

APPLICATION FOR ADMISSION TO MASTER OF PSYCHOLOGY (COURSEWORK) & COMBINED MASTER OF PSYCHOLOGY/PHD DEGREES



SECTION ONE: PERSONAL DETAILS

Student No: _____
(Complete if previously enrolled at the University of Melbourne).

Surname: _____ Title: _____

Given Names: _____ Date of Birth: ____/____/____

Address for correspondence: _____

_____ State: _____ Postcode: _____

Telephone Numbers: (Home) _____ (Business) _____

E-mail address: _____

Fax Number: _____ Mobile Number: _____

Are you: **an Australian citizen** _____ **permanent resident** _____ **New Zealand Citizen** _____

(You must provide proof of citizenship or residency status with this application. A certified copy of your Australian passport, birth certificate or citizenship documentation will suffice).

An International Student _____

You should not use this form. You are required to apply for admission through the University of Melbourne's International Admissions Office website: <http://www.futurestudents.unimelb.edu.au/int/apply/grad/gradcoursework.html>

SECTION TWO: COURSE OPTIONS

Please indicate by **ranking in order of preference** (ie. In number order – 1, 2, 3, 4, etc.) the course streams for which you are applying by numbering the boxes below. You may apply for more than one course stream, but **you must complete a separate personal statement for each stream. If you do not wish to apply for a particular stream, leave that square BLANK.**

If you wish to apply for the combined MPsych/PhD program, you MUST complete the additional information for MPsych/PhD applicants which will be found towards the end of this form.

Please submit this form to the Professional Programs Coordinator, School of Behavioural Science by 31st October 2009

- | | |
|---|--|
| <input type="checkbox"/> Master of Psychology (Clinical) | <input type="checkbox"/> Master of Psychology (Child) |
| <input type="checkbox"/> Master of Psychology (Clinical) /PhD* | <input type="checkbox"/> Master of Psychology/PhD (Child)* |
| <input type="checkbox"/> Master of Psychology (Clinical Neuropsychology) | |
| <input type="checkbox"/> Master of Psychology (Clinical Neuropsychology) / PhD* | |

2010 COURSEWORK FEES (MPsych Applicants)

All applicants are automatically considered for available Commonwealth Supported Places (CSP) and fee-remission scholarships. All places are awarded on academic merit with CSP awarded to the highest ranked applicants.

HECS: The CSP fee for 2009 was \$5,201 (full-time). There is likely to be a slight increase in this amount for 2010.

Australian Full-Fee: The 2009 fee payable by Australian fee-paying students was \$22,250. There is likely to be a slight increase in this amount for 2010.

2010 FEES (Combined MPsych/PhD Applicants)

All applicants are automatically considered for available HECS places for the first year of their course. All places are awarded on academic merit. HECS-based places are awarded to the highest ranked applicants. From the beginning of the second year, a major part of students' enrolment will be in the research thesis. Therefore students are eligible for research scholarships in years two to four of the combined program.

SECTION THREE: PERSONAL STATEMENTS

Please supply a brief personal statement for **EACH** of the course **streams** for which you are applying. Statements should be restricted to a single typed A4 page and should address the following questions:

1. Why have you chosen to apply for this course/course stream?
2. What qualities, aspirations and experience make you a suitable applicant for the course?
3. What type of psychological work do you hope to do once you have completed the course?

Please attach your personal statement(s) to this application, CLEARLY MARKING YOUR NAME AND THE COURSE STREAM ON THE TOP OF EACH STATEMENT.

SECTION FOUR: ACADEMIC QUALIFICATIONS

1. All applicants must submit original or certified copies of transcripts of **all results to-date including percentage marks** with this application. Please ensure that you include a copy of your institution's grading system, eg H1 = 80% - 100%.

Please note: Selection is based primarily on the applicant's academic performance in their fourth year of study with some consideration given to third year performance. **If your results (including marks) are not available, they must be submitted as soon as possible - your application cannot be considered until they are received.** Please submit as many results as are available at the application date.

Transcripts of final results are: included with this application* will follow not required

*Please include third-year results with this application.

2. Please provide details of degree or diploma qualifications (**including qualifications in progress**):

Name of Degree or Diploma	Name of Institution (include campus)	Year of Completion

IMPORTANT.

If some results are not yet available, we may wish to contact your home institution. Please indicate the name of the contact person who can supply your results and the date that they will be available. (University of Melbourne students are not required to provide contact details).

Contact Name: _____

Phone No: _____ Fax No: _____

Date Results Available: _____

Email Address: _____

Please sign to confirm you approve the release of your results to the University of Melbourne:

3. Please indicate below whether your fourth year course is accredited with the Australian Psychological Society. The website for checking this is <http://www.psychology.org.au> or phone 9663 6166. (It is important that you check and not just assume that your course is accredited).

APS Course Accreditation.

4th year course yes no

SECTION FIVE: PUBLICATIONS

Please provide details of any published articles, books or conference contributions.

SECTION SIX: REFEREE REPORTS

Please nominate three people who are willing to act as your referees, and who are able to judge your suitability for training in your chosen field(s) of psychology as well as assess your potential as a research worker. Please use the attached referee's report forms, or if submitting reports by email, please answer the indicated questions. **N.B. It is your responsibility to ensure all three reports are sent to this office, ie. you must check with your referees that they have sent reports.**

Referees' reports should be forwarded by 31st October, 2009, to:

By email: The Postgraduate Programs Officer, wpm@unimelb.edu.au

By mail: The Postgraduate Programs Officer, Department of Psychology, The University of Melbourne, Parkville, Victoria 3010.

By fax: The Postgraduate Programs Officer, Department of Psychology, +61 3 9347 6618

SECTION SEVEN: EMPLOYMENT DECLARATION

I agree that I will not undertake more than 9 hours paid employment per week (during normal working hours) during my candidature

Note: If you are unable to agree to this condition, the School cannot offer you a place in the program.

SIGNATURE OF APPLICANT: _____ DATE: ____/____/____

SECTION EIGHT: DECLARATION

- I declare that the information provided by me is true and complete in every particular.
- I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission made on the basis of incomplete or false information.
- I understand that I may be required to supply originals of all documents used to support this application.
- I understand that I may be required to supply evidence that I meet the University's English language proficiency requirements.
- I declare that I will be able to abide by the University's policy on admission, fees payment and fee refunds.
- I understand that the University of Melbourne reserves the right to inform other tertiary institutions if any of the material presented with this application is found to be false.
- I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the ESOS Act 2000.
- I understand that the University of Melbourne may disclose the personal information I have given in this application form to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information in the Higher Education Information Management System.

SIGNATURE OF APPLICANT: _____ DATE: ____/____/____

Applications should be forwarded to: Professional Programs Officer, School of Behavioural Science, The University of Melbourne, Parkville, Victoria, 3010. The closing date for this application is 31st October 2009.

HOW DID YOU HEAR ABOUT PROFESSIONAL PROGRAMS AT THE UNIVERSITY OF MELBOURNE?

- | | |
|---|---|
| <input type="checkbox"/> Newspaper or Magazine Advertisement | <input type="checkbox"/> Faculty Information Session |
| <input type="checkbox"/> Careers Centre | <input type="checkbox"/> Postgraduate Expo |
| <input type="checkbox"/> Current Student | <input type="checkbox"/> University Brochure or Publication |
| <input type="checkbox"/> Direct Contact with the Department of Psychology | <input type="checkbox"/> Psychology Department Website |
| <input type="checkbox"/> University Open Day | <input type="checkbox"/> Australian Psychological Society Website |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Other Website |
| <input type="checkbox"/> Family/Friends | <input type="checkbox"/> Other |

