

## 2012 Honours Application Form

### Entry Requirements

To be eligible for entry into the Honours program:

1. Applicants must be qualified, or expect to be eligible to qualify, for the award of a Bachelor of Arts degree, or a comparable qualification prior to the date of enrolment, with a major (48 points or the equivalent) in the intended honours discipline; and
2. Obtained a distinction average (70%) in units in the Honours discipline(s) to the value of 24 points at second and third year levels, of which at least 18 points must be at third year level.

*Please refer to the various Schools/disciplines websites for any special requirements.*

### International students

In addition to completing this application form, international students must apply through Monash International Recruitment Services.

### Supporting documentation

#### Non-Monash Applicants

All external applicants must ensure they attach:

1. **Original** or **certified copies** of official academic transcripts, showing units attempted, results, and where applicable, evidence of successful completion; and
2. **Certified copy** of proof of citizenship (passport or birth certificate).

*Your application **cannot** be processed without this documentation.*

### Faculty of Arts closing dates

Semester 1

- 30 September (0822 BMus Hons)

- 30 November

Semester 2

- 30 June

*Mid-year entry is only available in some disciplines*

### Privacy Statement

The information on this form is collected for the primary purpose of assessing your application. 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 to assess your application. Personal information may also be disclosed to the education institutions you have attended or your employer(s) to make an informed decision about the application or matters that concern your enrolment at Monash. 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.

**Please complete all sections and return to:**

#### Faculty of Arts Student Services

1st floor, West Wing, Menzies (Building 11)

Clayton Campus

Monash University

VICTORIA 3800



**MONASH** University

Arts

Request for Confirmation of receipt of Honours Application

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

Student ID: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Section A Personal details**

|                                                                                                                                                                                                                                                   |                         |   |                                  |                              |                                |                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---|----------------------------------|------------------------------|--------------------------------|-----------------------------|--|
| Title:                                                                                                                                                                                                                                            | Surname or Family name: |   |                                  |                              |                                |                             |  |
| Given name(s):                                                                                                                                                                                                                                    |                         |   |                                  |                              |                                |                             |  |
| Date of birth:                                                                                                                                                                                                                                    | /                       | / | Female: <input type="checkbox"/> |                              | Male: <input type="checkbox"/> |                             |  |
| Postal address:                                                                                                                                                                                                                                   |                         |   |                                  |                              |                                |                             |  |
| Suburb:                                                                                                                                                                                                                                           |                         |   | State:                           |                              | Postcode:                      |                             |  |
| Email:                                                                                                                                                                                                                                            |                         |   |                                  |                              |                                |                             |  |
| Home Telephone: ( )                                                                                                                                                                                                                               |                         |   |                                  | Mobile:                      |                                |                             |  |
| <b>Are you a citizen or permanent resident of Australia?</b> <input type="checkbox"/> (Y or N)                                                                                                                                                    |                         |   |                                  |                              |                                |                             |  |
| If <b>no</b> , please complete an application through Monash International Recruitment Services at <a href="http://www.monash.edu/study/international/apply/">http://www.monash.edu/study/international/apply/</a> or telephone on (03) 9903 4788 |                         |   |                                  |                              |                                |                             |  |
| Have you previously applied and/or studied at Monash University?                                                                                                                                                                                  |                         |   |                                  | <input type="checkbox"/> Yes |                                | <input type="checkbox"/> No |  |
| If yes, please provide Monash ID number (if known)                                                                                                                                                                                                |                         |   |                                  |                              |                                |                             |  |

**Section B Tertiary study**

Please indicate below details of your Bachelor Degree. For all **non-Monash** applicants, a certified photocopy of original transcripts of official results must accompany this application.

| Institution | Name of Course (e.g. BA) | Year of completion* | Area of Specialisation/Major |
|-------------|--------------------------|---------------------|------------------------------|
|             |                          |                     |                              |

\*If you are currently awaiting results please indicate the date the results will be available / /

**Section C Honours Course Details**

1. Please select your intended course of study

| Code | Course Title                                            |                          |
|------|---------------------------------------------------------|--------------------------|
| 0003 | Honours degree of Bachelor of Arts                      | <input type="checkbox"/> |
| 0082 | Honours degree of Bachelor of Arts and Bachelor of Laws | <input type="checkbox"/> |
| 0822 | Honours degree of Bachelor of Music                     | <input type="checkbox"/> |
| 2766 | Honours degree of Bachelor of Performing Arts           | <input type="checkbox"/> |
| 3775 | Honours degree of Bachelor of Communication             | <input type="checkbox"/> |

