

Postgraduate Psychology/Counselling Application Form (International)



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Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

NB: The application deadline for Postgraduate Psychology and Counselling programs is 31st October of any given year, for commencement in the following February.

1. Personal Details as shown on your passport

Have you previously studied at/or applied to Murdoch University?

No Yes

If YES, please provide your Student ID number

Title Family Name

Given Names

Date of Birth

dd mm yyyy

Sex

M F

Nationality

Country of Birth

Passport/Identity Card Number

Home Country Address

Correspondence Address (if the same as home country address, please write 'As above')

Telephone number
(Include country and area codes)

Mobile / Cell Number
(Include country and area codes)

Email address

Emergency Contact

Relationship

Telephone number
(Include country and area codes)

AGENT'S STAMP (In English including address, phone)



Counsellor's name

Email address

Office Use Only

Rec Date Callista Input Stats

Admission Process Category

Course Code Location Mode Type

Basis for Adm Funding Source Fee Cat

Advanced Standing

Documentation Checklist (tick)

Name change certified Aust PR

Citizenship Aust PR

Personal Statement Y N

Transcript supplied Y N

Transcript certified Aust PR

Degree Award proof Y N

Degree Award certified Aust PR

Academic Referee's Report Y N

Employer or Professional Report Y N

Police Clearance Y N

Assessor's Comments

Offer (Postgrad Cert)

Offer (Postgrad Dip/Masters)

Non Offer

Assessed By

Offer/Non-Offer entered by Date

2. Course Preference

Please indicate the course for which you wish to apply by ticking the appropriate box:

- Graduate Certificate in Counselling
- Graduate Diploma in Counselling
- Master of Counselling
- Graduate Diploma in Psychology
- Graduate Diploma in Consultancy Psychology
- Master of Applied Psychology in Clinical Psychology
- Master of Applied Psychology in Organisational Psychology

3. English Language Proficiency

Please tick the appropriate box to indicate any English test you have completed:

TOEFL

IELTS

Secondary

Others

If you do not meet entry requirements, do you give Murdoch University permission to forward your application to one of Murdoch University's preferred pathway providers to offer you a pathway course that would lead to your preferred course? No Yes

4. Academic Qualification (Please include all studies undertaken including high school)

Name of Course/award	Name of Institution eg. MIT/Murdoch College	Country	Course Duration (Yrs/Mths)	Year of completion or expected to complete, eg. 12/2012

5. Personal Statement

You are required to provide a statement of no more than 750 words in support of your application. The statement should include information you believe will assist the Selection Committee to assess your application. For example, you might explain how your previous studies, research or work experience relate to the course for which you are applying. In your personal statement, please indicate which specialisation you wish to apply for and provide reasons. You should also give details of any academic distinctions or prizes you may have received and any publications or other scholarly or professional achievements you believe may be relevant.

If you are applying for admission to **Counselling** please use the following instructions in preparing your personal statement. We invite you to tell us about yourself in a mini-essay of 750 words. The aim is to give us a sense of who you are and of aspects of your own journey that have direct bearing on your interest in becoming a professional counsellor through this program. We don't want you just to tell us how good you are, but it's fine to mention any achievements you think are relevant or that help to throw light on your ambition and confidence for advanced studies. Please weave any such information into a unified and coherent whole that is also an indication of your quality and style of writing. Our Selection Committee carefully considers all thoughtfully prepared and *complete* applications.

6. Work Experience

Please list details of any work experience you have. Also include national service details if appropriate:

Employer	Period of Employment		Position Held
	From	To	

7. Equity and Disability

If you have a disability which means that you may require additional help at Murdoch University, it is very important that you provide the following information. This information will be kept confidential and will not affect your admission to the University.

Type of Disability: Vision Hearing Mobility Impairment Learning Psychiatric Other

Please attach a brief statement about your special needs.

8. Resident and Family Status

Have you applied for Australian Permanent Resident status? No Yes

If YES, state date of application

dd mm yyyy

Do you hold a Temporary Resident Visa? No Yes

If YES, please specify

Will you be accompanied by your spouse and/children during your studies in Australia? No Yes

If YES, how many will be accompanying you and what relationship are they to you?

Have any members of your family applied for Australian Permanent Resident status? No Yes

If YES, state date of application

dd mm yy

Do any members of your family hold a Temporary Resident Visa? No Yes

If YES, please specify

9. Financial Information

Who will be paying your fees and living expenses to study at Murdoch University? (If more than one source, please check all relevant boxes)

Private sponsor eg. Employer, family member

By Bank Loan

Self-Funded

Approved government, institution sponsor

10. Final Checklist

Use this checklist to ensure that you have completed ALL the steps necessary for your application. You may not be considered if your application is incomplete.

Completed the application form for Postgraduate Psychology/Counselling study?

Attached certified copies of all qualifications (including secondary school)?

Attached certified copies of all tertiary qualifications (if applicable)?

Attached certified copies of your English language proficiency?

Attached a copy of your 750 word personal statement?

Attached a copy of your current Curriculum Vitae (CV)?

Attached a copy of your police clearance?

Supplied your 2 referees with the Referee Report template?

Obtained formal assessment from Australian Psychology Society (APS). Refer to www.psychology.org.au/qualification

Signed the declaration?

11. Declaration and Agreement

PRIVACY AND DISCLOSURE

1. I declare that all the information I have given in this application is true, correct and complete, and is not false or misleading. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia.
2. I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor.
3. I agree to tell Murdoch University immediately if there is any change to the information I have given in this application.
4. I understand the University reserves the right to vary or reverse any decision made on the basis of incorrect, incomplete, false or misleading information which I or my agent/sponsor may have provided, including in some circumstances, termination of my enrolment.
5. I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
6. I understand that the University may obtain official records from any educational institution I have previously attended or my employer.
7. I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in my application, to release to the University any personal information which they may hold about me for the purpose of verification of my supporting documents.
8. I authorise the University to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
9. I understand that any information provided to the University may be made available to Australian Commonwealth and state government departments and agencies, pursuant to the University's obligations under Australian or state law, including the ESOS Act 2000 and the National Code. This information may also be made available to any company or organisation in which the University arranges a private or public work placement or practicum. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.
10. By nominating an agent, as listed in the 'Agent's details' section to represent me in my application to the University, I agree to the release of all information relating to my application and subsequent enrolment at the University to my nominated agent, until such time as this nomination is revoked by me in writing.
11. If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).

TRANSFER FROM ANOTHER EDUCATION INSTITUTION IN AUSTRALIA

12. I agree to advise the University of any studies that I am undertaking or will undertake at any period with another provider which coincides with a period of study I am applying to undertake or undertake at the University. I understand that should I have obligations to another provider, the University is unable to offer me enrolment. I understand that I must present any documents requested by the University to confirm my status.

CANCELLATION AND REFUNDS

13. I agree that if I give notice of withdrawal, more than ten weeks before commencement of the semester/trimester, all tuition fees paid in advance are refundable less 10% of the semester/trimester tuition fees due or \$500 whichever is lesser.
14. I agree that if I give notice of withdrawal, less than ten weeks before commencement of the semester/trimester, all tuition fees paid in advance are refundable less 30% of the coming semester/trimester tuition fee.
15. I agree that if I withdraw from the University after commencement of the semester/trimester but before the Census Date, I shall be eligible for a refund of fees paid for the current and future semesters/trimesters less 70% of the fee for the current semester/trimester.
16. I agree that if I withdraw from the University after the Census Date, or after the end of the fourth week, I shall be eligible for a refund of fees paid for the current and future semesters/trimesters less 100% of the fee for the current semester/trimester.
17. I have read and understand the University's Fees Policy (including refunds) at: <http://www.murdoch.edu.au/Future-students/International-students/Courses-and-fees/>

FINANCIAL OBLIGATIONS

18. I agree to provide any financial information requested by the University for the purpose of the University assessing my financial ability to undertake a course of study.
19. I declare that I have access to funding:
 - for the payment of all fees for the course which I am undertaking at the University; and
 - for the living expenses of myself and my dependents in Australia for the duration of the course or courses which I have been offered, at an expected amount as indicated on the Study in Australia website at: www.studyinaustralia.gov.au/en/Study-Costs/Living
20. I declare that I am not relying on employment in Australia during or following my course to pay any part of my tuition and living expenses for myself and my dependents.
21. I understand that I am required to pay all tuition fees in full for my course prior to the census date for each session/trimester/term of study, and that failure to make payment by the required date may result in the termination of enrolment in my course and notification to the Department of Immigration, who may cancel my student visa.
22. I understand that, in the event that I am unable to pay for my tuition or living expenses in Australia for myself or my dependents, the University is not obliged to provide any financial assistance (including in the form of a tuition fee waiver (partial or whole), tuition fee deferral or living expense support, medical expenses, legal expenses, or leave of absence consideration) and that as a non-citizen of Australia, I do not have access to Australian government support.
23. I understand that in Western Australia, dependants of overseas students studying for a postgraduate degree (573 Masters or 574 Postgraduate) may be able to access public education under the same conditions as local students.
I also understand that Postgraduate international students granted a 573 (Masters) or a 574 (Postgraduate) visa but are studying an ELICOS course or any other studies prior to commencing their higher degree course must pay school subsidised tuition fees for their children to attend a public school.
I have read and understand the policies on education for school-aged dependants at www.eti.wa.edu.au/studying-at-schools/temporary-and-bridging-visa-holders.html
24. I understand that the University will not act as a financial guarantor for me, and I am solely responsible for all expenses incurred by me and my dependents, including as the result of legal action, while I remain in Australia on a visa issued for the purposes of studying at the University, whether or not I have completed the course or remain enrolled at the University.

WHILE I AM ENROLLED AT THE UNIVERSITY

25. I agree to be bound by all the Rules and Regulations and any relevant policies of the University.
26. I must enrol in a study pattern that allows me to complete my course within the course duration set in my Confirmation of Enrolment (COE).
27. I agree to advise the University of my residential and postal address and mobile telephone number in Australia and of any change in my contact details.
28. If I am not the holder of a student visa, I understand that it is my responsibility to ensure that the visa I hold permits me to undertake the course in which I enrol at the University.

WHILE I AM COVERED BY A STUDENT VISA

29. As the holder of a student visa, I understand and agree to abide by all the requirements of the student visa which are detailed at the following website: www.immi.gov.au/students/visa-conditions.htm
30. I understand my obligation to, and I agree to, maintain Overseas Student Health Cover for the duration of the course.

APPLICABLE LAW

31. This agreement, and the availability of complaints and appeals processes, does not remove my right as a student to take action under Australia's consumer protection laws.
32. I understand that these terms are governed by the laws of Western Australia and I agree to submit to the non-exclusive jurisdiction of the courts of Western Australia.

12. To be completed by the applicant

I understand that there will be additional costs involved if I am undertaking pre university studies with Murdoch University's preferred pathway partners as provided on the offer letter.

I understand that the current living costs in Perth, Western Australia, is as indicated on the Study in Australia website at www.studyinaustralia.gov.au/en/Study-Costs/Living, and I declare that I have access to funding for the living expenses of myself and my dependents in Australia for the duration of the course or courses which have been offered.

- I hereby undertake to abide by the University rules and policies and Murdoch University Act 1973 – 1985 and the By-laws, rules and policies of the University (where applicable).
- I have read, understood and agree to abide by the above terms and conditions. I consent to the use of my personal information as set out above. I declare that the information provided by me in the application is true and correct.

WARNING: It is an offence to submit fraudulent documentation in support of a course application. Where fraudulent documents are detected the application will be rejected, any offer of enrolment will be withdrawn, and the matter may be reported to relevant state and federal law enforcement agencies.

Applicant's signature

Date

Applications that are unsigned, or are not ticked to indicate that the applicant has read the above terms and conditions and undertakes to abide by the relevant rules and policies, will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

Employee or Professional Referee Report Form

Instructions for the Applicant

Complete the section below and pass the report to a person whom you wish to act as your employee or professional referee. That person should be a person conversant with your most recent experience.

Murdoch Student Number – Leave blank if you have not previously studied at Murdoch University	Title:
Surname:	Given Name:
Address:	
Telephone:	Email:
Name of Course applying for	Specialisation (Please circle) Clinical / Organisational / Counselling

Instructions for the Referee

This report is a confidential document on a candidate for admission to Postgraduate Psychology or Counselling courses. Entry is competitive and we would appreciate your frank comments on the applicant's suitability for admission to the course. This assessment will be treated in the strictest confidence by the Selection Committee and officers of the University, who are required to handle such documents. It is recommended that you keep a photocopy of this referee report in case it goes astray in the post.

Please complete this report and send it to:

Murdoch International Admissions
Murdoch University
90 South Street
Murdoch WA 6150
Western Australia
Telephone: +61 8 9360 2526
Facsimile: +61 8 9360 6491
international.admissions@murdoch.edu.au
www.murdoch.edu.au

This report should be returned by:

- 31st October for semester 1 (study commencing at the beginning of the year)
- 30th May for Semester 2

Please do not return this report to the applicant

Referee's Name:	Position:
Telephone:	Email:
Name of institution:	
Address of institution:	
How long have you known the applicant?	years
In what circumstances have you known the applicant? (for example as a work supervisor of professional colleague)	

1. Please use one of the following reference groups in developing your ratings and indicate your choice by ticking the appropriate box

- Graduate student
- Professional psychologist or counsellor
- Professional or graduate from any/all other disciplines
- Non professional or non graduate

Research Skills

The applicant independently analyses problems; identifies and considers alternatives; understands complex casual relationships and generates ideas around solutions

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

.....

Oral Communication

The applicant effectively expresses him/herself in individual or group situations. The applicant shows good non-verbal communication and listening skills

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

.....

Written Communication

The applicant succinctly expresses ideas and information in written form

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

.....

Initiative

The applicant initiates appropriate action, participates in decision making and demonstrates the ability to work independently

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

.....

Response to Feedback

The applicant is open and appropriately responsive to feedback

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

.....

Conflict Resolution

When dissatisfied the applicant expresses concerns in an appropriate manner and works with others towards a resolution

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute
.....

Flexibility

Where appropriate the applicant modifies his/her behaviour, approach or attitude in dealing with the task or problem

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute
.....

Problem Solving

The applicant identifies problems and implements creative solutions

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute
.....

Judgement

The applicant considers alternative courses of action and make sound decisions

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute
.....

Planning and Organising

The applicant prioritises and follows through using appropriate resources

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute
.....

2. Describe briefly the work undertaken by the applicant while employed by your organisation or while professionally known to you

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.....
.....

3. What, if any, do you consider to be his/her outstanding talents or strengths?

.....
.....
.....

4. What, if any, do you consider to be his/her liabilities or weaknesses?

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.....

5. Please add any comments which you feel would help in considering the application

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.....

6. Based on my experience of the applicant's performance and potential for the proposed course of study, the degree of recommendation I give the applicant is:

- Unreserved support Strong support Fairly strong support Reservation Nil Support

Because:

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.....
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.....
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.....

.....
Signature

...../...../.....
Date

Thank you for your assistance

Academic Referee Report Form (or two Professional Referee Reports if Academic Referee not available)

Instructions for the Applicant

Complete the section below and pass the report to a person whom you wish to act as your employee or professional referee. That person should be a person conversant with your most recent experience.

Murdoch Student No – Leave blank if you have not previously studied at Murdoch University	Title:
Surname:	Given Name:
Address:	
Telephone:	Email:
Name of Course applying for	Specialisation (Please circle) Clinical / Organisational / Counselling

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Murdoch International Admissions
Murdoch University
90 South Street
Murdoch WA 6150
Western Australia
Telephone: +61 8 9360 2526
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Referee's Name:	Position:
Telephone:	Email:
Name of institution:	
Address of institution:	
How long have you known the applicant?	years
In what circumstances have you known the applicant? (for example as a work supervisor of professional colleague)	

1. Please use one of the following reference groups in developing your ratings and indicate your choice by ticking the appropriate box

- Graduate student
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Please comment on this attribute

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Response to Feedback

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---	---	--	---	--

Please comment on this attribute

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6. Based on my experience of the applicant's performance and potential for the proposed course of study, the degree of recommendation I give the applicant is:

- Unreserved support Strong support Fairly strong support Reservation Nil Support

Because:

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Signature

...../...../.....
Date

Thank you for your assistance