

Single Unit of Study/Cross Institutional Study

Application to undertake Unit/s of Study or Cross Institutional Study at Swinburne University of Technology

WHO SHOULD COMPLETE THIS FORM?

- This form should be used when applying for Unit/s of Study/Cross Institutional Study at Swinburne University. Details of the wide range of available units of study can be found in the Swinburne University of Technology handbook and the internet at www.swinburne.edu.au/coursefinder.
- Applicants currently enrolled in an undergraduate or postgraduate course at Swinburne University wishing to apply to undertake single units of study in any campuses in Swinburne University, and applicants enrolled at another university (other than Swinburne University) and given approval to study in Swinburne University should complete this form.

I AM CURRENTLY ENROLLED IN AN UNDERGRADUATE / POSTGRADUATE COURSE AT SWINBURNE. WHAT SHOULD I DO?

- Applicants currently enrolled in an undergraduate or postgraduate course at Swinburne who wish to apply to undertake single Units of Study or Cross Institutional study at **another university** should NOT complete this form. Such applicants should contact both the “host” university and the Swinburne University faculty in which they are presently enrolled for further information.
- Applicants currently enrolled in an undergraduate or postgraduate course at Swinburne who wish to transfer to another course at Swinburne should complete the application for Internal Course Transfer form available at www.swin.edu.au/corporate/registrar/student/internal_course_trans_appl.pdf

WHAT IS A SINGLE UNIT OF STUDY AND WHAT IS CROSS INSTITUTIONAL STUDY?

Single Unit/s of Study

Single Unit/s of study are taken outside an award course. Students are not enrolled in a Swinburne degree course and do not receive an award at the completion of study.

Cross Institutional Study

Cross Institutional enrolment is available to students enrolled in undergraduate and postgraduate courses at any university (the ‘home’ university) who may wish to enrol in a unit/s of study at Swinburne (the ‘host’ university). The term cross institutional enrolment applies to:

- students enrolled at Swinburne and given approval to study at another university; and
- students enrolled at another university and are given approval to study at Swinburne University.

Prerequisites

For both Single Unit/s of Study and Cross Institutional Study, there are no prerequisites for most undergraduate first year units of study. However, prerequisites must be met for second and third year units of study. Postgraduates may be subject to entry/admission requirements. Applicants must show evidence of meeting prerequisites (by attaching a certified copy of their results). See section titled “*Should I provide supporting documentation*” on the following page.

HOW DO I COMPLETE THIS FORM?

Step 1: Complete all questions and sign and date the application form.

- Please use BLOCK LETTERS.
- Please tick the appropriate boxes.

Step 2: Ensure that you attach certified copies of all university results or transcripts, graduation certificates and proof of name and citizenship

- Certified documents must be signed by an authorized person (refer to ‘Should I provide supporting documentation’) and must include an original signature, the name, address and title of the person signing, and an appropriate registration number. Photocopies of previously certified documents are not acceptable.

Step 3: Ensure that you attach a current Curriculum Vitae.

Step 4: Return the completed form and all supporting documentation to:

Postal Address

Postgraduate Admissions (Internal mail H6)
Swinburne University of Technology
PO Box 218
Hawthorn VIC 3122
Australia

In person

Student Information Centre
(on any campus)

- Applicants are advised not to use display folders when submitting their applications.

Closing dates can be confirmed by contacting the appropriate Faculty/Academic Unit. Applications will be processed in the order they are received

SHOULD I PROVIDE SUPPORTING DOCUMENTATION?

- Copies of supporting documentation may be required by Swinburne University of Technology depending on your response to Section A: Question 3, Section C: Questions 2 & 7 and Section E: Questions 1 & 2. Supporting documentation must be certified as a true and correct copy of the original by either the issuing body or by those people qualified to accept a statutory declaration e.g. police, chemists, doctors, accountants. The University accepts no responsibility for documents submitted.
- **Do not submit original documents.**
- Please provide translations of supporting documentation if original documents are in a language other than English.
- Please check the course requirements to determine whether additional information such as portfolios are required with your application.

Applicants who have obtained an award outside Australia must submit:

- Evidence of completion of the relevant award, ie: award certificate or letter of completion
- Transcript/s of examination results
- Evidence of English language proficiency, ie: certified copy of IELTS or TOEFL test results certificate.

WHAT HAPPENS AFTER I LODGE MY APPLICATION FORM?

Selection and availability

- Enrolment is determined on a semester to semester basis for each unit/s of study.
- Applicants will be assigned a place, if one is available after all Swinburne University degree course students have enrolled.
- As an offer will only be made after degree course students enroll, an offer may be made as late as the week before semester commences.
- An offer will be sent to successful applicants prior to the start of semester, where possible. Applicants who are unsuccessful will be advised.

