



Melbourne College of Divinity

Established by the Melbourne College of Divinity Act (Victoria) 1910.
www.mcd.edu.au

Application for Admission

Postgraduate Research Degrees (2009)

PART A – Personal Information

Title:	Family name:	Given names:	Preferred name:	Student ID No:	
Suffix:				CHESSN:	
Postal address:			Town/Suburb:	State:	Postcode:
Residential telephone:		Work telephone:		Facsimile:	
Email address:				Mobile:	

NB: **Out-of-date contact details can cause delays or failures in delivery of correspondence about your course:** the responsibility for informing the MCD office of address changes (physical and electronic) rests with you.

PART B – Intended Course of Study

Master of Theology (MTheol): minor thesis:		Master of Arts (MA): minor thesis:	
Master of Theology (MTheol): major thesis:		Master of Arts (MA): major thesis:	
Master of Ministry (MMin)		Doctor of Ministry Studies (DMinStuds)	
Doctor of Theology (DTheol):		Doctor of Philosophy (PhD):	
Do you intend to study (circle one):	Part-time	Full-time	
Intended commencement date: ____/____/____	Expected completion date: ____/____/____		
Recognised Teaching Institution with which you plan to be affiliated:			

Instructions:

- Please complete **all** questions on this form, using word-processing, typing or legible printing.
- Provide certified copies of the transcript (including units / subjects taken, with their grades) of at least one completed tertiary course. *It is not necessary to enclose these if your previous degree was from the MCD.*
- Provide certified copies of your birth certificate, passport or other documents verifying your citizenship status.
NB: 'certified' means a signed statement by a person that they have sighted the original. *RTI Registrars, Deans, Research Coordinators and MCD office staff are authorised to certify copies for MCD purposes.*
- Complete this form except Parts H & J, and make an appointment with a Research Coordinator at an MCD Recognised Teaching Institution (RTI) or the MCD office (for Ministry Studies). S/he will fill in Part H, discuss your course with you (Part G), sign the form (at Part J) and retain a copy for RTI records. **Application forms are only accepted when all Parts are completed and signed, including Parts J and L.**
- When your Application has been processed, you will be sent a **Letter of Acceptance, Tax Invoice for Fees** and a **Formal Acceptance of Enrolment** form. Australian citizens and holders of permanent humanitarian visas are eligible to participate in the Commonwealth FEE-HELP Loans Scheme, in which the MCD encourages eligible applicants to participate.
- Your enrolment is confirmed when you pay the fees due or send the MCD office a completed FEE-HELP Application Form.

Your enrolment is not final until fees are paid or a FEE-HELP Application Form filled out .

PART C – DEEWR Information

DEEWR requires the following information from ALL students:

Country in which 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"/> Permanent Resident of Australia <input type="checkbox"/> Hold current overseas Student Visa <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:	Title:	Family name:	Given names:
	Suffix:		
Postal address:			Postcode:
Phone (day):		Phone (evening):	Mobile:

Email address:		Fax:	
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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 (e.g. 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:	List ministry experience, and if ordained give details (church, date):

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 (e.g. 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 to the MCD 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 working title, a brief exposition of its range (about 200 words) and an indication of the research methodology (about 200 words) 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 (<i>day</i>):		Phone (<i>evening</i>):	Mobile:	
Email address:				Fax:
Academic Qualifications:				
Teaching Institution:				Position held:
Signature: (<i>to indicate availability and willingness</i>)				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 I – Proposed program of study for 2009

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 (e.g. credits sought):

Name of Research Coordinator: _____ RTI: _____

Signature of Research Coordinator: _____ Date: ____ / ____ / _____

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

- a) The applicant has provided original documents proving that s/he holds a completed degree;
- b) 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.
- c) 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 J – Tuition Fees

The fee for a Masters degree is \$6192; for full time candidates this is usually paid on a basis of \$2064 per semester over eighteen months.

The fee for a Doctoral degree is \$23970; for full time candidates this is usually paid on a basis of \$3995 per semester over three years.

The part time fees per semester are half the full time fees.

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 2009 due dates for research students are February 15th (first semester) and July 11th (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 \$41, 595 (2008-2009). 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.

PART K - 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, Employment and Workplace Relations, and also as they are applied by the Melbourne College of Divinity.

July 2008 21 Highbury Grove, KEW Vic 3101 Australia, Telephone +61 (03)9853 3177

Facsimile: +61 (03) 9853 6695 www.mcd.edu.au admin@mcd.edu.au

PART L – Privacy Statement

The information on this form is collected for the primary purpose of assessing your application. 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 Melbourne College of Divinity (MCD) to assess your application or re-enrolment. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or re-enrolment matters that concern your enrolment at MCD.

You have a right to access personal information that MCD 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 MCD Research Admissions Office on 9853 3177.

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