# Admission form – Domestic Higher Degree by Research Students

This form is for students in Australia and New Zealand beginning a full course of study through a College of the University of Divinity, is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://www.divinity.edu.au/documents/guide-completing-enrolment-forms/) and must be submitted by the 15 November for semester one or 15 April for semester two (see more information at [divinity.edu.au/study/research](https://www.divinity.edu.au/study/research/)). Late applications may not be accepted. Once your application is received it is checked to ensure that all relevant documents are provided. An incomplete application will delay processing.

## Personal information

|  |
| --- |
| Personal details |
| Title |       | Name suffix (if applicable) |       |
| Family name |       | Previous family name |       |
| Given name/s |       | Preferred given name |       |
| Have you previously been a University of Divinity or MCD student or applicant? | [ ]  | Yes | College |       |
| [ ]  | No |
| Postal address (Correspondence will be sent to this address) |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Residential address (If different from postal address) |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Contact details |
| Home phone |       | Day phone |       |
| Mobile |       |
| Email (\*\*required) |       |
| Additional personal details |
| Date of birth |       (dd/mm/yyyy) |
| Gender | [ ]  | Male | [ ]  | Female | [ ]  | Transgender/Intersex/Other |
| Occupation (optional) |       |
| Denomination (optional) |       |
| Diocese/Congregation (optional) |       |
| Feedback |
| How did you hear about us? |       |
| Emergency contact |
| Full name |       | Relationship to you |       |
| Day contact phone |       | Mobile |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Office Use Only*** | UD ID: |       | College ID: |       |

## Course and College

|  |  |  |  |
| --- | --- | --- | --- |
| **Course of study** | Mode of Study | Online | [ ]  Y [ ]  N |
| [ ]  | Master of Philosophy |
| [ ]  | Master of Theology |
| [ ]  | Doctor of Theology  |
| [ ]  | Doctor of Philosophy |
| Study load and course dates |
| Study load | [ ]  | Full-time | [ ]  | Part-time |
| Intended commencement date |       |

*The College is your primary learning community and provides you with course advice and support services throughout your studies.*

|  |
| --- |
| **Home College** |
| [ ]  | Australian Lutheran College (ALC) | [ ]  | St Athanasius College (SAC) |
| [ ]  | Catholic Theological College (CTC) | [ ]  | Stirling Theological College (STC) |
| [x]  | Eva Burrows College (EBC) | [ ]  | Trinity College Theological School (TRI) |
| [ ]  | Jesuit College of Spirituality (JCS) | [ ]  | Whitley College (WHT) |
| [ ]  | Morling College (MOR) | [ ]  | Yarra Theological Union (YTU) |
| [ ]  | Pilgrim Theological College (PIL) |
| Note: College abbreviations are to be used if enrolling in units in the Proposed Program of Study section |

## Previous education

| List in chronological order. NB: Evidence must be supplied for all qualifications claimed. Provide certified copies of all official results of units/subjects taken, including grades and percentages. Transcripts are not required for University of Divinity/MCD results. |
| --- |
| Highest secondary schooling level attained | Full name of institution | Town/ suburb | State | Year completed(yyyy) | What language? | Transcript provided? |
|       |       |       |       |      |       | [ ]  |
| Degree / Diploma / Certificate / Other | Full name of institution | Country | Year completed | What language? | Transcript provided? |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
| **Credit transfer** |
| If intending to apply for credit please discuss with your Research Coordinator. |
| Do you intend to apply for credit for your previous studies? | [ ]  | Yes | [ ]  | No |

|  |
| --- |
| Research training experience |
| List all research experience gained in study or employment. Include brief titles of research projects/theses. |
|       |
| Awards or scholarships |
| List any awards or scholarships received (with dates), including any currently being received or to be received next year. |
| Award title | Monetary value | Institution or sponsor | Date & Year |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Research publications |
| List any publications of your research (attach a separate sheet if necessary) |
| Type of publication | Title | Journal or publisher | Year |
|       |       |       |      |
|       |       |       |      |
|       |       |       |      |
|       |       |       |      |

## English language proficiency

Applicants must meet the University’s English language course prerequisites (see [Admissions Policy](http://www.divinity.edu.au/documents/admissions-policy/), including English Language Proficiency Requirements).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is English your first language? | [ ]  | Yes | [ ]  | No |
| Applicants whose first language is not English, please complete the following section |
| Have you already studied in English? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No |
| Have you taken an English language proficiency test? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No | [ ]  | I intend to take an English proficiency test in Australia (proof of enrolment attached) |

## Australian Government Information

|  |
| --- |
| The Commonwealth Government requires this information from all students. |
| Are you of Australian Aboriginal descent? | [ ]  | Yes | [ ]  | No |
| Are you of Torres Strait Islander descent? | [ ]  | Yes | [ ]  | No |
| In what country are you living this semester? | [ ]  | Australia | Postcode: |      |
| [ ]  | Other: |       |
| Country in which you were born |       | If not born in Australia, year of arrival |      |
| Language/s spoken at your permanent residence |       |
| What is your citizenship or residency status this semester? | [ ]  | \*Australian citizen | \*Eligible for FEE-HELP |
| [ ]  | \*Permanent humanitarian visa holder |
| [ ]  | New Zealand citizen |
| [ ]  | Australian permanent resident |
| [ ]  | Current overseas visa holder |
| [ ]  | Living overseas and not a citizen of Australia |
| If not Australian, what is your current nationality? |       |
| Education level of your parents or guardians |
| What is the highest level of education completed by your parents or guardians?  |
| Please answer about the people (up to two) who, during all or most of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.  |
| **Parent/guardian 1** | [ ]  | Female | [ ]  | Male | **Parent/guardian 2** | [ ]  | Female | [ ]  | Male |
| [ ]  | Postgraduate (e.g. masters, PhD) | [ ]  | Postgraduate (e.g. masters, PhD) |
| [ ]  | Bachelor degree  | [ ]  | Bachelor degree  |
| [ ]  | Other post-school qualification (e.g. VET/TAFE)  | [ ]  | Other post-school qualification (e.g. VET/TAFE) |
| [ ]  | Completed Year 12 schooling or equivalent | [ ]  | Completed Year 12 schooling or equivalent |
| [ ]  | Did not complete Year 12 schooling or equivalent  | [ ]  | Did not complete Year 12 schooling or equivalent  |
| [ ]  | Completed Year 10 schooling or equivalent | [ ]  | Completed Year 10 schooling or equivalent |
| [ ]  | Did not complete Year 10 schooling or equivalent | [ ]  | Did not complete Year 10 schooling or equivalent |
| [ ]  | Don’t know | [ ]  | Don’t know |

## Medical/disability needs

If you have a disability or medical condition which means that you may require additional help during your study, it is important to provide the following information. This information will be kept confidential and will not affect your admission to the University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability, impairment and/or long-term health condition that may affect your studies? | [ ]  | Yes | [ ]  | No |
| *If you answered ‘Yes’ to the above question, please indicate the area/s.* |
| [ ]  | Hearing | [ ]  | Learning | [ ]  | Mobility | [ ]  | Vision |
| [ ]  | Medical  | [ ]  | Other: |       |
| Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you? | [ ]  | Yes | [ ]  | No |

## Academic referees\*

List two people who know your academic ability and who may be contacted by the University of Divinity.

\* *Applicants must arrange for the referees to provide confidential reports to the College Research Coordinator using the* [*Confidential Academic Referee Report*](https://www.divinity.edu.au/documents/confidential-academic-referee-report/)*, by the closing date of application.*

|  |
| --- |
| First referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

|  |
| --- |
| Second referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

## Proposed research

|  |  |
| --- | --- |
| [ ]  | Field A: Humanities |
| [ ]  | Field B : Biblical Studies |
| [ ]  | Field C : Christian Thought and History |
| [ ]  | Field D: Theology: Mission and Ministry |

**Provide on separate A4 pages the following information:**

1. *Thesis title (provisional)*
2. *An outline of your proposed project (2000 words), including:*
	1. *Statement of its originality and significance*
	2. *Description of the proposed methodology*
	3. *Statement of the anticipated benefits of the research*
3. *Indicative bibliography*
4. *Brief description of resources needed for the project (e.g. library, field work, interviews, software)*
5. *Skills needed to complete the thesis and your level of qualification in them (e.g. biblical languages)*
6. *Any other information*

## Proposed supervisors

Every candidate for UD HDR awards must have two supervisors appointed in accordance with the determinations of the Academic Board. You must secure potential supervisors in the area in which you plan to study before your application can be processed. For more information refer to <https://www.divinity.edu.au/documents/supervisors-policy/>

|  |
| --- |
| Proposed Principal Supervisor\*\* |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Principal Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://www.divinity.edu.au/documents/supervisors-policy/), please advise your relevant research expertise. |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |
| Workload share |
| To be completed by the nominated Principal Supervisor, to indicate the workload |
| Percentage split between primary and associate supervisors |       % | Primary supervisor |
|       % | Associate supervisor |

|  |
| --- |
| Proposed Associate Supervisor\*\* |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://www.divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

|  |
| --- |
| Proposed Associate Supervisor\*\* |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://www.divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

\*\* *Enclose current CVs of proposed supervisors.*

## Proposed program of study

Complete this section after consultation and in collaboration with your Research Coordinator.

|  |
| --- |
| Unit selection |
| **Unit code** | **Unit name** | **College teaching the unit** | **Intended year/** **semester** |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
| **Research** |
|       |
|       |
|       |

## Tuition fees

Please insert your full name as it appears on official documentation and your UD ID if known.

|  |  |  |  |
| --- | --- | --- | --- |
| Family name  |       | Given name/s  |       |
| UD College |  | UD ID |       |
| Course |       |

### 2020 tuition fees

Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for tuition fees and fees for other services.

All tuition fees are to be paid prior to the commencement of the unit. Please note that tuition fees will vary from year to year.

### FEE-HELP

Australian citizens and holders of a permanent humanitarian visa are able to defer the payment of fees through the FEE-HELP Loan Scheme, with repayment through the taxation system once your repayment income is above the compulsory repayment threshold. When your enrolment has been entered into the University of Divinity student system, the Government will email you with directions to apply online for FEE-HELP. This may take several days. See [www.studyassist.gov.au](http://www.studyassist.gov.au/). Students should be aware of the lifetime limit on HELP debt. Students are responsible for ensuring they do not exceed their limit.

### Upfront fees

Payment for all current semester units must be included. For fees due for the remainder of the year, payment is required prior to the commencement of the unit/s. **Students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol.** Tax invoices may be downloaded from the University of Divinity database at the end of each semester.

### Research Training Program (RTP)

The University of Divinity receives RTP funding from the Commonwealth Government. Eligible doctoral candidates may be allocated an RTP place. An RTP place will pay all tuition fees. Applicants who are not granted an RTP place are required to pay upfront or via FEE-HELP.

### Method of payment

*How will you pay your tuition fees?*

|  |  |
| --- | --- |
| [ ]  | **FEE-HELP** |
| Approved students receive a Government email with a URL to apply online. Students must complete the online application **BEFORE** they start study. |
| **[ ]**  | **Upfront payment** |
| [ ]  | **Credit card** authorisation |
| Please charge the following credit card | **[ ]**  | MasterCard | **[ ]**  | Visa |
| Card number |      | – |      | – |      | – |      |
| Card expiry date |    /    *(mm/yy)* | CVC no.  |     (last three digits on reverse of credit card) |
| Amount | $       | Date to deduct from card |    /    /      |
| Name on card |       |
| Signature  |       |
| [ ]   | **SEMESTER 2** – I authorise payment with the nominated credit card for Semester 2.  |
| Payment will be deducted in the week prior to the future semester/unit commencement date. |
| Signature |       |
| **[ ]**  | **BPAY payment** *(Tuition fees only)* |
| *When units are entered into the University of Divinity database, the School of Graduate Research will send a ‘Statement of Fees’ which provides the relevant biller code and a unique reference number.* **You cannot pay BPAY by credit card.** |
| [ ]  | A **third party** is paying for my tuition fees. |
| **[ ]**  | I include with this application a [Domestic Student Sponsor Statement](https://www.divinity.edu.au/documents/domestic-student-sponsor-statement/), letter or official confirmation from the third party accepting responsibility for payment of my fees. |
| Name of third party/ sponsor |       |
| Address of third party/ sponsor |       |
| Contact name |       | Contact email |       |
| **[ ]**  | **Cheque/money order** enclosed | Amount | $       (payable to: University of Divinity) |
| [ ]  | **Mixed FEE-HELP and upfront**  |
| This option requires online application for FEE-HELP via the URL sent by the Government, relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](https://www.divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement.  |
| [ ]  | **Mixed upfront** |
| This option requires relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](https://www.divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement. |
| [ ]  | **Doctoral applicant for RTP place**  |
| Complete and send Research Scholarship application form from <https://www.divinity.edu.au/documents/research-scholarship-application-form/>. RTP places will be confirmed after admission. |

## Your checklist

Important checklist to avoid delays in processing your application

|  |  |
| --- | --- |
| [ ]  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses |
| [ ]  | Provided **certified** copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name**. |
| [ ]  | Enclosed **certified copies** of your English language qualifications or details of English language proficiency (if your previous studies do not meet the University’s standard English requirements). |
| [ ]  | If you are an Australian Permanent Resident or New Zealand citizen, included **certified proof of residency status** |
| [ ]  | Completed research training experience, publications and scholarship details |
| [ ]  | Provided a research proposal |
| [ ]  | Arranged a Confidential Academic Referee Report from your two listed referees to be sent to the College Research Coordinator separately (<https://divinity.edu.au/documents/confidential-academic-referee-report/>) |
| [ ]  | Enclosed CVs of proposed supervisors |
| [ ]  | Completed **payment details** on the Tuition Fees page |
| [ ]  | Included a third party sponsor statement (if applicable) |
| [ ]  | Sent completed research scholarship application form (Doctoral research scholarship applicants) |
| [ ]  | Read and signed the declaration |
| [ ]  | Made a copy of your application for your records |

## Terms and Conditions of Enrolment and Declarations

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. 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 the University of Divinity to assess your application or re-enrolment. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. Information relating to the studies of seminarians and members of religious orders may also be disclosed to your seminary and/or religious superior.

You have a right to access personal information that the University of Divinity 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 the University of Divinity at enquiries@divinity.edu.au.

### Declaration and signature

|  |  |
| --- | --- |
| [ ]  | I declare that I have read the Application Guide and that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application.  |
| [ ]  | I accept responsibility for notifying the University office and my College of any change of address or email.  |
| [ ]  | I accept responsibility for ensuring that the tuition fees for all the University of Divinity units and courses in which I enrol are paid on time, or met through FEE-HELP, in which case I agree to receive my Commonwealth Assistance Notice of my FEE-HELP debt for each semester. |
| [ ]  | I agree to abide by the University of Divinity’s Code of Conduct published at <https://divinity.edu.au/code-of-conduct/> |
| [ ]  | I agree to abide by the Regulation and Determination for the course for which I am applying, as regulated by the University of Divinity. |
| [ ]  | I consent to receiving information electronically from the University. |
| Applicant’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## Lodging your application

Commence form entry, consult with the College Research Coordinator/Academic Dean, finalise the form, sign and submit to your College with accompanying documentation.

If you are accepted into the course you will be sent an Offer Letter with an Acceptance Form. On accepting the offer, you will be sent and Admission Letter and an Enrolment Summary from the University of Divinity. If you are not accepted, you will receive an explanatory letter.

It is your responsibility to contact your College if you do not receive acknowledgement of receipt of application for admission, and/or confirmation of enrolment.

## Research Coordinator checking and approval

College office use only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Application checklist*** I have checked this student’s application for admission and proposed study program, and confirm that**[ ]**  College is accredited to offer this course (check College course list in [*Regulation 3 Colleges*](http://www.divinity.edu.au/documents/regulation-3-colleges/) if unsure)[ ]  interview was conducted with applicant **[ ]**  certified evidence of previous tertiary qualifications is enclosed**[ ]**  certified evidence of citizenship/visa status in current name is enclosed **[ ]**  certified evidence of English language proficiency, or ELICOS placement, is enclosed (if applicable)**[ ]**  the applicant has met the University of Divinity English proficiency requirements **[ ]**  unit codes and unit names listed on the form are correct **[ ]**  all units are running in the time periods indicated [ ]  statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable) **[ ]**  applicant name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method**[ ]** research proposal, CVs of proposed supervisors, research scholarship application for doctoral applicant if applying for fee/stipend scholarship are enclosed**[ ]** make sure that two academic referees send their reports as per the <https://www.divinity.edu.au/documents/confidential-academic-referee-report/>***Supervisor/s***The Proposed Principal Supervisor is recommended to the Academic Board: **[ ]**  Yes**[ ]**  NoReason:

|  |
| --- |
|            |

The Proposed Associate Supervisor is recommended to the Academic Board: **[ ]**  Yes**[ ]**  NoReason:

|  |
| --- |
|       |

***Approval***This applicant:**[ ]**  meets all criteria for admission **[ ]**  may meet the criteria for admission, but the following advice is required:

|  |
| --- |
|       |

**[ ]**  does not meet the criteria for admission because:

|  |
| --- |
|       |

 |
| Research Coordinator |       | Signature |  | Date |       |
| **Office of the Vice-Chancellor - School of Graduate Research Office****[ ]**  Address of third party/sponsor is recorded in Billing Address in Edit Details in TAMS (if applicable)[ ]  Form checked, data is complete and matches evidence**[ ]**  Data entered in TAMS |
| Name |       | Signature |  | Date |       |