Fees for Single Unit/s of Study

Applicants are liable for payment of tuition fees and General Service Fee to Swinburne University. Students are not eligible for FEE-HELP for single unit/s of study enrolment.

Further information about unit of study fees can be found at www.swinburne.edu.au/fees or www.swinburne.edu.au/coursefinder

Fees for Cross Institutional Enrolments

Applicants are liable for payment of student contributions or tuition fees at Swinburne University but the General Service Fee must be paid to the 'home' university.

Student Timetable

The University timetable can be found at www.swinburne.edu.au/corporate/registrar/timetable/subject.htm

Important Note: Students will be able to select their preferred class time using Allocate+ after fees have been paid. There is no guarantee that students will be able to register for their preferred class time. While most students do find a suitable time allocation, those who are unable to secure a place at their preferred class time may wish to consider withdrawal from the Unit/s of Study.

PRIVACY STATEMENT

Swinburne University of Technology collects and uses your information in accordance with our Privacy Statement, which can be viewed at: www.swinburne.edu.au/privacy Enquiries relating to information included on this form should be directed to the administering Faculty or Academic Unit.

CHECKLIST – please ensure that

- all sections of the form have been completed.
- the applicant's declaration in Section F has been signed and dated
- certified copies of transcripts of results, proof of completion of academic results, change of name, proof of citizenship / residency documents are attached
- a curriculum vitae detailing work experience has been provided.

DO NOT INCLUDE THE INSTRUCTION SHEETS WITH YOUR APPLICATION

Single Unit/s of Study/Cross Institutional Study application form

SECTION A: UNIT/S OF STUDY DETAILS

Students may only enrol in Unit/s of Study for the current semester and must re-apply to enrol for Unit/s of Study in subsequent semesters.

1. My preference is to study: (please tick) On-campus Off-campus (where available)

2. The total number of Unit/s of Study I wish to enrol in is:

3. I am applying for the following Unit/s of Study: (refer to www.swinburne.edu.au/coursefinder for Unit of Study codes)

IMPORTANT NOTE: PREREQUISITES

If you are applying for Unit/s of Study that require prerequisites (as indicated on CourseFinder, or the Swinburne Handbook) you MUST attach the relevant documentation as evidence of completion. Applications for Units of Study with prerequisites will NOT be accepted without this information.

Preference	Unit of Study Code	Unit of Study Title	Semester	Year	* Home Institution Use Only	Swinburne Office Use Only
					Initial of Home Institution Officer	Unit of Study Convenor's recommendation that prerequisites have been met
1						
2						
3						
4						

* To be completed for Cross Institutional Study only.

SECTION B: PREVIOUS APPLICATION / ENROLMENT AT SWINBURNE

Have you applied or enrolled at Swinburne University / TAFE previously? Yes No – (proceed to Section C)

If yes, please state (a) Swinburne student ID number

(b) Course name: _____

(c) Last year of study at Swinburne

SECTION C: PERSONAL DETAILS

1. Current Name

Title (Mr, Mrs, Ms, Dr, Prof, Miss):

Family Name/Surname:

First Given Name:

Second Given Name:

Third Given Name:

OFFICE USE ONLY				
APPLICATION				
Application received: _____	Application entered on system	_____	_____	_____
Acknowledgement sent: _____	MIR letter sent:	_____	_____	_____
Proof of name provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of citizenship provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
OFFER / ENROLMENT				
Enrolling Officer approval: _____				Date: _____ / _____ / _____
Condition: _____				
Prog Outcome	Admission Code	Fee Category	DEST Liability Status Code	Source of Funding

2. Previous Name/s

Provide your previous name in full if your current name is different to that shown on your supporting documentation or during a previous enrolment at Swinburne. You must complete all fields (i.e. family name/surname, first and second given names).

You must attach evidence of your change of name (e.g. marriage certificate, change of name certificate) to this application.

Family Name/Surname:

First Given Name:

Second Given Name:

Third Given Name:

3. (a) Date of Birth (dd/mm/yyyy) / /

(b) Gender Female Male

4. Postal Address

Number and Street:

Suburb:

State: Postcode:

Country: (complete if country other than Australia)

Overseas Zip/Postcode:

5. Home Address

Same as above postal address (please tick) Yes – (if Yes, proceed to Q6) No – (complete details below)

Number and street:

Suburb:

State: Postcode:

Country: (complete if country other than Australia)

Overseas Zip/Postcode:

6. Contact details

Home Phone Number:

Preferred Daytime Contact Number:

(if different to Home Phone Number)