2. Please indicate below details of your intended study

|                |             |
|----------------|-------------|
| Single Honours | Discipline: |
|----------------|-------------|

|                  |              |
|------------------|--------------|
| Combined Honours | Disciplines: |
|------------------|--------------|

**Section D Enrolment details**

This section must be completed in consultation with the relevant discipline honours coordinator (please refer to 'ADDITIONAL INFORMATION' on the back page of this form before completing this section).

| Unit Code | Unit Title | Discipline | Location | Credit Points | Year | Sem. |
|-----------|------------|------------|----------|---------------|------|------|
| ATS       |            |            |          |               | 20   |      |
| ATS       |            |            |          |               | 20   |      |
| ATS       |            |            |          |               | 20   |      |
| ATS       |            |            |          |               | 20   |      |
| ATS       |            |            |          |               | 20   |      |
| ATS       |            |            |          |               | 20   |      |

**Thesis Topic:** .....

**Supervisor:** .....

**Check List for Honours Coordinator(s)**

- I have sighted the student's academic record
- The above unit selection meets the School/Centre's requirements for the Honours Degree
- Additional condition(s) must be met. Please specify: .....

**Discipline Honours Coordinator 1:** ..... **Discipline:** .....

**School Honours Coordinator 1:** ..... **Date:** .....

*(In the case of Combined Honours)*

**Discipline Honours Coordinator 2:** ..... **Discipline:** .....

**School Honours Coordinator 2:** ..... **Date:** .....

**Section E Declaration**

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcript may result in the withdrawal of an offer of a place. I acknowledge Monash University reserves the right to seek from other relevant bodies, verification of the standing of my claimed qualifications. I authorise the university to obtain official records from any tertiary institution previously attended by me. I agree to abide by the statutes and regulations of Monash University. I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment. Where employment work experience is considered in determining my application, I authorise the university to verify my past and current employment for the purpose of making an informed decision about this application or matters that concern my enrolment:

**Applicant's signature:**

**Date:**

## ADDITIONAL INFORMATION

### Planning Your Honours Program

#### Unit Selection

A normal semester load is 24 points (full-time). You should discuss the structure of your course with the Discipline Honours Coordinator of the relevant School(s). Faculty of Arts units on offer can be found at <http://www.monash.edu.au/pubs/handbooks>.

#### Study Abroad

If you wish to do part of your honours at an overseas institution you will need to lodge a separate Study Abroad application. Further details can be found at <http://www.monash.edu/international/studyabroad/>

You will need to obtain approval from the Discipline Honours Coordinator for the units. Please note that the thesis **cannot** be done through study abroad.

#### Faculty Scholarships

Your application will automatically be assessed for eligibility for a Faculty scholarship. Many scholarships (such as the Jubilee Scholarship) require an application, which may be due before the deadline for Honours applications. For more information visit: <http://www.arts.monash.edu.au/future/honours/scholarships.php>.

Students who are eligible will be notified after the census date.

#### Check list

Before submitting your application, please ensure you have completed the following:

- Read the information regarding entry requirements
- Completed all relevant sections of the application form
- Attached certified copies of documentation (non-Monash applicants)
- Section D completed (48 credit points) and signed off by the Discipline Honours Coordinator(s)
- Read and signed the applicant's declaration (Section E)
- Detached stamped receipt as evidence of lodging the application

#### Office use only

- |                                             |                                                |                                    |                                 |
|---------------------------------------------|------------------------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> CSP full offer     | <input type="checkbox"/> CSP conditional offer | <input type="checkbox"/> IRS Offer | <input type="checkbox"/> Reject |
| <input type="checkbox"/> Internal Applicant | <input type="checkbox"/> External Applicant    |                                    |                                 |
| <input type="checkbox"/> Application keyed  | _____                                          | Date: _____                        |                                 |
| <input type="checkbox"/> Letter sent        | _____                                          | Date: _____                        |                                 |

#### Notes:

#### Honours Entry Score: