

Section 2 - Your Citizenship

Proof of Citizenship

As part of your application you are required to provide proof of citizenship. Please provide a ¹certified copy of your passport, birth certificate or birth extract, refer to point 5 in Instructions. You will not be able to accept an offer or enrol until this information is provided. If you have been enrolled in a course at the Victorian College of the Arts or the University of Melbourne from 2000 onwards proof of citizenship is not required, unless your citizenship status or your name has changed since this time. Please indicate your citizenship status:

- | | |
|--|---|
| <input type="checkbox"/> Australian Citizen | <input type="checkbox"/> New Zealand Citizen |
| <input type="checkbox"/> Permanent resident of Australia
You hold a permanent residency visa granted
by the Department of Immigration and
Multicultural Affairs (certified copy of passport and visa) | <input type="checkbox"/> Permanent Humanitarian Visa holder |

If you do not fall into any of the above categories, you are an international student. International students must apply through the University of Melbourne International Admission Office at <http://futurestudents.unimelb.edu.au/int/ipg/ipgapply.html>

Are you an Aboriginal or Torres Strait Islander?

- | | |
|--|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, Torres Strait Islander |
| <input type="checkbox"/> Yes, Aboriginal | <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander. |

If you answered YES to any of the above, please contact the Wilin Centre on (03) 9685 9335 for further information.

Section 3 – English Language Proficiency

All applicants must satisfy the University's English language requirement. There are a number of ways to meet these requirements. Details can be found at www.futurestudents.unimelb.edu.au/courses/pgenglishreq

Supporting documentation which demonstrates that you meet the English language requirement must be attached to your application.

- | |
|--|
| <input type="checkbox"/> I have attached documentation that shows I have satisfied the University's English language requirement |
| <input type="checkbox"/> The academic transcripts attached to this application also show that I have satisfied the English language requirement. |

Section 4 – Advanced Standing

If your application is successful, will you be requesting advanced standing in the course? YES NO

The VCA Advanced Standing application form can be downloaded at www.vca.unimelb.edu.au/ccdapply

Please return the form with documentation (if available) with your application for admission. Applicants are not required to provide evidence where prior studies were completed at the VCA or the University of Melbourne.

Note: Full documentation to support your credit application should be included with this application or as soon as the documentation becomes available. Official academic transcripts or ¹certified copies and course outlines should be included, refer to point 5 in Instructions. Credit for successfully completed tertiary subjects will be processed at the time of offer. Printouts downloaded from the web will not be accepted.

Section 5 – Qualifications/Experience

• Tertiary Education

A ¹certified copy of original transcripts of all official results, including a Key to Grades must accompany this application. Applicants must submit transcripts for current year's results to the Centre as soon as they are available. Applicants are not required to provide a transcript where prior studies were completed at the VCA or the University of Melbourne.

Institution:	Year last attended:
Name of Course:	Course completed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Period (From – To)	Final Results
Institution:	Year last attended:
Name of Course:	Course completed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Period (From – To)	Final Results

¹A certified copy is a photocopy of the original document which has the signature and stamp of one of the following persons, indicating that they have sighted the original document: Barrister or Solicitor, Police in Charge of Station, Pharmacist, Doctor, Dentist, Principal of School, Justice of the Peace, or Clerk of Court. The signature and stamp must appear on every page. A photocopy or facsimile of a certified copy is unacceptable.

• **Briefly describe your CCD art practice** (in particular the medium in which you work)

.....
.....
.....

• **Professional Experience**

Please attach a full curriculum vitae detailing all relevant professional experience – projects, any organisations you have worked with, programs, commissions, publications, etc

Section 6 - Employment during candidature

If admitted to the program, do you intend to engage in outside employment?
 No Yes
If so, please specify the number of hours per week
(including travelling and/or preparation time)
Number of weeks per year

Section 7 - Staff Contact

List the names of any academic staff of the CCD program with whom you have discussed your interest in the course.
.....
.....
.....

Section 8 – Study Proposal

Please attach a statement of intent outlining your reasons for undertaking CCD study, including what you hope to achieve (approx. 500 words). You may also like to submit visual documentation and other relevant information with your application (see checklist)

Please also provide a proposal in respect to the directions of your Masters project.

