

How to complete the application form

1. DEMOGRAPHIC INFORMATION

- 1.1 Previous study at Notre Dame – please tick the box if you have ever accepted a place and/or enrolled at The University of Notre Dame Australia. If so, please state your Student Identification Number.
- 1.2 Please print your name clearly in block letters.
Include the name by which you like to be addressed. If your name differs from that on any of your supporting documentation, you are required to 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 1990 is 03051990.
- 1.3 Please print your residential address during the application period.
- 1.4 Please print your notification address during the application period, including your postcode.
- 1.5 Please state your country of birth. 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 when your permanent residency and/or Australian citizenship was granted.
- 1.6 Please tick the appropriate box according to your status. Evidence of citizenship/residency status is required. If you tick the box 'Other' then you are classified as an international student and will need to complete a different application form. For an International Student Application Form please contact:
Fremantle Admissions Office
+61 8 9433 0537
admissions@nd.edu.au
- 1.7 Please indicate if you are of Aboriginal or Torres Strait Islander background. This information is required by the Commonwealth Department of Education for statistical purposes and will remain confidential.
- 1.8 Please state your religion. Notre Dame accepts applications from people of all faiths and no faith at all. While Catholic in its tradition, Notre Dame embraces all persons who support the Objects of the University, regardless of their faith. This information is required for statistical purposes only.
- 1.9 Please indicate all languages spoken at home in order of use. This is for statistical purposes only.
- 1.10 Please indicate whether you have a disability or medical condition. Prospective students who tick this box, and are eligible for an offer will be informed of services and support available through the University's Disability Support Officer. The information you provide here will also be included in data which the University provides to the Australian Government Department of Education. Your privacy and confidentiality will be respected and your personal information will be managed in line with the University's Privacy Policy. While disclosure is voluntary, if you do not advise the University of your requirements before commencing your studies, there may be a delay in making arrangements to meet your needs.

2. STUDY PREFERENCES

- 2.1.1 Please state your study preferences.
- 2.1.2 Please state the research area that you propose to investigate.
- 2.1.3 Note whether you have been in contact with a University staff member to discuss intended research.
- 2.2 Please indicate when you wish to commence your study, to
- 2.6 the Campus you wish to study at, the type of applicant you are, your mode of study and your study load.

3. ACADEMIC RECORD

Please state the year that you left school. Please indicate details of your previous study including where you studied, the program you studied, when you studied and if it was completed.

4. RESEARCH BACKGROUND AND PROPOSAL

- 4.1 Please indicate if any of your employment involved significant research work, the results of which can be verified by an employer. If yes, please describe.
- 4.2 Please indicate if any of your study involved significant research experience, and provide details of completed theses.
- 4.3 Please prepare a research background submission, including a description of any research projects you have undertaken in academic or professional contexts, and details of any resulting publications. Additionally, a one page statement outlining your planned area of research is required. This should include how you plan to undertake the project, and analyse your findings. Where possible, list potential supervisors.

5. EMERGENCY CONTACT

The University requires that all students 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 which the University deems appropriate in relation to your welfare. Under the provisions of the Privacy Act, the University will not reveal any personal information to any third party, unless required by law or expressly authorised by you.

6. FURTHER APPLICANT INFORMATION

(NON-ACADEMIC)

- 6.1 **Church/Community involvement:** Please include details of church and/or community involvement (e.g. parish involvement, volunteer work, clubs and sporting teams).
- 6.2 **Notre Dame affiliation:** Please indicate if you have any affiliation with The University of Notre Dame Australia through staff members, alumni and donors.
- 6.3 **Professional 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.
- 6.4 **Leadership/Awards and prizes**
Please include leadership positions held in school, sport or community (previous or current).
- 6.5 **Referees:** Please include two written references and the contact details of referees who are able to comment on your academic achievement, personal qualities and/or employment history.
- 6.6 **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; what you think Notre Dame has to offer you; and what contribution you think you can make to the Notre Dame community; and
 - › reasons for wishing to pursue the courses of study, outlining relevant interests and academic qualities to the course.
- 6.7 **Curriculum vitae:** Please attach a current curriculum vitae to the application – optional for Postgraduate Coursework applicants.
- 6.8 **Criminal conviction:** Please indicate whether you have been convicted of a criminal offence. This information will be treated in the strictest of confidence.

7. DOCUMENTATION

Please include with your application the following documentation:

- › research background submission and proposal;
- › personal statement;
- › curriculum vitae;
- › supporting documentation. You may include other relevant documentation to support your application (references, supplementary information etc.). Please do not include more than EIGHT pages of supporting documentation;
- › certified copies of your tertiary studies (another university). The Admissions Office requires certified copies of the final transcripts and awards; and
- › proof of Australian citizenship or residency status (certified copy of citizenship certificate, passport or birth certificate*).

* Birth certificate can only be submitted if born before 20 August 1986. If born after this date, one parent must have been born in Australia to prove Australian citizenship.

8. STATISTICAL INFORMATION

Please select all applicable options.

9. SUBMISSION OF YOUR APPLICATION

Your application must be sent or delivered to the Admissions Office. We strongly recommend you deliver your application in person or send it by Registered Mail.

Admissions Office, Fremantle

The University of Notre Dame Australia
21 High Street (PO Box 1225)
Fremantle WA 6959

Admissions Office, Sydney

The University of Notre Dame Australia
140 Broadway, Chippendale NSW
PO Box 944, Broadway NSW 2007

Please address all enquiries regarding the status of the application to the Admissions Office:

FREMANTLE

admissions@nd.edu.au

Tel: +61 8 9433 0537

SYDNEY

sydney.admissions@nd.edu.au

Tel: +61 2 8204 4430

Faxed forms will not be accepted.

Your application will only be processed when the University has received the original signed application form and all required documentation.

10. DECLARATION

Please complete the declaration, having read all information on the form. Applications will not be processed without a signature and date.



Postgraduate Research Application for Admission

Please tear out before completing. Applicants MUST refer to the application information whilst completing this form.

Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes where appropriate.

1. Initial applicant information

1.1 Previous Notre Dame study Have you previously been a student at Notre Dame? Yes No

If yes, what was your student number?

1.2 Title Surname/Family name First name Second/Middle name

Preferred first name

Date of birth (dd/mm/yyyy)

Gender Male Female

1.3 Home address

Number and street

Town/Suburb

State/Country

Postcode

Telephone (home)

Telephone (work)

Mobile

Email

1.4 Notification address This is the address for all correspondence during the application process. (Write 'as above' if the same as 1.3)

Number and street

Town/Suburb

State/Country

Postcode

Telephone (home)

Telephone (work)

1.5 Please state your country of birth

If you were not born in Australia, please indicate the day, month and year of your arrival in Australia

Please state the year permanent residency or Citizenship was granted

1.6 Citizenship and residency status Please tick the appropriate box (Note: Certified copies of evidence of citizenship/residency status must be provided)

Australian Citizen Australian Permanent Humanitarian Visa Holder Australian Permanent Resident New Zealand Citizen
 Diplomatic or consular representative of New Zealand, or the spouse or dependent relative of such a representative Other

If you ticked 'Other', you are considered to be an international student and are required to complete a separate application form – do not complete this form. For further details please contact the Fremantle Prospective Students Office on +61 8 9433 0533, future@nd.edu.au or the Sydney Prospective Students Office on +61 2 8204 4404, sydney@nd.edu.au

1.7 Aboriginal and Torres Strait Islander background

Please tick the appropriate box

Neither Aboriginal nor Torres Strait Islander origin Aboriginal origin
 Torres Strait Islander origin Aboriginal and Torres Strait Islander origin

1.8 Religion

The University of Notre Dame Australia is a Catholic University. We welcome and accept applications from people of all faiths or none at all who understand and respect the Objects of the University.

