

# Application for Admission to a Higher Degree by Coursework



- Students applying to study **Doctoral Degrees by Coursework** should complete this form
- Students applying to study **Doctoral and Masters Degrees by Research** are asked to complete the Application for Admission to a Higher Degree by Research form refer to <http://research.curtin.edu.au/forms/forms.cfm#admission>
- Students applying to study **Other Degrees by Coursework** are asked to complete the Application for Admission to a Postgraduate Coursework Degree form refer to [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au)

## PERSONAL DETAILS

Name _____		_____		_____	
Title		Given Name/s		Family Name	
On all official documentation your name will appear as Given Name/s, Family Name - if this is not how your name appears in your passport or birth certificate please print your name in the space below, as it appears on these documents.					
Curtin Student ID (if previously a Curtin/WAIT Student)					
If you are a Curtin Staff member, please provide Curtin staff ID number.					
If your name has changed since you were last enrolled at Curtin/WAIT, please print previous name and provide certified evidence. (eg. Marriage Certificate)					
Date of Birth					<input type="checkbox"/> Male <input type="checkbox"/> Female
	Day	Month	Year		

## CONTACT ADDRESS

Number and Street					
Suburb/Town					
State		Postcode		Country	

## PERMANENT ADDRESS (if different from above) Note: A Post Office Box Number is **NOT** acceptable

Number and Street					
Suburb/Town					
State		Postcode		Country	

Which address do you have as your mailing address?  Contact  Permanent

## EMERGENCY CONTACT DETAILS

Name					
Relationship					
Telephone No.					

## OTHER CONTACT DETAILS

Home Telephone		Work Telephone
Mobile Telephone		Fax No.
Email Address		

## PERSONAL STATISTICAL DETAILS

The information below is used for the purposes of Government reporting.

**What is your Citizenship or Residency Status? Please tick relevant category and where necessary provide dates.**

Australian Citizen   
  Australian Permanent Resident (Humanitarian Visa)   
  Possess a Temporary Entry Visa (or diplomat or consular representative) (i.e. Overseas student residing in Australia during your studies)

Australian Permanent Resident   
  New Zealand Citizen (or diplomat or consular representative)   
  Overseas student residing overseas during your studies (eg. Curtin Sarawak students)

Please indicate applicable Visa Subclass \_\_\_\_\_

What date was residency granted? (applicable to Australian permanent residents including humanitarian)							
	Day		Month		Year		

What is your country of citizenship? \_\_\_\_\_

In which country were you born? \_\_\_\_\_

If you were not born in Australia what was your first year of arrival? (not applicable to overseas students residing overseas)				
	Year			

What is the main language spoken at your permanent home of residence? \_\_\_\_\_

Are you of Aboriginal descent?     Yes     No

Are you of Torres Strait Island descent?     Yes     No

Are you an international student intending to reside in Australia during your studies? (temporary entry permit/ student visa)     Yes     No

## INTERNATIONAL APPLICANTS

Have you applied for Australian permanent residency status?     Yes     No    Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: If you obtain Australian permanent residency status at any stage during the application process, you will need to advise the International Office and your Faculty Graduate Studies Officer immediately.**

Have you previously visited Australia?     Yes     No    If yes, what year did you arrive? \_\_\_\_\_

## SPONSOR DETAILS (Please attach sponsorship letter if available)

Will your tuition fees be paid by an organisation?     Yes     No

If yes, name of organisation \_\_\_\_\_

## ENGLISH LANGUAGE PROFICIENCY

As all courses are taught in English, applicants will need to meet Curtin's English language requirement. If your education qualifications were not completed wholly or predominantly in English, please indicate what test/s you have sat (or intend sitting) and attach certified\* documentary evidence of results.

GCE 'O' level   
  IELTS   
  TOEFL

CUTE   
  ESL/ELACS   
  Other (Please specify) \_\_\_\_\_

Please indicate if you would like to apply for an English language Course:  
*This opportunity is only available for International students wanting to study in Australia.*

English Language Bridging Course     Feb     July     Nov

ELICOS    Month \_\_\_\_\_    Number of weeks \_\_\_\_\_

Note: Having made this selection, you will receive a package from Curtin's Department of Language and Intercultural Education.

## MEDICAL/DISABILITY NEEDS

The information below is used to assist the University in monitoring, reporting and improving services to students with medical/disability requirements. Disclosing this information will not affect your admission to the University.	
Do you have a disability, impairment or long-term medical condition which may affect your studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above question please indicate the type/s of disability <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical <input type="checkbox"/> Mobility <input type="checkbox"/> Other	
Would you like to receive information on support services, equipment and facilities available that may assist you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## EDUCATIONAL QUALIFICATIONS

<b>Please provide details of all formal studies that you have completed or those that you are currently undertaking. This information will be used to assess your eligibility for admission into Curtin.</b>
You are required to supply an original or certified* (see checklist) copy of your academic award/s and transcript/s for all tertiary studies except those undertaken at Curtin. Academic records must contain an explanation of grading system descriptions.