Section 9 – Declaration and Signature

1. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary institution which I have attended.
 2. I hereby authorise the University of Melbourne to make enquiries and obtain official records from any university and tertiary institution concerning my current or previous attendance which, in its absolute discretion, it believes necessary.
 3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all information provided by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken.
 4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.
 5. I declare that I will be able to abide by the University’s policy regarding refunds outlined in the arrangements Relating to the Payment of Student Fees.
 6. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
 7. All documents submitted become the property of the University of Melbourne.
 8. I understand that the Victorian College of the Arts may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System.
- Applicant’s Signature: Date:.....

Please note: unsigned applications cannot be processed and will be returned.

Section 10 – Source of Interest

For planning purposes we would be grateful if you could let us know how you found out about the course (please nominate a maximum of three by ticking the boxes).

- I am a current or previous student of the University of Melbourne
 - Graduate of the University of Melbourne
 - Advertisement in newspaper/magazine. (Please specify)
 - Family/Friends
 - University of Melbourne/VCA representative
 - University of Melbourne/VCA website
 - Other website
 - Education exhibition: Location:
 - Other: (Please specify).....
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Section 11 - Interview Process

Interviews are normally held in November. The date and time of the interview will be notified in writing. The interview will be of between 20 and 30 minutes duration, and will be conducted by a panel of from 3 to 5 people. The purpose of the interview is to discuss your application, and more generally to assess your suitability for selection into the course and your likelihood to be successful in it. Specific points the panel may consider are:

- Your motivation for undertaking the course
- Your general and specific knowledge/engagement with community based art
- Your theoretical understanding of CCD practice.
- Your past academic achievements and/or professional experiences in CCD

Section 12 - Australian Applicants Applying from Interstate or Overseas

Applicants who are interstate or overseas during the interview period can be interviewed by telephone. Please request a telephone interview in writing, providing a contact number. It is essential that you provide examples of work prior to the interview (CD, DVD images can be supplied if original work is unavailable)

Section 13 – Checklist

To facilitate handling and prompt processing of your application:

Do not:

- Include original certificates (all documentation will be retained by the VCA).
- Bind, staple or place your application in a folder.

Please:

- Carefully check all boxes to ensure that your application is complete.
- Fasten your complete application with a fold-back clip.

I have:

- Included proof of citizenship documentation.
- Provided proof of meeting the University's English language requirements.
- Included an Application for Advanced Standing form, together with the required documentation with this application if applying for credit.
- Included certified copies of results transcript(s) which clearly indicate course completion or progression.
- Included a curriculum vitae which details relevant academic and professional experience.
- Included a 'statement of intent' outlining my reasons for undertaking CCD study, including what I hope to achieve (approx. 500 words).
- Included a proposal for CCD masters project.
- Answered all questions and signed and dated Sections 9.



APPLICATION FOR ADMISSION 2009

MASTER OF COMMUNITY CULTURAL DEVELOPMENT (by coursework)

VCA CCD

Tel: 9685 9466 Fax: 9685 9358
Email: vca-gradstudies@unimelb.edu.au
www.vca.unimelb.edu.au/ccd

Closing date for application is 7 November 2008

Applications accepted after the closing date will be at discretion of the Faculty and will incur an additional \$25 late fee (includes GST)

CRICOS Code 0116K

TAX INVOICE ABN: 84002705224

Payment Options

Mail:	Send cheque or money order payable to The University of Melbourne with your application to: Admissions, Faculty of the Victorian College of the Arts, 234 St Kilda Road, Southbank 3006. Do not send cash through the mail.		
In Person:	Take application and fee to Student and Academic Services, Faculty of the Victorian College of the Arts, Ground Floor, VCA Hub, 234 St Kilda Road, Southbank 3006 between the hours of 9.00 am to 4.00 pm.		
EFTPOS:	Payment can be made direct to Student and Academic Services, Faculty of the Victorian College of the Arts, 234 St Kilda Road, Southbank 3006 between the hours of 9.00 am to 4.00 pm. Note: No cash out facilities.		
Credit card:	Complete details below.		
(Please circle)	MASTERCARD	VISA	
	Expiry Date: _____ / _____	Amount: \$ _____	
	month	year	
Applicant's Name:			
Cardholder's name:			
Cardholder's signature:			
Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Receipt required* YES NO

* I have enclosed a stamped, self-addressed envelope