

## Admission form - Domestic Higher Degree by Research Students

This application is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](#) and the [HDR Handbook and Working Procedure](#), and must be submitted by the closing date on the University website. Late applications may not be accepted. Once your application is received it is checked to ensure that all relevant documents are provided. Incomplete applications will not be processed.

### A. Personal information

<b>Personal details</b>			
Title		Name suffix (if applicable)	
Given name/s			
Family name			
Preferred given name		Previous family name	
Have you previously been a University of Divinity or MCD student or applicant?	<input type="checkbox"/>	Yes	College
	<input type="checkbox"/>	No	
<b>Postal address</b>			
<i>Correspondence will be sent to this address</i>			
Address line 1			
Address line 2			
Town/Suburb		Postcode	
State		Country	
<b>Residential address (If different from postal address)</b>			
Address line 1			
Address line 2			
Town/Suburb		Postcode	
State		Country	
<b>Contact details</b>			
Home phone		Day phone	
Mobile		Email (required)	
<b>Additional personal details</b>			
Date of birth	/ /	(dd/mm/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation (optional)			
Denomination (optional)			
Diocese/Congregation (optional)			
<b>Promotional feedback</b>			
How did you hear about us?			
<b>Emergency contact</b>			
Emergency contact name		Emergency contact relationship	
Day contact phone		Mobile	
<b>Office Use Only</b>	UD ID:	College ID:	

## B. Course and College

Course of study	
<input type="checkbox"/>	Master of Philosophy: minor thesis
<input type="checkbox"/>	Master of Philosophy: major thesis
<input type="checkbox"/>	Master of Theology: minor thesis
<input type="checkbox"/>	Master of Theology: major thesis
<input type="checkbox"/>	Doctor of Theology
<input type="checkbox"/>	Doctor of Philosophy

Home College			
<input type="checkbox"/>	Australian Lutheran College (ALC)	<input type="checkbox"/>	Sentir Graduate College of Spiritual Formation (Sentir)
<input type="checkbox"/>	Catherine Booth College (CBC)	<input type="checkbox"/>	Stirling Theological College (STC)
<input type="checkbox"/>	Catholic Theological College (CTC)	<input type="checkbox"/>	Trinity College Theological School (TRI)
<input type="checkbox"/>	Morling College (MOR)	<input type="checkbox"/>	Whitley College (WHT)
<input type="checkbox"/>	Pilgrim Theological College (PTC)	<input type="checkbox"/>	Yarra Theological Union (YTU)

*Note: College abbreviations are to be used if enrolling in units in the Proposed Program of Study section*

English language proficiency				
<i>Applicants must meet the University's English language course prerequisites (see <a href="#">English Language Requirements Policy and Procedures.</a>)</i>				
Is English your first language?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Applicants whose first language is not English, please complete the following section</i>				
Have you already studied in English?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Evidence attached
	<input type="checkbox"/>	No		
Have you taken an English language proficiency test?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Evidence attached
	<input type="checkbox"/>	No	<input type="checkbox"/>	I intend to take an English proficiency test in Australia

## C. Previous education/qualifications

*List in chronological order. NB: Evidence must be supplied for all qualifications claimed. Provide certified copies of all official results of units/subjects taken, including grades and percentages. Transcripts are not required for University of Divinity/MCD results.*

Highest secondary schooling attained	Full name of institution	Town/suburb	State	Year completed	What language?	Transcript provided?
						<input type="checkbox"/>
Degree / Diploma / Certificate / Other	Full name of institution		Country	Year completed	What language?	Transcript provided?
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Research training experience
<i>List all research experience gained in study or employment. Include brief titles of research projects/theses.</i>

Awards or scholarships			
<i>List any awards or scholarships received (with dates), including any currently being received or to be received next year.</i>			
Award title	Monetary value	Institution or sponsor	Year

  

Research publications			
<i>List any publications of your research (attach a separate sheet if necessary)</i>			
Type of publication	Title	Journal or publisher	Year