Anglican (Church of England) Baptist Buddhism Catholic (incl. Maronite, Melkite & other Eastern Catholics) Hindu Islam
 Judaism Lutheran No Religion Orthodox Presbyterian Uniting Church Other

1.9 Languages spoken Please list all languages you speak at home in order of use

1.

2.

3.

4.

1.10 Disability or medical condition

Medical/Disability support required? Yes No If yes, please describe

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you? Yes No

Disclosing this information will not affect your admission to the University.

2. Study preferences

2.1.1 Program details

- Doctor of Philosophy (PhD)** School/Discipline area
- Professional Doctorate** School/Discipline area
- Master's by Research** School/Discipline area
- Master of Philosophy** School/Discipline area
- Other** School/Discipline area

2.1.2 Please state the research area that you propose to investigate:

Please note that this must be completed before your application can be considered. You are advised to consult the Research Office or the relevant School before completing this section.

2.1.3 Have you contacted an academic staff member at Notre Dame to discuss your intended study project and degree? NB. Applicants are strongly encouraged to do this prior to applying.

Name of academic staff member

Notre Dame School

2.2 Commencement of study program

- Semester 2, 2018 Semester 1, 2019 Semester 2, 2019 Semester 1, 2020

2.3 Campus

- Fremantle Sydney

2.4 Type of applicant

- Research

PLEASE NOTE **Coursework** and **Coursework & Dissertation** applicants do not complete this form please complete the **Postgraduate Coursework Application for Admission**

2.5 Mode of study

- Internal External

2.6 Study load

- Full-time Part-time (0.5)

3. Academic record

Name of institution	Program title	Years attended (mm/yy to mm/yy)	Completed? (if no, indicate proposed date of completion)	Program type ¹

1. Course type: **RT** (Research Thesis), **HD** (Honours Degree), **C&D** (Coursework & Dissertation), **C** (Coursework), **B** (Bachelor's), **D/C** (Graduate Diploma/Certificate).

4. Background in research4.1 Did any of your employment involve significant research work, the results of which can be verified by your employer? Yes No

If yes, please describe

4.2 Please describe any theses you have successfully completed as part of previous programs

Degree name	Institution	Title of thesis	Word length	% degree

4.3 Please prepare a research background submission which:

- > outlines your background in research, which may include details of any publications and/or presentations (approximately one page statement)
- > proposes your planned area of research (approximately one page statement)
- > where possible, list potential supervisors of the proposed research.

5. Emergency contact (It is the student's responsibility to ensure these details are kept current throughout the period of enrolment at the University)

This should be a close relative/friend and in a position to respond to any action the University deems appropriate in relation to your welfare.

Name

Relationship

Number and street

Town/Suburb

State/Country

Postcode

Telephone (home)

(work)

Mobile

6. Further applicant information

6.1 Church/Community involvement

Period

Organisation

Involvement

6.2 **Notre Dame affiliation** – please indicate if you have an affiliation with Notre Dame.

Name	Years of involvement	Type of involvement (e.g. staff member, alumnus)

6.3 **Professional employment history** – relevant to your proposed research area.

Please attach a copy of your Curriculum Vitae (CV) with your application as a summary of your employment history, indicating roles and responsibilities.

Date	Employer/Organisation	Position/Duties/Relevance to proposed study

6.4 **Awards and prizes** – please list any awards and/or prizes you have received.

Year	Award or prize	Awarding institute/company

6.5 **Referees** – Please list referees able to provide information of academic achievement, professional work and, if applicable, previous research achievements.

Name	Telephone	Email	Nature of professional contact
1	Work		
	Mobile		
2	Work		
	Mobile		

6.6 **Personal statement** – attach to the application a personal statement of approximately 300 words in length. This is an important part of your application and one that will be considered for its content and expression. Your statement should address your research interests and goals and include an explanation of why you would like to undertake this research at The University of Notre Dame Australia in particular.6.7 **Curriculum vitae** – applicants must submit their curriculum vitae, especially if it provides relevant information not covered elsewhere in this application.6.8 **Criminal conviction** – please indicate whether you have been convicted of a criminal offence. Yes No

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)/Criminal Record Act 1991 (NSW). Please note that obtaining a current approved police clearance is a prerequisite for some courses.

