs	You must supply a folio of work of up to 8 to 10 examples of past artworks relevant to the application in one of the following formats: jpegs, mp3, mov files (using h.265 compression). All files to be submitted on a USB. Full details such as title, duration, medium, dates, etc of all works should be included.
Media & Communication All programs	In addition to a research proposal you should also provide a one-page Strategic Fit summary positioning their potential research within the context of the School's expertise and research priorities. These priorities are available at: www.rmit.edu.au/mediacommunication/research
Medical Sciences All programs	All applications must have a Postgraduate Checklist attached. This form will be provided to you by the proposed supervisor following authorisation. The proposed supervisor is required to obtain the signatures from the proposed Senior and Associate 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, your application will not be considered. For further advice please contact the School's Postgraduate Research Coordinator, Dr Paul Bertrand (paul.bertrand@rmit.edu.au).

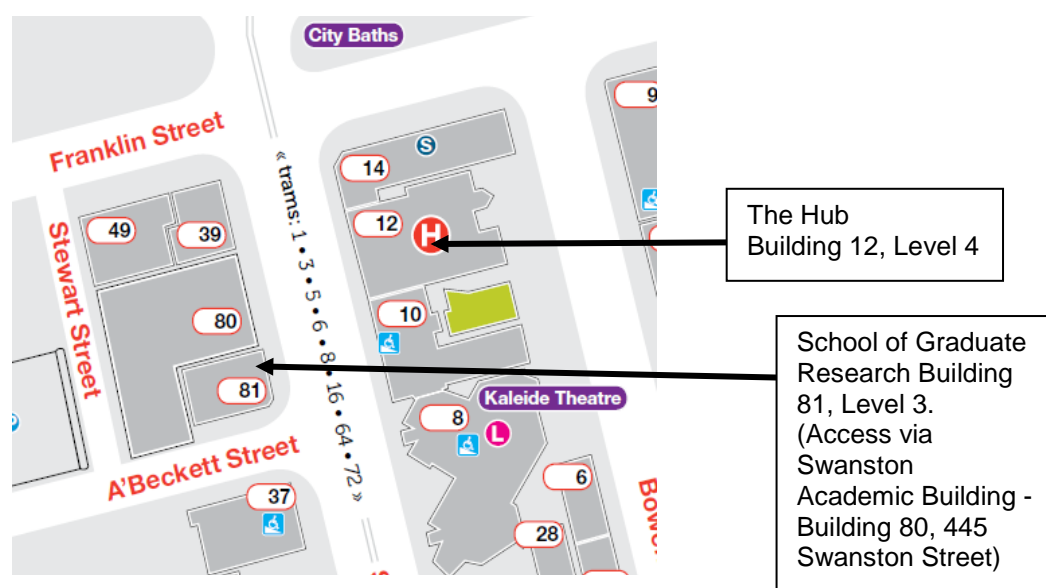
VII. Lodging your application

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

In person: School of Graduate Research, Level 3, Building 81, City Campus, (Access via Swanston Academic Building - building 80), 445 Swanston Street, Melbourne

If submitting in person or by mail you 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 supporting documentation
- 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.



2015 Postgraduate Research Scholarship and Admission Application Form

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 3, Building 81, 445 Swanston Street, Melbourne, (Access via Swanston Academic Building 80)

Mid-Year 2015 Scholarship applications will close Friday 1 May 2015 at 5:00pm

Please indicate which best describes your situation:

<p>I am a <u>prospective</u> postgraduate research student at RMIT and wish to apply for:</p> <p><input type="checkbox"/> a Scholarship and Admission to a Postgraduate Research Program to commence in Semester 2, 2015 ONLY</p> <p><input type="checkbox"/> Admission to a Postgraduate Research Program ONLY</p>	<p>I am a <u>current</u> postgraduate research student at RMIT with more than 24 months of candidature remaining as at 1 July 2015, and wish to apply for:</p> <p><input type="checkbox"/> a Postgraduate Research Scholarship</p>
<p>Do you have an RMIT University Student ID number?</p> <p>Student ID: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p>	

A. Program Information

<p>Level: <input type="checkbox"/> Doctor of Philosophy (PhD) <input type="checkbox"/> Masters by Research</p>	
<p>School Name: _____</p>	
<p>Program Name: _____</p>	<p>Program Code: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p>
<p>See: www.rmit.edu.au/schools or www.rmit.edu.au/programs/research</p>	
<p>Mode of attendance</p> <p><input type="checkbox"/> On campus (internal)</p> <p><input type="checkbox"/> Distance education, studying in Australia (external)</p> <p><input type="checkbox"/> Distance education, studying outside of Australia</p> <p><input type="checkbox"/> Distance education, studying outside of Australia as part of a specific cohort/campus (Please specify) _____</p>	<p>Study Load</p> <p><input type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Part-time. <i>Applications for a part-time scholarship must provide evidence to demonstrate the exceptional circumstances surrounding the request as per the Research Scholarship Terms and Conditions.</i></p>
<p>If you are not applying for a scholarship, please indicate your proposed commencement period:</p> <p style="text-align: center;"><input type="checkbox"/> Semester 1, 2015 <input type="checkbox"/> Semester 2, 2015</p> <p style="text-align: center;">Note: The commencement date will normally be the date of enrolment in the degree</p>	
<p>If you are applying for a PhD level program, would you consider an alternative offer for admission to a Masters by Research program?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

B. Personal Information

<p>Date of Birth (DD/MM/YY)</p> <input style="width: 40px; height: 20px;" type="text"/>	<p>Title</p> <input style="width: 40px; height: 20px;" type="text"/>	<p>Family name/surname</p> <input style="width: 100%; height: 20px;" type="text"/>
<p>Gender</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>		
<p>First name</p> <input style="width: 100%; height: 20px;" type="text"/>		
<p>Middle name</p> <input style="width: 100%; height: 20px;" type="text"/>		
<p>Preferred name/s (if different from above)</p> <input style="width: 100%; height: 20px;" type="text"/>		
<p>Previous name/s (if any)</p> <input style="width: 100%; height: 20px;" type="text"/>		

<p>Internal Use Only</p> <p>Student ID number allocated:</p> <input style="width: 60px; height: 20px;" type="text"/> <p>Application number allocated:</p> <input style="width: 40px; height: 20px;" type="text"/>	<p>Date Received:</p>
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C. Contact Information

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

Postal address

City/Suburb

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State

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Postcode

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Country

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Permanent home address same as above

City/Suburb

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State

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Postcode

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Country

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Note: You must 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

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Mobile telephone

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Email

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Your Citizenship / Residency

My country of birth is: _____

I am a citizen of (please specify **all** countries for which you are a citizen):

- Australian citizen New Zealand citizen
 Other: _____

If you are not a citizen of Australian or New Zealand, do you hold an Australian Visa?

- Permanent Resident of Australia → Date Permanent Residency visa granted (DD/MM/YY)
 Permanent Humanitarian Visa holder → Date Permanent Residency visa granted
 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 2015**.)
 None of the above but I wish to study at RMIT University by distance education or at an offshore campus (e.g. RMIT Vietnam).

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

<http://www.rmit.edu.au/international/apply/postgraduatebyresearch>

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

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 eg. Anecdotal evidence, certificate/s, letter/s to support your application.

D. Academic Record information

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

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

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

** Ensure your **GPA** results are listed on your academic transcripts. If they are not – ensure your transcripts clearly states subject credit weightings.

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. Academic Qualifications and Experience

Have you completed a significant research project or thesis during a fourth year or postgraduate program?

No Yes. Please provide details and attach a copy of any examiners' reports

Have you ever received a scholarship, award or other recognition for academic achievement?

No Yes. Please provide brief details

Have you gained any relevant research and/or professional experience during your career relevant to your proposed thesis/project?

No (go to **Section F**) Yes. Please list the roles below and provide a resume with further details of your role and relevant professional / research experience gained.

Date of Employment	Full time/ Part time	Job Title	Name and Address of Employer	Duties and Responsibilities

Have you authored or co-authored any research publications or exhibited or produced works?

No Yes. Please attach 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.

F. Capacity to undertake full or part time study

Please indicate the arrangements in place to enable you to commit to full time (an average of at least 4 days per week over the course of the year) or part time (an average of at least 2 days per week over the course of the year) study and attach evidence of support from your employer if relevant.

G. 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. Please provide details below:

Name of Research Degree			
Name of Institution			
Commencement date		Last date of enrolment	
Start and end date of any and all leave of absence from your studies:			
Enrolment status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Start and end date for any variations to your enrolment status			

You **must** attach an original copy of your 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.

H. Prior/Current Research Scholarship

Have you ever received a postgraduate research scholarship?

No Yes. Please provide details below:

Name of scholarship:

Institution

Program / Course of Study

<input type="text"/>	<input type="text"/>
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Duration

Value per annum (in AUD)

From <input type="text"/> / <input type="text"/> / <input type="text"/> <small>dd mm yy</small>	to <input type="text"/> / <input type="text"/> / <input type="text"/> <small>dd mm yy</small>	AUD\$ <input type="text"/>
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I. Sponsorship Arrangements

Will you be sponsored by a home government, company or Scholarship body during your candidature?

