

# ENTRY

## **completing your application**

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### **includes**

- ◆ Instructions for completing the 2008 Application for Admission
- ◆ Disability Service contact form

# if you have a disability...

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The University of Tasmania welcomes students who have a chronic health condition or disability and recognises that you may require assistance to access the learning environment. The University's Disability Service assists students with disabilities to participate fully in University life. This includes ensuring that individual learning and assessment requirements are met in a fair and equitable way.

Services include:

- ◆ communication with academic staff;
- ◆ making study materials accessible;
- ◆ use of the disability resource centre; and
- ◆ loan of specialised equipment.

This is an invitation to establish early contact with the Disability Service in order to provide the University and yourself with time to plan for any services that you may need.

THIS SERVICE IS CONFIDENTIAL



## Disability Services Contact Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cut out this section and send to:

Disability Service  
University of Tasmania  
Private Bag 2  
Hobart Tas 7001

Or Ph (03) 6226 2697

For information about all of the services and resources that are available to students with disabilities at the University of Tasmania, please visit the Disability Service web site at:

<http://www.studentservices.utas.edu.au/disability/>

# Section A – Personal Details

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If applicable, fill in your University of Tasmania student number.

- 1 - 4** Enter your given names and family name.  
*Former names:* Where qualifications listed elsewhere on your application were obtained under a different name, you must submit certified evidence with this application (e.g. marriage certificate or statutory declaration) of change of name.
- 5 - 7** Enter your date of birth (dd/mm/yy), your age at 1 March 2008, and your gender.
- 8 - 12** Enter your correspondence address. If you change your address after lodging this application please advise Admissions.
- 13** Tick the box which most appropriately describes your citizenship status i.e.
1. Australian citizen
  2. New Zealand citizen
  3. Not an Australian or New Zealand citizen but you, or a parent, have permanent residence status - you must attach a copy of your visa
  4. Permanent humanitarian visa - you must attach a copy of your visa
- NOTE: If your citizenship status code is none of the above you should not complete this application. Please contact the International Students Office (03) 6226 2706 or <http://www.international.utas.edu.au> for information on admission.
- 14 - 15** If you were born outside Australia, please enter the name of the country in which you were born. Please enter the date (dd/mm/yy) you first arrived in Australia. Please enter the date (dd/mm/yy) you were granted permanent residence.
- 16** Do you speak a language other than English at your permanent home residence? If yes, enter the name of the non-English language that is spoken most often.
- 17** If you are of Aboriginal or Torres Strait Islander origin mark relevant box YES. For persons of both Aboriginal and Torres Strait Islander origin, mark both YES.
- 18** Enter the semester in which you are applying to commence. Semesters are 1, 2, or SU for Summer School (hard-copy applications only).
- 19** Enter F (full-time) or P (part-time). This is for statistical purposes only and will in no way affect your chance of selection or commit you to the answer you give.

# Section B – Course Preferences

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Please note: For many courses the selection of a specialisation is compulsory. Courses which have associated specialisations have been indicated with an asterisk. You should check the specialisations on pages ix to xi before making your selection.

**20 a - b** You can list up to three (3) course preferences. Please check carefully the following list which shows the course code, name and campus at which it is taught before entering on your application. List the courses for which you are applying in order of preference ('1' is the most preferred course). When choosing your preferences, check that you are able to satisfy prerequisites for the courses at <http://www.utas.edu.au/courses>. Do not list a course for which you would not accept an offer.

**Please note:** the closing date for on-time *Graduate Certificate in Legal Practice (L5B)* is strictly 31 October 2007. Late applications may not be considered.

