

APPLICATION FOR POSTGRADUATE COURSEWORK PROGRAM

INCLUDES GRADUATE DIPLOMA OF EDUCATION AND GRADUATE CERTIFICATE OR GRADUATE DIPLOMA OF RESEARCH METHODS
NOT FOR USE BY INTERNATIONAL OR RESEARCH APPLICANTS

Applications for Psychology programs, Marine Biology, Tropical Marine Ecology & Fisheries Biology and Graduate Diploma of Education close on the last working day in October.

1. PERSONAL DETAILS

Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other:		Family name:	
Given name(s):		Date of birth (dd/mm/yyyy): / /	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Email address* <small>*once you are enrolled at JCU, all email communication will be via your JCU email address.</small>	
Permanent home address: PO Box not acceptable Suburb: _____ State: _____ Postcode: _____			
Mailing address: If different from above Suburb: _____ State: _____ Postcode: _____			
Permanent phone number:		Work phone number:	
Mobile phone number:		Fax number:	
Emergency contact name:		Relationship to you:	
Emergency home phone number:		Emergency work phone number:	
Have you previously been enrolled at James Cook University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your current or previous JCU student number (8 or 10 digits) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Has your name changed since you were last enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, documentary evidence required)			
Are you intending to apply for advanced standing for previous studies or professional experience? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete an <i>Application for Advanced Standing form</i>			
CITIZEN/RESIDENCY DETAILS: This information is required for Government reporting and MUST be completed.			
What is your citizenship or residence status? Please choose one option only.			
<input type="checkbox"/> Australian citizen (includes dual citizenship)		<input type="checkbox"/> New Zealand citizen	
<input type="checkbox"/> Holder of a permanent (non-humanitarian) residence visa		<input type="checkbox"/> Holder of a humanitarian permanent residence visa (evidence required)	
<input type="checkbox"/> International student - DO NOT complete this form. Contact the International Student Centre on iscenquiries@jcu.edu.au			
Will you be residing in Australia during the Study Period? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, will you be residing outside of Australia due to a course requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you of Australian Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please tick ONE box only: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander			
If you were NOT born in Australia:		What date was your residency or citizenship granted? (dd/mm/yyyy):	
What was your first year of arrival? (yyyy)		In which country were you born?	
What country/countries do you hold citizenship?		Do you speak a language other than English at your permanent home residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, what is the main non-English language spoken at your permanent home residence?	

2. COURSE INFORMATION

OFFICE USE ONLY:

Name of course you wish to apply for:			
Intended major area of study/discipline:		Unicode:	
When do you want to start study? <input type="checkbox"/> Teaching period 1 <input type="checkbox"/> Teaching Period 2 Year (yyyy):			
Campus of study: <input type="checkbox"/> Townsville <input type="checkbox"/> Cairns <input type="checkbox"/> Brisbane		Do you intend to study: <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
Do you intend to study?: <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Limited Attendance			

3. EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

These questions are about the highest level of education **completed** by your parents or guardians.
The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes. It will not be used by James Cook University in the assessment of your application.
Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Name of Applicant:

Parent/ Guardian 1: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	Parent/ Guardian 2: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	What is the highest level of education completed by your parent/ guardian (tick one):
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate qualification (e.g. Graduate diploma, masters degree, PhD)
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree
<input type="checkbox"/>	<input type="checkbox"/>	Other post-school qualifications (e.g. Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling,* continued at school, but didn't complete Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Didn't complete Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Don't know *or equivalent

4. QUALIFICATIONS

Please provide details of qualifications. **Certified** copies of official academic records for all tertiary or technical studies (other than James Cook University) or hospital certificate and current annual practising/licence certificate must be forwarded with your application. If your current name and the name on your supporting documentation are different, a certified copy of evidence of name change is required (e.g. marriage certificate).

NAME OF DEGREE/AWARD/CERTIFICATE (eg, Bachelor of Science)	INSTITUTION (eg. James Cook University)	YEARS UNDERTAKEN (eg, 1994-98)	DEGREE/AWARD COMPLETED (Yes/No)

4. REFEREES

[Master of Applied Science (Aquaculture; Marine Biology, Tropical Marine Ecology & Fisheries Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants only]

Applicants for the above courses are required to provide names, addresses and positions of two referees who are prepared to comment upon your suitability to undertake these studies.

For additional requirements - Please see the Application Checklist at the end of this form.

