

Masters by Research 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.monint.monash.edu.au or

Tel: +61 3 9905 0888 or email:
scenquiries@monaint.monash.edu.au

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:

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

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

Closing Dates

Round 1 closing date is 31 October for enrolment in the following year

Round 2 closing date is 31 January for enrolment in the current year

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 20 working days of each closing date.

Enrolment

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.

At enrolment candidates will be required to fill out the research training scheme – eligibility for funding form. 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 or fee waived place.

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 not-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 in the MFA may enrol as on-campus students or as off-campus students. Studio research candidates in the MDes and thesis only research candidates in the MA may enrol as on-campus. 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 Tuesday (MDes) or Wednesday (MFA) during each semester for the Lunch-Time Art Forum program, the afternoon Seminar program and coursework units. Applicants for the MFA should only apply as off-campus if they will not be able to attend the Caulfield campus during semester and will therefore be taking their coursework units by distance.

An MFA or MDes candidate must enrol in the appropriate research methods coursework unit in Semester 1 and theory workshop coursework unit in Semester 2. 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 details in writing. Candidates should not contact their supervisor 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 coincides with the start of Semester 1 of the academic year.

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 June of each year.

Masters by Research Application Form

Research Proposal Guidance

Below is a suggested format for the research proposal to be submitted with 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
- iii. 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 your projects (c.200-300 words)
- v. Aims: use point form (approximately 5 distinct aims in c.100 words)
- vi. Rationale for project: use point form (approximately three to four points plus an 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	Course Abbreviation	Course Code
Master of Arts	MA	0498
Master of Design	MDes	3111
Master of Fine Art	MFA	2953

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

Discipline	Course	Campus/Mode
Ceramics	Master of Fine Arts	CA, OC
Design	Master of Design	CA
Digital Imaging	Master of Fine Arts	CA
Drawing	Master of Fine Arts	CA, GP, OC
Glass	Master of Fine Arts	CA, OC
Visual Communication	Master of Design	CA
Industrial Design	Master of Design	CA
Interior Architecture	Master of Design	CA
Metals & Jewellery	Master of Fine Arts	CA, OC
Multimedia	Master of Design	CA
Multimedia Design	Master of Design	CA
Painting	Master of Fine Arts	CA, GP, OC
Photomedia	Master of Fine Arts	CA, GP, OC
Printmaking	Master of Fine Arts	CA, GP, OC
Sculpture	Master of Fine Arts	CA, GP, OC
Theory of Art & Design	Master of Arts	CA
Visual Arts	Master of Fine Arts	CA, GP, OC

CA = Caulfield GP = Gippsland 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
- Attached a current academic and professional Curriculum Vitae
- Indicated the course code, course name, attendance type and campus/mode of study for the course that you are applying for
- Chosen a discipline specific to your course of study
- Attached proof of your English language proficiency (International applicants wishing to study the Master of Fine Arts off-campus outside Australia only)
- Included a research title, research topic, summary of research proposal and attached a detailed research proposal
- Included an application folio (Master of Design & Master of Fine Art applicants only)
- Signed and dated the application form

Masters by Research Application Form

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 MFA off-campus outside of Australia

If you have *not* selected one of the options to the left, please apply directly to Monash International on an International Postgraduate Application Form. Tel: +61 3 9905 0888, email: scenquiries@monint.monash.edu.au or visit www.monint.monash.edu.au

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

Personal Details

Title	Family Name
Given Names	Preferred Name
Sex <input type="radio"/> M <input type="radio"/> 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 your staff number

Postal Address for Correspondence

Number & Street	
Suburb	State
Country	Postcode
Phone (AH)	Phone (BH)
Mobile Number	Facsimile

Home Address (if different from your postal address above)

Number & Street	
Suburb	State
Country	Postcode
Phone (AH)	Phone (BH)
Mobile Number	Facsimile

Masters by Research Application Form

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.

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.

Documents must be certified by:

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

Name of Qualification	Field of Study/Major/Specialisation		
Institution			
State	Country		
Date of commencement / /	Date of completion / /	Numbers of Years Enroled	
Did you complete? ○ Yes ○ No			

Name of Qualification	Field of Study/Major/Specialisation		
Institution			
State	Country		
Date of commencement / /	Date of completion / /	Numbers of Years Enroled	
Did you complete? ○ Yes ○ No			

Name of Qualification	Field of Study/Major/Specialisation		
Institution			
State	Country		
Date of commencement / /	Date of completion / /	Numbers of Years Enroled	
Did you complete? ○ Yes ○ 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 / / End Date / /	Start Date / / End Date / /		
Employment Type ○ FT ○ PT	Employment Type ○ FT ○ PT		
Employment Tenure ○ Continuing	Employment Tenure ○ Continuing		
○ Fixed Term ○ Casual	○ Fixed Term ○ Casual		
Position and Duties	Position and Duties		

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Course Application Details

Please refer to the tables on page 2 of the application form

Course Name (Please indicate)	Course Code (Please indicate)	Campus/Mode (Please indicate)	Attendance Type (Please indicate)
			<input type="radio"/> Full Time <input type="radio"/> Part Time

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

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

Proposed 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 on page 2 of application form)

Master of Fine Art 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 on page 2

- | | | | | |
|----------------------------------|-----------------------------------|---------------------------------|------------------------------------------|--------------------------------|
| <input type="radio"/> Ceramics | <input type="radio"/> Drawing | <input type="radio"/> Glass | <input type="radio"/> Metals & Jewellery | <input type="radio"/> Painting |
| <input type="radio"/> Photomedia | <input type="radio"/> Printmaking | <input type="radio"/> Sculpture | <input type="radio"/> Visual Arts | |

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

Yes No

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

Yes No

Masters by Research Application Form

Master of Design 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

- Design
 Visual Communication
 Industrial Design
 Interior Architecture
 Multimedia/Multimedia Design

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

- Yes No

Should you be unsuccessful in obtaining a place in the Master of Design 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
- Master of Fine Art

Folios should consist of 15-20 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 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 recognize that it is my responsibility to provide all necessary documentation to support my application and I authorize the University to obtain official records from any tertiary institution previously attended by me.

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 students 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 & Design to assess your application.

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.

Applicants Signature

Date / /