Code	Course Name	Campus	Fee/ CSP
<b>Australian Maritime College</b>			
J4F	Bachelor of Administration (Marine Resources) Honours	L	CSP
J4H	Bachelor of Applied Science (Fisheries) Honours	L	CSP
J4N	Bachelor of Business (Maritime & Logistics Management) Honours	L	CSP
J5H	Graduate Certificate in Applied Science (Fisheries)	L	FEE
J5L	Graduate Certificate in Fisheries Management	L	FEE
J5F	Graduate Certificate in Marine Resource Management	L	FEE
J5N	Graduate Certificate in Maritime and Logistics Management	L	FEE
J6F	Graduate Diploma of Marine Resource Management	L	FEE
J6H	Graduate Diploma of Fisheries	L	FEE
J6L	Graduate Diploma of Fisheries Management	L	FEE
J6N	Graduate Diploma of Maritime and Logistics Management	L	FEE
J7H	Master of Applied Science (Living Marine Resources)	L	FEE
J7F	Master of Business Administration (Marine Resource Management)	L	FEE
J7N	Master of Business Administration (Maritime and Logistics Management)	L	FEE
<b>Faculty of Arts</b>			
R4A	Bachelor of Arts with Honours *	H, L	CSP
F4J	Bachelor of Contemporary Arts with Honours *	L	CSP
F4A	Bachelor of Fine Arts with Honours *	H	CSP
F4D	Bachelor of Music with Honours	H	CSP
R4B	Bachelor of Social Work with Honours *	L	CSP
F4T	Bachelor of Visual Communication with Honours *	H	CSP
R5V	Graduate Certificate in Ageing & Social Planning	L	CSP
F5F	Graduate Certificate in Art, Design & Environment	H	CSP
R5W	Graduate Certificate in Arts (Specialisation) *	H, L	CSP
R5T	Graduate Certificate in Criminology & Corrections	H	CSP
R5Q	Graduate Certificate in International Politics *	H	FEE
<b>(D) Distance (H) Hobart (L) Launceston (CC) Cradle Coast</b>			

<b>Code</b>	<b>Course Name</b>	<b>Campus</b>	<b>Fee/ CSP</b>
R5U	Graduate Certificate in Journalism *	H	CSP
F5K	Graduate Certificate in Music Studies	H	CSP
R5L	Graduate Certificate in Police Studies *	H	FEE
R5R	Graduate Certificate in Public Administration (International)	H	FEE
R5M	Graduate Certificate in Public Policy	H	FEE
R6V	Graduate Diploma in Ageing & Social Planning	L	CSP
F6F	Graduate Diploma in Art, Design & Environment	H	CSP
R6W	Graduate Diploma in Arts (Specialisation) *	H, L	CSP
R6T	Graduate Diploma in Criminology & Corrections	H	CSP
R6Q	Graduate Diploma in International Politics *	H	FEE
R6U	Graduate Diploma in Journalism *	H	CSP
F6K	Graduate Diploma in Music Studies	H	CSP
R6L	Graduate Diploma in Police Studies *	H	FEE
R6R	Graduate Diploma in Public Administration (International)	H	FEE
R6M	Graduate Diploma in Public Policy	H	FEE
R7V	Master of Ageing & Social Planning	L	CSP
F7F	Master of Art, Design & Environment	H	CSP
R7W	Master of Arts (Specialisation) *	H, L	CSP
F7G	Master of Contemporary Arts (Specialisation)	L	CSP
R7T	Master of Criminology & Corrections	H	CSP
F7D	Master of Fine Art & Design	H	CSP
R7Q	Master of International Politics *	H	FEE
R7U	Master of Journalism *	H	CSP
F7E	Master of Music	H	CSP
F7K	Master of Music Studies	H	CSP
R7L	Master of Police Studies *	H	FEE
R7M	Master of Public Policy	H	FEE
R7R	Master of Public Administration (International)	H	FEE
R7H	Master of Social Work Practice	L	CSP
F7T	Master of Visual Communication	H	CSP
<b>Faculty of Business</b>			
G4F	Bachelor of Business with Honours *	H, L	CSP
C4E	Bachelor of Economics with Honours *	H	CSP
G4E	Bachelor of Tourism with Honours	H, L	CSP
C5D	Graduate Certificate in Business	H	FEE
C5E	Graduate Certificate in Corporate Governance	H, L, CC, D	FEE
C5U	Graduate Certificate in Commercialisation	H	FEE
C5C	Graduate Certificate in General Studies	H, L, CC	FEE
C5G	Graduate Certificate in International Business	H	FEE
C5T	Graduate Certificate in Management	H, L	FEE
C5F	Graduate Certificate in Marketing	H	FEE
C6Q	Graduate Diploma in Business Administration	H, L	FEE
<b>(D) Distance (H) Hobart (L) Launceston (CC) Cradle Coast</b>			