REFeree ONE:

REFeree TWO:

Title: Initials: Family Name:	Title: Initials: Family Name:
Address:	Address:
Phone number:	Phone number:
Email address:	Email address:

5. SUBJECT SELECTION - This section only needs to be completed for those courses listed below.

(Subjects for all other courses are not required at this stage. Further details will be provided in the Offer Pack. Please continue to Section 6).

Subject Code (e.g TM5502)	Subject Code (e.g TM5502)	Subject Code (e.g TM5502)		
			Graduate Certificate of Biomedical Sciences	Graduate Diploma of Creative Arts
			Graduate Certificate of Legal Studies	Graduate Diploma of Research methods
			Graduate Certificate of Research Methods	Graduate Diploma of Social Science
			Graduate Certificate of Social Science	Graduate Diploma of Tropical Animal Science
			Graduate Certificate of Public Policy	Master of Biomedical Sciences
			Graduate Certificate of Tropical Animal Science	Master of Tropical Animal Science
			Graduate Diploma of Arts	
			Graduate Diploma of Biomedical Sciences	

6. PREFERRED FEE TYPE

Commonwealth supported Tuition fee paying

A number of Commonwealth supported places are available in **SOME** postgraduate coursework courses. Refer to the course listing at the back of this application.

Australian citizens (and New Zealand citizens and permanent residents who reside in Australia for duration of their unit of study) have the option of paying a student contribution as a Commonwealth supported student (previously called HECS) or tuition fees.

Refer to www.jcu.edu.au/student/fees/index for more information on student contributions and tuition fees.

7. DECLARATION**QUALIFICATION SEARCH**

I authorise James Cook University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that James Cook University 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.

IMPORTANT NOTICE

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

INFORMED CONSENT

I understand that:

- James Cook University is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me
- James Cook University will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes
- DEEWR will store the information securely in the Higher Education Information Management System
- DEEWR may disclose the information to the Australian Taxation Office (ATO), and
- James Cook University and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

PRIVACY

I understand that information contained on this form is also collected for admission and administrative purposes. Personal information will not be passed on to any other external bodies, other than the Department of Education, Employment and Workplace Relations as outlined above, without my authorisation unless required or authorised by law

Signature: _____ **Date (dd/mm/yyyy):** _____ / _____ / _____

OFFICE USE ONLY**FACULTY/ SCHOOL USE:**

ACCEPT this application REJECT this application (enter reason in comments section below)

Comments:

Conditions:

Majors/ Teaching area:
(if applicable)

Self-managed: Yes No

Signature of Approving officer (if applicable)

Print Name

Date

Head of School (if required)
JCU Brisbane - Manager of Student Administration Service

Print Name

Date

Signature of Associate Dean/ Faculty Registrar

Print Name

Date

ADMISSIONS USE ONLY:

- Advanced standing attached
⇒ Credit already entered by faculty
 Paperwork forwarded to faculty

Basis of Admission:

- PQ
 TE
 Other: _____

- CS DF Not indicated
⇒ CS places available CS places NOT available

Research Methods:

- ⇒ Supervisor added Comment added

- Degrees that require subjects added to study plan:
⇒ Add and approve subjects
 Requisite waivers approved

Fee waiver (if applicable)

- ⇒ Domestic Tuition Fees
 Sponsorship details added

- No conditions Conditions (see above)
⇒ Conditions met

Offer entered by: _____ Date: _____

- Major or Teaching area added (where applicable)

Offer Emailed/ Posted by: _____ Date: _____

Notes: _____

File Tracked and sent to Enrolments by: _____ Date: _____

8. DOCUMENT CERTIFICATION REQUIREMENTS

When preparing your application to James Cook University, it is essential that you supply certified, correct and complete supporting documentation. Failure to do so may jeopardise your chance of being made an offer. Uncertified copies and photocopies of certified copies are not acceptable. It is preferred that you submit your copies certified by:

- the Authority that issued the document
- Student Administration section of an Australian university - JCU's Student Enquiry Centre

JCU will however accept copies certified by:

- Justice of the Peace (JP)
- Commissioner for Declarations / Notary of the Public
- Barrister or Solicitor
- The University Admissions Centre of any Australian state – eg QTAC
- an Australian overseas diplomatic mission
- a police officer at or above the rank of Sergeant
- JCU registered Overseas Agents
- AusAID Posts

The person certifying photocopies of the original documentation must state that the documents they are certifying are a true copy of the original and must provide their signature, occupation and telephone number and affix the official stamp or seal of their organisation (if available) on the front of each copy.

Please note that it is your responsibility to ensure that your application is complete at the time of submission. If you are completing a course in the current year you should lodge academic transcripts and proof of completing your award as soon as they are available.

