

How to Complete the Application Forms

Applicants for degrees by coursework or degrees by coursework and dissertation, including Honours must complete the **Postgraduate Coursework and Coursework & Dissertation Application Form**. Applicants for degrees by research must complete the **Postgraduate Research Application Form**.

The notes below refer to both application forms. Some sections may only apply to one form.

1 Initial Applicant Information

1.1 Please print your name clearly in block letters. Include the name that you like to be addressed by. If your name differs from that on any of your supporting documentation, you must provide proof of the change (e.g. marriage certificate or deed poll).

Tick the box indicating your gender and print clearly in dd/mm/yyyy format your date of birth. For example, 3 May 1980 would be 03051980.

1.2 Please print your home address during the application period.

1.3 Please print your notification address during the application period. Include your postcode. If you change your name, address or contact phone number after you lodge your application you must notify the University immediately.

1.4 Course Details: Please indicate the course you would like to study. Course codes are available on pages 17 & 18. Research programs do not require a course code.

1.5 Commencement of study program: There are two semesters – one commencing in February (Semester One), the other in August (Semester Two). A limited number of intensive units are offered in Summer Term (January) and Winter Term (June–July). Please elect the study period in which you plan to commence your studies.

1.6 Campus: Please indicate at which campus you wish to study. The availability of courses varies at each campus.

1.7 Type of Applicant: Please ensure you complete the correct application form. **Research;** This is a method of developing new knowledge. Within the University, research students are supervised and the assessment of research is based on the submission of either a research dissertation or thesis. A thesis is an assessment of one year or more of study. A dissertation is a shorter form, usually up to 15000 words and comprising less than a year's full-time equivalent study.

Coursework; The achievement of a qualification by completing a set number of units. These units are taught, either face-to-face or externally. Assessment is by discrete items, assignments and/or examination.

Coursework & Dissertation; Qualification by coursework and dissertation is a combination of the above two methods of completion.

Honours; Honours is available in a limited number of disciplines (see p. 14).

1.8 Mode of Study: Only a limited number of courses are offered in external or intensive mode. Please refer to the course table on pages 17 & 18 or contact the relevant School to confirm mode availability.

1.9 Study Load: Please indicate what fraction of a full-time enrolment you wish to study,

2 Academic Record

Documented evidence of academic records will be required - see section 8 on documentation.

3 Background in Research

This information will be used to determine the applicant's suitability for research and the university's capability to provide quality supervision in the applicant's area of research.

4 Emergency Contact

The University requires all students to nominate an emergency contact person.

This is usually someone who is a close relative and/or someone in a position to respond to any action the University deems appropriate in relation to your welfare. Please note: under the Privacy Act, the University will not reveal any personal information to any third party unless authorised by legislation.

5 Citizenship & Residency Status

5.1 Please tick the appropriate box according to your status. Evidence of residency status must be provided if requested. If you tick the box 'none of the above' then you are classified as an international student and will need to complete a separate application form.

5.2 State your country of birth.

5.3 If you were not born in Australia, please state the day, month and year of your arrival in Australia. Please state the day, month and year that permanent residency and/or Australian citizenship was granted.

6 Aboriginal & Torres Straight Islanders

The following information is required for statistical purposes only. It will remain confidential and will in no way aid or discriminate against you in regards to your application or enrolment.

6.1 Tick the appropriate box.

7 Additional Background Information

7.1 Religion: Notre Dame accepts applications from people of all faiths. While Catholic in its tradition, it embraces all persons who support the Objects of the University.

7.2 Church Involvement: Please list your current or previous church involvement (eg: parish, church organisations).

7.3 Languages spoken at home: Please indicate if you speak a language other than English at home. This information is required for statistical purposes only.

7.4 Special Circumstances: Please indicate in the appropriate box the special support services that are required while at University due to disability or impairment. Prospective students who tick this box, and who are eligible for an offer, will be contacted by the Student Life Office prior to enrolment. A meeting will be arranged so that the University can assess your needs

and determine what services it is able to provide you to assist in your tertiary studies. All information will be treated in the strictest confidence and, while disclosure is not compulsory, failure to advise the University of your requirements before commencing your studies will delay assessment of your needs and advice on the level of services available.

7.5 Notre Dame Affiliation: Please indicate if you have any affiliation to the University of Notre Dame Australia through staff members, alumni, and donors.

7.6 Employment History: Please include details of any full-time, or part-time paid work which you have completed that is relevant to the course(s) for which you are applying. Applicants for degrees by research are required to provide a CV/Resume of their work and past experience. Please see section 8 on documentation.

7.7 Coursework and Coursework & Dissertation Applicants:

Community Involvement: Please include details of community involvement. This can include extracurricular activities, volunteer work, clubs and sporting teams.

7.7 Research Applicants:

Scholarship: If you have been awarded a scholarship from an external company or institution/research centre, please provide details of the scholarship.

