

POSTGRADUATE RESEARCH EXPRESSION OF INTEREST GUIDE

This Guide is issued in conjunction with Postgraduate Research Scholarship Expression of Interest Form. The Form and Guide are for use by domestic applicants seeking admission into PhD, Masters by Research and Professional Doctorate (Research) programs.

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EXPRESSION OF INTEREST PROCESS CHECK LIST

A Obtain required paperwork

Postgraduate research applicants will need to obtain a copy of the

- Expression of Interest form (available at www.construction-innovation.info 'What's News' Link)
- Postgraduate Research Expression of Interest Guide (this document)
- Relevant course information from your preferred University to make application for a postgraduate research course
- Relevant Admission paperwork from your preferred University

Successful completion of a research degree requires a high level of commitment. Applicants should consider the course structure and eligibility criteria for admission with the preferred University in order to make an appropriate and successful course selection.

B Complete the Expression of Interest form nominating preferred course

1. Personal Details

Please provide proof of Australian citizenship or permanent residency by attaching a certified copy of your birth certificate or relevant pages of your passport.

Ensure that your current mailing address is maintained at all times during the expression of interest period. If you change your address, please notify the Education Officer, CRC Construction immediately so that important correspondence reaches you. The preferred communication is via email. For telephone and fax numbers please include STD area codes.

2. Preferred University and Course of Study

University

Please indicate which of the five partner Universities you would prefer to be studying with.

Important – you will need to complete and submit appropriate admission paperwork with your preferred University immediately. The CRC Construction Innovation Postgraduate Research Scholarship selection and University admission processes are to be carried out in parallel.

Course Code

You will need to obtain the course code from your preferred University. You may list up to three preferences. Your first preference will be considered before any other preferences. For each of your listed course preferences, you will need to ascertain from your preferred University whether you need to supply information on specific studies.

Study Area

Please indicate your preferred study area if you wish to enroll in the following courses. Different Faculties may use different terminology for 'Study Area A', including 'major', 'specialisation', or 'area of interest'. The table below provides an example of the type of information required.

Course code	Course name	Study Area A	Study Area
BN71	Master of Applied Science (Research)	Construction Management and Property Design and Built Environment	
BN72	Master of Engineering	Civil engineering Electrical engineering Mechanical engineering	CIV ELE MEC

Faculty

Please indicate which Faculty you will be studying with.

Mode of Study

You should indicate whether you are studying full-time or part-time, and internal or external.

- **Full-time** students are normally those students who are enrolled for the semester in 75 per cent or more of the standard credit points for a full-time semester of the course.
- **Part-time** students are students who are enrolled for the semester in less than 75 per cent of the standard credit points for a full-time semester of the course. (Only available for Masters by Research where care commitments or a medical condition prevent full-time study). Part time scholarships, if approved, will be at a reduced rate and taxable.
- **Internal** students are those who undertake all units of study in which they are enrolled through attendance on campus. Attendance includes undertaking units on a block basis (one week on-campus), intensive mode (five to seven week period), flexible delivery or as per an agreed schedule for the purpose of supervision and/or instruction.

3. Personal Statistics

These details are collected to comply with the requirements of the Commonwealth Government.

Citizenship and Residence Status

Please read each of codes below and insert in the expression of interest form the code that applies to you.

- 1 Australian citizen (including Australian citizens with dual citizenship)
- 2 New Zealand citizen or diplomat or consular representative of New Zealand, member of staff of such a representative or spouse or dependent relative of representative. (Including Permanent Residents and excluding those with Australian citizenship).
- 3 Permanent Resident status (excludes New Zealand citizens)

Permanent home residence and residence during the semester

Please enter the postcode for your address in the space provided.

Country of birth

Please write the country name in the space provided.

4. Proposed Thesis

Select your research theme using the following industry partners research preferences as a "guide":

- Indoor environment quality
- Green buildings
- Early involvement of specialist sub-contractors
- Decision-making processes
- Building asset management
- Risk management
- Design tools
- Water consumption storage systems
- Life cycle costing
- Accessible ESD

The above list is not exhaustive and the expression of interest for other areas is also welcomed.

State your proposed thesis title. This title may be tentative only. The CRC Construction Innovation understands that your thesis title may change as your research progresses.

5. Research Outline

This is the most important part of your expression of interest. You should contact the relevant Faculty's Postgraduate Research Administration Officer to establish how to proceed with the development of the research proposal and determine how to identify coursework requirements that may support your research program. Please ensure that your proposal covers all the areas outlined in this section of the form.

6. Resume

Educational Qualifications

It is most important to list all tertiary and TAFE studies you have attempted. If you have qualifications from an overseas institution that have been previously assessed by NOOSR (National Office of Overseas Skills Recognition) or QTAC (Queensland Tertiary Admissions Centre), please attach a copy of the assessment. If there is insufficient space to list all of your studies you should note this on the expression of interest form and attach full details. Documentary evidence is required in most cases.

Employment Details

Please provide **brief** details of research related employment history. In some cases applicants without minimum entry requirements may be admitted under special consideration, based on evidence of professional experience in the proposed research area.

Publications / Awards / Prizes

Please provide brief details of your research experience. This may include prior scholarship, relevant publications in the field, creative works, exhibitions or performing arts or media practice. You may attach a list of publications or a brief curriculum vitae if you wish.