<b>Code</b>	<b>Course Name</b>	<b>Campus</b>	<b>Fee/ CSP</b>
C7L	Master of Business	H	FEE
C7P	Master of Business (Specialisation) *	H	FEE
C7H	Master of Business Administration	H, L	FEE
C7I	Master of Business Administration (Specialisation) *	H	FEE
C7C	Master of Commerce	H	FEE
C7G	Master of International Business	H	FEE
C7K	Master of International Business (Specialisation) *	H	FEE
C7F	Master of Marketing	H	FEE
C7J	Master of Marketing (Specialisation) *	H	FEE
C7B	Master of Professional Accounting	H	FEE
C7D	Master of Professional Accounting (Specialisation) *	H	FEE
<b>Faculty of Education</b>			
E4G	Bachelor of Adult & Vocational Education with Honours	D	CSP
E4C	Bachelor of Education (In-Service) with Honours	H, L, CC	CSP
E5E	Graduate Certificate in Education *	D, H, L	CSP
E5J	Graduate Certificate in Human Movement	L	CSP
E5S	Graduate Certificate in Learning and Teaching for Health Professionals	H, L, CC	CSP
E5T	Graduate Certificate in University Learning and Teaching	H, L, CC	CSP
E7E	Master of Education *	D, H, L	CSP
E7D	Master of Education (Honours)	D, H, L	CSP
E7J	Master of Human Movement	L	CSP
<b>Faculty of Health Science</b>			
M4E	Bachelor of Biomedical Science with Honours	L	CSP
M4H	Bachelor of Health Science with Honours	L	CSP
M4G	Bachelor of Medical Research with Honours	H	CSP
H4A	Bachelor of Nursing with Honours	H, L	CSP
M4C	Bachelor of Pharmacy with Honours (Graduate Program)	H	CSP
H5E	Graduate Certificate in E-Health (Health Informatics)	D	CSP
H5F	Graduate Certificate in Nursing *	H, L	CSP
H6E	Graduate Diploma of E-Health (Health Informatics)	D	CSP
M6F	Graduate Diploma in Pathology	H	CSP
M6G	Graduate Diploma of Medical Laboratory Sciences	L	CSP
H6C	Graduate Diploma of Midwifery	H, L	CSP
H6F	Graduate Diploma of Nursing *	L	CSP
M6E	Graduate Diploma of Pharmaceutical Science	H	FEE
H7C	Master of Clinical Midwifery	H, L	CSP
H7F	Master of Clinical Nursing	H, L	CSP
M7F	Master of Clinical Pharmacy	H	FEE
M7E	Master of Pharmaceutical Science	H	CSP
<b>(D) Distance (H) Hobart (L) Launceston (CC) Cradle Coast</b>			