6.9 **Potential professional mentor** (professional doctorate students only)

'Professional mentor' refers to a person from a relevant profession or industry (often within the applicant's workplace) selected on the basis of their ability to serve as a resource for a student enrolled in a professional doctorate. Mentors do not serve as evaluators or judges of research; rather they offer guidance and insight, contribute specialist knowledge and provide a link with an external organisation. Mentors have no specific supervisory responsibilities.

Title	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Organisation	<input type="text"/>
Telephone (home)	<input type="text"/>	Email	<input type="text"/>

6.10 **Scholarships** – do you expect to apply for an externally funded research scholarship? Yes No

If yes, please state name of scholarship & awards institution

Are there any special conditions on this scholarship?

Applications for scholarships should be submitted correctly with the form located at nd.edu.au/research/scholarships.

7. **Documentation checklist**

Check that you have included the following documentation with your completed Application Form.

Unless stated, inclusion of these documents is a requirement of your application.

- Research background submission (see section 4)
- Planned area of research (see section 2.1.2 & 4.3)
- Personal statement
- Curriculum Vitae (including a list of your publications)
- Academic Transcripts – **Original or certified copies only. These will not be returned.**
- Proof of Australian citizenship or residency status (certified copy of citizenship certificate, passport or birth certificate*)

All applicants please note:

- › If you submit an incomplete application, or do not include all required documentation, the processing of your application will be delayed until the missing information is received by the University.
- › You may include other RELEVANT documentation that supports your application.
- › Your Application for Admission and other documents **should not** be bound in files or display folders.
- › Please also note that no original documents will be returned and applications and all related documents will remain the property of The University of Notre Dame Australia.
- › A certified copy is a photocopy that has been signed and dated by an authorised certifying agent (e.g. JP, Principal, postmaster, pharmacist).
- › If you are required to send documents to the University after your original submission, please attach to these documents a cover letter with your name, address and date of birth clearly stated.

* Birth certificate can only be submitted if born before 20 August 1986. If born after this date, one parent must have been born in Australia to prove Australian citizenship.

8. Statistical information

Where did you hear about postgraduate studies at Notre Dame?

- Notre Dame academic staff member
- Notre Dame website/Internet
- Staff member of another tertiary institute
- Friend/relative already studying at Notre Dame
- Expo, Open Day etc. (please state where)
- Other (please specify)

9. Applications must be sent or delivered to:

Fremantle Campus

The University of Notre Dame Australia
Admissions Office
PO Box 1225
Fremantle WA 6959

— or —

(Street address)
The University of Notre Dame Australia
Admissions Office
21 High Street, Fremantle
Telephone: +61 8 9433 0537

Sydney Campus

The University of Notre Dame Australia
Admissions Office
PO Box 944
Broadway NSW 2007

— or —

(Street address)
The University of Notre Dame Australia
Admissions Office
140 Broadway, Chippendale
Telephone: +61 2 8204 4430

Please note that posting an application is no guarantee of receipt. We strongly recommend that applicants deliver their application in person or send by registered mail. **Applications are not accepted via fax or email.** All applications must be received by the Admissions Office. **Please DO NOT deliver it to any other Notre Dame School or department.**

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 the Application Guide 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 courses available are offered on a fee-paying basis.
- › I understand that proof of citizenship or permanent residency must be presented to the University.
- › I authorise the University to obtain results information from TISC or School Curriculum and Standards Authority, or Board of Studies, Teaching and Educational Standards (BOSTES) and/or 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 by the University.
- › **Privacy Statement:** The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at nd.edu.au/privacy.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au (for Broome / Fremantle students), or Sydney.Registrar@nd.edu.au (for Sydney students)

- › I understand that, should I become a Notre Dame student, the University may inform my secondary school of my course of study.

Applicant's signature

Date (dd/mm/yyyy)