



RESEARCH AND RESEARCH-PATHWAY COURSES APPLICATION FORM

1. Personal Details

Name & Contact Information			
Title	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other:		
Family/Surname:			
First Name:			
Other Name(s):			
Preferred Name:			
Date of Birth (DD/MM/YYYY):	Gender: ☐ Male or Man ☐ Female or Woman ☐ Non-Binary ☐ [I/They] use a different term ☐ Prefer not to answer		
Home phone:		Mobile phone:	
Work phone:		Alternative phone:	
Email address:			
Alternative email address:			

Mailing Address	
City/Town/Suburb:	
State/Territory:	
Postal Code:	
Country:	

Permanent Address <i>*(if applying for Fee Help loan based on Australian citizenship, Australian address must be provided)</i>	
City/Town/Suburb:	
State/Territory:	
Postal Code:	
Country:	

Birth, Citizenship & Residency Status	
Nationality:	
Country of Birth:	
Country of Residency:	
Which year did you first arrive in Australia <i>(applicable only to those born outside of Australia but residing in Australia)</i>	
Please attach a certified or colour scanned copy of your: ☐ birth certificate, or ☐ your passport, or ☐ your citizenship certificate.	

Unique Student Identifier (USI)	
The Australian Government has advised that all domestic and onshore international students require a USI to study and graduate from an Australian higher education provider. It is also required for students to be able to access Commonwealth Assistance in all forms. - To find out if you already have a USI, click here: Find Your USI. - To create a USI, click here: Create USI. - For details about the USI process and/or privacy policies, please see the USI help page and the USI privacy page.	

2. Course

Please select the course you wish to apply for and eligibility met:

	Course	Eligibility Requirements (please tick)
☐	Graduate Certificate in Research Methodologies (GCRM)	☐ A Bachelor Degree (AQF Level 7); OR ☐ A Graduate Management Admission Test (GMAT) with a minimum score of 550 AND at least 3 years relevant work experience. ☐ English language requirements must be met.
☐	Master of Management (MMgt)	☐ A Bachelor Degree (AQF Level 7) or equivalent; OR ☐ AQF Level 8 qualification (or equivalent) in any discipline; OR ☐ Graduate Certificate in Research Methodologies; OR ☐ Graduate Certificate in Management. ☐ English language requirements must be met.
☐	Doctor of Business Administration (DBA)	☐ A Master in Philosophy; OR ☐ A Masters' Degree (AQF Level 9) at Credit or higher-level Grade Point Average with an appropriate research component (for example, research methods subject or research project); OR ☐ A Bachelor Degree with Honours (AQF Level 8) with minimum upper second class honours or equivalent. ☐ English language requirements must be met.
☐	Doctor of Philosophy (PhD)	☐ A Master in Philosophy; OR ☐ A Master Degree (AQF Level 9) in Business and Commerce or related discipline area at Credit or higher level Grade Point Average with an appropriate research component (minimum 40%); OR ☐ A Bachelor Degree (AQF Level 8) in Business and Commerce or related discipline area with minimum upper second class honours or equivalent. ☐ English language requirements must be met.

3. Academic Qualifications

Please list all prior tertiary education level studies below:

Qualification (List from highest to lowest)	Institution/Examining Body	Language of Instruction	Date Completed

Please attach certified or colour scanned copies of your academic transcripts and parchments. If originals are not in English, certified copies of English translations are required.

Please list any research outputs, business reports, patents that you have been fully or partly responsible for and explain your involvement:

--

4. Credit Transfer

Please specify if you are applying to transfer from another tertiary education provider: ☐ Yes ☐ No.

You may also be granted an advanced standing for some of the coursework subjects, if you have completed subjects at an Australian equivalent minimum Masters course (or similar). If you wish to apply for the advanced standing you must obtain an Application Form for Subject Exemption (email rhdadmissions@aib.edu.au to request a form).

5. English Language Proficiency

Applicants whose first language is not English and who have not completed tertiary study in the English language need to demonstrate proficiency in English.

Please tick at least one of the following (although ticking two or more boxes may help borderline applications) and attach documentary evidence.

