

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

A. Who should use this form?

Local & International applicants who are based outside of Australia only

If you are an international applicant wishing to study in Australia you should not use this form.

Please apply for admission directly to RMIT International: <http://www.rmit.edu.au/international/how-to-apply> and complete the scholarship application form available on the webpage: <http://www.rmit.edu.au/research/phds-and-other-research-degrees/scholarships-and-support/>

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.

This form is also to be used for new commencing local applicants wishing to apply for the following research scholarships: Australian Postgraduate Award (APA) and the RMIT PhD and Masters Scholarship (RPS)

Current HDR candidates applying for scholarship

You may use this form to apply for Scholarship consideration if you meet the following eligibility criteria:

- If you have more than 24 months remaining on your PhD candidature as at 1 July 2017
- If you have more than 12 months remaining on your Master by research candidature as at 1 July 2017

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 that other factors 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.

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.

B. Closing dates

Applications for the 2017 main scholarship round close 5pm Monday 31 October 2016. Applicants awarded a scholarship in this round must commence by the 31 March 2017.

All applicants are encouraged to apply well in advance of the scholarship round closing date.

Applications may be submitted in person or by post. Applications sent by **mail** must be post-marked by the relevant close date (or earlier) by Australia Post.

C. Supporting documentation

Your application will not be considered unless **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. 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 www.rmit.edu.au/scholarships/research for a copy of this document).
- **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 E 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

D. 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.

E. Additional requirements

The following Schools and programs have been identified as having additional, or different, requirements to those covered on the standard 2016 Postgraduate Research Scholarship and 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/architectureanddesign/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: jpeg, 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). |
| Property, Construction and Project Management All programs | You must complete the pre-application form and pre-assessment process prior to applying. |

F. 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.

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)

Please check the closing dates for application and scholarship applications on the attached instruction sheet.**1. Program information****I am a *prospective* postgraduate research student and wish to apply for:**

- Admission to a postgraduate research program
 Admission and a scholarship for a postgraduate research program

I am *currently enrolled* in a postgraduate research program at RMIT and wish to apply for:

- A postgraduate research scholarship

I plan to:

- Upgrade from a Masters by Research to PhD and wish to apply for a Postgraduate Research Scholarship

Have you previously applied for a place or been enrolled in a program at RMIT?

- Yes No If yes, please provide student ID:

Program

- Doctor of Philosophy Masters by Research

School Name:**Program Name:**See: www.rmit.edu.au/schools or www.rmit.edu.au/programs/research**Proposed commencement date:** Sem 1 2017 Sem 2 2017**Mode of attendance**

- On Campus (Internal)
 Distance education, studying in Australia (external)
 Distance education, studying outside of Australia
 Distance education, studying outside of Australia as part of a specific cohort/campus. Please specify:

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**2. Personal information**

Title:

Surname/Family Name:

First name:

Middle name:

Preferred name/s (if different from above):

Previous name/s (if any):

Date of Birth (dd/mm/yyyy):

Gender: Female Male Gender X**Office Use Only**

Student ID No.:

Application No.:

Date received

Citizenship/Residency

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

- Australia New Zealand
 Other; Please specify:

If you are not a citizen of Australia or New Zealand do you hold an Australian visa?

- Permanent Resident of Australia Permanent Humanitarian Visa holder
 Currently applying for Permanent Resident status None of these options but I wish to study as an RMIT candidate at a location outside Australia
Offers will be conditional upon your visa being granted and supplying evidence of this to the School of Graduate Research by the 1 March 2017.

If you do not fall into any of the above categories, do **not** use this form. Please apply using the online International application form: <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 yes, please indicate the area of impairment

- Hearing Mobility Medical Learning Vision Other

Are you likely to require support services, special equipment of facilities to assist you in your studies? Yes No

Are you applying for a Postgraduate Research Equity Scholarship? Yes No

If yes, please indicate the relevant category by ticking one or more of the following

- People experiencing financial disadvantage
 Aboriginal and/or Torres Strait Islander
 Disability or long-term medical condition

3. Contact information**Permanent home address**

House number and street name:

City/Suburb:

State/Province:

Postcode:

Country:

Postal address

Same as permanent home address

House number and street name:

City/Suburb:

State/Province:

Postcode:

Country:

Phone and email: If you fail to provide these details, delays in processing your application may result if the University is unable to contact you.

Mobile:

Home phone:

Email:

4. Academic record

Have you attempted, but not completed, a research degree program (PhD, professional Doctorate or Masters by Research) at another institution in the past 3 years?

Yes No

Are you currently enrolled in a research degree program (PhD, professional Doctorate or Masters by Research) at another institution?

Yes No

If yes are you transferring your research project to RMIT or intending to commence a new research project?

If you have answered 'yes' to these questions you must attach an official letter from your previous/ current institution(s). It should detail all of the following: thesis topic, total consumed EFTSL (Equivalent Full-time Student Load), commencement date, academic load changes (full-time / part-time), any leave of absence / suspension periods, date of termination and confirmation of candidature or other milestones complete.

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.

Full name of qualification: Completed Incomplete

Full name of institution:

Country of institution:

Duration of qualification (years): Full-time Part-time

Date of commencement (month/year): Date of completion (month/year):

Level of study: Postgraduate research Postgraduate coursework Undergraduate

Full name of qualification: Completed Incomplete

Full name of institution:

Country of institution:

Duration of qualification (years): Full-time Part-time

Date of commencement (month/year): Date of completion (month/year):

Level of study: Postgraduate research Postgraduate coursework Undergraduate

Full name of qualification: Completed Incomplete

Full name of institution:

Country of institution:

Duration of qualification (years): Full-time Part-time

Date of commencement (month/year): Date of completion (month/year):

Level of study: Postgraduate research Postgraduate coursework Undergraduate

Full name of qualification: Completed Incomplete

Full name of institution:

Country of institution:

Duration of qualification (years): Full-time Part-time

Date of commencement (month/year): Date of completion (month/year):

Level of study: Postgraduate research Postgraduate coursework Undergraduate

Have you complete an Honours year or graduated with Honours?

- Yes No Currently studying Honours / final year undergraduate

If yes, Honours level / result:

Please specify a numerical mark, if one was received, or a Level of Honours, e.g. H1, H2A, H2B etc.

5. Research experience

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

- Yes No

If yes, please provide details and attach a copy of any examiners' reports (if available):

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

- Yes No

If yes, please attach a resume with further details of your role and relevant professional/research experience gained, including details of any research outputs.

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

- Yes No

If 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.

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

- Yes No

If yes, please provide brief details:

6. 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, as applicable.

7. Prior/Current Research Scholarship

Have you ever received a postgraduate research scholarship?

Yes

No

If yes, please provide the following details:

Name of scholarship:

Program/course of study:

Institution:

Start date of scholarship (dd/mm/yyyy):

End date of scholarship (dd/mm/yyyy):

Value per annum:

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

Yes

No

If yes, please provide brief details:

8. Sponsorship arrangements

Will you be sponsored by a home government, company or Scholarship body during your candidature (including top ups provided by RMIT or other funding body)?

Yes

No

If yes, please provide the following details:

Funding provider:

Financial support offered:

Duration of support:

9. Proposed supervisors

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.

Senior supervisor name:

Email:

Joint senior supervisor name:

Email:

Associate supervisor name:

Email:

Have you discussed your proposed research with your preferred supervisors?

Yes

No

10. 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:

a) title / topic

b) research questions to be investigated in the context of existing research/literature in the area

c) significance and impact of the research

d) methodology / research tasks required to undertake the research

e) particular needs, e.g. resources, facilities, fieldwork or equipment that are necessary for your proposed research program

11. 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?

Yes No

Partner Institute:

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

Co-tutelle agreement (Please submit a signed and completed Annexure A of the Agreement)

OR

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

OR

RMIT PhD Studies Agreement

12. 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.

In submitting this application:

- 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 the Australian Government.
- 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:

Please ensure that all sections of this form are completed, including the application checklist in section 14 below, and all supporting documents have been attached. Incomplete applications will not be assessed.

13. Application checklist

You must ensure that you have completed all sections of the application form. 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 relevant supporting documentation
- I am submitting one black and white photocopy of my entire application and all supporting documentation
- I have attached my research proposal
- I have attached any *Additional requirements*, as listed in Section E of the Information Sheet.
- I have signed and dated the declaration
- I have submitted a certified copy of evidence of my Australian/ New Zealand citizenship status or Australian Permanent Residency status (if applicable). Acceptable certified documents include: Valid Australian or New Zealand Passport, Citizenship Certificate, or Full Birth Certificate (not extract), or Australian Permanent Residency (VEVO entitlement document or an International Passport with valid Australian PR/ Humanitarian visa).

Supporting documentation

I have attached:

- Complete transcripts of all academic qualifications 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 institutions grading system.
- Examiners reports for major research projects/theses
- Evidence of awards, scholarships, or other recognition for academic achievement
- 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 4 where my transcripts do not detail credit point weights or research components.
- A CV or resume with details of my relevant professional / research experience gained throughout my career
- Full bibliographic details of my publication or exhibitions, including order of authorship, extent of involvement and whether the work was refereed, assessed or judged. I have attached the front page of text publications or the relevant page of an exhibition catalogue or programme
- A statement from my employer detailing working arrangements during my candidature
- 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 for all incomplete attempts at a research degree.
- 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.

Checklist for Postgraduate Research Equity Applicants**People experiencing financial disadvantage**

- Certified copy of your current Centrelink Health Care Card or Centrelink Pensioner Concession Card that is not less than three months old (excluding Family Tax, Childcare or Parenting Benefit),
OR
- Proof of income for the most recent financial year 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

Aboriginal or Torres Strait Islander

- 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
<http://www.rmit.edu.au/ngarara>

Disability or long- term medical condition

- Complete and attach the Disability or Long-term Medical Condition Supporting Document Form.
www.rmit.edu.au/programs/apply/research
OR
- Provide a certified copy of a medical or psychological report from your health care provider.