CHECKLIST FOR APPLICANTS

- Completed Personal Details
- For Australian citizens and permanent residents:
Included one of: original or certified copy or either a birth certificate, Citizenship certificate or evidence of permanent residence status.
- Ranked the courses/streams you're applying for
- Completed a personal statement for EACH stream applied for
- Included academic transcripts and advised if final transcripts of results will follow
- Checked the APS accreditation of your previous courses
- Distributed three Referee Report Forms
- Signed the employment declaration
- Completed the "Additional Information for Applicants for the MPsych/PhD" if applying for the combined course..
- Signed AND dated the application

SELECTION PROCESS TIMELINE

Application closing date:	October 31 st , 2009
Applicants shortlisted by:	End of November
Interviews:	December
*Applicants based interstate or overseas may arrange for an interview via telephone conference	
Successful applicants notified:	First week in January
Enrolment 2010:	Early February

It should be noted that successful applicants will be required to apply for a **Police check** and **Probationary Registration** at the time of enrolment in readiness for the start of the academic year. You should also note that you will be required to obtain a **Working with Children** check from the Department of Justice if any of your placements involve contact with children.

Applicants with international qualifications are advised to have their previous qualifications assessed by the Australian Psychological Society before applying. Information on APS assessments of qualifications will be found on the APS website: www.psychology.org.au

HOW CAN I GET MY TRANSCRIPTS CERTIFIED?

You can have a copy certified by photocopying your transcripts and taking the original and the photocopies to one of the people listed below.

- A registered psychologist
- A councillor of a municipality
- A registered medical practitioner
- A dentist
- A veterinary surgeon
- A pharmacist
- A principal in the teaching service
- The manager of a bank
- A member of the police force
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The secretary of a building society
- A minister of religion authorised to celebrate marriages
- The Sheriff or Deputy Sheriff
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of Parliament of the Commonwealth
- A Justice of the Peace or Bail Justice
- A notary public
- A barrister or solicitor of the Supreme Court
- A clerk to a barrister and solicitor of the Supreme Court
- A person who holds an office in the public service or a statutory authority that is prescribed as an office to which this section applies



THE UNIVERSITY OF
MELBOURNE

CONFIDENTIAL REFEREE REPORT FORM

This section is to be completed by the **APPLICANT** before passing to referee.

Applicant's Full Name: _____

Address: _____

Telephone: (Home): _____ **(Bus.):** _____

Course(s) Applied For:

(Please tick) **M.Psych:** Clinical Clinical Neuropsychology Child
 M.Psych/PhD Clinical Clinical Neuropsychology Child

Notes for Referee:

The above named applicant has nominated you as one of his/her referees in support of an application for graduate study in psychology at this University. To assist the Selection Committee, would you please offer your written comments below and return to the address given at the bottom of this form by 31st October 2009. Reports can be submitted by: (i) completing this form; or (ii) emailing a report addressing the following issues to wpm@unimelb.edu.au

All referees' reports are treated in the strictest confidence. The Committee takes this opportunity to thank you in advance for your assistance.

Referee's Name: _____ **Position:** _____

Referee's relationship to applicant: _____

Institution: _____ **Department:** _____

Telephone: _____ **Email:** _____

Signature: _____ **Date:** _____

Could you complete as many of the questions on the following page as possible and return the completed form to the address shown below by the 31st October, 2009.

By mail: The Professional Programs Officer, Department of Psychology, The University of Melbourne, Parkville, Victoria 3010.

By email: The Postgraduate Programs Officer: wpm@unimelb.edu.au

By fax: The Professional Programs Officer, Department of Psychology, +61 3 9347 6618

Only **ONE** set of referee reports is required, irrespective of the number of course streams for which the applicant is applying
The material you provide on this form is confidential in accordance with Section 35 of the Freedom of Information Act 1982 (Victoria).

Name of Applicant:

Name of Referee:

Applicant's final examination results fromUniversity:

Please indicate whether Predicted or Actual Not known
by referee

H1 H2A H2A Other
Upper Lower Please specify:

Please complete the following ratings based on your perceptions of the applicant. If possible, compare the applicant with other 4th year psychology students.

