

Postgraduate Application Form

Masters application form

This form is for Australian citizens, New Zealand citizens, and international applicants who wish to study from their own country, outside of Australia. International applicants wishing to study in Australia should apply directly via Monash International on an International Postgraduate Application Form. To obtain a copy either visit www.monash.edu/international or Tel: +613 9627 4852 or email: apply@monash.edu.

Please read the following instructions carefully before completing this form:

All applicants:

This is an application form only and does not constitute an enrolment for any course in the University or entitle an applicant to be classified as a student of the University.

Completed application forms and all supporting documentation should be sent to the following addresses:

All course applications except Master of Visual Arts at Gippsland and Off-Campus

Graduate & Research Officer
Faculty of Art & Design
Monash University
PO Box 197,
Caulfield East VIC 3145
Australia

Enquiries

Phone: + 61 3 9903 1962
Email:
postgrad@artdes.monash.edu.au

Master of Visual Arts at Gippsland and Off-Campus

Administrative Officer
Gippsland Centre for
Art & Design
Monash University
Gippsland Campus
Northways Road
Churchill VIC 3845 Australia

Enquiries

Phone: +61 3 9902 6261
Email:
gippsland@artdes.monash.edu.au
Website:
www.artdes.monash.edu.au

Please do NOT present your application in any kind of presentation folder

Closing dates for 2005: Coursework Applicants

The Round 1 closing date is Friday 29 October 2004.
The Round 2 closing date is Friday 28 January 2005

Master of Multimedia, Master of Multimedia Design and Master of Design applications will be considered on a continual basis up until the Round 1 closing date of Friday 29 October 2004. If places in courses are still available after this date, coursework applications will be considered on a continual basis until up until the Round 2 closing date of Friday 28 January 2005. We expect to be able to let you know the outcome of your application within 10-15 working days of receipt of the application.

Master of Visual Arts applications will be considered following each closing date. Admission will be based on previous qualifications, quality of the application and the Department's ability to provide appropriate academic support. We expect to be able to let you know the outcome of your application within 10-15 working days of receipt of the application.

Research Applicants

The Round 1 closing date is Friday 29 October 2004. The Round 2 closing date is Friday 28 January 2005

Following each closing date, the Faculty's Committee of Graduate Studies will consider applications. Admissions will be based on previous qualifications, quality of application and the Department's ability to provide appropriate supervision for your research proposal. We expect to be able to let you know the outcome of your application within 15-20 working days of each closing date.

Coursework applicants only: Master of Multimedia/Master of Multimedia Design

The part-time mode of the Master of Multimedia and Master of Multimedia Design will be offered subject to final enrolment numbers. A study pattern will be determined with the course coordinator.

Master of Visual Arts

Please note that an applicant wishing to take the Master of Visual Arts as a local off-campus student (ie an Australian citizen, New Zealand citizen or permanent citizen of Australia) is required to attend the Mid-Year Residential Symposium at the Gippsland campus. The applicant must agree to bear all costs of transporting art works to and from Monash University Gippsland Campus when required. In addition, all off-campus students (local and international) must provide evidence of having adequate workshop/studio facilities to complete the course.

An international student who wishes to study the Master of Visual Arts off-campus outside of Australia must satisfy the following English language requirements: IELTS 6.5 with no individual band score less than 6.0; or TOEFL 577 with a TWE of 5; or a computer-based TOEFL 233 with an Essay Rating (ER) of 5. English language requirements can also be fulfilled if the applicant can show that English was the language of instruction in previous studies completed (documentary evidence must be provided if the institution is located in a non-English speaking country).

Commonwealth Supported Places (CSPs)

CSP places (previously known as HECS places) may be available for local students (Australian citizens, New Zealand citizens and permanent residents of Australia) for the Master of Multimedia Design and the Master of Visual Arts (Gippsland campus and off-campus modes only) degrees. Local applicants applying for these two courses will be assessed for a CSP place in the first instance, but should a CSP place be unavailable they may be assessed for a full-fee paying place. CSP places are not available for the Master of Multimedia or the Master of Design (Coursework). These applications will be assessed for a full-fee paying place only. All international places for postgraduate degrees offered by the Faculty are full-fee paying.

