

PART C – DEST Information

The Department of Education, Science and Training (DEST) requires the following information from ALL students:

Country where you were born:		Date of birth: ___ / ___ / _____	Gender: (circle one) Male / Female
If not Australia, year of arrival:		Language spoken in your home at your permanent residence:	
Are you of Australian Aboriginal descent?		Yes / No (circle one)	
Are you of Torres Strait Islander descent?		Yes / No (circle one)	
Are you of both Australian Aboriginal and Torres Strait Islander descent?		Yes / No (circle one)	
What is your citizenship status THIS semester?			
<input type="checkbox"/>	Australian citizen	<input type="checkbox"/>	Permanent Resident of Australia
<input type="checkbox"/>	Hold Permanent Humanitarian Visa	<input type="checkbox"/>	Hold current overseas Student Visa
<input type="checkbox"/>	New Zealand citizen	<input type="checkbox"/>	Hold current overseas Religious Worker visa
		<input type="checkbox"/>	Living overseas and not a citizen of Australia
If one of the above categories:			
Nationality: _____			
Permanent Residents only: (non-Australian citizens)	Have you been residing in Australia for three years or more as a Permanent Resident?		Yes / No (circle one)
	If you are currently living outside Australia, is this a requirement of your course?		Yes / No (circle one)
	In what year did you obtain Permanent Residency in Australia?		_____
Overseas Students only:	Passport No.: _____	Visa No.: _____	Conf of Enrolment date: ___ / ___ / ___
	Expiry Date: ___ / ___ / ___	Expiry Date: ___ / ___ / ___	No: _____
Do you have any disability ?		Yes / No (circle one)	If yes, indicate below what kind – circle any which apply:
Hearing	Learning difficulty	Mobility	Seeing
			Permanent Medical Condition
			Other: _____
If you have a disability, would you like to receive advice on support services, equipment or facilities? Yes / No			

PART D - Referees

List two people who know your academic ability and who may be contacted by the MCD.

First referee:	Title:	Family name:	Given names:
	Suffix:		
Postal address:			Postcode:
Phone (day):		Phone (evening):	Mobile:
Email address:			Fax:
Second referee:			
Second referee:	Title:	Family name:	Given names:
	Suffix:		
Postal address:			Postcode:
Phone (day):		Phone (evening):	Mobile:
Email address:			Fax:

PART E – Previous Education and Experience

List in reverse chronological order all colleges, universities and seminaries / theological colleges attended, and graduate and undergraduate degrees successfully completed. *Please list highest qualification first.*

Degree/Diploma	Institution (full name)	Year completed

List all research experience gained in study or employment (eg. 12,000 word honours or Graduate Diploma research essay; employment as research assistant, etc). Include brief titles of research projects / theses.

List any awards or scholarships received (with dates), including currently being received or to be received next year

Award Title	Monetary value	Institution or sponsor	Year

MMin, DMinStuds applicants only:	<i>List ministry experience, and if ordained give details (church, date):</i>

List significant continuing education experiences you have had since seminary / theological college / University:

List any publications of your research (*attach a separate sheet if necessary*)

Type of publication	Title	Journal or publisher	Year

List any other courses which may be relevant to the acceptance of your application, or for advanced standing / credits:

PART F – Proposed Research

NB: Entry to the MA, MTheol by minor or major thesis is conditional upon the successful completion of a 12,000-word research essay at Distinction or higher standard, or equivalent demonstration of research capacity.

Entry to the MMin is conditional upon the successful completion of a Research Methodology unit, and demonstrating evidence of research capacity (eg by completing a 12,000 research essay at Distinction or higher standard).

Intended discipline

Please circle the discipline with which your intended area of research is most closely associated:

Philosophy	World Religions	Languages	
Biblical Studies	Old Testament	New Testament	
Systematic Theology	Church History	Moral Theology	Liturgical Studies
Religious Education	Missiology	Spirituality	Pastoral Theology
Ministry Studies	Other: _____		

NB: this response indicates which Chair of Examiners will oversee the examination of your research.

On a separate page,

- 1) Indicate the way in which your previous studies might interface with theology (maximum 100 words).
- 2) State the main topic of your research, with a brief exposition of its range (about 300 words) and an indication of the research methodology which you intend to use.
- 3) List the resources required for your research and indicate where they may be found.
- 4) List the languages required (if any) in your research and indicate your proficiency in these languages, or your intention to achieve such proficiency.

PART G – Proposed Supervisor(s)

Suggested Principal Supervisor:

Principal Supervisor:	Title:	Family name:	Given names:
	Suffix:		
Postal address:			Postcode:
Phone (day):	Phone (evening):	Mobile:	
Email address:			Fax:
Academic Qualifications:			
Teaching Institution:			Position held:
Signature: (to indicate availability and willingness)			Date: ___ / ___ / _____

Suggested Associate Supervisor (if applicable):

Associate Supervisor:	Title:	Family name:	Given names:
	Suffix:		
Postal address:			Postcode:
Phone (day):	Phone (evening):	Mobile:	
Email address:			Fax:
Academic Qualifications:			
Teaching Institution:			Position held:
Signature: (to indicate availability and willingness)			Date: ___ / ___ / _____

PART H – Admission (to be completed by a Research Co-ordinator)

Admission:

Please tick *one* box only. This applicant -

- 1 meets all criteria for admission
- 2 meets all criteria for admission subject to receipt of additional information (*please specify*)

- 3 may meet the criteria for admission, but advice is required (*please specify*)

 approval given, following the receipt of additional advice.
- 4 does not meet the criteria for admission (*specify reasons*)

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**

Reasons: _____

PART J – Proposed program of study for 2007

MUST BE COMPLETED: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

To be completed in conjunction with the Research Coordinator **only** if one of the two top boxes in Part G is ticked.

Units:	
Research:	

Notes (eg credits sought): _____

Name of Research Coordinator: _____ RTI: _____

Signature: _____ Date: ____ / ____ / ____

Registrars may send this form to the MCD only when the following criteria have been met:

- The applicant has provided original documents proving that s/he holds a completed degree;
- The applicant has provided original documents proving that s/he is an Australian citizen **OR** The applicant has provided the appropriate documents relating to his / her visa status.
- A copy of this form, signed by the Applicant and Research Coordinator, has been retained for RTI records.

The applicant must include certified copies of documents with the Application Form. RTI Registrars, Deans, Research and Coursework Coordinators are authorised to certify documents for MCD admission purposes.

PART K – Fees

Tuition Fees

*The MCD and its teaching colleges depend overwhelmingly on student fees for their income. Fees are kept as low as practicable even though the College receives no government funding for teaching. **If your fees are not paid on time, other students suffer.***

A Tax Invoice will be sent to you for the current semester. You must return this with either a FEE-HELP form or the fees due for the current semester. You will be invoiced for the balance of fees due for the remainder of the year in due course.

Fees are due **before** each semester starts – the 2007 due dates for research students are February 16th (first semester) and July 13th (second semester) Students with fees unpaid **will not be authorised to attend classes, use libraries or receive supervision.**

Australian citizens and holders of a permanent humanitarian visa are able to defer the payment of fees through the Federal Education Entitlement - Higher Education Loan Programme (**FEE-HELP**). You are not required to begin repaying your accumulated debt until your relevant taxable income is above \$38,149. You will receive a 10% discount for any voluntarily payment of \$500 or more above the amount required. The FEE-HELP information booklet gives full details.

NB: Initial application for FEE-HELP needs to be made before the commencement of your first semester.

- I enclose a completed Application Form for a FEE-HELP loan to cover my tuition fees.
- Please send me an Application Form for a FEE-HELP loan to cover my tuition fees.

Application Fee *(not required if articulating immediately from an MCD degree)*

I enclose a cheque / money order for my application fee (\$120).

OR

Please debit my Bankcard / Visa / MasterCard (circle **one**) in the first week of semester

Account Number

Name on card: _____ Amount AUD\$120.00

Signature: _____ Card Expiry Date ___ / ___ / _____

For office use only: Credit card processed by _____ Date ___ / ___ / _____ Receipt issued _____ Date ___ / ___ / _____

PART L - Declarations

I declare that the above information is true and correct in every particular.

I understand that if I have misrepresented my details in any way, then the Melbourne College 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 MCD units and courses in which I enrol are paid on time.

I agree to abide by the Regulations and Working Procedures for the course for which I am applying, and of any awards both as they are regulated by the Department of Education, Science and Training, and also as they are applied by the Melbourne College of Divinity.

 Applicant's signature: _____ Date: _____ / _____ / _____

Thank you for taking the time to complete this form accurately.

For office use only: Acceptance date: ___ / ___ / _____ Letter type: A B C M