7.8 Coursework and Coursework & Dissertation Applicants:

Leadership: Please include leadership positions held in school, sport or community (previous or current).

7.8 Research Applicants:

Awards and Prizes: Please list any awards or prizes you have received in the past.

7.9 Referees: Please include the contact details of referees who are able to comment on your academic achievement, personal qualities and/or employment history. If such a referee is not available, the referees should be those people who know you well in some other way. In addition, relevant written references may be included with your application (no more than two written references should be provided).

7.10 Coursework and Coursework & Dissertation Applicants:

Curriculum Vitae: Coursework and Coursework & Dissertation applicants may submit their curriculum vitae, especially if it provides relevant information not covered elsewhere in the application.

7.10 Research Applicants: (Professional Doctorate applicants only):

Potential Professional Mentor: Please include the contact details of a potential industry mentor.

How to Complete the Application Forms

7.11 Personal statement: Attach to the application a personal statement of approximately 300 words in length addressing the following:

- Personal qualities and motivation
- Reasons for seeking admission to Notre Dame: why have you selected to come to this University; what do you think Notre Dame has to offer you; in what ways do you think the University will meet your needs, what contribution can you make as part of the Notre Dame community?
- Reasons for wishing to pursue the course of study, outlining relevant interests and academic qualities to the course.

7.12 Criminal Conviction: Please indicate whether you have been convicted of a criminal offence. This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act 1992 (WA). Please note that ability to obtain a current approved police clearance is a prerequisite for some courses.

8 Documentation

Students are required to submit documentation in support of their application. The required documentation is outlined at the end of the application form. You should wait until you have all documentation before submitting your application. Applications submitted without the required documentation will be delayed and may not be processed at all. If you are undertaking a course of study at the time of application, or if you undertake an admissions test during the application period, you should submit your application form with other supporting documentation and then forward the results of your study or test as soon as they are available.

Academic Transcripts

Students who wish to have previous tertiary studies considered as part of their application will need to provide transcripts of these studies. Only originals of complete official institutional transcripts or certified copies will be considered. You must obtain these from the student administration office of your previous tertiary institution. Please note there is usually a small charge and that there can be delays for the transcript being available so please plan ahead.

Overseas qualifications

If you are applying to the University on the basis of qualifications obtained overseas, your application will be assessed on the basis of its equivalence to Australian tertiary entrance standards. Documents submitted in a language other than English must be submitted with an original English translation transcribed and stamped by a NAATI certified translator. For a listing of NAATI certified translators please contact **The National Accreditation Authority of Translators and Interpreters:**

Tel: (08) 9472 3588
Fax: (08) 9472 5433
www.naati.com.au

9 Statistical Information

The University gathers statistical information from students to assist with marketing research.

10 Declaration

It is a legal requirement that you sign the application form having read and accepted the declaration below:

- I have read the application form and its instructions carefully, in its entirety and have included the appropriate documentation.
- I declare that all information included in my application is factually correct and fairly presented. I understand that if any of the information included here is found to be false, the University reserves the right to vary or reverse any decision made in regards to my application or enrolment. I also understand that the University reserves the right to provide details of the false information to other universities or educational institutions or any other authority which the University considers is appropriate to inform.
- I am aware that most graduate courses are offered on a fee-paying basis and the payment options are FEE-HELP or semester instalments.
- I understand that proof of citizenship or permanent residency must be produced if requested by the University.
- I authorise the University to obtain results information from any educational institution attended by me currently or in the past.
- I understand that it is my responsibility to ensure that the application is received at the University.
- **Privacy Statement:** I understand that the information provided in this form will be used for the purposes of admission to and enrolment at The University of Notre Dame Australia. Generally speaking, Notre Dame collects and stores personal data purely for the use of relevant staff members. Where the privacy principles apply, the University restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and/or personal interests of the student.
The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases:
 - a) when authorised in writing by the student to do so, and
 - b) where required or authorised by law to
 - government and regulatory authorities
 - credit reporting and fraud-checking agencies
 - to your authorised representatives (e.g. legal representatives)

Please sign and date the application.

Submission of Your Application

Please assemble your application and documentation in the following manner:

- Place all documentation inside the folded application form.

Your application must be sent to or delivered to either the Fremantle Campus or the Broome Campus. We strongly recommend that applicants deliver their application in person or send by registered mail. Please address your application with one of the following, according to your campus of proposed enrolment:

Admissions Office

The University of Notre Dame Australia
28 Mouat Street (PO Box 1225)
Fremantle WA 6959

OR

Student Administration Office

The University of Notre Dame Australia
88 Guy Street (PO Box 2287)
Broome WA 6725

Once you have submitted your application, all enquiries regarding the status of your application **MUST** be addressed to the relevant Admissions Office:

FREMANTLE:

admissions@nd.edu.au
or Tel: (08) 9433 0538

BROOME:

enquiries@broome.nd.edu.au
or Tel: (08) 9192 0600

Faxed forms will not be accepted.