Code	Course Name	Campus	Fee/ CSP
<b>Faculty of Law</b>			
L5B	Graduate Certificate in Legal Practice	H	FEE
<b>Faculty of Science, Engineering and Technology</b>			
S4A	Bachelor of Agricultural Science with Honours	H	CSP
K4F	Bachelor of Antarctic Science with Honours	H	CSP
S4G	Bachelor of Antarctic Studies with Honours	H	CSP
S4Q	Bachelor of Applied Science (Agriculture) with Honours	H, L, CC	CSP
S4M	Bachelor of Aquaculture with Honours	L	CSP
S4V	Bachelor of Biotechnology with Honours *	H	CSP
S4D	Bachelor of Computing with Honours	H, L	CSP
N4A	Bachelor of Engineering with Honours	H	CSP
S4S	Bachelor of Engineering with Honours & Master of Business Administration	H	CSP
D4A	Bachelor of Environmental Design with Honours	L	CSP
S4R	Bachelor of Environmental Science with Honours *	L	CSP
C4S	Bachelor of Information Systems with Honours (See Note 1)	H, L	CSP
K4B	Bachelor of Marine Science with Honours *	H, L	CSP
S4T	Bachelor of Natural Environment & Wilderness Studies with Honours	H, L	CSP
S4E	Bachelor of Science with Honours *	H, L	CSP
S4H	Bachelor of Science (Economic Geology) with Honours	H	CSP
S4J	Bachelor of Science (Forest Ecology) with Honours	H	CSP
S4L	Bachelor of Science (Natural Environment & Wilderness Management) with Honours	H	CSP
N4C	Bachelor of Science & Bachelor of Engineering with Honours	H	CSP
N4N	Bachelor of Surveying & Spatial Sciences with Honours	H	CSP
S5K	Graduate Certificate in Aquaculture	L	CSP
K5A	Graduate Certificate of Counselling	H, L	FEE
S5B	Graduate Certificate of Environmental Studies	H	CSP
S5A	Graduate Certificate in Geographic Information Systems	H	CSP
C5S	Graduate Certificate in Information Systems (See Note 1)	H, L	CSP
S5M	Graduate Certificate in Marine Sciences	H	CSP
S5Q	Graduate Certificate of Natural Environmental Management	H, D	CSP
S6A	Graduate Diploma of Agricultural Science	H	CSP
S6Y	Graduate Diploma of Agricultural Science with Honours	H	CSP
S6K	Graduate Diploma in Aquaculture	L	CSP
S6J	Graduate Diploma of Computing	H, L	CSP
K6A	Graduate Diploma in Counselling	H	FEE
S6L	Graduate Diploma of Environmental Planning	H, D	CSP
S6B	Graduate Diploma of Environmental Studies	H	CSP
S6W	Graduate Diploma of Environmental Studies with Honours	H	CSP
<b>(D) Distance (H) Hobart (L) Launceston (CC) Cradle Coast</b>			

<b>Code</b>	<b>Course Name</b>	<b>Campus</b>	<b>Fee/ CSP</b>
C6P	Graduate Diploma in Information Systems (See Note 1)	H	CSP
C6R	Graduate Diploma in Information Management (See Note 1)	H	CSP
S6M	Graduate Diploma in Marine Sciences	H	CSP
S6Q	Graduate Diploma of Natural Environmental Management	H, D	CSP
S6R	Graduate Diploma in Rehabilitation Counselling	H	FEE
S6D	Graduate Diploma of Science *	H	CSP
S6X	Graduate Diploma of Science with Honours *	H	CSP
S6G	Graduate Diploma of Science (Antarctic and Southern Ocean Studies)	H	CSP
N6Y	Graduate Diploma in Spatial Information Science with Honours	H	CSP
D7C	Master of Architecture	L	CSP
D7D	Master of Architecture with Honours	L	CSP
S7P	Master of Applied Science *	H, L	CSP
S7C	Master of Applied Science in Aquaculture	L	CSP
K7F	Master of Antarctic Science	H	CSP
S7T	Master of Computing	H, L	CSP
K7A	Master of Counselling	H	FEE
S7R	Master of Economic Geology	H	FEE
C7Q	Master of Electronic Business (See Note 1)	H	CSP
C7R	Master of Electronic Business (Specialisation) (See Note 1)	H	CSP
S7D	Master of Environmental Management	H	CSP
S7U	Master of Environmental Planning	H, D	CSP
C7A	Master of Information Systems (See Note 1)	H	CSP
S7S	Master of Information Technology	H, L	CSP
S7J	Master of Psychology (Clinical Psychology)	H	CSP
S7V	Master of Rehabilitation Counselling	H	FEE
<b>(D) Distance (H) Hobart (L) Launceston (CC) Cradle Coast</b>			

**Note 1.** Pending creation of the new School of Computing and Information Systems, this degree (or Information Systems component of the degree) will transfer to the Faculty of Science, Engineering and Technology in 2008.

