

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

## Application for Admission in 2008



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 2008. 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 2007** (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) or the Postgraduate Diploma in Science available on the Web at the following addresses: <http://www.science.unimelb.edu.au/honours/> and/or <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 30 November 2007 for commencement in semester 1 and by 30 June 2008 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): 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, 2008                       Semester 2, 2008  
(Note: not all programs have a mid year intake)

2.5 FEE TYPE (Australian Citizens, Australian Permanent residents and New Zealand citizens only)

- I wish to apply for a Commonwealth-Supported place  
 I wish to apply for an Australian Fee-paying place

## 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 4 of this application form.

## 4. APPLICANT DECLARATION

- I acknowledge that this application is submitted on the understanding that the University of Melbourne may obtain copies of my academic transcripts from any tertiary institution.
- I declare that to the best of my knowledge the information supplied herein is correct and complete and I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in the withdrawal by the University of any place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.
- I understand that if I have completed or will be completing studies at an institution other than the University of Melbourne, I am required to provide an original or certified copy of my transcript(s) as outlined on page 4, along with an original or certified copy of an official letter indicating that I have completed my degree if this is not clearly stated on my transcript.
- I acknowledge that, if requested, I am willing to provide evidence of my citizenship/residency status, or I am an international applicant who has already supplied citizenship documentation to the International Admissions Office.
- I agree that if I am offered a place in the Bachelor of Science (Degree with Honours) or Postgraduate Diploma of Science on a full-time basis, I will not undertake more than seven hours paid employment per week during my candidature.
- I have discussed my application with appropriate staff in the Department (e.g. potential supervisors, Fourth Year coordinators).
- 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.

Applicant Signature: \_\_\_\_\_

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

The University of Melbourne's Privacy Statement can be viewed online at:  
<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

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

5.1 Commencement Date (please list exact date if possible, otherwise nominate semester) \_\_\_\_\_

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

5.2 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

**5.3 Animal/Human Experimentation**

Does the program include any component that falls within the terms of reference of the University's Ethics Committee?

Yes  No

Note: It is the responsibility of the Head of Department to ensure that appropriate approval has been obtained from the relevant Ethics committee before the commencement of any experimentation.

**5.4 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 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: \_\_\_\_\_

**Faculty Office Use Only**

Notes:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **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)