## QUALIFICATIONS FOR ENTRY

Educational Attainment	Name of Institution	Course Title (if applicable)	Year Completed OR expected Year/Date of completion
Completed Higher Education Postgraduate level course			
Completed Higher Education Bachelor level course (Please include Level of Honours if applicable (eg. H1, H2A))			
Completed Higher Education Diploma/Assoc. Degree level course (included courses taken overseas)			
Incomplete Higher Education course			Year of Withdrawal
Completed TAFE/VET Award course			
Completed other Australian qualification or Certificate of Attainment or Competence eg. Nursing Registration, University Preparation Course			
Other Educational Qualification or Certificate of Attainment/Competence (including Secondary and Post-Secondary)			

## EMPLOYMENT BACKGROUND

If applicable to this application, please include details of all relevant employment in your Curriculum Vitae.

## PUBLICATIONS

If applicable to this application, please include details of all relevant publications in your Curriculum Vitae.

## REFEREES

Please include the contact details of two academic referees in your Curriculum Vitae.

## COURSE INFORMATION

Course Number		
Course Title (eg. Doctor of Clinical Physiotherapy)		
Major area of study (eg. Clinical Physiotherapy)		
Name of enrolling area? (ie. School/Department) (This information is available from <a href="http://www.handbook.curtin.edu.au/research.html">www.handbook.curtin.edu.au/research.html</a> )		
How do you intend to study? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <b>Please check availability at <a href="http://www.handbook.curtin.edu.au">www.handbook.curtin.edu.au</a></b> Note: International students studying onshore can only study full-time		
What is your intended study mode? <input type="checkbox"/> Internal <input type="checkbox"/> Fully online <input type="checkbox"/> Partially online <input type="checkbox"/> External*		
Do you intend studying at an Australian Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, What Campus? e.g. Bentley, Perth City, Kalgoorlie _____ Note: *Students studying externally can only do this through the Bentley Campus		
If you answered no to the above question, please indicate the offshore Partner Institution (eg. Curtin Sarawak) and Campus (eg. Miri) you intend studying at Partner Institution _____ Campus _____		
When do you wish to commence studies?	Year _____	Study Period (eg. Semester 1, Semester 2)
When do you wish to commence studies?	Year _____	Study Period _____ (eg. Semester 1)

## REAPPLICATION FOR ADMISSION

Have you previously been enrolled in a Higher Degree by Coursework at the same level? <input type="checkbox"/> Yes <input type="checkbox"/> No
At which Institution? _____
Date of withdrawal from your previous Higher Degree by Coursework _____

**To assist us in evaluating the effectiveness of our marketing strategies, please indicate how you heard about the Course you are applying for.**

<input type="checkbox"/> Prospectus <input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Advertisement <input type="checkbox"/> Exhibitions/Fairs <input type="checkbox"/> Agent <input type="checkbox"/> Friend/Relative
Other (please provide details) _____
What country are you submitting this application from?



## HOW TO APPLY

### Important Checklist to ensure a quick response to your application.

- Please print clearly in black ink and complete all questions correctly.
- Make sure you have attached your Curriculum Vitae, complete with names of two academic referees.
- Make sure you have contacted the Enrolling Area to discuss your planned program and any other supplementary documentation required prior to submitting this application. Contact details are available from <http://www.curtin.edu.au/research/futurestudents/areacontacts.cfm>.
- Enclose original or certified\* copies of all previous qualifications including award certificates (if applicable) and academic transcripts with grading system descriptions. (Not required for qualifications undertaken at Curtin.)
- If you are an Australian Citizen or Australian Permanent Resident, please include certified\* proof of residency status.
- If you are an international applicant enclose a certified\* copy of the personal details page of your passport and visa. (Note: If you intend to study offshore only and do not have a passport, please enclose a certified\* copy of your Driver's Licence, or other form of photographic identification, instead.)
- If your previous studies do not meet Curtin's standard English requirements, enclose certified\* copies of your English language qualifications or details of English language proficiency. Refer [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au)
- If your academic transcripts are in a language other than English, enclose certified\* English translations
- Enclose certified\* copy of evidence for change of name
- Read and sign the Applicant's Declaration

### Lodging your application

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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### Documents

\* Certified means witnessed by a Curtin Representative, a Notary Public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the institution that issued the transcript. For further information refer to the Guidelines on Certification at [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au)

## For Domestic students and International students not planning on studying in Australia, please submit your Application to

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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## For International students applying to study in Australia, please submit your Application to the International Office

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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**Agent's Stamp** (in English including address, phone, email)



Counsellor's name \_\_\_\_\_  
Email address \_\_\_\_\_

## APPLICANT'S DECLARATION AND SIGNATURE

I declare that I have read the instructions on this application form and that the information I have provided is complete and correct.