\* An asterisk indicates that there are specialisations associated with this course. Please refer to the following pages.

**21 a- c** Please indicate where relevant, the campus, relevant school and your proposed specialisation or preferred field of study in the case of a major project/thesis in the same preference order indicated at Q20 Course Preference. Indicate a 3-character alpha specialisation code from the list on the following pages. If no code appears to be appropriate, write in full the name of your area of specialisation. Refer question 21d.

## Specialisation Codes for Honours & Postgraduate Courses

### Faculty of Arts

#### Bachelor of Arts with Honours

HAB	Aboriginal Studies	HTA	History
HMA	Asian Studies	HMN	Indonesian
HAU	Australian Studies	HMJ	Japanese
HMC	Chinese	HEJ	Journalism, Media & Communications
HTC	Classics	HPA	Philosophy
HEA	English	HSA	Political Science
HEF	French	KHA	Psychology
HAF	Gender Studies	HSD	Public Policy
KGA	Geography & Environmental Studies	HGA	Sociology
HEG	German	HGE	Social Ecology

#### Bachelor of Contemporary Arts with Honours

FFC	Ceramics	FFS	Sculpture
FPM	Contemporary Music	FFX	Textiles
FFP	Painting	FPF	Theatre
FFR	Printmedia	FFA	Theory

#### Bachelor of Fine Arts with Honours

FST	Art & Design Theory	FSP	Painting
FSE	E-Media	FSH	Photography
FSF	Furniture Design	FSR	Printmaking
FSG	Graphic Design	FSS	Sculpture

#### Bachelor of Social Work with Honours

HGW Social Work

#### Bachelor of Visual Communication with Honours

FSE	E-Media	FSG	Graphic Design
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#### Graduate Certificate, Graduate Diploma, Masters in Arts (Specialisation)

HAB	Aboriginal Studies	HEG	German
HMA	Asian Studies	HTA	History
HAU	Australian Studies	HMN	Indonesian
HMC	Chinese	HMJ	Japanese
HTM	Classical & Medieval Studies	HPA	Philosophy
HEA	English	HGA	Sociology
HEF	French	HGR	Social Research

#### Graduate Certificate, Graduate Diploma, Master of International Politics

HSA Political Science

#### Graduate Certificate, Graduate Diploma, Master of Journalism

HEJ Journalism, Media & Communications

#### Graduate Certificate, Graduate Diploma, Master of Police Studies

HSP Police Studies

### Faculty of Business

#### Bachelor of Business with Honours

ACC	Accounting	CIB	International Business
BMT	Business Management	HRM	Human Resource Management
CAC	Corporate Governance	MRK	Marketing
CET	Entrepreneurship	BTM	Tourism

