Postgraduate Courses Application

These courses are restricted and students are required to apply and be approved by Swinburne University of Technology before enrolling in units through OUA.

Applications are due the Friday 2 weeks prior to the close of enrolment date for the study term you are applying for. You can send your application form and supporting documentation to:

Email: apply@open.edu.au
or
Fax: +61 3 8628 2989

Section 1: Course Details

Arts
- Graduate Certificate in Arts (Writing)
- Graduate Diploma in Arts (Writing)
- Masters in Arts (Writing)

Commerce
- Graduate Certificate in Commerce
- Graduate Diploma in Commerce
- Master of Commerce

Information Technology
- Master of Information Technology (Project Management)
- Graduate Certificate in Technology (Business Systems)
- Graduate Diploma in Technology (Business Systems)
- Master of Technology (Business Systems)

Science
- Graduate Certificate of Science (Applied Statistics)
- Graduate Diploma of Science (Applied Statistics)
- Master of Science (Applied Statistics)
- Graduate Certificate in Science (Astronomy)
- Graduate Diploma in Science (Astronomy)
- Master of Science (Astronomy)

Section 2: Personal Details

Current Swinburne Student: (Y / N) Swinburne ID: ____________
Title: (please circle) MR MRS MISS MS DR Date of Birth: dd / mm / yyyy Female / Male
Surname * ____________ Given name ____________
If your present name is different from that appearing on the transcript of your examination results, please attach certified legal documentation (e.g. marriage certificate)
Street name and number
<table>
<thead>
<tr>
<th>Suburb</th>
<th>State</th>
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<tbody>
<tr>
<td>Country</td>
<td>Postcode</td>
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<tr>
<td>Phone (Daytime) <em>(including country/area code)</em></td>
<td>Phone (After hours) <em>(including country/area code)</em></td>
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<tr>
<td>Mobile number <em>(+6)</em></td>
<td>Fax number</td>
</tr>
<tr>
<td>Citizenship status</td>
<td>Country of birth</td>
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</tbody>
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**Email address**

**Section 3: Academic Information**

Please provide certified copies* of all academic documents. Do not submit original documents. This application will become the property of Open Universities Australia and Swinburne University of Technology and will not be returned. Applications will only be considered if academic records for all courses attempted or completed are attached. Please include an official translation for any documents not in English.

*A "Certified Copy" is a copy bearing the recognised mark of a Justice of the Peace, Commission of Oaths or Declarations, Public Notary or a Solicitor.*

List all academic courses previously attempted or completed.

<table>
<thead>
<tr>
<th>Year started</th>
<th>Year completed / ceased</th>
<th>Institution</th>
<th>Title of course</th>
<th>State / Country</th>
<th>Full / Part-time</th>
<th>Completed <em>(Y / N)</em></th>
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<tbody>
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List details of all current studies for which you are awaiting results.

<table>
<thead>
<tr>
<th>Year started</th>
<th>Duration <em>(Years)</em></th>
<th>Institution</th>
<th>Title of course</th>
<th>Number of Units Awaiting Results</th>
<th>Date results will be released</th>
<th>Will course be completed if listed units are passed? <em>(Y / N)</em></th>
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</table>

Have you been excluded for academic reasons from Swinburne University of Technology or any other college or university? If yes, please attach reasons.

- [ ] Yes
- [ ] No
Section 4: English Language Proficiency

If your prior studies were not conducted in English, please attach a certified copy of English Language Proficiency Test results. Admission requires an overall IELTS (or equivalent test) score of at least 6.5 and with no individual test component/band at less than 6.0.

- Undergraduate studies conducted in English
- English proficiency test results attached

Section 5: Professional Information

Relevant Employment History
Work experience is considered as part of this application. Please attach a full curriculum vitae detailing your professional experience.

Section 6: Personal Statement

Please write a short paragraph on why you wish to undertake the course or attach your statement on a separate page and include your full name, date of birth and contact details.

Section 7: Study Load and Credit

Study Load Intentions

- Full-time
- Part-time
- Other (Please specify) ____________________

Credit / RPL
After being accepted into Swinburne University of Technology, you may apply for credit for prior learning which may reduce the time it will take to complete your degree. Do you intend to claim/credit exemptions for previous postgraduate study? If yes, please supply details.

- Yes
- No
Privacy and Declaration

Privacy Statement
Open Universities Australia and Swinburne University of Technology are providing you with this notice because they have sought personal information about you. Both institutions abide by the Privacy Act 1988 (Commonwealth) and will not reveal your information to anyone unless authorised by law. Supply of incomplete, misleading, or false information may result in the cancellation of your enrolment. Please note that failure to supply all required information, may result in Open Universities Australia and Swinburne University of Technology not being able to properly administer your enrolment, and you may not receive information and correspondence important to your studies.

Permission Statement
I understand that:

- Swinburne University and Open Universities Australia are collecting information in this form for the purpose of assessing my application to the course.
- Open Universities Australia and Swinburne University will disclose this information as required by law (including to Australian Government departments and other authorities involved in the regulation of higher education in Australia and the administration of HELP loans);
- All information will be stored securely;
- This information may be disclosed to the Australian Taxation Office (ATO) if I choose to use FEE-HELP; and
- Open Universities Australia and Swinburne University will not otherwise disclose the information without my consent unless required or authorised by law.

This application is not valid unless signed and dated.

Applicant’s Signature:_________________________ Date:_________________________

Submitting Your Application

You can send your application form and supporting documentation to:

Email: apply@open.edu.au
or
Fax: +61 3 8628 2989

Office Use Only

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Offer / Rejected</th>
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<tbody>
<tr>
<td>Credit Application (Y / N)</td>
<td>Acknowledged (Date) / /</td>
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<tr>
<td>Keyed (Date)</td>
<td>Outcome (Date) / /</td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
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Swinburne University Postgraduate Courses Application. Last updated 2013-09-25

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