Enrolment

An applicant accepted as a student by the Faculty must enrol by completing official enrolment procedures. Details on enrolment procedures will be sent to successful applicants following receipt of a letter offering a place in the course. Enrolment procedures may vary for different courses. A fee statement is sent to each candidate at the beginning of each semester.

Re-enrolment

An enrolment is valid for the current academic year only. It is a student's responsibility to complete re-enrolment procedures each year until the course is completed, exited or discontinued. Information about re-enrolment through WES (the University's Web Enrolment System) will be provided to students in September/October of each year.

Research Applicants only:

An applicant accepted as a candidate by the Faculty must enrol by completing the official enrolment forms. Details on enrolment procedures will be sent to successful applicants following a letter offering candidature. Research enrolments are most likely to take place entirely by post.

An enrolment is valid for the current academic year only. It is a student's responsibility to complete re-enrolment procedures each year until the course is completed or the candidature discontinued. A re-enrolment package will be sent to all candidates in October each year. A fee statement is sent to each candidate at the beginning of each semester.

At enrolment candidates will be required to fill out a form **RESEARCH TRAINING SCHEME – ELIGIBILITY FOR FUNDING**. Provided candidates were not enrolled in an uncompleted research masters or doctorate at any Australian institution in the three years prior to this enrolment, it is likely that they will be allocated either a RTS (HECS exempt – 42) or fee waived (HECS 43) place. Candidates will however, be required to pay an amenities fee per semester.

Applicants should note that, except with the permission of the Faculty's Committee for Graduate Studies, and only in circumstances it deems exceptional, masters by research candidates may not be enrolled for any other degree, diploma or non-degree subjects during their period of candidature.

A candidate may be enrolled by either a full-time (2 years) or part-time basis (4 years). Studio research candidates (MFA and MDes) may enrol as on-campus students or as off-campus students. The Faculty's definition of an on-campus student is one who may wish to undertake research in their own studio but will attend the Caulfield campus on a Wednesday afternoon during each semester for the Lunch-Time Art Forum program, the afternoon Seminar program and their coursework units. Applicants should only apply as off-campus if they will not be able to attend the Caulfield campus on this day during semester and will therefore be taking their coursework units by distance.

An MFA or MDes(R) candidate must enrol in the appropriate research methods coursework unit in Semester 1, 2005 and theory workshop coursework unit in Semester 2, 2005. The successful completion of both units is a requirement of the MFA and MDes degrees.

Although applicants may indicate a preferred supervisor on their application, all supervisory allocation is made by the Committee of Graduate Studies on the advice of the Head of Department of the enrolling department. Successful applicants will be notified of their supervisor(s)' details in writing early in 2005. Candidates should not contact their supervisor(s) prior to the commencement date of their candidature.

Please note that research should not be commenced until formal enrolment procedures have been completed by the Faculty. The date of commencement of candidature cannot be made retrospective.

It is recommended that the date of commencement of candidature for 2005 be 28 February 2005, which coincides with the start of Semester 1, 2005.

The candidate must discuss progress with their supervisor(s) on a regular basis agreed upon by the candidate and their supervisor(s).

The principal supervisor will be required to certify that the requirements for candidature have been met by the completion of an annual progress report sent out in August of each year.

Research Proposal Guidance

Below is a suggested format for the research proposal to be submitted with Masters by research applications. All proposals should be typed on A4 white paper – hand written proposals will not be accepted.