No Yes. Please provide details below:

Funding provider :

Financial support offered:

Duration of support:

J. Study Agreement with Partner Institution

Are you applying for admission to RMIT University through a Study Agreement that RMIT University has made with a partner institution?

No Yes. (Please complete the section below)

Partner Institute:

Please indicate the type of study agreement (If you are not sure, check with your prospective supervisor):

Joint or Double-badged PhD Agreement (Please submit a signed and completed Annexure A of the Agreement)

OR

RMIT PhD Studies Agreement

K. Proposed Supervisor/s

Your application will not be considered if you have not discussed your research topic with a proposed senior and associate supervisor or joint senior supervisors. Please provide the names of the academic staff in the school you have applied to with whom you have discussed your proposed research and indicate their proposed role in your supervisory team. Provide an email address if an active RMIT email address is not available.

Supervisor One: Senior Joint Senior

Full Name:

Email:

Supervisor Two: Joint Senior Associate

Full Name:

Email:

Supervisor Three: Associate

Full Name:

Email:

L. Research Proposal

You must attach a substantive research proposal that is 2 to 5 pages in length which articulates the intent, significance and originality of the proposed topic using the following headings:

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

M. 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: _____

N. Applicant declaration

Privacy Statement

RMIT University is providing you with this statement because RMIT University and the Department of Education (DE) 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 DIBP and DE.
- I acknowledge and accept that the provision of incomplete, inaccurate or fraudulent information with this application 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:

O. Checklist

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

- I am submitting one complete application form with all supporting documentation and one black and white photocopy of my entire application and all supporting documentation.
- I have discussed my proposed research with my proposed supervisors in the School and nominated my supervisors in Section K and attached my research proposal (Section L).
- I have attached any *Additional requirements*, as listed in Section VI of the Information Sheet.
- I have attached certified copies of academic transcripts showing all numeric marks or grade point average (GPA) and proof of conferral or completion for all degrees listed in my applications, as well as the institution's grading system.
- I have signed and dated the declaration in Section N

Supplementary documentation. Please refer to each section of the form to confirm which documents you need to include. Incomplete applications **cannot** be assessed.

- I have attached details of my academic qualifications and experience as requested (Section E):
- Examiners reports for major research projects/theses
- Evidence of awards, scholarships, or other recognition for academic achievement
- I have attached an extract from the official handbook or website detailing the course duration, structure and credit point weighting for each unit for degrees listed in Section D as my transcripts do not detail credit point weights or research components.
- CV or resume with further details of your role and relevant professional / research experience gained throughout your career
- Full bibliographic details of your 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

- I have attached a statement from my employer detailing working arrangements during my candidature (Section F)
- I have attached an official copy of my enrolment details from my previous Australian University detailing total consumed Equivalent Full time Student Load (EFTSL), commencement date, academic load changes (full time/ part time), any leave of absence / suspension periods and dates of termination (Section G)
- I have attached certified translations of all documents not in English. These documents bear the sealed or stamped of a NAATI translator or equivalent
- Offshore candidates: I have attached evidence that I satisfy the English Language Proficiency requirements. You should refer to www.rmit.edu.au/international/english-equivalent for further details.
- I have attached a signed AND COMPLETED Annexure A for my study agreement as (Section J).

Checklist for Postgraduate Research Equity Applicants

Category	Equity Category	Documentary evidence
1	People experiencing financial disadvantage	<p>Certified copy of your current Centrelink Health Care Card or Centrelink Pensioner Concession Card that is not less than three months old,</p> <p>or</p> <p>Proof of income for the most recent financial year – 2013-14 Tax Assessment notice issued by the Australian Taxation Office (your income must be below the Centrelink low income test: www.humanservices.gov.au/customer/enablers/centrelink/low-income-health-care-card/income-test) *Based on individual income, not combined i.e. family or partner</p>
2	Aboriginal or Torres Strait Islander	<p>Identification that shows you are an Aboriginal and/or Torres Strait Islander and the name of your community,</p> <p>or</p> <p>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 http://www.rmit.edu.au/ngarara</p>
3	Disability or long-term medical condition	<p>Complete the Disability or Long-term Medical Condition Supporting Document Form www.rmit.edu.au/programs/apply/research</p> <p>or</p> <p>Provide a certified copy of a medical or psychological report from your health care provider.</p>