To be eligible for selection into this course, applicants MUST complete the University’s online application form BEFORE completing and submitting this supplementary application form.

INSTRUCTIONS
1. Completed supplementary application forms must be submitted to: Office of Admissions, Information Centre, Richard Berry Building, Gate 3, Swanston Street, The University of Melbourne, Victoria Australia 3010
2. Applicants will be advised of the outcome of their application.
3. Communication with applicants will be via email. Please check your email, including junk and quarantine folders. Applicants are strongly advised NOT to use a hotmail address as these often go into your junk box. By using such accounts you risk failing to receive our correspondence.
4. You MUST provide certified copies* of documents to verify proof of citizenship, visa and any qualifications claimed. The signature and stamp must appear on every page. A photocopy (colour or black and white) or facsimile of a certified copy is unacceptable.
5. The Faculty reserves the right to cancel the course prior to the date of commencement. A full refund of fees paid will apply if cancellation occurs.

*A 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.

Have you ever attended the Victorian College of the Arts or the University of Melbourne?  Yes ☐  No ☐

IF YES, please advise us of your allocated Student ID Number (if known): _________________________________

Please provide your allocated Application ID Number (received when Online Application Form was completed)

Application ID Number: _________________________________
PERSONAL DETAILS

PLEASE PRINT CLEARLY

Title: ____________             Family Name: ____________________________________________________________

First Given Name: ______________________________ Preferred Given Name: _____________________________

Gender: ______________________  Date of Birth: _______________________________Age: _________________

Email: _________________________________________________________________________________________

Home Telephone: Area code ( ___ ) ________________________ Mobile: _________________________________

Home Address: _________________________________________________________________________________

______________________________________________________________________________________________

State: _______________________  Postcode: ____________________  Country _____________________________

ADVANCED STANDING

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

If YES:

Applicants must complete this Advanced Standing Exemption Form and submit full documentation to support your credit application (or as soon as the documentation is available) with this supplementary application form.

Download the Advanced Standing Exemption Form at:
http://vca-mcm.unimelb.edu.au/currentstudents/forms/application_forms

Official academic transcripts or certified copies and course outlines should be included. (Refer to point 4 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. (Applicants are not required to provide evidence where prior studies were completed at the Faculty of the VCA and MCM or the University of Melbourne.)

* ENGLISH LANGUAGE REQUIREMENTS AND ELIGIBILITY

*Applicants MUST meet the English language requirements of the University to be eligible for a place in this course.

Graduate students can satisfy the English language requirements in a number of ways. Please read the options carefully on the University’s web site at:
http://www.futurestudents.unimelb.edu.au/admissions/entry-requirements/language-requirements

Applicants MUST ensure certified documentation, in support of meeting these English language requirements, are uploaded onto the University’s online application form.
How did you learn about this course (Please tick appropriate box/boxes)?

- [ ] I am a current student and/or alumni of the University of Melbourne
- [ ] Graduate of the University of Melbourne
- [ ] Family/Friends
- [ ] University of Melbourne/VCA and MCM representative
- [ ] University of Melbourne/VCA and MCM website
- [ ] Undertook VCA Short Course - Course Name: ..........................................................
- [ ] Other website (Please specify) ..................................................................................
- [ ] Advertisement (Please specify) ..................................................................................
- [ ] Education exhibition - Location ((Please specify) ........................................................
- [ ] Other: (Please specify) ................................................................................................

CURRICULUM VITAE

Attach Curriculum Vitae detailing all relevant professional experience including projects, any organisations you have worked with, programs, commissions, publications etc. to this supplementary application form.

STATEMENT OF INTENT

Attach a statement of intent which outlines your reasons for undertaking CCD study and what you hope to achieve (500 words) to this supplementary application form.

COMMUNITY CULTURAL DEVELOPMENT PRACTICE

Briefly describe your Community Cultural Development practice. Attach evidence in support of this practice, such as letters of support, project reports and materials etc. to this supplementary application form.
List the name/s of any academic staff of the Community Cultural Development program with whom you have discussed your interest in this course:

________________________________________________________________________________________________
________________________________________________________________________________________________

If admitted to the program, do you intend to engage in outside employment?

☐ Yes  ☐ No

If YES, please specify:

Number of hours per week (including travelling and/or preparation time): ____________
Number of weeks per year: _______________

Attach a study proposal in respect to the directions of your Master’s project to this supplementary application form. (500 words maximum)

Applicants may submit any visual documentation and/or other relevant information in support of their application on DVD format or hard copy.