I understand that the information collected on this form is to enable Curtin University of Technology to assess my application, create a record on its student database, undertake statistical analysis, meet statutory reporting requirements and further inform me about the course to which I am applying as well as the University's other courses/events. The information will be accessed by officers of the University strictly for these purposes and disclosed to State and Australian Government agencies (eg. DES, DEEWR) where required by law and to contractors (such as mail houses) engaged by the University to perform services on its behalf. Where personal information is to be provided to contractors, the University will require that confidentiality agreements be first entered into.

I accept that information supplied in this application may also be made available to a Curtin University of Technology overseas representative to provide assistance with my application and the University's preferred Overseas Student Health Cover to provider to assist with effecting health insurance.

I understand that if I do not complete all the questions on this form, it may not be possible for the University to process my application.

I authorise Curtin University of Technology to obtain further academic information or official student records from any educational institution or recognised educational qualifications assessment body necessary and/or, where my work experience is relevant, to verify my employment history for the purpose of making an informed decision about my application.

I understand that the services of QualSearch may be engaged to verify my qualifications. I further understand that Curtin is not responsible if any educational body/institution does not supply these records, that the results of this search may be made available to me on request and an audit of this authority may also be undertaken.

I understand that I have the right to access and amend personal information that Curtin holds about me, subject to legislation, by contacting the Freedom of Information Coordinator at [foi@curtin.edu.au](mailto:foi@curtin.edu.au).

I acknowledge that Curtin University of Technology reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

Signature	Date
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## PRIVACY STATEMENT

At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://global.curtin.edu.au/legal/privacy.cfm>



**CURTIN USE ONLY** To be completed by Authorised staff in Enrolling Area

**Basis of Admission**

Please select the applicable Higher Degree Admission Category, as per Section 3(a) of Rule 12: Degree of Doctor by Coursework:

- Graduated with or qualified for the award of the degree of Master within the University.
- Graduated with or qualified for the award of the degree of Bachelor with First Class Honours or Upper Second Class Honours within the University.
- Graduated with a Bachelor's degree and completed a Postgraduate Diploma or its equivalent with a course-weighted average of not less than seventy five percent within the University.
- Obtained qualifications from another institution which are recognised by tertiary admission authorities in Australia and which are deemed to be equivalent to, or a satisfactory substitute for, any of the qualifications prescribed in the points above.

**Liability Category**

Please indicate the relevant liability category

International Student–Offshore     Domestic Fee Paying     International Student–Partner     Commonwealth Supported

**Interim Program Committee**

Nomination of a Program Supervisor is essential at time of Admission. The Chairperson and Program Supervisor must be salaried academic members of staff.

Chairperson (Essential) \_\_\_\_\_

Title: \_\_\_\_\_

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

Highest Academic Qualification: \_\_\_\_\_

Enrolling Area: \_\_\_\_\_

Program Supervisor (Essential) \_\_\_\_\_

Title: \_\_\_\_\_

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

Highest Academic Qualification: \_\_\_\_\_

Enrolling Area: \_\_\_\_\_

**Facilities and Resources**

It is confirmed that the Enrolling Area will provide the following facilities and resources, consistent with Rule 12: Degree of Doctor by Coursework, for the proposed degree program:

- Staff expertise to teach and supervise the student's program
- Equipment for experimentation
- Literature and library resources
- Consumables necessary to carry out the research component (eg. conduct experiments or surveys)
- Adequate space including access to a desk, chair and adequate storage space for books, reference materials, etc. for students studying on-campus

**Confirmation**

I certify that the above information is correct.

**Name of Enrolling Area:** \_\_\_\_\_  
(eg. Department of Computing)

**Position of Authorised Officer:**     Head of Enrolling Area     Postgraduate Coordinator

**Name of Authorised Officer:** \_\_\_\_\_

**Signature of Authorised Officer:** \_\_\_\_\_

## Faculty Graduate Studies Committee Decision

### Qualification Assessment

Please indicate status of applicant

Qualified

Not Qualified

Qualified with conditions

- Subject to provision of certified documents
- Subject to providing final transcripts and award certificates
- Subject to satisfying the University English competency requirements
- Subject to successful completion of current studies qualification
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Outcome

Date of FGSC Meeting: \_\_\_\_\_ FGSC Resolution Number: \_\_\_\_\_

**OR**

Date of Executive Approval: \_\_\_\_\_

Please indicate status of application

Approved

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Not Approved

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Confirmation

**Signature of Chair, FGSC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Secretary, FGSC:** \_\_\_\_\_ **Date:** \_\_\_\_\_