

APPLICATION TO TRANSFER TO THE COMBINED MASTER OF PSYCHOLOGY/PHD DEGREE



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://futurestudents.unimelb.edu.au/admissions/applications/graduate-international>

SECTION TWO: COURSE OPTIONS

Please indicate your preference.

Please submit this form to the Professional Programs Coordinator, Psychological Sciences by 31st October 2011

Master of Psychology (Clinical) /PhD*

Master of Psychology (Clinical Neuropsychology) / PhD*

SECTION THREE: PERSONAL STATEMENTS

Please supply a brief personal statement for the course 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 transfer to this course?
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.

SECTION FOUR: 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 2011.

**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) to Complete

- 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 within 6 months commencement for PhD and 3 months Masters commencement, 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 Masters by Research degree may not be a supervisor of any other candidate for either of these degrees unless they already hold a PhD or have equivalent experience to supervise an RHD candidate.
- A co-supervisor must be appointed if the principal supervisor has limited RHD supervisory experience, i.e. has not supervised at least two RHD students to completion in the last five years

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) Nominated (to be completed by each supervisor, beginning with principal supervisor). Note that where an applicant is to be based at an outside institution, the Head of the institution will also be required to approve the application.

Contri- bution %	Title:	First name:	Surname:	Tenure Y/N?	If not on Tenure - Contract until*:	Uni Melb Staff ID:	Supervision details: Number of equivalent full time (EFT) students currently supervising		
							Hons or equiv	Masters	PhD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address for correspondence if not located in department:

Name: Address:

Name: Address:

*Describe below arrangements for carrying on supervision in the event of the supervisor's position not being renewed before the completion of the candidature, including the names of potential alternative supervisors:

5 Academic Achievement

a) Minimum Qualifications

Applicants are normally required to have completed at least a four-year Honours degree at H2A standard from an Australian university, or a qualification or combination of qualifications considered by the RHD Committee to be equivalent. For particular disciplines applicants are also required to complete, at an appropriate level, a Graduate Management Admissions Test (GMAT) or a Graduate Record Entry (GRE) test. **Not all Masters require an H2A minimum and will be assessed individually.**

Does the application meet the minimum qualifications for entry to the degree?

Yes No

b) Minimum Level of Academic Achievement

Has the applicant achieved an overall H1 (80-100%) or H2A (75-79%) grade in the relevant qualification?

Name of qualification: Grade: Yes No

If no to either a) or b) a case making an academic argument for admittance must be attached.

6. Relevance and Currency of Applicant's Qualifications

The applicant's qualifications must be in an area that is relevant to the intended research project, including sufficient specialisation, such that the applicant will have already developed an understanding and appreciation of a body of knowledge relevant to the intended research project.

The applicant's qualifications and/or professional experience must also demonstrate that their knowledge of the discipline in which they plan to undertake their research higher degree is current. It is therefore expected that an applicant will have completed their tertiary studies and/or any relevant professional experience in the 10 years immediately prior to their intended entry to the research higher degree.

Do the applicant's qualifications and/or professional experience meet the above criteria?

Yes No

If no, a case making an academic argument for admittance must be attached.

7. Research Proposal to be completed by principal supervisor

Please complete the following checklist to identify any resources or facilities required for successful completion of the research project. Indicate the source of funding (eg: grant) for each of the expenses identified.

<input type="checkbox"/> Fieldwork	<input type="text"/>
<input type="checkbox"/> Interviews or surveys	<input type="text"/>
<input type="checkbox"/> Experimental work	<input type="text"/>
<input type="checkbox"/> Conference attendance	<input type="text"/>
<input type="checkbox"/> Other resources or facilities	<input type="text"/>

Departments should note the responsibilities in the 'Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' available at:

<http://www.gradresearch.unimelb.edu.au/current/infrastructure>

8. What field/s of research (FoR) apply to the research project/thesis?

The FOR classifications enable the University to quantify and classify its research activity in terms of application success, research income and expenditure, and research output (such as publications). The FOR classification allows R&D activity to be categorised according to the field of research. The FOR codes are available at: <http://www.research.unimelb.edu.au/performance/quick/codes/FOR>

Fields of Research (FoR) 6 digit code	% split (total must = 100)

9. Ethics Clearance (to be completed by principal supervisor)

- a) Does the project require clearance from a University Ethics Committee?
- b) If so, when is it envisaged that an application will be made?

Yes No

10. Confidentiality and Intellectual Property Agreements

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

Yes No

If yes, 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 the implications are discussed fully with the student. Statute and Regulations are at: <http://www.unimelb.edu.au/ExecServ/Statutes/index.html>

11. Transfer of Candidature

- a) Is the applicant seeking to transfer candidature from another university?
- b) If yes, please provide justification for the need to transfer:

Yes No

If the applicant is transferring to a PhD:

- c) Has candidature been confirmed at the current university?

Yes No

- If yes, please provide the date of confirmation:

- d) Do you recommend admission to confirmed candidature?

Yes No

- If no, please advise recommended date for confirmation:

If no, and less than twelve months full-time equivalent has been completed at the previous institution, a case making an academic argument for admittance to confirmed candidature must be attached.

12. Residency Requirement

All RHD candidates are required to complete a third of their degree on advanced study and research in the University unless studying at an approved outside institution. Throughout their candidature, candidates are expected to attend the University in order to benefit from planning, conducting and writing up their research within a University community and environment.

PhD candidates are expected to complete the equivalent of at least 12 months full-time (24 months part-time).

MRes/MPhil candidates are expected to complete the equivalent of at least 6 months full-time (12 months part-time).

Can the applicant meet the above requirement?

Yes No

If difficulties are anticipated, please attach details. Under certain circumstances permission will be given to fulfil the residency requirement by means of two or more short periods of residency. Further information about residency for PhD is available at:

<http://www.gradresearch.unimelb.edu.au/current/phdhbk/admission.html#residency>

13. Suitability of Applicant

Based on interview or other verbal communication, an assessment has been made to the level of understanding, motivation and time commitment of the student for the proposed program of study. For example, a full-time student would be expected to devote at least 40 hours a week and a part-time student about half of this.

At Academic Board meeting 3/2010, 27 May 2010, the Board approved the mandatory requirement for an interview to take place before a recommendation of an offer is made. Information on questions to ask applicants is available on the MSGR intranet:
http://www.gradresearch.unimelb.edu.au/intranet/admissions/adm_resources.html

a) The proposed supervisor has spoken directly to the applicant and conducted a pre-admission interview

Yes

OR

b) The applicant is known to the supervisors (eg. was an honours graduate in the Department)

Yes

14. Signatures

Supervisor(s)' Declaration and Signature(s)

I can confirm that:

- The proposed project is appropriate and feasible;
- In accordance with the 'Statement on Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' at <http://www.gradresearch.unimelb.edu.au/current/infrastructure>, the facilities and resources required for this project are available and have been discussed in detail with the candidate;
- I am aware of and willing to supervise under the University's 'Principles for Supervision of Research Degrees' and 'Code of Conduct of Research' as detailed at: <http://www.gradresearch.unimelb.edu.au/current/phdhbk/appendixa.html#E>;
- If required, an Ethics clearance for this project will be sought from the University Ethics Committee (principal supervisor to confirm);
- The candidate can satisfy the course requirement of at least 12 months full-time attendance at the University unless studying at an approved outside institution;
- The candidate can be reasonably expected to complete the project and submit the thesis within 3 years of full-time study for PhD or 1-2 years of full-time study (depending on the regulations governing each specific Faculty course) for Masters;
- The applicant meets the minimum standards for entry to Masters, MPhil or PhD. MPhil and PhD minimum standards for entry are detailed at: <http://www.gradresearch.unimelb.edu.au/current/mphilhbk/admission.html#standards> and <http://www.gradresearch.unimelb.edu.au/current/phdhbk/admission.html#standards>.

1. Principal Supervisor: _____	Date: _____
2. Co-Supervisor: _____	Date: _____
3. Co-Supervisor: _____	Date: _____
4. Co-Supervisor: _____	Date: _____

Research Convenor & Chair Research and Graduate Studies to complete

1. Supervisors Nominated

a)

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.

b)

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.)

If two or more supervisors are nominated this question does not need to be completed.

2. Resources and Facilities

Please indicate whether all resources and facilities required for successful completion of the proposed research project 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.

Departments should note the responsibilities in the 'Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' available at: <http://www.gradresearch.unimelb.edu.au/current/infrastructure>

3. 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 (Refer to Q4 Signatures).**

- a) Name of institution:
- b) I confirm that the 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
- c) I confirm that arrangements are satisfactory for the applicant to participate adequately in the research activities of the Department? Yes

4. Signatures

Head of Outside Institution or Bio21, if nominated:

Name: _____	Institution: _____
Signature: _____	Date: _____

5. 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

Head of Department/School

(For joint enrolments, signatures are required from both Heads of Department.)

In addition to endorsing the information contained in the Supervisors Section, I confirm that:

- I am aware of my responsibilities as Head of Department under the University's 'Principles for Supervision of Research Degrees' and 'Code of Conduct of Research' as detailed at: <http://www.gradresearch.unimelb.edu.au/current/phd/bk/>;
- The proposed research area is of interest to the supervisor(s), is within the range of the supervisor(s)' methodological and theoretical expertise, and can be adequately supervised when the supervisor(s)' other academic commitments are taken into account;
- If the applicant will be based at an 'Approved Institution' (as indicated above), the academic environment and standard of research activity within the institution is equivalent to those found in a comparable department of the University and I take responsibility for ensuring that they remain so for the duration of the candidature;
- Having considered factors such as staff absences and contract end dates, the applicant will have appropriate supervision for the duration of their candidature.

Name: _____	Department: _____
Signature: _____	Date: _____
Name: _____	Department: _____
Signature: _____	Date: _____

Dean of Faculty Section

Approval of research course offer as specified in Question 5 Statement by Research Convenor

Comments:

Name: _____

Signature: _____ Date: _____

Melbourne School Of Graduate Research Approval

Approval of research course offer as specified by Dean of Faculty

Comments:

Name: _____

Signature: _____ Date: _____