PhD and DBA applicants:

☐ English was the language of instruction in tertiary studies	☐ Academic PTE (≥ 65 with writing and speaking no lower than 65, listening and reading no lower than 58)
☐ Academic IELTS Score (≥ 7.0 with no individual band lower than 6.0)	☐ CAE and CPE (≥ 185 with writing and speaking no lower than 185, and listening and reading no lower than 176)
☐ TOEFL IBT Score (≥ 94 with no individual band lower than 20)	☐ A levels with A in English in CTC (GCE)

MMgt and GCRM applicants:

☐ English was the language of instruction in tertiary studies	☐ Academic PTE (≥ 58 with no individual band lower than 50)
☐ Academic IELTS Score (≥ 6.5 with no individual band lower than 6.0)	☐ CAE and CPE (≥ 176 with no individual band lower than 169)
☐ TOEFL IBT Score (≥ 79 with writing and reading no lower than 20 and listening and speaking no lower than 18)	☐ A levels with A in English in CTC (GCE)

Note: Evidence of English Language proficiency of any of the above should be obtain within the last two years.

6. Special Needs (so that we can support you)

Do you have a disability, impairment or long-term condition which might affect your studies? Please select all that apply to you.	
☐	No
☐	Hard of Hearing/Deaf
☐	Physical disability
☐	Intellectual disability
☐	Specific Learning disability
☐	Mental health condition
☐	Acquired brain injury
☐	Low Vision/Blind
☐	Medical condition
☐	Neurological condition
☐	Other disability:

Please indicate the details of any special needs you have that should be taken into account in your study program (for example wheelchair access, large print materials, or reading, writing, or numeracy difficulties etc.) and in order for AIB to support your special needs, please **attach** the relevant medical documentation attesting to your requirements.

--

7. Your Proposed Research with AIB (PhD, DBA and MMgt applicants only; GCRM applicants, go to section 9)

Please select the discipline(s) that best aligns with your research:	☐ Finance	☐ Marketing and Entrepreneurship
	☐ Human Resources	☐ Supply Chain and Operations Management
	☐ Other:	
Your proposed thesis/research project title:		
Your proposed methodology:		

Please provide a research project outline which sufficiently details your potential research (500 – 1,000 words). You can use the below or submit your proposal as a separate file:

8. Proposed Supervisors (PhD, DBA and MMgt applicants only)

Proposed Supervisors (<i>applications will not be considered unless potential supervisors have agreed</i>)	
1	
2	
3	

Statement of Support from proposed Supervisory Panel

All applicants must organise a statement of support from their proposed Supervisory Panel. This statement should be no more than 500 words and should be signed by all members of the proposed panel. It should outline alignment of the applicant's research project outline with AIB's research priorities and provide a clear indication of the level of support for the applicant's project.

The statement of support is to be submitted directly to the Research Team by the proposed Principal Supervisor via email to rhdamissions@aib.edu.au. There is no specific template for this statement.

9. Financial Support

Please let us know your source of financial support:	
☐	I am an Australian citizen or I am a New Zealand Special Category visa (SCV) holder or permanent humanitarian visa holder and meet the residency requirements, and I wish to use FEE-HELP loan to finance my course fees;
☐	I am fully sponsored by my employer (please attach written confirmation from your employer)
☐	I am a private student, self-funded
Name of person or organisation paying fee (for invoice purposes):	
Address of person or organisation paying fee (for invoice purposes):	
Telephone:	

10. Referees

Please provide **two** referees who are able to support your research potential and/or professional experience. Provide your referees with the referee report form, or link, to be confidentially completed and received by the Research Team by the application close date.

