

# Bachelor of Science (Degree with Honours) and/or Postgraduate Diploma in Science

## Application for Admission in 2009



This application form must be submitted to the department where you wish to be considered for selection (not to the Faculty of Science Office).

All applicants must complete this application form to be considered for either the Bachelor of Science (Degree with Honours) or Postgraduate Diploma in Science in 2009. The only exception is applicants for the Bachelor of Science (Degree with Honours) in Psychology who must apply on-line via the Student Information System: <https://sis.unimelb.edu.au/>

**International applicants who were not studying at the University of Melbourne in 2008** (i.e. international applicants who have completed or are completing an undergraduate science program at an institution other than the University of Melbourne) must also apply separately to the International Admissions Office. On-line applications for international applicants and a downloadable international application form (pdf) are available at the following URL:

<http://www.futurestudents.unimelb.edu.au/int/iug/iugapply.html>

**ALL APPLICANTS:** Before submitting your application to the relevant department, please:

1. Read the information pertaining to the Bachelor of Science (Degree with Honours): <http://www.science.unimelb.edu.au/honours/> or the Postgraduate Diploma in Science: <http://www.science.unimelb.edu.au/pgrad/index.php> Additional information on Fourth Year programs can also be found on the websites of each of the teaching departments of the Faculty of Science.
2. Liaise with the relevant departmental course coordinators to discuss potential supervisors and other departmental application requirements. Applicants for formal combined Honours programs (i.e. conducted across two departments) must liaise with both departments before submitting their applications.
3. Complete the relevant sections of this application, and submit the application along with the required documentation as detailed below, to the relevant department. If you wish to apply to more than one department, you must submit a separate application form and a certified copy of complete documentation to each department.

**APPROVALS:** All applications require the approval of the Head of Department (or nominee) and the Faculty of Science.

**CLOSING DATES:** Applications should normally be submitted to the department by 28 November 2008 for commencement in semester 1 and by 30 June 2009 for commencement in semester 2. Some departments may accept late applications. All enquiries regarding late applications should be directed towards the relevant department.

### 1. PERSONAL DETAILS

|   |        |                   |  |
|---|--------|-------------------|--|
| Family Name:  |        | Given Names:      |  |
| (University of Melbourne students only):<br>Student Number: | Title: | Date of Birth:    |  |
| Postal Address:   |        |                   |  |
| Postcode:   |        | Email:            |  |
| Telephone:  |        | Mobile Telephone: |  |

If you are a previous or current student of The University of Melbourne you are reminded that it is your responsibility to ensure that your contact details are correct on the student database. You can update these details on-line via the Student Information System: <https://sis.unimelb.edu.au/>

Citizenship/Residency Status at the time of application (please tick one only):

- Australian Citizen                       Australian Permanent Resident  
 New Zealand Citizen                       International Student (includes New Zealand Permanent Residents)

## 2. COURSE DETAILS

2.1 I wish to be considered for the following program (please tick one or both):

- Bachelor of Science (Degree with Honours)       Postgraduate Diploma in Science  
(Note: not all programs are available as PGDipSc)

2.2 I wish to undertake the course/s indicated above through the Department of

(if you are applying for a combined Honours program e.g. Chemistry/Biochemistry, please name both departments)

2.3 I wish to undertake this course on a:     Full time basis                       Part time basis  
(Note: not all programs are available on a part time basis)

2.4 I wish to commence this course in:     Semester 1, 2009                       Semester 2, 2009  
(Note: not all programs have a mid year intake)

## 3. ACADEMIC HISTORY

Please list details of all tertiary qualifications completed or attempted:

| Name of Qualification | Name of Institution and State/Country | Year/s |
|-----------------------|---------------------------------------|--------|
|                       |                                       |        |
|                       |                                       |        |

REQUIRED DOCUMENTATION: refer to page 5 of this application form.

## 4. DECLARATION AND SIGNATURE

1. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary institution which I have attended.
2. I hereby authorise the University of Melbourne to make enquires and obtain official records from any university and tertiary institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary.
3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all the information supplied by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken.
4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.
5. I declare that I will be able to abide by the University's policy regarding refunds outlined in Arrangements Relating to the Payment of Student Fees.
6. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
7. All documents submitted become the property of the University of Melbourne.
8. I understand that the University of Melbourne may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System.

Name of applicant (please print): .....

Signature:..... Date:    /    /200

**Please note, unsigned applications cannot be processed.**

## 5. UNIVERSITY OF MELBOURNE PRIVACY STATEMENT

### Privacy legislation

The University of Melbourne has a statutory obligation to comply with the Information Privacy Act 2000 and the Health Records Act 2001 in its treatment of personal and health information regarding students.