**Bachelor of Economics with Honours**

FIN Finance

**Master of Business (Specialisation)**

HMA Asian Studies

BMT Business Management

CAC Corporate Governance

HRM Human Resource Management

ISS Information Systems

CIB International Business

HEJ Journalism, Media &amp; Communication

MRK Marketing

**Master of Business Administration (Specialisation)**

KQA Aquaculture

HMA Asian

BMT Business Management

CAC Corporate Governance

HRM Human Resource Management

ISS Information Systems

CIB International Business

HSR International Relations

HEJ Journalism, Media &amp; Communications

MRK Marketing

ACC Professional Accounting

**Master of International Business (Specialisation)**

KQA Aquaculture

HMA Asian Studies

BMT Business Management

CAC Corporate Governance

HRM Human Resource Management

ISS Information Systems

HSR International Relations

HEJ Journalism, Media &amp; Communications

MRK Marketing

**Master of Marketing (Specialisation)**

KQA Aquaculture

HMA Asian Studies

BMT Business Management

CAC Corporate Governance

HRM Human Resource Management

ISS Information Systems

CIB International Business

HSR International Relations

HEJ Journalism, Media &amp; Communications

**Master of Professional Accounting (Specialisation)**

BMT Business Management

CAC Corporate Governance

HRM Human Resource Management

ISS Information Systems

CIB International Business

MRK Marketing

**Faculty of Education****Graduate Certificate, Master of Education**

EAU Australia in Asia

EAD Educational Administration

EHU Human Resource Development

ETT Tertiary Teaching

ETE TESL/TEFL

ETF TESOL

**Faculty of Health Science****Graduate Certificate, Graduate Diploma in Nursing**

CNF Acute Care Nursing

CNM Aged Care

CNH Child &amp; Family Health Nursing

CNW Critical Care Nursing

CNR Emergency Care Nursing

CNG Mental Health/Psychiatric Nursing

CNS Neonatal Intensive Care Nursing

CNT Paediatric Nursing

**Faculty of Science****Bachelor of Biotechnology with Honours**

CMA Biochemistry and Physiology

KRA Chemistry

KLA Microbiology (Agriculture/Food)

CJA Pathology

KPA Plant Science

CSA Pharmacology

CEA Population Health

KZA Zoology

**Bachelor of Environmental Science with Honours**

KQA	Aquaculture	KGA	Geography & Environmental Studies
KRA	Chemistry		

**Bachelor of Marine Science with Honours**

KQA	Aquaculture	KYA	Physics
KRA	Chemistry	KPA	Plant Science
KGA	Geography & Environmental Studies	KZA	Zoology
KMA	Mathematics		

**Bachelor of Science with Honours**

KQA	Aquaculture	KEB	Geophysics
CBA	Biochemistry	KAB	Marine, Freshwater & Antarctic Biology
KPA	Botany	KMA	Mathematics
KRA	Chemistry	KLA	Microbiology
KCA	Computer Science	KNE	Natural Environment & Wilderness Management
KEE	Economic Geology	CJA	Pathology
KFE	Forest Ecology	KYA	Physics
KPG	Genetics	CHP	Physiology
KEG	Geochemistry	KHA	Psychology
KGA	Geography & Environmental Studies	KZA	Zoology
KEA	Geology		

**Graduate Diploma in Science**

KSA	Antarctic & Southern Ocean Studies	KEB	Geophysics
KRA	Chemistry	KMO	Operations Research
KMC	Computational Mathematics	KYA	Physics
KCA	Computer Science	KHA	Psychology
KEA	Geology	KMS	Statistical Applications

**Graduate Diploma in Science with Honours**

CBA	Biochemistry	KEB	Geophysics
KPA	Botany	KMA	Mathematics
KRA	Chemistry	KLN	Medical Microbiology
KCA	Computer Science	KLA	Microbiology
KPG	Genetics	CJA	Pathology
KEG	Geochemistry	KYA	Physics
KGA	Geography & Environmental Studies	KSE	Software Engineering
KEA	Geology	KZA	Zoology

**Master of Applied Science**

KLO	Agricultural Science	KLB	Horticultural Science
KHB	Behavioural Science	KMB	Mathematics and Physics
KRA	Chemistry	KLA	Microbiology
KCA	Computer Science	KPA	Plant Science
KEF	Earth Sciences	KGD	Remote Sensing and GIS
KGE	Environmental Studies	KLC	Sustainable Resource Management
KGB	Geography	KZA	Zoology

If no code appears to be appropriate, write in full the name of your area of specialisation. Refer to question 21d (paper application only).

# Section C – Educational Background

**22** You must supply details of all post-secondary education you have undertaken including 2007 study. Refer to Section D – Documents for details of documents required (page xiii).

**22a** Use the numbers on the table below to indicate the course type.

<b>Course Type (22 a)</b>		
<b>Course type</b>	<b>Complete or expect to this year</b>	<b>Attempted or partially completed but do not expect to complete</b>
Postgraduate course (Higher doctorate, PhD, Master's degree, including preliminary or qualifying, postgraduate diploma, degree or certificate)	<b>1</b>	<b>2</b>
Bachelor (including Honours) degree course	<b>3</b>	<b>4</b>
Diploma or Associate Diploma at a University, Teachers' College, Institute of Technology, College of Advanced Education	<b>5</b>	<b>6</b>
Diploma or Associate Diploma at TAFE	<b>7</b>	<b>8</b>
An award other than the above at TAFE, Institute of Technology, Institute of Advanced Education or Institute of Tertiary Education (do not include secondary education, hobby, recreational, leisure or personal enrichment courses)	<b>9</b>	<b>10</b>
Aboriginal Bridging Program and/or Aboriginal Foundation Program at the University of Tasmania only	<b>11</b>	

**22 b-e** Enter the institution where you studied (including current studies), the title of the course, the year you started and last enrolled in the course, and the relevant student number that you were allocated when you were studying the course. Please note it is essential to include this information.

**23** If you are currently enrolled in a course, indicate whether or not you are sitting for exams at the end of this academic year.

**24** If you are currently enrolled in a course, indicate whether or not you expect to complete the course this year.

**25** Please indicate whether or not you have ever been excluded from a course in the past. If you answer yes, you should explain in your supporting statement addressing the selection criteria the reasons for your exclusion and why you feel you should now be re-admitted to a course.

**26** Indicate whether you wish to apply for credit for previous studies. See page 10.

# Section D – Documents/Additional Info

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## 27, 28 What documents do I need to supply with my application?

It is essential that you supply the correct documentation in support of your application. All applicants for postgraduate coursework and interstate honours applicants are required to provide a supporting statement. This is not required for Tasmanian honours applicants. You should note that assessment of your application may be delayed if this statement is not provided.

A supporting statement addresses the selection criteria (academic and employment backgrounds, skills gained from employment, demonstrated interest in the course and any equity or special considerations). It is important to relate your statement to the course(s) for which you are seeking entry. This statement may be completed as part of the 2008 Application for Admission or forwarded separately. The statement should not exceed two A4 pages in total. In some cases the statement may only need to be brief. For example, if you are seeking to transfer from one course to another and you have passed all units to date, the main purpose of your response is to demonstrate your interest in the new course so you should concentrate on this criterion. However, all relevant criteria listed will be taken into account and it is in your interests to address them. Weighting of these criteria may vary from course to course. The onus for the provision of documentation rests with the applicant. You may be asked to produce original documents if you receive an offer of a place. Where this is the case your offer will make it clear that your place is provisional until the required documents have been sighted.

As assessment of applications begins immediately after the closing date, complete documentation must be submitted with your application. Applications, which do not include the required documents, will be placed on hold and assessed as late documents are received. In such cases it is your responsibility to send us the transcript of your 2007 results as soon as it becomes available. The transcript should be clearly marked with your full name and date of birth.

### All applicants must comply with the following:

- ◆ If you have changed your name since you undertook previous study we will need certified evidence of the name change, e.g. a marriage certificate or statutory declaration;
- ◆ If your documents are not in English you must provide an officially certified translation together with certified copies of the original documents. Translations based on photocopies are not acceptable;
- ◆ Permanent Residents or Humanitarian Visa applicants must supply a certified copy of their visa;
- ◆ All documents must be either originals or copies of originals certified by a Commissioner of Declarations, a Justice of the Peace, a university or college Registrar or other recognised examining authority and must be submitted with the 2008 Application for Admission (except for 2007 tertiary results which must be forwarded as soon as available). **Your original documents will not be returned unless you enclose a stamped self-addressed envelope.**

To ensure your documents are correctly matched to your application, clearly mark your name on each page. Staple documents once only in the top left corner. Academic transcripts and visa/citizenship documentation must be certified (colour copies are not necessary).

### **You need to supply documents if you:**

- ◆ Have undertaken any TAFE study, whether completed, incomplete or current;
- ◆ Your previous study was at an overseas institution;
- ◆ If you are seeking admission on the basis of qualifications/experience other than previous tertiary study you must attach a supporting statement.

**Please note:** A number of courses require specific documentation and/or a portfolio of work or attendance at an interview or audition. Applicants for courses in Visual and Performing Arts will be advised by the relevant school of portfolio/audition requirements.