	Outstanding Top 5%	Superior Top 5-10%	Very Good Top 10-25%	Good Top 25-40%	Average Top 40-60%	Below Average Bottom 40%	Don't Know
Academic Ability							
Research Ability							
Writing Skills							
Oral Skills							
Organisational Skills							
Interpersonal Skills							
Perseverance							
Flexibility/Adaptiveness							

Your Level of Knowledge of the Applicant: High Medium Low

Based on your knowledge of the applicant, please indicate the level of your support for his/her application/s:
(Please give separate ratings for each course if you wish)

Unreserved Strong Moderate Reserved Nil

Could you please indicate your view of the applicant's suitability for professional training in each of the areas for which the applicant has applied.

.....
.....
.....
.....

Other Comments:.....

.....
.....

Signature:..... Date:.....

ADDITIONAL INFORMATION FOR APPLICANTS FOR THE MASTER OF PSYCHOLOGY/PHD

1. Have you made any contact with potential supervisors at the University of Melbourne?

_____ **yes** (complete the following) _____ **no** (you must do this before you can be considered for a place in the course).

Name of supervisor:

2. Proposed title of project (please attach a 100 word summary of your proposed project)

Titles may be changed at a later date if necessary provided that approval is granted by the Professional Programs and Research Convenors. There is a form for this purpose.

3. Please provide details of published works or conference presentations.

4. Please attach to your application:

- written statements from supervisors of previous research (if applicable)
- Masters examiners reports (if applicable)

Completed application forms must be lodged with the Professional Programs Officer in the Department of Psychology.

SUPERVISOR'S COMMENTS

It is the responsibility of each Department to ensure that the number of supervisions for which a staff member is responsible does not exceed the recommended maximum of seven equivalent full time (EFT) students (including Honours students).

It is now a requirement that all students must be assigned an Advisory Committee, which must comprise at least three people including the supervisor(s), and the Committee Chair. The Committee Chair should be a person other than a supervisor, should be an experienced supervisor themselves, and should be a staff member of the administrative department.

Please note that a candidate for either the Doctor of Philosophy or Master of Philosophy degree may not be a supervisor of any other candidate for either of these degrees.

1. Supervision Arrangements

Please indicate which of the following arrangements are proposed for the management of candidature for this applicant:

In addition to the primary supervisor and advisory committee, at least one co-supervisor/adviser will be appointed for the duration of candidature:

Yes No

Or

In addition to the primary supervisor, only the advisory committee will be in place for the duration of candidature:

Yes No

2. Supervisor(s) Proposed for this Applicant (list principal one first):

Title	First Name	Surname	Supervision load (No. of equivalent full-time (EFT) students currently supervising)			
			Hons	Prelim	Master	PhD

*Please include below arrangements for carrying on supervision in the event of the supervisor's position not being renewed before the completion of the candidature.

3. Supervisory Experience (to be completed by each supervisor, beginning with principal supervisor).

(a) Have you supervised at least two RHD students to successful completion in the last five years?

Supervisor 1: Yes No
 Supervisor 2: Yes No
 Supervisor 3: Yes No

(b) Have you attended any supervisory training courses in the last five years?

Supervisor 1: Yes No
 Supervisor 2: Yes No
 Supervisor 3: Yes No

4. External Supervisors

a) If an individual who is not a member of the University staff has been nominated as a co-supervisor, please supply the following information and forward a C.V.

b) Are you willing to supervise under the University's "Principles for supervision of Research Degrees" and "Code of Conduct of Research" yes no

CV attached yes no

Reason for nominating as supervisor

5. Research Proposal

Please comment on the candidate's proposed research program with particular reference to its feasibility and the methodology to be employed, including any requirement for all facilities (including travel or fieldwork, library, equipment or other resources). Please DO NOT enter the project summary here.

6. Thesis completion

Can the candidate be expected to complete the project and submit the thesis within the required length of time for the M.Psych/PhD? yes no

7. Commitment of Applicant

Please note that the Department(s) must undertake an assessment of the level of understanding, motivation and time commitment of the applicant for the proposed candidature. A full time student would be expected to devote at least forty hours per week and a part time student about half of this.

