

Application to Transfer to Combined Master of Psychology/PhD Degree



THE UNIVERSITY OF
MELBOURNE

Applications close 30th September 2016

Submit your application to:
Professional Programs Officer
Melbourne School of Psychological Sciences
12th Floor, Redmond Barry Building
The University of Melbourne Victoria 3010

Applicants only have to complete Section A1 to A5. Please lodge with the Professional Programs Officer, Melbourne School of Psychological Sciences.

A1: PERSONAL DETAILS

Student No: _____

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 _____

An International Student _____ You must contact International Admissions to discuss your application
<http://www.futurestudents.unimelb.edu.au/contact/international>

A2: COURSE OPTIONS

Please indicate your preference.

Please submit this form to the Professional Programs Coordinator, Psychological Sciences by 30th September 2016

- Master of Psychology (Clinical) /PhD*
- Master of Psychology (Clinical Neuropsychology) / PhD*

A3: 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.

A4: 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, Melbourne School of Psychological Sciences.

A5: APPLICATION 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 enquiries and to obtain official records from any university and tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary. Where necessary QualSearch will be engaged to access this academic information.
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 financial 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 should I be awarded a scholarship from the University of Melbourne, I will be required to repay to the University of Melbourne any scholarship/s that I have received on the basis of false or misleading information included in my application. Scholarship benefits may include living allowances, fee remission and travel allowances.
7. I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the *Education Services for Overseas Students (ESOS) Act 2000*.
8. 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.
9. I acknowledge that all documents submitted become the property of the University of Melbourne.
10. I have read and understood the University of Melbourne Standard Privacy Statement for Student Related Forms/Publications and Websites located at <http://go.unimelb.edu.au/59j>.
11. I understand that in investigating the veracity of the information I have provided, the University of Melbourne may require me to repeat the biometric component of any English language proficiency test I have undertaken.
12. I understand that the University may share with Australian Government agencies and other tertiary institutions any information provided by me as part of the application process pursuant to the University's compliance with relevant Australian and/or international laws, including but not limited to Australian Autonomous Sanctions legislation and United Nations Security Council Sanctions.
13. I understand that I may be required to provide the University with originals of any or all documents used to support my application for admission either during the application assessment process or at any time thereafter.

I have read and understood the information contained in the document "Intellectual Property Rights and Responsibilities: Information for Prospective Research Students" available at <http://go.unimelb.edu.au/f3c>.

I understand the study commitment required (at least 40 hours per week for full-time study and at least 20 hour per week for part-time study) and agree to meet this commitment.

Name of applicant (<i>please print</i>)			
Signature of applicant		Date (<i>dd/mm/yyyy</i>)	

B. SUPERVISOR TO COMPLETE

B1. Supervisor(s) information

To be completed by each supervisor, beginning with the principal supervisor

All principal and co-supervisors must be registered[†] to supervise. See [Supervision of Research Higher Degree Students Policy](#) for further information.

Former staff, former honorary fellows and appropriately qualified persons who do not have a current role at the University may participate as external supervisors only.

If a nominated external supervisor has not previously supervised University of Melbourne graduate researchers, they must complete the [Certification of External Supervisor Form](#) from <https://gradresearch-intranet.unimelb.edu.au/docs/supervisors/External-Supervisor-of-RHD-Student-Form.doc> and attach a CV.

Supervisor contributio	Supervisor name	UoM employee ID	Supervisor department / school	Supervisor role (Principal/ Co-supervisor/ External)	Current GR load (EFT) ^{††}	Registered supervisor [†]	
						Yes	No
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>
%						<input type="checkbox"/>	<input type="checkbox"/>

[†] Your supervisor registration and current load details are available from Themis Staff Self Service –My Employment – RHD Supervisor Registration page (<http://themis.unimelb.edu.au>). Prospective supervisors who are not registered can apply for registration by completing the application at <https://gradresearch-intranet.unimelb.edu.au/supervision/index.html>

^{††} The maximum load is 7 EFT for Masters by Research, MPhil, PhD and doctoral research candidates. *Note: at its discretion, a Faculty may include Honours and Masters by Coursework students in their internal load calculation.*

B2. Continuity of supervision

To be completed by the principal supervisor

I expect to be available to supervise this candidate for the usual duration of candidature: Yes No*

*If no, describe arrangements for carrying on supervision. Include the names of potential alternative supervisors:

CRITERIA FOR ASSESSING THE APPLICANTS ELIGIBILITY FOR ADMISSION TO GRD CANDIDATURE

APPLICANT'S ELIGIBILITY

Questions B3-B4 relate to the entry requirements as described in the Resolutions on Selection (<http://about.unimelb.edu.au/academicboard/resolutions>)

B3. Minimum qualifications

- The applicant has completed:
- a four-year bachelor degree in a relevant discipline which includes a substantial research component equivalent to at least 25% of one year of full-time study and have achieved a minimum weighted average of 75% in the final year subjects or (University of Melbourne) equivalent; OR
 - a masters degree in a relevant discipline which includes a substantial research component equivalent to at least 25% of one year of full-time study and achieved a minimum weighted average of 75% or (University of Melbourne) equivalent; OR
 - a qualification and professional experience considered to be equivalent
 - None of the above (If 'no' a special case for admission must be completed (see B4.10 below)

B4. Interview of applicant

All short-listed applicants must be interviewed before an offer is made. Note: email contact is not sufficient. Suggested interview questions can be found here https://gradresearch-intranet.unimelb.edu.au/admissions/adm_interview.html

- As proposed supervisor I have interviewed the applicant and am satisfied they have the required understanding, motivation and time commitment to undertake the course.

B5. Transfer of candidature from another university (if applicable)

Why is the student transferring to UoM:

- Has candidature been confirmed at the current university?
- Yes (Provide date of confirmation)
- No (Provide *recommended* date of confirmation)

B6. Case for waiver of requirements (if applicable)

I wish to make a case for waiver of the entry requirements on the basis of: I

- wish to make a case for waiver of the **minimum entry requirements**
- I wish to make a case for waiver of the **English language requirement**
- I wish to make a case for waiver of the **minimum residency requirement**

In the space below provide detailed reasons supporting the case for a waiver. Examples of the grounds on which waivers might be granted are available here:

- English language: <https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#language-waiver>
- Residency: <https://gradresearch-intranet.unimelb.edu.au/admissions/assessment.html#residency-fulfil>

Case for waiver request (attach another sheet if needed)

PROJECT REQUIREMENTS *(to be completed by the principal supervisor)*

Please ensure the facilities and resources required for this project are available and have been discussed in detail with the candidate www.gradresearch.unimelb.edu.au/current/infrastructure

B7. Field/s of research (FoR) for this research project

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). FoR codes must be entered for Government reporting requirements. FoR codes are available at www.research.unimelb.edu.au/performance/quick/codes/FOR.

Please enter the **primary** FoR name and code for this candidate first.

Additional codes may also be added if you wish.

FoR code <i>(6 digit)</i>	Field of Research Name <i>(exactly as it corresponds to the 6 digit code)</i>

B8. Budgetary unit (department/school) in which the candidate will be enrolled

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B9. Location of the candidate *(please tick all applicable)*

The candidate will be physically located at:

- Bio21
- An approved outside institution^{††} *Name of Institution:*
- An outside institution not on the approved list^{†§} *Name of Institution:*

‡ A list of approved institutions is available at <http://www.policy.unimelb.edu.au/schedules/MPF1284-ScheduleA.pdf>

§ A case must be made to locate a candidate at an institution not on the approved list (make the case below). See <http://policy.unimelb.edu.au/MPF1284#section-3.7> for the bases on which cases will be considered.

B10 Residency requirement

The candidate will complete the equivalent of one-third of the standard course duration at the University Yes No

If 'no' a special case for admission must be completed at B4.6 above.

C: DECLARATION AND SIGNATURE(S)

C1. SUPERVISOR(S)' DECLARATION AND SIGNATURE(S)

I confirm that:

- The proposed project is appropriate and feasible within the timeframe of the course
- In accordance with the [Statement on Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments](#), 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 [Supervision of Research Higher Degree Students Policy](#) and [Code of Conduct for Research](#)
- If required, ethics approval for this project will be sought from the relevant University ethics committee
- I have discussed with the candidate any restrictions on intellectual property or authorship that may apply to their project

I am aware of the [Managing Conflict of Interest in Selection and Admission of Students Procedure](#) and have completed a disclosure declaration where a potential conflict of interest exists.

Supervisor	Name	Signature	Date
Principal Supervisor			
Supervisor 2			
Supervisor 3			
Supervisor 4			

C2. OUTSIDE INSTITUTION

To be completed if the applicant is to be located at an outside institution. The signature of the Head of any outside institution is required for University approval.

Name of Centre / Institution	
Name of Head of Centre/Institution	
Signature	Date

C3. MPSYCH COURSE CONVENOR APPROVAL

Current MPsych Program	
Name of Course Convenor	
Signature	Date
Application to transfer supported	Yes No
Comments	

C4. Research Convenor & Chair Research and Graduate Studies to complete

Statement by Research Convenor	
a) Is the proposed research appropriate and feasible for PhD candidature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Recommendation:	<input type="checkbox"/> Selection for M.Psych/PhD <input type="checkbox"/> Not accepted <input type="checkbox"/> The area of research is not sufficiently well covered by Dept supervisors <input type="checkbox"/> A supervisor in the area of research interest is not currently available <input type="checkbox"/> The department does not have sufficient resources for this project <input type="checkbox"/> The applicant's academic background is not competitive/suitable

C5. HEAD(S) OF DEPARTMENT DECLARATION AND SIGNATURE

Departments should note their responsibilities in the [Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments](#)

In addition to endorsing the information contained in this assessment form, I confirm that:

The applicant will have appropriate supervision for the duration of their candidature and the facilities and resources required for this project will be made available to the applicant

I am aware of my responsibility to ensure that any confidentiality or intellectual property agreements signed by the candidate are consistent with University policies including Statute 14.1 Intellectual Property and Regulation 17.1.R8 Code of Conduct for Research (www.unimelb.edu.au/ExecServ/Statutes/index.html), and the implications have been discussed fully with the candidate

If the applicant will be based at an outside institution (as indicated above):

the facilities, academic environment and research of the institution are sufficient to support the applicant's research project over the term of the candidature

arrangements are satisfactory for the applicant to participate adequately in the research activities of the Department

- I am aware of the [Managing Conflict of Interest in Selection and Admission of Students Procedure](#) and have completed a disclosure declaration where a potential conflict of interest exists.

Name

Department

Signature

Date

C6. DEAN OR ASSOCIATE DEAN OF FACULTY APPROVAL

Comments

Name

Signature

Date