Visual Art applicants who are asked to attend an interview should bring original work or digital images if the work is too large or delicate to transport. Interstate applicants for fine arts/design courses are requested to supply a portfolio of between 12 and 20 images (digital images or photographs) representative of current work. Video tapes, films, photographs, CDs or similar materials may be submitted; all should be sent by registered mail labelled with name, date, dimensions and medium to the Tasmanian School of Art. Interstate applicants should attach a brief statement of their visual arts interests to their 2008 Application for Admission, and a letter of recommendation from a visual arts teacher would also be helpful.

Applicants are discouraged from sending large pieces of work.

### **Academic transcripts**

If you are sending copies of academic transcripts from a TAFE or an overseas university they must be certified as a true copy of the original by a Commissioner for Declarations, a Justice of the Peace, a university or college Registrar or other recognised examining authority. Academic transcripts must show all subjects attempted, grades achieved (including failures) and awards conferred. Please do not send semester or annual result slips.

### **The University does NOT require the following documentation:**

- ◆ Academic records for study at an Australian university. If you studied at another Australian university we will, in most cases, obtain your record electronically (as authorised by in the Declaration on the 2008 Application for Admission). If we cannot obtain your record electronically we will contact you requesting a certified copy;
- ◆ Semester or annual result slips;
- ◆ Personal or character references, photographs, psychological or intelligence test assessments, course outlines or curricula (unless applying for credit), examples of work (except for Visual and Performing Arts);
- ◆ Evidence of your date of birth with your application. If offered a place, you may be required to submit a certified copy of your birth certificate before your enrolment is approved.

## Credit

If you apply for credit for units passed at another tertiary institution your application will be forwarded to the relevant Faculty for assessment.

To ensure prompt assessment of your credit application, you must send with your 2008 Application for Admission the following supporting documentation:

- ◆ unit/subject outlines or a syllabus. Outlines should comprise: 1) a description of the unit from the relevant year Handbook; (2) weighting/credit point value; (3) assessment e.g. exam (70%), practical work (30%); and (4) teaching pattern e.g. Semester 1 with 3 hour lectures and 1 hour tutorial per week; and
- ◆ a copy of the other institution's course structure for the same degree e.g. BA. The course structure should advise of the other institution's credit point/weight system (e.g. to complete a BA degree at Uni of Tas, students will enrol in units totalling 100% weight in each year of the three year course (total 300%)).

## Section E – Tasmania Scholarships

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- 29 Please indicate whether or not you have applied for a Tasmania Scholarship. For more information refer to page 17 in this guide.

## Section F – Declaration

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You should read the declaration and must sign the application before sending it to the University. The University will not process applications without a signed declaration.

## Section G – Application Checklist

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Complete the checklist and read the documents guide to ensure your application is complete.

## Section H – Supplementary Information

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List any additional information, which you believe may support your application. This can include relevant employment history, referees, demonstrated interest in the course, life skills, publication details, specific interests, artistic practice (if applicable) and preparations.

If you are applying for postgraduate study in Fine Arts you must also provide a study proposal, which includes an outline of the program you wish to develop, and special concerns you hope to research and resolve over the duration of the course.

# Checklist

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## Have you...

- completed all relevant questions on the application form?
- indicated your citizenship status?
- listed your course preferences?
- indicated your area of study if applying for Music?
- submitted a portfolio if applying for Fine Arts from interstate?
- completed the supporting statement if required (not Tas Honours applicants)
- attached any documentation required (eg. assessment of credit)?
- told us about any disability related needs that you may have (see page ii)?
- signed and dated the declaration?

If you need to complete a supporting statement, or provide other documentation, please ensure that you send it to the Admissions Office as soon as possible. To ensure your documents are correctly matched to your application, clearly mark your name on each page. Staple documents once only in the top left corner. Academic transcripts and visa/citizenship documentation must be certified (colour copies are not necessary).

If you have completed the application form as per the above checklist, send your application to...

### Postal Address

The Admissions Office  
University of Tasmania  
Private Bag 45  
HOBART TAS 7001

### Courier Address

The Admissions Office  
Student Centre  
University of Tasmania  
Churchill Avenue  
SANDY BAY TAS 7005