Email address: (please print clearly) _____

7. Citizenship

(a) Please tick one of the following and refer to table below for information about supporting documentation

Australian citizen (includes Australian citizens with dual citizenships)

New Zealand citizen (includes those with permanent resident status)

Holder of an Australian permanent resident visa or humanitarian visa (excludes those who have New Zealand citizenship) – go to Q7(b)

Holder of a citizenship other than Australian or New Zealand citizenship – please state citizenship _____

(b) If you are a holder of an Australian permanent resident or humanitarian visa please state your visa sub-class number

(from passport) _____ **and state type of visa (if known)** _____

Required supporting documentation		
Citizenship status	Provide a certified copy of the following:	Certified copy must include:
Australian citizen	Birth certificate or Passport or Certificate of Australian citizenship	Proof of full name
New Zealand citizen	Passport	Proof of full name Proof of citizenship
Holder of an Australian permanent resident or humanitarian visa	Passport	Proof of full name Permanent resident or humanitarian visa showing visa sub-class number
Holder of a citizenship other than Australian or New Zealand	Passport	Proof of full name Proof of citizenship

8. Are you of Australian Aboriginal or Torres Strait Islander descent?

- No Yes, Aboriginal descent
 Yes, Torres Strait Islander descent Yes, Aboriginal and Torres Strait Islander descent

9. Were you born in Australia?

- Yes (proceed to Q11) No, I was born in _____

10. Year of arrival in Australia

11. Is English your first language?

- Yes No, my first language is _____

12. (a) Do you have a disability, impairment or long term medical condition which may affect your studies?

(Providing information about a disability will not disadvantage your application. The information is needed for statistical and planning purposes, and to ensure that the University provides appropriate support services to students).

- No (proceed to Section D)
 Yes (please tick one or more of the following) Hearing Visual Mobility Learning Medical Other

(b) If yes, would you like to receive advice or disability support services which may assist you during your studies?

- Yes No

SECTION D: CROSS INSTITUTIONAL STUDY INFORMATION

IF YOU ARE UNDERTAKING TO STUDY SINGLE UNIT/S OF STUDY DO NOT COMPLETE THIS SECTION. PROCEED TO SECTION E.

Your home institution/campus must complete this section if the units of study you wish to study are to be counted towards your award course.

1. APPROVAL FROM HOME INSTITUTION (Must have Faculty/Institution stamp)

Please complete the declaration below and initial the unit/s of study to which this approval refers in Section A: Question 3, column 6 of this form.

I hereby certify that _____
 Applicant's family name/surname

is enrolled in _____
 Course name

and is granted permission to study the Unit/s of Study listed in Section A of this form for credit towards his/her current course of study.

Approving Officer's Name: _____

Position Title and Institution Name: _____

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

Faculty/Institution Stamp:

2. Please indicate the payment basis the student has in his/her current course of study:

- Commonwealth Supported Place:** Pre 1997 (Non differential) Pre 2005 (Differential) Post 2005 (Differential)
Full Fee Paying Place: Full Fee Domestic Full Fee International

SECTION E: EDUCATIONAL HISTORY

Please submit the following documents:

- (a) a certified copy of all transcripts of results (refer to “*Should I provide supporting documentation*” notes on cover page of this application form); and
 (b) proof of completion of academic qualifications

1. SECONDARY EDUCATION

(a) What is the highest level of secondary studies you have completed or attempted? (please tick)

VCE HSC IB TOP Other (please specify) _____

(b) Were these studies undertaken in Australia? Yes No, please name country _____

(c) Please enter details of the highest level of your secondary studies in the table below

Year attempted/ completed e.g. 1996	Name of School	State (if in Australia)	Student Number (if known)	Completed Yes / No

2. POST-SECONDARY EDUCATION

List any studies you have completed or attempted at University, TAFE or other post-secondary institution.

Year started	Year completed/ ceased	Institution	Title of Course	Course Type (refer to codes below)	Completed Yes / No

Course Types

Higher Education

PG: Higher Degree, e.g. Doctorate, Ph.D., Masters, Post. Grad Diploma/Certificate

BD: Bachelor Degree (Pass/Honours)

OL: Open Learning

DP: Diploma from a University, C.A.E. or Teachers College (not TAFE)

NA: Continuing Education/Single Units of Study

TAFE Qualifications

CF: Certificate IV

CD: Diploma

CA: Advanced Diploma

CE: Certificate III

OC: Apprenticeship, Trade Certificate

CS: Other TAFE Awards

Other Qualifications

NS: Hospital Based Nursing

OB: Short Courses

OA: Other Academic Award

SECTION F: APPLICANT'S DECLARATION

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

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.

I understand that:

- Swinburne University of Technology 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 Support Number (CHESSN) to me;
- Swinburne University of Technology will disclose this information to the Department of Education, Science and Training (DEST) for those purposes;
- DEST will store the information securely in the Higher Education Information Management System;
- DEST may disclose the information to the Australian Tax Office (ATO); and
- Swinburne University of Technology and DEST will not otherwise disclose the information without my consent unless required or authorised by law.
- Swinburne University of Technology does not require membership by students of a student organisation.
- Payment of the General Service Fee does not confer membership of any Swinburne University of Technology organisation or affiliated body.
- My personal information will be collected and used for the purposes set out in the Swinburne University of Technology Privacy Collection Statement (Enrolment) – available to be viewed on the University's web site at: www.swinburne.edu.au/corporate/registrar/privacy_collection.htm
- I consent to the University corresponding with me by electronic means.

Signature of applicant: _____

Date: ____/____/____

(dd / mm / yyyy)

SECTION G: SINGLE UNIT/S OF STUDY/CROSS INSTITUTIONAL STUDY APPLICATION SURVEY – 2006

We are interested in knowing how you heard about Swinburne and why you chose Swinburne for your studies. The information contained in this survey will not affect your application.

1. Please describe the main reason you chose to apply for study at Swinburne

2. What was the MAIN source from which you heard about Swinburne? (TICK ONE ITEM ONLY)

- | | |
|--|---|
| <input type="checkbox"/> Cinema | <input type="checkbox"/> Swinburne Expo |
| <input type="checkbox"/> Community expo/exhibition (specify) _____ | <input type="checkbox"/> Swinburne website |
| <input type="checkbox"/> Direct Mail (letter or email) | <input type="checkbox"/> Swinburne News (Alumni magazine) |
| <input type="checkbox"/> Mobile Information Unit (Swinburne's Big Red Truck) | <input type="checkbox"/> Word of mouth – family member |
| <input type="checkbox"/> Newspaper or magazine article/s | <input type="checkbox"/> Word of mouth – work colleague |
| <input type="checkbox"/> Outdoor billboard | <input type="checkbox"/> Word of mouth – friend |
| <input type="checkbox"/> Print advertisement (specify) _____ | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Radio advertisement (specify) _____ | |

3. Which of the following publications do you read? (YOU MAY CHOOSE MORE THAN ONE)

- | | | |
|---|--|---|
| <input type="checkbox"/> The Age | <input type="checkbox"/> The Age (IT) | <input type="checkbox"/> The Saturday Age |
| <input type="checkbox"/> The Saturday Age (Good Weekend Magazine) | <input type="checkbox"/> The Sunday Age | <input type="checkbox"/> The Australian |
| <input type="checkbox"/> The Weekend Australian | <input type="checkbox"/> Australian Financial Review | <input type="checkbox"/> The Bulletin |
| <input type="checkbox"/> Business Review Weekly | <input type="checkbox"/> The Herald Sun | <input type="checkbox"/> Inflight magazines |
| <input type="checkbox"/> Industry journals (specify) _____ | <input type="checkbox"/> Other (specify) _____ | |

4. Which of the following websites do you visit regularly?

- | | | |
|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Google | <input type="checkbox"/> Hotmail | <input type="checkbox"/> Yahoo |
| <input type="checkbox"/> The Age | <input type="checkbox"/> Nine MSN | <input type="checkbox"/> Other, please specify _____ |

5. Are you currently studying?

- Yes No

6. Are you currently employed?

- Yes (If yes, please tick one of the following) Full-time Part-time
- No

7. If employed, what is the name of your employer? _____

8. Please indicate the type of industry the company is concerned with (CHOOSE ONE ONLY)

- | | | |
|---|---|--|
| <input type="checkbox"/> Agriculture, forestry, fishing & hunting | <input type="checkbox"/> Communication | <input type="checkbox"/> Community Services |
| <input type="checkbox"/> Computing, IT, Software | <input type="checkbox"/> Construction | <input type="checkbox"/> Education |
| <input type="checkbox"/> Electricity, gas, water | <input type="checkbox"/> Finance, property & business services | <input type="checkbox"/> Health |
| <input type="checkbox"/> Hospitality, food or tourism | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Public Sector | <input type="checkbox"/> Recreation, personal, & other services | <input type="checkbox"/> Transport & Storage |
| <input type="checkbox"/> Wholesale & retail trade | <input type="checkbox"/> Other (specify) _____ | |

CHECKLIST – please ensure that

- all sections of the form have been completed.
- the applicant's declaration in Section F has been signed and dated
- certified copies of transcripts of results, proof of completion of academic results, change of name, proof of citizenship / residency documents are attached
- a curriculum vitae detailing work experience has been provided.