

# Faculty of the VCA and Music Postgraduate Art International Applicants Supplementary Admissions Information



CRICOS CODE: 00116K  
ABN 59 737 023 216

## Instructions

Applicants should read the requirements specific to the course they wish to apply for and attach the required documentation to their International Student Application form.

## Overall Entry Requirements

The courses offered in the Art discipline have special entry requirements that must be fulfilled in addition to the College's application requirements. Details of these are listed below.

Please note: All written and visual documentation will be retained by the College – do not send originals.

Information provided in languages other than English must be accompanied by an official certified translation.

All applicants must provide proof of academic English language proficiency such as an academic paper based IELTS test with a minimum score of 6.5 or 580 TOEFL. For information about how to meet the University's English language requirements please check the link: <http://www.futurestudents.unimelb.edu.au/int/apply/grad/english-req.html>

### Folio Requirements

The applicant must supply a folio for any of the courses offered in Art. Applicants can choose to submit digital images or video.

The folio should consist of, or document, recent work relevant to the research proposal – a maximum of 15 JPEG images or 8 minutes of video.

### Digital Images:

Digital image files must be submitted in JPEG form with image resolution of 1024x768 pixels with a strict maximum of 500kb per image, on a non-rewriteable CD-ROM.

All files must be numbered to correspond to a separate list that indicates title, date, medium and dimensions of each work.

It is suggested that you label your JPEG images '01.jpg', '02.jpg', etc., so that they appear in the order that you expect during the interview (if you don't use a 0 at the front, number 10 will appear first).

### Video:

Video should be presented as a single track show reel compilation of work, no more than 8 minutes in duration, on DVD-R, together with explanatory notes of up to 300 words. Please minimise the need to

navigate through menus as this takes time out of the interview.

Please check all disks before submission to ensure that they play as intended. All disks will need to be able to be read on an Apple computer. Label disks clearly with your name.

### Customs Declaration

When making a customs declaration on packages sent to the College, the applicant should indicate clearly that the item has no commercial value or, if necessary, the applicant should allocate a token value of – for example – AUD\$40.00.

Experience has shown that if parcels are valued at a greater figure, substantial delays and fees of up to AUD\$500.00 (payable by the applicant) are incurred at the customs clearance stage in Australia. Art works are no longer exempt from customs duty.

### Other Requirements

All applicants should provide:

- Evidence of previous education (certified copies of academic transcripts);
- Letters of recommendation from two lecturers, artists or professors.

## Individual Course Entry Requirements

### Postgraduate Diploma in Visual Art

ONE YEAR FULL-TIME

- Applicants should include a curriculum vitae which details their recent academic and professional experience.
- Applicants should include a 500-word study proposal in English outlining their aims, objectives and technical requirements for their one year PG Diploma program.

### Master of Visual Art

ONE YEAR FULL-TIME

- Applicants should include a curriculum vitae which details their recent academic and professional experience.
- Applicants should include a 500-word study proposal in English outlining their aims, objectives and technical requirements of their one year Masters program.

### Master of Fine Art

TWO YEARS FULL-TIME

- Applicants should include a curriculum vitae which details their recent academic and professional experience.

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- Applicants must include a synopsis of 1,000 – 1,500 words in English of the proposed research program including:
  - Aims and objectives;
  - Project framework and content, both practical and theoretical;
  - Project/research methods;
  - Nature and form of final submission including a description of the proposed exhibition and the research paper and the relationship between them.
- Description of art practice (in particular the medium in which you work).
- Previous research experience.
- If you are seeking credit for subjects or courses undertaken, please submit official transcripts, details of the grading system, course and subject outlines with the University of Melbourne Application for credit form  
<http://www.futurestudents.unimelb.edu.au/courses/credit.html>
- Letter giving details of the financial support provided by your parents, employer or sponsoring body for the duration of the program
- If you have a disability or impairment which will require special consideration to assist you while studying at the University, please attach all relevant documentation certified by your Medical Practitioner.

## Doctor of Philosophy

THREE YEARS FULL-TIME

Applicants for the Doctor of Philosophy should initially contact the Faculty Graduate Studies Office to discuss their proposed area of research. Draft proposals can be emailed to the Coordinator at: [beryl@unimelb.edu.au](mailto:beryl@unimelb.edu.au).

## Course Enquiries

International Office

Email: [vca-international@unimelb.edu.au](mailto:vca-international@unimelb.edu.au)

Telephone: 61 3 9685 9469

(Monday-Friday 9.00am – 4.00pm EST)

Fax: 61 3 9685 9358

Web: [www.vca.unimelb.edu.au/international](http://www.vca.unimelb.edu.au/international)

## Application Lodgment

The Faculty academic year commences in February. The School of Art accepts international applications at any time up until 31 October for the following academic year.

The Faculty encourages international applicants to submit their applications as early as possible to allow ample time for selection, offer and visa processes.

Please note delays may occur in the processing of applications which are incomplete.

1. Complete the University of Melbourne's online application at:

<https://sis.unimelb.edu.au/cgi-bin/admissions.pl/>

2. Print out a copy of your completed application form.

3. Lodge your printed application by 31 October together with your folio materials and/or audition tape and other related documentation including:

- Certified copy of your passport (required) and visa if applicable.
- Emergency contact details and name of next of kin.

Address to:  
Att: General Manager, International Admissions  
The University of Melbourne  
John Smyth Building  
Swanston Street  
Parkville, Victoria 3010 Australia

### Under 18 years of age

Applicants under the age of 18 years are required by law to have appointed guardian or parent. Full details are available from the Department of Immigration and Citizenship (DIAC).

[www.immi.gov.au/students/student\\_guardians/index.htm](http://www.immi.gov.au/students/student_guardians/index.htm)

### Dependant information

If you are accepted as a student and you intend to bring your spouse with you, please check with DIAC regarding policy and procedures at

[www.immi.gov.au/students/students/bringing\\_family/index.htm](http://www.immi.gov.au/students/students/bringing_family/index.htm)

If you are accepted as a student and you intend to bring any dependant children of school age (between the ages of 5 and 15 years) with you, please contact the Victorian Education Department for information and procedures at <http://www.det.vic.gov.au>

### NOTES:

- Information may change without notice.
- Folio materials sent by courier/post are the responsibility of the applicant. The College will not accept responsibility for lost and/or damaged materials. Applicants are reminded not to send original materials.
- A certified copy is a copy of the original document with the signature and official stamp of an appropriate authority indicating that they have sighted the original document and that the copy they are signing is a true copy.

People who have the authority to certify documents include registrars of schools and universities, Justices of the Peace, barristers, solicitors, police officers, pharmacists and medical doctors