Interviews are held in early December 2013. Applicants will be notified by email of the date and time of their interview. The interview will be of between 20 and 30 minutes duration, and will be conducted by a panel of 2 to 4 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 of success 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 Community Cultural Development practice
- Your past academic achievements and/or professional experiences in Community Cultural Development

Applicants who will be interstate or overseas during the interview period:

For applicants unable to attend the interview in Melbourne, the Selection Panel will interview you by telephone by mutually convenient appointment.
Please email vcamcm-app@unimelb.edu.au requesting a telephone interview and providing a contact number. Applicants will be notified by email of the time and date of the scheduled interview.
Declaration Form - Faculty of the VCA and MCM at the University of Melbourne

(Required in addition to the declaration made when submitting your application)

1. I declare that the information provided by me in this Declaration Form is true and complete.

A. Authenticity of the submitted folios and work samples

2. I declare the Work/s submitted as part of the selection process, whether assessed or unassessed is my own original work. I understand that “Works” means any intellectual output, and includes text, data, images, sound, performance or any material.

3. I understand that the Faculty of VCA and MCM may request that I provide independent verification of the authenticity of the work/s provided under this Declaration Form. If such request is made, I agree to either provide:
   (a) details of appropriate permission obtained from clients, employers, collaborators or peers, who can verify the authenticity of the work/s; or
   (b) submit a Statutory Declaration attesting to the authenticity of the work/s.

4. In understand that if I am unable or unwilling to verify the authenticity of the work/s then the Faculty of the VCA and MCM may refuse to accept my application or admit me into the course.

5. In circumstances where any work/s has been created in collaboration with others then I agree:
   (a) To declare any work/s that has been created collaboratively;
   (b) provide full acknowledgement of the contribution from other sources;
   (c) to declare that I have obtained permission and that the work/s do not infringe the intellectual property rights of any person

6. I understand the University reserves the right to check authenticity and that in submitting an application I consent for the University to perform such checks.

7. I understand that the University of Melbourne may ask me to complete additional documentation concerning the academic integrity of Work/s which may be assessed as part of the selection process.

B. Subsequent disposal or use of the submitted work

8. I understand all Work submitted will not be returned to me at the end of the selection process and become the property of the University of Melbourne. The University or Melbourne may deal or dispose of the Works as it sees necessary.

C. Authentication and documentation of the work experience

9. I understand that as part of my application, I must provide information about my professional experience. I consent to the University to verify independently that the professional experience information is correct, I must submit a Statutory Declaration or equivalent certification that the schedule of work experience submitted is accurate.

Privacy Statement

(To be read in conjunction with the University of Melbourne Privacy Statement on your course application form or available at http://policy.unimelb.edu.au/MPF1104)

1. All Work/s related to my application provided by me or by another person in support of my application, including referee reports and employer references, is regarded as confidential and will only be made available to University staff involved in reviewing and selecting applicants/candidates who wish to study at the Faculty of VCA and MCM, the University of Melbourne.

2. All Work/s supplied by myself in connection with this application, including personal statements, folios, photographs or videos that identify me, as well as, any work samples, is regarded as confidential will only be made available except to University staff involved in reviewing and selecting applicants/candidates who wish to study at the Faculty of VCA and MCM, the University of Melbourne.

3. The University will collect, manage, hold, transfer and disclose my personal information in accordance with the Privacy Legislation and University’s privacy policy.

4. I agree to notify the University if there are any changes to my personal information or Work/s.

The University respects the confidentiality of an individual’s status as an applicant.

Applications that seek to remove or modify any of the conditions above will be immediately rejected.

Signature required

Signature of applicant: ..................................................... Date: .....................................
Before submitting this supplementary application form, please ensure that you have:

- Completed all sections of this supplementary application form
- Supplied full (legible) personal contact details
- Provided certified proof of meeting the University’s English language requirements (University’s application form) to ensure eligibility for selection
- Attached Curriculum Vitae
- Attached Statement of Intent
- Attached Study Proposal (500 words maximum)
- Attached further supporting documentation if desired
- Attached original or certified copies of all academic transcripts/qualifications which clearly indicate course completion or progression
- Signed and dated the Faculty’s Declaration

Submit this supplementary application form to:

Office of Admissions, Information Centre, Richard Berry Building, Gate 3, Swanston Street,
The University of Melbourne, Victoria Australia 3010