9. QUALIFICATIONS WRITTEN IN A LANGUAGE OTHER THAN ENGLISH

Please provide certified translations and a certified copy of the original document.

10. APPLICATION CHECKLIST

Have you included:

- documentary evidence where applicable, e.g. change of name or citizenship details
- details of two referees and references/referee reports for Master of Applied Science (Aquaculture, Marine Biology, Tropical Marine Ecology and Fisheries Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants
- Psychology applicants must ensure their referee reports are sent to their nominated referees to complete
- certified copies of documents citing duration of service and professional experience (if you are seeking admission/advanced standing on grounds of professional experience)

and have you:

- completed all relevant sections of the *Application for Postgraduate Concurrent Enrolment* form
- read the Declaration
- signed and dated the Declaration (in blue or black pen)

Graduate Diploma of Education (GradDipEd) applicants:

Last date to lodge this application is the last working day in October for TP1. Applications received after this date may not be assessed in time for the start of the course. Applicants must complete an Additional Information form and submit this with your application. Please contact the School of Education (07) 4781 4465 for a copy of this form or download it from www.jcu.edu.au/soe/postgrad/JCUPRD_036544.html

Townsville campus: Primary and Secondary majors available.

Cairns campus: Grades 1-9 available for Graduate Diploma of Education.

Marine Biology, Tropical Marine Ecology and Fisheries Biology applicants:

Last date to lodge this application is the last working day in October for TP1. Applications received after this date may not be assessed in time for the start of the course. Applicants must submit a copy of their CV and a personal statement outlining why they wish to do the course and their long-term academic goals with this application (statement should be between one paragraph and one page in length). All applicants must submit two referee reports with their application. Referee reports are available online at

www.jcu.edu.au/mtb/idc/groups/public/documents/degrees_programs/jcuprd_045978

Business applicants:

If applying for a Graduate Certificate of Business Administration, applicants without a previous degree must also submit a letter of support from your employer on official company letterhead verifying your management work history. Contact 07 4781 5854 for further information.

Psychology applicants:

Have you applied for any other course at JCU this year? Yes No If Yes, which course _____

JCU staff applying for the Graduate Certificate of Education (Tertiary Teaching):

Some JCU staff are eligible for a fee waiver for the Graduate Certificate of Education (Tertiary Teaching). For further information, contact Teaching and Learning Development. Application for a fee waiver must include a Supporting Statement signed by Head of School.

11. PLEASE COMPLETE AND RETURN THIS FORM TO: (with any supporting documentation)

We look forward to receiving your application. If you need further information or help, please call our Student Enquiry Centre on Freecall 1800 246 446

Townsville:

Student Enquiry Centre, James Cook University
Ground Floor, Building DA1
Angus Smith Drive, TOWNSVILLE, QLD, 4811
Phone: (07) 4781 5255
Email: EnquiriesTownsville@jcu.edu.au

Cairns:

Student Enquiry Centre, James Cook University
PO Box 6811, CAIRNS, QLD, 4870
Phone: (07) 4042 1000
Email: EnquiriesCairns@jcu.edu.au

Brisbane:

Student Enquiry Centre, James Cook University
349 Queen Street
BRISBANE, QLD, 4000
Phone: (07) 3001 7800
Email: jcubrisbane@jcub.edu.au

Arts, Education and Social Sciences	Degree code	Campus
<i>Graduate Certificate</i>		
Education (Tertiary Teaching)*	32411	TC
Education for Sustainability*	101211	TC
Journalism	15511	T
Public Policy*	15611	TC
Research Methods (AESS)*	89011	TC
Social Science*	84011A	TC
Work Psychology (Rural Health Settings)*	15807	EXT
Writing	14411	T
<i>Graduate Diploma</i>		
Arts	13506	TC
Journalism	15506	T
Public Policy*	15606	TC
Research Methods (AESS)*	89007	TC
Social Science*	84007	TC
Writing	14406	T
<i>Postgraduate Certificate</i>		
Child Protection Practice*	84811	T
Community Development*	84707	EXT
Education*	35111	EXT
Family Therapy and Counselling*	84607	T
Indigenous Studies*	74811	TC
Mental Health Practice*	83111	T
Women's Studies	15111	T
<i>Postgraduate Diploma</i>		
Indigenous Studies*	74806	TC
Social Welfare*	13907	EXT
Women's Studies	15106	EXT
<i>Master</i>		
Arts in Writing	14404	T
Education*	102104	EXT
Education for Sustainability*	101204	TC
Guidance and Counselling*	34704	TC
Indigenous Studies*	74804	TC
Social Policy*	14304	EXT
Social Work*	14204	EXT
Women's Studies	15104	EXT