Are circumstances of the candidature such that the candidate will have adequate time:

(a) To complete the proposed research project?

Yes No

(b) To interact satisfactorily with the supervisor(s) and the Department(s)?

Yes No

SIGNATURE(S) OF SUPERVISOR(S)

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

COMMENTS FROM RESEARCH CONVENOR & CHAIR, RESEARCH AND GRADUATE STUDIES.

1. Department(s) in which the candidate will be enrolled:

Weight %

1.	
2.	

2. Supervisors nominated:

a) Please comment on the appropriateness of the nominated supervisor(s) in regard to the nature of the research:

b) If the nominated supervisors are expected to be absent for any period longer than two months during the course of the candidature, please indicate below when and what arrangements for alternative supervision have been made.

--

(c) If a nominated supervisor has not had previous experience of Research Higher Degree supervision, please nominate a senior academic who will act as their mentor:

Supervisor's name:

Mentor:

(d) Giving consideration to the current supervision load of the nominated supervisor(s), please indicate whether this candidate's supervision will increase that load beyond the recommended maximum of seven equivalent full time (EFT) students (including Honours students) per supervisor:

Yes No

If yes, name the supervisor(s) concerned and explain what provisions have been made for relief from other duties to ensure that appropriate attention and support can be given to supervision.

(e) If any nominated supervisor is expected to be absent for a period longer than two months during the candidature, please indicate when, and what arrangements for alternative supervision have been made. (Note: a statement that an alternative supervisor will be found is insufficient.)

3. Facilities available

Please indicate whether all source-materials and facilities will be available at this University, or whether the candidate is expected to require materials outside the University. [Give details of any outside source (eg. Name of institution), travel or fieldwork that will be necessary]:

4. Attendance at the University

Residency requirement for PhD:

During the total period of candidature a candidate shall devote at least 12 consecutive months of candidature full-time to the course of advanced study and research in the University. In exceptional circumstances the Academic Board may approve for the purposes of sub-section (1) non-consecutive periods which in the aggregate amount to at least 12 months full-time and a candidate who devotes that aggregate period to the course of advanced study and research in the University shall be deemed to have complied with sub-section (1)

- a) Can the candidate meet the above requirement? ___yes ___no
b) If difficulties are anticipated please attach details

The academic board has defined residency as "the period during which the candidate is available to make systematic use of University facilities".

5. Will the student be required to sign a confidentiality agreement or an intellectual property agreement?

If yes, please note that it is the responsibility of the Head of Department to ensure that any agreement is consistent with University policy, including Statute 14.1 Intellectual Property and Regulation 17.1.R8 Code of Conduct for Research, and that the implications are discussed fully with the student.

6. Outside Institutions

The following questions should be answered if the applicant is to spend more than 40% of his/her time at an outside institution. **Please note that the signature of the Head of any nominated outside institution is required for university approval.**

- (a) Name of institution:
- (b) Are facilities, academic environment and research of the institution equivalent to those in your Department, and sufficient to support the applicant's research project over the term of the candidature? Yes No
- (c) Have arrangements been made to your satisfaction for the applicant to participate adequately in the research activities of the Department? Yes No

Head of Outside Institution signature , if nominated:

Name:	Institution:
Signature:	Date:

7. Statement by Research Convenor

a) Is the proposed research appropriate and feasible for PhD candidature? **yes** **no**

- b) Recommendation: Selection for M.Psych/PhD
- Not accepted The area of research is not sufficiently well covered by Dept supervisors
- A supervisor in the area of research area is not available due to current commitments
- The Department does not have the physical resources for this student
- Academic Record is inadequate

Signature: _____	Date: _____
Signature: _____	Date: _____

Dean of Faculty Section	
Comments:	
Name:	
Signature:	Date:

FOR OFFICE USE ONLY (Melbourne School of Graduate Research)	
Candidature dates:	_____
Supervisor(s):	_____
Conditions:	_____
Comments:	_____
MSGR approval:	_____ Date: _____