

APPLICATION FOR POSTGRADUATE COURSEWORK



Instructions for applicants

- Answer all questions on the form unless otherwise indicated and check each section heading for instructions.
- If you are an International student, please do not use this form. Contact USC International: Ph +61 7 5430 2843 or email study@usc.edu.au.
- This form is for use by applicants for:

Master of Education (Montessori Education Specialisation) must submit this form and the following documents:

1. Personal Statement form
2. Professional Referee Report

Master of Teaching (Secondary) and Master of Teaching (Primary) applicants who have had an enrolment in the previous two years in an undergraduate or postgraduate degree program at USC must apply through QTAC.

- Use BLOCK LETTERS and tick boxes

Documents are available at usc.edu.au/applicationforms. If you experience any issues accessing our forms. For further assistance, please contact [Student Central](#).

1.0 PRIOR CONTACT WITH USC

Have you previously applied for, or undertaken a program at USC?

No Yes – if Yes, year of last enrolment: _____

Provide USC student ID number (if known):

2.0 PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____	Surname/family name:	First given name:	Second given name:
Has your name changed since you last studied? <input type="checkbox"/> No <input type="checkbox"/> Yes		Previous family name:	Previous given name:
If Yes, provide documentary evidence and your previous name:			
Date of birth: / /	Country of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

3.0 CONTACT DETAILS

Mailing address

Number and Street / PO Box:		
Town or Suburb:	State:	Postcode:

Permanent residential address As above

Number and Street:		Town or Suburb:
State:	Postcode:	Country

Telephone and email details

Mobile number:	Home phone number:
Email address:	

4.0 PERSONAL STATISTICS

▶ Please tick applicable box:

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander Not applicable

▶ What is your residency status in Australia? Tick one of the following:

- Australian Citizen
- New Zealand Citizen (or diplomat or consular representative)
- Possess a permanent resident visa (excluding New Zealand Citizens)
- Possess a permanent humanitarian visa
- Possess a temporary entry permit

▶ If not born in Australia, what year did you arrive in Australia? _____

1. Is English the only language spoken at home? Yes No
2. If English is not your first language, what other language do you speak at home? _____

Disability support and services

USC has staff and services available to assist and support students with a disability. If you would like information about accessing these services please contact the Disability Services Officer on +61 7 5430 1226 or email disabilitysupport@usc.edu.au.

5.0 PROPOSED STUDY PERIOD AND PROGRAM

▶ Proposed semester/session/trimester of commencement:

Semester _____ or Session _____ or Trimester _____, 20____ (Year)

▶ Please specify the postgraduate coursework program you wish to apply for. Refer to www.usc.edu.au/programs for program names, availability and entry requirement details.

Name of postgraduate coursework program (eg Graduate Certificate in Arts)	Specialisation	Mode of Study	Type of Study
		<input type="checkbox"/> On campus <input type="checkbox"/> Online (if applicable)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

6.0 MASTER OF EDUCATION APPLICANTS ONLY

- ▶ Are you applying for the Montessori Education Specialisation? Yes
No

7.0 MASTER OF TEACHING (SECONDARY) DIRECT APPLICANTS ONLY

Note: Only applicants who have had an enrolment in the past two years in an undergraduate or postgraduate degree program at USC are eligible to apply directly to USC. All other applicants for Master of Teaching (Secondary) must apply through QTAC.

- ▶ Current / completed undergraduate degree: Bachelor of _____
- ▶ Have you completed the program? Yes
No - If No, when do you expect to complete this program?
Semester: _____ Year: _____

Section A

- ▶ Please nominate a **first teaching area** – this is normally the major discipline from your first degree (one third of your undergraduate degree, generally 8 courses from a 24 course degree).

Teaching area one (tick applicable box):

- | | | |
|--|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Film Television and New Media | <input type="checkbox"/> Legal Studies |
| <input type="checkbox"/> Agricultural Science | <input type="checkbox"/> French | <input type="checkbox"/> Marine Science |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Geography | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Business | <input type="checkbox"/> German | <input type="checkbox"/> Music |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Health and Physical Education | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> History (Ancient and Modern) | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Italian | <input type="checkbox"/> Study of Religion |
| <input type="checkbox"/> Earth and Environmental Science | <input type="checkbox"/> Japanese | <input type="checkbox"/> Technology Studies |
| <input type="checkbox"/> English | | <input type="checkbox"/> Visual Arts |

Section B

- ▶ Please nominate a second teaching area - this is normally the minor discipline from your first degree (one sixth of your undergraduate degree, generally 4 courses from a 24 course degree).

Note: Teaching area one and teaching area two need to be from contrasting subject areas or different discipline areas.

Teaching area two (tick applicable box):

- | | | |
|---|--|---|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> German | <input type="checkbox"/> Media Arts |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Health and Physical Education | <input type="checkbox"/> Music |
| <input type="checkbox"/> Drama | <input type="checkbox"/> History | <input type="checkbox"/> Science |
| <input type="checkbox"/> Economics and Business | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> English | <input type="checkbox"/> Italian | <input type="checkbox"/> Technology Studies |
| <input type="checkbox"/> French | <input type="checkbox"/> Japanese | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Mathematics | |

8.0 EDUCATIONAL HISTORY

▶ **Secondary Education (eg high school)**

- Did you complete Year 12 or equivalent? Yes No
- What was the last year you were enrolled in secondary education? _____
- What was your highest year level when you left school? _____

▶ **Postsecondary studies (eg TAFE, university)**

- Please list all your previous and current post secondary studies.

Name of Award / Qualification	Institution	Did you complete?		Year completed or last year enrolled	Language of instruction	Country
		Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			

▶ Have you ever been excluded or refused permission to continue your studies in any university award program?

No Yes – if Yes, indicate: Year/s _____ Program title _____
 Institution _____ Grounds for refusal (eg Record of failure) _____

▶ **Documentary Evidence**

Please send documentary evidence of your qualifications with this form, specifically:

- A copy of an official statement of your academic record for tertiary studies undertaken to date.
- If you are waiting on finalisation of results, please forward your unofficial results with your application and then provide your official statement of your academic record as soon as this is available.

Note: This application will **NOT** be considered unless supporting documentation is submitted.

9.0 EMPLOYMENT HISTORY

▶ Please provide a summary below of your employment history and attach copy of your Curriculum Vitae / Resume

Year(s)		Occupation and major responsibilities	Employer
From	To		

▶ Details of other qualifications (eg awards, memberships, academic distinctions, research experience, publications)

10.0 ENGLISH LANGUAGE PROFICIENCY

- ▶ All applicants need to meet [English language requirements](#).
- ▶ If you have sat an English language proficiency test, please supply a copy of the test results with your application.

11.0 CREDIT TRANSFER/RECOGNITION OF PRIOR LEARNING

- ▶ Do you want to claim credit transfer or recognition of prior learning for previous post-secondary / tertiary studies?

No	Yes - If Yes, to claim credit or exemptions for your previous post-secondary / tertiary studies (eg university, college, or technical or vocational institution), please attach completed Application for Credit Transfer or/and Application for Recognition of Prior Learning form, available from the USC website: www.usc.edu.au/credit
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12.0 DECLARATION

I agree to obey the policies, guidelines and rules of the University of the Sunshine Coast as far as they may apply to me. I declare that the information supplied herein is true and complete. I authorise the University to obtain official records from any other educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. Where necessary, QualSearch will be engaged to access this academic information. I understand that the University of the Sunshine Coast is not responsible if any educational body/institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken. If any information is discovered to be untrue or misleading in any respect I understand that the University may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

Applicant signature:	Date: DD / MM / YYYY
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13.0 APPLICANT CHECKLIST

An application can be processed quickly if you have taken the actions listed below:

- Completed all relevant sections
- Attached copies of your **academic qualifications documentation** (if applicable)
- Attached completed **Application for Credit Transfer form** and/or **Application for Recognition of Prior Learning** form (If applicable - see section 10 on page 5)
- Attached **Curriculum Vitae/Resume**
- Attached a copy of your **English language test results** (if applicable)
- If not an Australian Citizen, attached **evidence of your citizenship/visa**
- Attached a copy of evidence of your **Change of Name** (if applicable)
- Signed the **Declaration**
- Master of Education (Montessori Education Specialisation) applicants**
 - Provided additional documents:
 - Professional Referee Report
 - Personal Statement

Documents are available at: www.usc.edu.au/applicationforms

PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's [Information Management Framework - Governing Policy](https://www.usc.edu.au/privacy) at [usc.edu.au/privacy](https://www.usc.edu.au/privacy)

LODGEMENT	ENQUIRIES
Email: information@usc.edu.au	Email: information@usc.edu.au Phone: +61 7 5430 2890 In Person: Student Central at any USC campus