7. Scholarship expression of interest

Applicants are required to provide two written referees reports. Three copies of the completed expression of interest are required as outlined below.

The closing date for scholarships expressions of interest is that noted in the advertising. Please take note that offers will be made after interviews with an expectation for immediate research commencement.

Please Note:

You will need special approval from the CRC Construction Innovation and your Faculty to defer commencement of studies.

8. Coursework unit requirements to support program

Enter the details of your coursework program. Please ensure that you fill in the unit code, unit title, year and semester you wish to study that unit (eg. 2004, 2), mode of study full time (FT) or part time (PT) and the credit point value of the unit. This information can usually be found in the relevant University's Handbook. You will automatically be enrolled in these subjects if your application is successful. Part time scholarships (for Masters by Research only), if approved, will be at a reduced rate and taxable.

9. Declaration

You must sign the declaration before submitting your expression of interest to the CRC Construction Innovation. Please be aware that you are responsible for ensuring your details are correct and that you understand the rules and regulations of your preferred University and the course for which you are applying.

C Compile Documents to Accompany Your Expression of interest	<input type="checkbox"/>
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Please supply three copies of the Expression of Interest form and the accompanying documentation as outlined below. These 3 bundles need to be bulldog clipped for processing.

All Applicants must supply proof of citizenship or permanent residency (relevant pages of passport, or birth certificate or Certificate of Citizenship)

All documents must be original or copies certified by a Justice of the Peace or appropriate certifying authority. Staff at your preferred University's Student Centre can certify your documents provided you have both original documents and copies available. If documents are in a language other than English, the original document must be accompanied by an official English translation.

Applications that do not include necessary documents will experience delays.

You must supply the following documents:

for tertiary studies

- Official academic records. The record must show all units attempted, grades achieved, evidence that the award has been completed and a key to the grading system for unit results. Award certificates, memoranda of results, and examination results slips are not sufficient.

for TAFE studies

- An official academic transcript bearing statement indicating course completion or a copy of the award certificate if it is available.

for studies in progress at the time of expression of interest or incomplete and discontinued studies

- Official academic record showing all units attempted *to date*, grades achieved for those units completed and a key to the grading system for unit results. On completion of studies in progress, you should supply certified copies of results advice for pending studies and, where applicable, official documentary evidence confirming eligibility to graduate.

ADDITIONAL DOCUMENTATION

Applicants to some courses are required to supply additional documentation. You will need to ascertain from your preferred University whether you need to supply information on specific studies.

Employment Experience

- Statements of service should be on company letterhead and be signed and dated.
- Where required, statements should include your position title and duties, whether or not you were employed full time (and if not full time the fraction of full time you worked), your commencement and termination dates.

Change of Name

- If the name you provide on the expression of interest form is different from your name on official documents or if you have official document issued in more than one name, you must provide documentary evidence of your name change e.g. marriage certificate, deed poll.

Membership of Professional Bodies

- Certified copies of annual licenses, professional registration or membership details should be for the current year.

English Language Proficiency

Applicants who have never been enrolled in a degree program with English as the medium of instruction for at least 12 months are required to provide evidence of English proficiency obtained in the last twelve months. The standard for English proficiency is:

- TOEFL – minimum of 575 (paper -based) or 230 (computer-based)
- IELTS – minimum of 6.5 with no subtest below 6.0.

If a test is required applicants must arrange for the test and pay any necessary charges.

If you have completed studies where English was the medium of instruction but in a country where English was not the first language you are required to provide documentary evidence confirming English as the medium of instruction.

D Lodge the form □

Applicants must lodge their **three** completed expression of interest forms and the three bundles of backing documentation with the Education Officer, CRC Construction Innovation, L9 L Block, Gardens Point Campus, 2 George St., Brisbane, QLD, 4001. Each of the 3 bundles should be bull dog clipped at the top.

Closing dates:

- Expressions of interest close on the date noted in the advertising.

Applications must also lodge the relevant admission paperwork with the preferred University on or before the advertised date.

E Approval Process and Advice of Outcome

Once lodged with the CRC Construction Innovation, the Education and Training Officer or their delegate will:

- Notify applicant of further information required to finalise processing of the expression of interest form
- Request recommendation from the CRC Construction Innovation Education Committee regarding acceptance into program
- If accepted, forward expression of interest form, CV and research description to interview panel members
- Set interview dates and times
- Interview panel conducts applicant interviews via face to face or teleconference hookup
- Panel agrees selection; recommends selection to CEO CRC *Construction Innovation* with completion of paperwork;
- Interviewed applicants advised of decision

What could delay processing of your expression of interest:

- Expression of interest received without all necessary information and attachments may be disadvantaged in consideration for offers. Where an expression of interest is incomplete, correspondence will be sent requesting the outstanding documentation / information. Prompt replies are recommended.
- Appropriate admission paperwork must be submitted to your preferred University immediately.
- Your first preference course will be considered before other preferences. If you are unsuccessful in receiving an offer in your first preference course, preferences 2 and 3 will be considered in turn.
- If you wish to change any details after lodging your expression of interest, please contact the CRC Construction Innovation as soon as possible.

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