1 Cover Sheet

Full name and academic qualifications
Title and research topic outline
Include:
Proposal for Name of Degree
Faculty of Art & Design,
Monash University
Date

2 Suggested proposal headings

- i. Title
- ii. Research topic outline: a one to three sentence description that briefly encapsulates your project
- i ii. Preamble: this should be brief – one or two paragraphs describing your current work or study (c.150 words)
- iv. Project: describe your proposed project including the historical and theoretical contexts relevant to you projects (c.200-300 words)

- v. Aims: use point form (approximately 5 distinct aims in c.100 words)
- vi. Rational for project: use point form (approximately three to four points plus and introductory paragraph in c.100 words) to express the possible significance of the projected work
- vii. Methods: (c.200 words) describe your methods, giving an indication of the motives that guide the research and a) suggesting the approaches to studio work and reading that you expect to follow the aims (MFA/MDes) or b) perhaps suggesting how the rhetoric or point of view that you are likely to bring to the project might (or might not) be offset by objective modes of inquiry (MA).
- viii. Bibliography: it may be to your advantage to include a short annotated bibliography indicating the relevance of resources already researched

Course Names, Course Abbreviations & Course Codes:

Course Name Abbreviation	Course Code	Course
Master of Arts (Research)	MA	0498
Master of Design (Research)	MDes(R)	3111
Master of Fine Arts (Research)	MFA	2953
Master of Design (Coursework)	MDes(C)	3113
Master of Multimedia (Coursework)	MMM	3102
Master of Multimedia Design (Coursework)	MMD	3105
Master of Visual Arts (Coursework)	MVA	3108

Disciplines: The following table shows the disciplines available by course and location/mode

Discipline	Course Mode	Campus/ Mode
Ceramics	Master of Fine Arts	CA, OC
	Master of Visual Arts	CA
Design/Multidisciplinary Design	Master of Design (R)	CA
	Master of Design (C)	CA
Digital imaging	Master of Fine Arts	CA
Drawing	Master of Fine Arts	CA, GP, OC
	Master of Visual Arts	CA, GP, OC
Glass	Master of Fine Arts	CA, OC
	Master of Visual Arts	CA
Visual Communications	Master of Design (R)	CA
	Master of Design (C)	CA
Industrial Design	Master of Design (R)	CA
	Master of Design (C)	CA
Interior Architecture	Master of Design (R)	CA
	Master of Design (C)	CA
Metals & Jewellery	Master of Fine Arts	CA, OC
	Master of Visual Arts	CA
Multimedia	Master of Multimedia	CA
	Master of Design (R)	CA
	Master of Design (C)	CA
Multimedia Design	Master of Multimedia Design	CA
	Master of Design (R)	CA
	Master of Design (C)	CA
Painting	Master of Fine Arts	CA, GP, OC
	Master of Visual Arts	CA, GP, OC
Photomedia	Master of Fine Arts	CA, GP, OC
	Master of Visual Arts	CA, GP, OC
Printmaking	Master of Fine Arts	CA, GP, OC
	Master of Visual Arts	CA, GP, OC
Sculpture	Master of Fine Arts	CA, GP, OC
	Master of Visual Arts	CA, GP, OC
Tapestry	Master of Fine Arts	CA, OC
	Master of Visual Arts	CA
Theory of Art & Design	Master of Arts	CA
Visual Arts	Master of Fine Arts	CA, GP, OC
	Master of Visual Arts	CA, GP, OC

CA = Caulfield On-Campus, GP = Gippsland On-Campus,
OC = Off-Campus

**Application Check List
Before submitting an
application, please make sure
that you have ticked off all
relevant boxes below:**

Have you:

- Attached a copy of your passport, birth or citizen certificate (Australian/New Zealand citizens) or document relating to your residency status (Australian permanent residents)?
- Attached certified copies of all tertiary academic qualifications (all applicants)
- Attached a current academic and professional Curriculum Vitae (all applicants)
- Indicated the course code, course title, attendance type and campus/mode of study for the course that you are applying for (all applicants)
- Chosen a discipline specific to your course of study (Master of Design – Coursework, Master of Design – Research, Master of Fine Arts, Master of Visual Arts applicants only)
- Attached proof of your English language proficiency (International applicants wishing to study the Master of Visual Arts off-campus outside Australia only)
- Included a research title, research topic, summary of research proposal and attached a detailed research proposal (research applicants only)
- Included an application folio (Master of Design – Coursework, Master of Design – Research, Master of Fine Arts, Master of Multimedia Design, Master of Visual Arts applicants only)
- Signed and dated the application form

Application form: to be completed by applicant

Office Use Only – Session Details

ID Number

Course Code

Academic Calendar 2005

Process Category

Admission Calendar

Residency Status

Are you (please tick appropriate box)

- An Australian citizen
- A permanent resident of Australia
- A New Zealand citizen
- An international student who wishes to study the MVA off-campus outside of Australia

If you have **not** selected one of the options above, please apply directly to Monash International on an International Postgraduate Application Form. Tel: + 61 3 9627 4852, email: apply@monash.edu or visit www.monash.edu.au/international.

Australian or New Zealand citizens should attach a copy of their passport, birth or citizenship certificate. Permanent Residents should attach a copy of an original document relating to their residency status.

Personal Details

Title

Family Name

Given Names

Preferred Name

Sex M F

Date of Birth / /

Citizenship (as stated in your passport)

Country of birth

Preferred email address for Monash correspondence ie. Student email (Monash), hotmail etc

Have you previously applied and/or studied at Monash University?

Yes No

If YES, please state Monash ID Number (if known)

Have you changed your name since you last applied/studied at Monash University?

Yes No

If Yes, please provide/attach relevant documentation.

Are you a Monash staff member? Yes No

If yes please state you staff number

Postal Address for Correspondence

Number & Street

Suburb

State

Country

Postcode

Phone (AH)

Phone (BH)

Mobile Number

Facsimile

Other Email Address

Home Address

Number & Street

Suburb

State

Country

Postcode

Phone (AH)

Phone (BH)

Mobile Number

Facsimile

Other Email Address

Application form: to be completed by applicant

Tertiary Education Record

Include details of your previous academic qualifications. Include dates of commencement and completion, or if you have yet to finish study, your intended completion. Certified copies of academic qualifications must be attached to this application. If the qualifications are in languages other than English, please also supply certified translated copies.

Documents must be certified by:

Submissions within Australia: Your current or previous education institution, a solicitor, a pharmacist, a Justice of the Peace

Submissions outside Australia: Your current or previous education institution in an envelope sealed by the Institution, an education agent, a Monash staff member, a solicitor, commissioner for declarations or government official.

The Faculty has the right to refuse documentation on the grounds of incorrect certification or translation procedures.

Name of Qualification	Field of Study/Major/Specialisation	
Institution		
State	Country	
Date of commencement / /	Date of completion / /	Number of Years Enrolled
Did you complete?	<input type="radio"/> Yes	<input type="radio"/> No

Name of Qualification	Field of Study/Major/Specialisation	
Institution		
State	Country	
Date of commencement / /	Date of completion / /	Number of Years Enrolled
Did you complete?	<input type="radio"/> Yes	<input type="radio"/> No

Name of Qualification	Field of Study/Major/Specialisation	
Institution		
State	Country	
Date of commencement / /	Date of completion / /	Number of Years Enrolled
Did you complete?	<input type="radio"/> Yes	<input type="radio"/> No

Employment History

Please provide clear details of any employment experience that may be relevant to the course application. Please attach a current academic and professional Curriculum Vitae.

Occupation	Occupation
Start Date / /	Start Date / /
End Date / /	End Date / /
Employment Type <input type="radio"/> FT <input type="radio"/> PT	Employment Type <input type="radio"/> FT <input type="radio"/> PT
Employment Tenure <input type="radio"/> Continuing	Employment Tenure <input type="radio"/> Continuing
<input type="radio"/> Fixed Term <input type="radio"/> Casual	<input type="radio"/> Fixed Term <input type="radio"/> Casual
Employer	Employer
Position and Duties	Position and Duties

Research Applicants Only

Were you enrolled in but did not complete a Research Masters or Doctorate at any Australian Institute in the last three years?

Yes No

If yes, please provide details below:

Previous ID Number _____ Name of Course _____

Name of Institution _____

Period of candidature From: / / To: / /

Number of Months Full-Time Candidature Number of Months Part-Time Candidature

State any periods of leave of absence _____

Please provide academic transcript showing candidature details from institution where you are enrolled or have been enrolled as a research candidate in the last three years

Commencement Date

28 February 2005

Research Title e.g. 'Seeing, Observation and Analysis' _____

Research Topic e.g. 'A studio project exploring perceptual painting within a contemporary context' _____

Please give a 100 word summary of your research proposal _____

Please also attach a detailed research proposal (see research proposal guidance at top of application form)

The expectation is that you have already specialised in this discipline in your undergraduate studies and wish to conduct further research in this specialisation.

Please check that the discipline that you have chosen is compatible with the campus/mode of study that you have indicated above. Please cross check with the disciplines table above

Ceramics Drawing Glass Metals & Jewellery Painting

Photomedia Printmaking Sculpture Tapestry Visual Arts

Should you be successful in obtaining a place in the Master of Fine Arts, would you require studio space on campus?

Yes No

Should you be unsuccessful in obtaining a place in the Master of Fine Arts, would you like to be considered for the Master of Visual Arts degree (coursework)?

Yes No

Master of Design (Research) Applicants – Please choose one area of specialisation below:

The expectation is that you have already specialised in this discipline in your undergraduate studies and wish to conduct further research in this specialisation. Please check that the discipline that you have chosen is compatible with the campus/mode of study that you have indicated above. Please cross check with the disciplines table above

Multidisciplinary design Visual communication Industrial design

Interior architecture Multimedia/multimedia design

Should you be successful in obtaining a place in the Master of Design (Research), would you require studio space on campus?

Yes No

Should you be unsuccessful in obtaining a place in the Master of Design (Research) degree, would you like to be considered for the Master of Design degree (coursework)?

Yes No

Folio Requirement

Applicants for the following courses are required to submit a folio with their application:

- Master of Design (Research)
- Master of Fine Arts
- Master of Design (Coursework)
- Master of Multimedia Design
- Master of Visual Arts

Folios should consist of 10-15 pieces of recent relevant work, which may be presented on a CD, as slides or as colour printouts with a corresponding list of details attached. Please note that the preference for research applications is for slides or colour printouts. Please ensure that any work presented on a CD is PC compatible. Please note that folios will not be returned to successful applicants but will be forwarded to the principal supervisor (research applicants) or course coordinator (coursework applicants) who will retain them for the first year of the course. Application folios will be returned to unsuccessful applicants.

All applicants:

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise the University to obtain official records from any tertiary institution previously attended by me.

Design to assess your application. Personal information may also be disclosed to relevant bodies for the verification of your qualifications. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

The information on this form is collected for the primary purpose of assessing your application for a Masters degree. Other purposes of collection include the creation of an enrolment 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 Faculty of Art &

I acknowledge that Monash University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I have read and understood the above conditions and am prepared to accept them in full.

Applicant's Signature

Date / /

OFFICE USE ONLY

Received date: / /

By:

Full Offer of Admission

- Research Place CSP (HECS) Place Local Full-Fee Place International Full-Fee Place
-

Offer of Admission With Conditions

- Research Place CSP (HECS) Place Local Full-Fee Place International Full-Fee Place
-

Offer Conditions – please state:

Offer Authorised by:

Date / /

Rejection – No Offer

Reason for rejection – tick appropriate box

Not qualified

Folio not adequate

Other – please state:

Rejection Authorised by:

Date / /