Medicine, Health and Molecular Sciences	Degree code	Campus
<i>Graduate Certificate</i>		
Biomedical Sciences*	75011	T
Primary Health Care Research*	74311	T
Research Methods (MHMS)*	79011	TC
<i>Graduate Diploma</i>		
Research Methods [MHMS]*	79007	TC
Science [in Biomedical Sciences]*	53907	T
<i>Postgraduate Certificate</i>		
Aeromedical Retrieval*	76511	T
Allied Health Sciences*	76011	T
Clinical Education*	75411	EXT
Clinical Population Health*	76611	MI
Disaster and Refugee Health*	76811	T
Infection Control*	76711	T
Nursing Science (Advanced Clinical Practice)*	75511	EXT
Nursing Science (Cardiac Nursing)*	75911	EXT
Nursing Science (Clinical Teaching)*	73411	EXT
Nursing Science (Intensive Care)#*	75611	EXT
Nursing Science (Neonatal Care)#*	76911	EXT
Nursing Science (Renal Nursing)*	77011	EXT
Public Health*	101811	T
Soft Tissue Injury*	100011	T
Travel Medicine*	73511	T
<i>Postgraduate Diploma</i>		
Midwifery*	73907	T
Public Health and Tropical Medicine*	73707	T
Rural and Remote Medicine*	74507	T
Tropical Medicine and Hygiene*	73807	T
<i>Master</i>		
Advanced Nursing Practice*	72404	EXT
Applied Science (in Biomedical Sciences)*	54504	T
Midwifery*	73904	EXT
Nursing Leadership*	76904	EXT
Nursing (Nurse Practitioner)*	75904	TC
Nursing Studies*	74904	EXT
Occupational Therapy*	75804	T
Public Health*	72504	T
Public Health and Tropical Medicine*	74204	T
Public Health - Business Administration (joint)	72604	T
Rural and Remote Medicine*	74504	T
<i>Doctorate</i>		
Public Health Studies*	79612	T

Law, Business and Creative Arts	Degree code	Campus
<i>Graduate Certificate</i>		
Accounting	23511	TC*
Business Administration	24711	TC
Dispute Resolution	23411	T
Information Technology*	50311	TC
Legal Studies	23311	TC
Research Methods (LBCA)*	29011	TC
<i>Graduate Diploma</i>		
Accounting	23506	TC*
Business Administration	24706	TC
Creative Arts	14407	TC
Dispute Resolution	100606	T
Information Technology*	50306	TC ^X
Legal Studies	100806	TC
Research Methods (LBCA)*	29007	TC
<i>Master</i>		
Business Administration	24704	TC
Business Administration - Dispute Resolution (joint)	100904	T
Dispute Resolution	100604	T
Economics	24304	T
Information Technology*	50304	TC ^X
Information Technology (extended)*	50304A	T
Information Technology ⁺ and Business Administration (joint)	50504	TC ^X
Information Technology (extended) ⁺ and Business Administration (joint)	50504A	T
Professional Accounting	25204	TC*
Professional Accounting and Business Administration (joint)	25404	TC* □

Science and Engineering	Degree Code	Campus
<i>Graduate Certificate</i>		
Astronomy*	52711	EXT
Biotechnology*	53411	T
Research Methods (SEIT)*	59011	TC
Science*	53911	TC
<i>Graduate Diploma</i>		
Astronomy*	52706	EXT
Biotechnology*	53407	T
Research Methods (SEIT)*	59007	TC
Science*	53907	TC
<i>Master</i>		
Applied Science*	54504	TC
Astronomy*	52704	EXT
Minerals Geoscience* (formerly National Geoscience Masters in Econ. Geology)	100404	T

Legend:

- * Some Commonwealth supported places are available in these courses
- # Available to those who have completed Queensland Health Transitions Program
- + eBusiness major only
- ^X Information Technology only available as full-time in Cairns
- ❖ Accounting only available Part Time Mid Year
- Business administration subjects only available Mid Year

Campuses:

T = Townsville C = Cairns MI = Mount Isa
EXT = course offered externally or by flexible delivery.

Details of subjects offered externally or by flexible delivery can be found in the *2009 Postgraduate Study Guide* or online at www.jcu.edu.au/prospective/studyoptions/postgraduate/index and clicking on **Postgraduate – coursework**

Fees and charges:

Information on postgraduate coursework tuition fees and student contributions for Commonwealth supported places is available online at www.jcu.edu.au/student/fees/index