## D. Australian Government Information

<i>The Commonwealth Government requires this information from all students.</i>									
Are you of Australian Aboriginal descent?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
Are you of Torres Strait Islander descent?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
In what country are you living this semester?	<input type="checkbox"/>	Australia	Postcode:						
	<input type="checkbox"/>	Other:							
Country in which you were born		If not born in Australia, year of arrival							
Language spoken at your permanent residence									
What is your citizenship or residency status this semester?	<input type="checkbox"/>	*Australian citizen	*Eligible for FEE-HELP						
	<input type="checkbox"/>	*Permanent humanitarian visa holder							
	<input type="checkbox"/>	New Zealand citizen							
	<input type="checkbox"/>	Australian permanent resident							
	<input type="checkbox"/>	Current overseas visa holder							
	<input type="checkbox"/>	Living overseas and not a citizen of Australia							
If not Australian, what is your current nationality?									
Education level of your parents or guardians									
What is the highest level of education completed by your parents or guardians?									
<i>Please answer about the people (up to two) who, during all or most of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.</i>									
Parent/guardian 1	<input type="checkbox"/>	Female	<input type="checkbox"/>	Male	Parent/guardian 2	<input type="checkbox"/>	Female	<input type="checkbox"/>	Male
<input type="checkbox"/>	Postgraduate (e.g. masters, PhD)		<input type="checkbox"/>	Postgraduate (e.g. masters, PhD)					
<input type="checkbox"/>	Bachelor degree		<input type="checkbox"/>	Bachelor degree					
<input type="checkbox"/>	Other post-school qualification (e.g. VET/TAFE certificate)		<input type="checkbox"/>	Other post-school qualification (e.g. VET/TAFE certificate)					
<input type="checkbox"/>	Completed Year 12 schooling or equivalent		<input type="checkbox"/>	Completed Year 12 schooling or equivalent					
<input type="checkbox"/>	Did not complete Year 12 schooling or equivalent		<input type="checkbox"/>	Did not complete Year 12 schooling or equivalent					
<input type="checkbox"/>	Completed Year 10 schooling or equivalent		<input type="checkbox"/>	Completed Year 10 schooling or equivalent					
<input type="checkbox"/>	Did not complete Year 10 schooling or equivalent		<input type="checkbox"/>	Did not complete Year 10 schooling or equivalent					
<input type="checkbox"/>	Don't know		<input type="checkbox"/>	Don't know					

## Medical/disability needs

Do you have any disability?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If you answered 'Yes' to the above question, please indicate the type/s of disability					
<input type="checkbox"/> Hearing	<input type="checkbox"/> Learning	<input type="checkbox"/> Mobility	<input type="checkbox"/> Vision	<input type="checkbox"/> Long-term medical condition	<input type="checkbox"/> Other:
Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

## E. Academic referees

List two people who know your academic ability and who may be contacted by the University of Divinity.

<b>First referee</b>			
Name			
Postal address			
Day phone		Mobile	
Email		Fax	

<b>Second referee</b>			
Name			
Postal address			
Day phone		Mobile	
Email		Fax	

## F. Proposed research

<input type="checkbox"/>	Field A: Humanities
<input type="checkbox"/>	Field B : Biblical Studies
<input type="checkbox"/>	Field C : Christian Thought and History
<input type="checkbox"/>	Field D: Theology: Mission and Ministry

Provide on separate A4 pages the following information:

1. Thesis title (provisional)
2. An outline of your proposed project (2000 words), including:
  - a. Statement of its originality and significance
  - b. Description of the proposed methodology
  - c. Statement of the anticipated benefits of the research
3. Brief description of resources needed for the project (e.g. library, field work, interviews, software)
4. Skills needed to complete the thesis and your level of qualification in them (e.g. biblical languages)
5. Any other information

## G. Proposed supervisor(s)

You must secure a potential supervisor in the area in which you plan to study before your application can be processed. For more information refer to [HDR Handbook and Working Procedure](#) and [HDR Supervisors' Accreditation Policy](#).

<b>Proposed Principal Supervisor</b>			
Full name			
Academic qualifications			
College		Position held	
Postal address			
Day phone			
Email		Fax	
<i>To be completed by the nominated Principal Supervisor, to indicate availability and willingness</i>			
Signature		Date	
Percentage split between primary and associate supervisors (where relevant) <i>To be completed by the nominated Principal Supervisor, to indicate the workload</i>			
% primary supervisor		% associate supervisor	
<i>According to the definition of Research Active in the <a href="#">HDR Supervisors' Accreditation Policy</a>, please confirm your research status.</i>			
Research active	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Comment			

*The need for an associate supervisor is determined in discussion with the Research Coordinator and principal supervisor.*

<b>Proposed Associate Supervisor (if applicable)</b>			
Full name			
Academic qualifications			
College		Position held	
Postal address			
Day phone			
Email		Fax	
<i>To be completed by the nominated Associate Supervisor, to indicate availability and willingness</i>			
Signature		Date	
<i>According to the definition of Research Active in the <a href="#">HDR Supervisors' Accreditation Policy</a>, please confirm your research status.</i>			
Research active	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Comment			

## H. Proposed Program of Study

*Complete this section after consultation and in collaboration with your Research Coordinator.*

<b>Study load and course dates</b>			
Study load	<input type="checkbox"/>	Full-time	<input type="checkbox"/>
		Part-time	<input type="checkbox"/>
Intended commencement date			
<b>Unit selection</b>			
<b>Unit code</b>	<b>Unit name</b>	<b>College teaching the unit</b>	<b>Intended year</b>
<b>Research</b>			

## I. Terms and Conditions of Enrolment and Declarations

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. Information relating to the studies of seminarians and members of religious orders may also be disclosed to your seminary and/or religious superior.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at [enquiries@divinity.edu.au](mailto:enquiries@divinity.edu.au).

### Declaration and signature

I declare that I have read the Application Guide and that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application.

I accept responsibility for ensuring that the tuition fees for all the University of Divinity units and courses in which I enrol are paid on time, or met through FEE-HELP, in which case I agree to receive my Commonwealth Assistance Notice of my FEE-HELP debt for each semester.

I agree to abide by the *Statement of Rights, Responsibilities and Conduct of Members of the University* published on the University of Divinity website at [www.divinity.edu.au/documents/statement-rights-responsibilities-conduct](http://www.divinity.edu.au/documents/statement-rights-responsibilities-conduct).

I agree to abide by the Regulation and Determination for the course for which I am applying, as regulated by the University of Divinity.

Applicant's signature		Date	/ /	(dd/mm/yyyy)
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## J. Your checklist

*Important checklist to avoid delays in processing your application*

<input type="checkbox"/>	Provide <b>certified</b> copies of official academic transcripts of all relevant tertiary courses
<input type="checkbox"/>	Provide certified copies of your birth certificate, current passport or other official documents verifying your citizenship status <b>in your current name</b> .
<input type="checkbox"/>	If your previous studies do not meet the University's standard English requirements, enclose <b>certified copies</b> of your English language qualifications or details of English language proficiency.
<input type="checkbox"/>	If you are an Australian Permanent Resident or New Zealand citizen, include <b>certified proof of residency status</b>
<input type="checkbox"/>	Complete research training experience, publications and scholarship details
<input type="checkbox"/>	Provide a research proposal
<input type="checkbox"/>	Complete <b>payment details</b> on form ( <i>see last page</i> )
<input type="checkbox"/>	Read and sign the declaration
<input type="checkbox"/>	Make a copy of your application for your records

## K. Lodging your application

Complete, consult, sign and submit to the Research Coordinator at your College.

If you are accepted into the course you will be sent an Offer Letter with an Acceptance Form. On accepting the offer, you will be sent an Admission Letter and an Enrolment Summary from the University of Divinity. If you are not accepted, you will receive an explanatory letter.

- It is your responsibility to contact your college if you do not receive acknowledgement of receipt of application for admission, and/or confirmation of enrolment.

## L. Research Coordinator checking and approval

College office use only

### Research Coordinator checking and approval

#### Application checklist

I have checked this student's application for admission and proposed study program, and confirm that

- interview was conducted with applicant
- certified evidence of previous tertiary qualifications is enclosed
- certified evidence of citizenship/visa status in current name is enclosed
- certified evidence of English language proficiency, or ELICOS placement, is enclosed (if applicable)
- the applicant has met the University of Divinity English requirements
- unit codes and unit names listed on the form are correct
- statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable)
- applicant name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method.

#### Supervisor/s

The Proposed Principal Supervisor is recommended to the Academic Board:  Yes  No

The Proposed Associate Supervisor is recommended to the Academic Board:  Yes  No  n/a

Reason:

\_\_\_\_\_

#### Approval

This applicant:

- meets all criteria for admission
- may meet the criteria for admission, but the following advice is required:

\_\_\_\_\_

- does not meet the criteria for admission because:

\_\_\_\_\_

Research  
Coordinator

Signature

Date

.....

#### Office of the Vice-Chancellor Research Office Administration

- Address of third party/sponsor is recorded in Billing Address in Edit Details in TAMS (if applicable)
- Data entered in TAMS

Name

Signature

Date

.....

## M. Tuition fees

Please insert your full name as it appears on official documentation and your UD ID if known.

Family name		UD ID	
Given name/s		Course	

### 2015 tuition fees

Masters unit:	\$2,052 per standard 15 point unit		
Masters Research, full-time	\$4,788 per semester, part-time	\$2,394 per semester	
Doctorate Research, full-time	\$7,166 per semester, part-time	\$3,583 per semester	

All tuition fees are to be paid prior to the commencement of the unit. Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for tuition fees and fees for other services. Please note that tuition fees will vary from year to year.

### Research Training Scheme (RTS)

The University of Divinity receives RTS funding from the Commonwealth Government. Eligible doctoral candidates may be allocated an RTS place. An RTS place will pay all tuition fees. Applicants who are not granted an RTS place are required to pay upfront or defer their payment through FEE-HELP.

### FEE-HELP

Australian citizens and holders of a permanent humanitarian visa are able to defer the payment of fees through the FEE-HELP Loan Scheme. You are not required to begin repaying your accumulated loan debt until your repayment income is above the compulsory repayment threshold. The FEE-HELP information booklet contains full details, or refer to [www.studyassist.gov.au](http://www.studyassist.gov.au).

### Upfront fees

If you are paying your tuition fees upfront, payment for all current semester units must be included. For fees that are due for the remainder of the year, payment is required prior to the commencement of the unit/s. **Please note that students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.** Tax invoices may be downloaded from the University of Divinity database at the end of each semester.

### Method of payment

How will you pay your tuition fees?

<input type="checkbox"/>	<b>Doctoral applicant for RTS place</b>
	RTS places will be confirmed after admission
<input type="checkbox"/>	<b>FEE-HELP</b>
<input type="checkbox"/>	I have enclosed a completed Request for FEE-HELP assistance form and citizenship documentation
<input type="checkbox"/>	Send me a Request for FEE-HELP Assistance form which I will complete and return to my College.
<input type="checkbox"/>	<b>Upfront payment</b>
<input type="checkbox"/>	<b>Credit card authorisation</b>
	Please charge the following credit card <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
	Card number _____
	Card expiry date / / CVC no. (last three digits on reverse of credit card) _____
	Amount \$ _____ Date to deduct from card / /
	Signature _____ Name on credit card _____
<input type="checkbox"/>	<b>SEMESTER 2</b> – I authorise payment with the nominated credit card for Semester 2. Payment processed two (2) weeks prior to the start of the semester or soon after if a date is not specified.
	Signature _____ Date to deduct from card / /
<input type="checkbox"/>	<b>BPAY payment</b>
	When units are entered into the University of Divinity database, the Research Office will send a 'Statement of Fees' which provides the relevant biller code and a unique reference number
<input type="checkbox"/>	<b>A third party is paying for my tuition fees.</b>
<input type="checkbox"/>	I include with this application a letter or official confirmation from the third party accepting responsibility for payment of my fees.
	Name of third party/organisation _____
	Address of third party/organisation _____
<input type="checkbox"/>	<b>Cheque/money order enclosed</b> Amount \$ _____ (payable to the <b>University of Divinity</b> )