### What we collect and why

The University collects information about a student for a number of purposes. The main purposes are to enable proper administration of an individual's course of study and to assist the University to organise programs for the health and welfare of students. Information is also collected under Commonwealth or State Government legislation for the purposes of reporting annually to these governments and for the administration of, but not limited to, the following schemes of the Higher Education Contribution Scheme, the Postgraduate Education Loans Scheme, the Bridging Courses for Overseas Trained Professionals Loans Scheme and the Youth Allowance (Austudy and Abstudy). Information may also be collected to facilitate internal planning.

### Accuracy, security and storage of information

The University holds personal information on computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Examples of instances when personal information about you may be disclosed are:

- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Education, Employment and Workplace Relations;
- releasing statistical information to the Office of Training and Tertiary Education;
- informing the Australian Taxation Office of your taxation liabilities;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies; and
- publishing the names of graduates

### Access to personal information

Access to and correction of your information are handled in accordance with the Freedom of Information Act 1982. Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) at: <http://sis.unimelb.edu.au>

### University Privacy Officer/Privacy policy

The University's Privacy Officer is the University Secretary, Mrs Janet White.

The Privacy Officer's website, [www.unimelb.edu.au/unisec/privacy](http://www.unimelb.edu.au/unisec/privacy) contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

### Questions

If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer.

**6. TO BE COMPLETED BY HEAD OF DEPARTMENT OR DELEGATED AUTHORITY**

6.1 Commencement Date (please list exact date) \_\_\_\_\_

Attendance Type:     Full time                      or             Part time (part time is 50% load for two years)

6.2 Supervisor/s (List principal supervisor first):

Note: It is the Department's responsibility to ensure that the load for any supervisor does not exceed the recommended maximum of seven equivalent full-time students.

| Title | Name | Department |
|-------|------|------------|
|       |      |            |
|       |      |            |

**6.3 Head of Department's (or delegated authority's) Recommendation and Declaration**

I recommend that this applicant (please tick one box only):

- Be selected for the Bachelor of Science (Degree with Honours).
- Be selected for the Postgraduate Diploma in Science.
- Be selected for the Postgraduate Diploma in Science with the possibility of transferring to the Bachelor of Science (Degree with Honours) after making satisfactory progress in their research component **and** achieving an average of at least \_\_\_\_\_% in their coursework component (65% is the normal requirement) after one semester of full-time study (equivalent).
- Not be selected for either the Bachelor of Science (Degree with Honours) or Postgraduate Diploma in Science. (Please indicate the reason/s for non-selection in comments field, below).
- No longer be considered for selection as the application has been withdrawn.

Where this applicant has been selected,

- I certify that this candidate will receive at least 30 hours of advanced teaching (400-level) per year (equivalent full time) in the form of either tutorials or formal lectures given by members of staff.
- I acknowledge my responsibility in relation to obtaining appropriate Ethics Committee approvals if required on behalf of the candidate.
- I am satisfied that the candidate has sufficient time available to devote to research in order to complete the course.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **REQUIRED DOCUMENTATION to accompany this application form**

Applicants who have completed their degree (or who are currently completing their degree) at the University of Melbourne are not required to supply transcripts of their studies at the University of Melbourne. These applicants must however, provide documentation as indicated below, for any qualifications attempted at tertiary institutions other than the University of Melbourne.

Applicants from institutions other than the University of Melbourne:

- Must provide an original or certified copy of their official transcript on official university stationery which contains that university's logo, indicating all subjects and results in all years of study for each qualification completed or attempted, along with an explanation of that university's grading system. Applicants are advised that documents other than an original or certified copy of their official transcript, including faxed documents, documents obtained via the internet or documents that indicate results for one year only, will not be accepted.
- Must ensure that if their transcript does not include a statement that they have successfully completed their degree, they will provide an original or certified copy of an official letter from their institution explicitly indicating this achievement.
- Who are currently completing their degree (i.e. have not yet completed) should submit this application by the due date with a transcript indicating their results to date. Once their final results are available, they should submit a transcript indicating their final results, along with an official letter explicitly indicating that they have successfully completed their degree (if this is not stated on the transcript) to the relevant department.

### **CERTIFICATION OF DOCUMENTS**

A certified copy is a photocopy of the original document which has the signature and official stamp of one of the following persons, indicating that they have sighted the original document: Barrister or Solicitor, Police Officer in Charge of Station, Pharmacist, Doctor (MBBS), Dentist, Principal of School, Justice of the Peace or Clerk of Court. The signature and stamp must appear on every page. A photocopy or facsimile of a certified copy is unacceptable.

Photocopies of academic transcripts from another institution that have been certified by an officer of that institution are not acceptable (unless that person is also qualified to certify documents, as described in the preceding paragraph).

Please note that if any of the above documents do not include your current name, i.e. the name under which you have applied for the course, you will need to provide certified copies of legal evidence of your change of name (e.g. Marriage Certificate)