Referee 1		
Title:		Name
Occupation:		
Work address:		
Work phone:		
Work email:		
Referee 2		
Title:		Name:
Occupation:		
Work address:		
Work phone:		
Work email:		

11. Statistical Information

Please complete the following information which we are required to submit for statistical purposes:

a) Are you of Australian Aboriginal or Torres Strait Islander descent? ☐ Yes, of Australian Aboriginal origin but not Torres Strait Islander origin. ☐ Yes, of Torres Strait Islander origin, but not Australian Aboriginal. ☐ Yes, both Australian Aboriginal and Torres Strait Islander Origin. ☐ Non-indigenous – neither Australian Aboriginal nor Torres Strait Islander origin.	
If 'yes' above, would you like information on available cultural support? ☐ Yes ☐ No	
b) What is the main language spoken at your home?	
c) What is the highest educational attainment of your parents/guardians?	
Parent or Guardian 1 ☐ Postgraduate qualification (e.g. Postgraduate Diploma, Masters or PhD) ☐ Bachelor degree ☐ Other post school qualification (e.g. VET certificate, Associate degree or Diploma) ☐ Completed Year 12 schooling or equivalent ☐ Did not complete Year 12 schooling or equivalent ☐ Completed Year 10 schooling or equivalent ☐ Did not complete Year 10 schooling or equivalent ☐ Do not know	Parent or Guardian 2 ☐ Postgraduate qualification (e.g. Postgraduate Diploma, Masters or PhD) ☐ Bachelor degree ☐ Other post school qualification (e.g. VET certificate, Associate degree or Diploma) ☐ Completed Year 12 schooling or equivalent ☐ Did not complete Year 12 schooling or equivalent ☐ Completed Year 10 schooling or equivalent ☐ Did not complete Year 10 schooling or equivalent ☐ Do not know

d) What is the highest year of high school that you have finished? Please specify the year of completion.	☐ Year 12 in Year ☐ Year 11 in Year ☐ Year 10 in Year ☐ Year 9 in Year ☐ I completed high school overseas
--	--

e) Do you have work experience? ☐ Yes ☐ No			
If 'yes', please tick one that best aligns to your industry background:			
☐ Business or Commerce	☐ Science or Engineering	☐ Information Technology	☐ Health
☐ Public Sector	☐ Service Industries	☐ Small Business	☐ Other:

f) Do you have management experience? ☐ Yes ☐ No	
If yes, please summarise your most recent/significant management experience in the following table:	
Management Level	Number of Years
☐ Senior ☐ Middle (<u>tick one</u>)	
☐ Senior ☐ Middle (<u>tick one</u>)	

g) How did you hear about Australian Institute of Business ("AIB")?	
☐ Internet Search / Website	☐ Exhibition
☐ Information session	☐ Internet Advertising
☐ Referred.	By whom?
☐ Radio Station.	Which station?
☐ Newspaper.	Which paper?
☐ AIB Supporter.	Which Supporter?

12. Attachment Check-list

Please confirm that you have attached:
☐ CV
☐ Transcripts and Parchments (certified or colour scanned copies)
☐ Birth Certificate/Passport/Citizenship certificate (certified or colour scanned copies)
☐ Evidence of English language proficiency (if applicable) (certified or colour scanned copies)
☐ Research proposal (if not included in this application form) **For PhD, DBA & MMgt applicants ONLY
☐ If applicable, evidence of research output (e.g. patents, refereed research reports, journal publications, contract research, research theses)
☐ Subject exemption form (if applying for exemptions/credit)
Please confirm that you have requested the following:
☐ Referee reports (two required)
☐ Proposed Supervisory Panel letter of support **For PhD, DBA & MMgt applicants ONLY

13. Terms of Condition

☐ I have read and agreed to the relevant Terms and Conditions for the course I am applying to, and I have read and understood the Course Information provided to me (Terms & Conditions and Course Information are available [here](#)).

14. Certification and consent

I, _____ of _____ confirm that the enclosed information is true and accurate.

I am applying to undertake a _____ delivered by the Australian Institute of Business (AIB).

I hereby authorise AIB (or their authorised representatives) to make any inquiries deemed appropriate to any persons, institutions, colleges, Universities or the like to verify my previous work experience and/or qualifications.

By completing and submitting this form to AIB I understand that the information I provide will be stored and used in accordance with AIB's [Privacy Policy and Procedure](#).

Signed: _____
(the above-named applicant)

Dated:

Witnessed By:

—

Witness (signature): _____

Witness Mobile Number: