

# INTERNATIONAL ONLINE POSTGRADUATE COURSEWORK APPLICATION

## 1. PERSONAL DETAILS

Title	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>
Family Name						
Other Name(s)						
Previous Family Name						
Postal Address						
Postcode						
Country						
Occupation						
Gender		M <input type="checkbox"/>	F <input type="checkbox"/>	Date of Birth		
				Day	Month	Year
Telephone Home ( )						
Business ( )						
Mobile ( )						
Email Address						

<b>OFFICE USE ONLY</b>	
AN:	
SN:	

## 3. PREVIOUS STUDENT

Have you ever studied at the University of Newcastle?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please provide student number if known		



# CLICK HERE

for online postgraduate study opportunities



## 2. CITIZENSHIP

Country of Citizenship	_____
Country of Birth	_____
Are you a permanent resident of Australia?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, date of permanent residency	___ / ___ / ___ DD MM YY
Please attach certified copy of visa and arrival date stamp.	
In what country is your permanent home residence?	
_____	
In what country are you residing during the trimester?	
_____	

## 4. PROPOSED PROGRAM

Program Title	
1 <sup>st</sup> choice	
2 <sup>nd</sup> Choice	

## 5. DOCTOR OF BUSINESS ADMINISTRATION APPLICANTS ONLY

At the time of application, DBA applicants are required to provide a brief summary which outlines their proposed research area.

The aim of the DBA dissertation is to demonstrate that the candidate has made a distinctive and original contribution to the improvement of professional practice, policy or strategy in the field of management. Upon completion, the student should be able to submit and defend a research work making such a contribution.

The summary should be a brief description of the field that they are interested in researching and the organisation or applied setting to which the research findings will apply.

This will allow GraduateSchool.com to ensure that students are investing effort in a practical research proposal for which supervision will be available.

## 6. RELEVANT EXPERIENCE AND EMPLOYMENT

Applicants for online programs must attach a current curriculum vitae (cv) or resumé providing a brief summary of employment history.

## 7. TERTIARY/HIGHER EDUCATION STUDIES

- Verified copies of your official Academic Transcripts of all tertiary/higher education studies undertaken at institutions other than the University of Newcastle (including the former Hunter Institute of Higher Education, Newcastle College of Advanced Education, Newcastle Branch of the State Conservatorium of Music) must be submitted with your application.
- Transcripts must display results of all courses, clearly indicating grades and awards achieved.
- Do not send any original documents. Send only verified copies of relevant documentation. Applications which do not contain the necessary verified documentation will not be considered.

Institution Name	Qualification Title	Have you completed this program? If YES, indicate date qualified. If NO, indicate year last attended.	Duration
		YES / / NO / /	
		YES / / NO / /	
		YES / / NO / /	
		YES / / NO / /	

## 8. PROFESSIONAL QUALIFICATIONS

List membership of professional societies and institutes, certificates of competency and if appropriate, any published articles

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## 9. CREDIT/EXEMPTIONS

Are you applying for credit/exemption for previously completed studies?  YES  NO

If yes, please download a credit application form from our website at

## 10. EMERGENCY CONTACT DETAILS

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

## 12. LODGMENT OF FORM

STEP 1 Complete the application form including your statistical information and declaration on the back of this form. Your application cannot be processed if you:

- fail to sign the declaration;
- fail to complete the statistical information; or do not supply documentation.

STEP 2 Please mail the completed application form to:

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de	Institut Ranke-Heinemann Friedrichstrasse 95 10117 Berlin Deutschland Tel.: 0049-30-209629593 berlin@ranke-heinemann.de
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Institut Ranke-Heinemann  
Universitätsstrasse 11  
1010 Wien  
Österreich  
Tel.: 0043-1-4060224  
wien@ranke-heinemann.at

## 11. ENGLISH LANGUAGE PROFICIENCY

My first language is English YES  NO

If not then I have completed one of the following: (documentary evidence, verified copies of results must be attached.)

- |  |                           |
|--|---------------------------|
| <input type="checkbox"/> A tertiary qualification in Australia   | Name of Institution _____ |
| <input type="checkbox"/> An Australian Year 12 program   | State _____               |
| <input type="checkbox"/> Secondary or tertiary studies in another English speaking country               | Country _____             |
| <input type="checkbox"/> Secondary or tertiary studies in the English language                           | Country _____             |
| <input type="checkbox"/> GCE 'A' Level General Paper with a grade of 'C' or better                       | Score _____               |
| <input type="checkbox"/> HKALE Use of English Paper with a grade of 'C' or better                        | Score _____               |
| <input type="checkbox"/> Test of English as a Foreign Language (TOEFL) within the last 12 months         | Score _____               |
| <input type="checkbox"/> International English Language Testing System (IELTS) within the last 12 months | Score _____               |
| <input type="checkbox"/> Combined Universities Language Test (CULT) score of 70                          | Score _____               |

13.

Where did you find out about GraduateSchool.com?

Please tick the appropriate box and specify medium eg. Newcastle Herald.

- Website \_\_\_\_\_
- Newspaper \_\_\_\_\_
- Radio \_\_\_\_\_
- Magazine \_\_\_\_\_
- Television \_\_\_\_\_
- Word of Mouth \_\_\_\_\_
- Other   Institut Ranke-Heinemann / IDP Germany & Austria

14. STATISTICAL INFORMATION REQUIRED BY THE AUSTRALIAN GOVERNMENT

A. Do you speak a language other than English at your permanent home residence?  Yes  No [001]

If 'Yes', indicate the non-English language spoken most often:

- Cantonese [105]     Korean [113]     Norwegian [015]     Chinese [111]     Malay [099]     Swedish [016]
- Japanese [112]     Mandarin [108]     Other (enter code) \_\_\_\_\_

B. Please complete the following 8 questions to indicate what education you had completed or commenced prior to this program. In the CODE column enter appropriate number for questions (i) to (v):

(1) Never commenced such a program      (2) Commenced but not completed program      (3) Completed program

If you selected number (2) or (3) insert the year you last attended or completed such a program.

For questions (vi) to (viii) enter either CODE (1) Never commenced such a program, or (2) Commenced but not completed program

	CODE	YEAR
(i) Postgraduate Program: (PhD, Master's, Postgraduate Preliminary or Qualifying, Postgraduate Diploma, Graduate Certificate, etc.)		
(ii) Bachelor Degree		
(iii) Diploma or Associate Diploma done at University, College of Advanced Education, Teachers College, Institute of Technology or Institute of Advanced Education.		
(iv) Diploma or Associate Diploma done at a Technical and Further Education (TAFE) College or Technical College.		
(v) A TAFE program other than those above: For example a Trade Certificate (Do not count secondary education, hobby, recreational, leisure courses or personal enrichment programs).		
(vi) Final Year (Year 12 or equivalent) of Secondary Education at an institution other than a High School		
(vii) Final Year (Year 12 or equivalent) of Secondary Education at a High School		
(viii) Any other qualifications of Attainment or Competence (Include Open Foundation, Unipath, ELICOS and Newstep)		

c. Do you have a disability, impairment or long term medical condition that may affect your studies?  Yes  No

D. If you have a disability, impairment or long term medical condition please indicate by ticking the relevant box:

- Hearing     Learning     Vision     Mobility     Medical     Other

15. DECLARATION:

- I understand that I must enrol in courses that comply with the requirements of the degree program to which I have been admitted.
- I authorise the University to release information regarding my enrolment to Government agencies in accordance with legal requirements.
- I understand that failure to pay fees and charges owed to the University by the due date may result in my access to University services being restricted, the cancellation of my enrolment and/or action to recover any remaining debt
- I certify that all information and documentation supplied by me to the University is true, accurate and complete
- I consent to the collection, storage, and disclosure by the University, the Australian Vice-Chancellor's Committee (AVCC) or any AVCC member institution of a record of any such information or any other irregular activity that may be considered to be untrue or misleading in any respect.
- I agree to comply with the rules, policies and by-laws of the University of Newcastle
- I understand that agreement to all of these terms is a condition of my enrolment at the University of Newcastle

Informed Consent:

- I understand that the University of Newcastle is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003, and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me
- I understand that the University of Newcastle will disclose this information to the Department of Education, Science and Training (DEST) for the above purposes and that DEST will store the information securely in the Higher Education Information Management System
- I accept that DEST may disclose the information to Australian Taxation Office (ATO), and that the University of Newcastle will not otherwise disclose the information without my consent unless required or authorised by law

In signing this form and enrolling at the University of Newcastle, you are agreeing to all of the above conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## TERMS AND CONDITIONS

### 1. PAYMENT OF FEES

GraduateSchool.com requires tuition fees to be paid in full at the time of enrolment. Course enrolment will not be complete until payment has been received. GraduateSchool.com reserves the right to refuse permission to enroll or to withhold academic results for any student who is indebted to GraduateSchool.com.

A full schedule of fees can be found on the GraduateSchool.com website at: <http://www.gradschool.com.au/study/australian/costs.asp> for Domestic students and <http://www.gradschool.com.au/study/international/costs.asp> for International students.

### 2. DISTRIBUTION OF MATERIALS

Upon completion of the enrolment process, GraduateSchool.com will distribute course materials to the address nominated on the enrolment/re-enrolment form. GraduateSchool.com is responsible for all costs associated with the delivery of materials to the nominated address. Should GraduateSchool.com receive advice of a change of address after course materials have been despatched, any redirection costs will be the student's responsibility.

### 3. COURSE WITHDRAWAL

Students wishing to withdraw from a course(s) during a trimester must submit a withdrawal form to GraduateSchool.com. Withdrawal forms are available in the *Current Students* section on the GraduateSchool.com website.

Students may withdraw without academic penalty at any time during a trimester until the end of week 12. A failure (FF) grade will result where a student does not complete the course requirements and neglects to submit a withdrawal form before the end of week 12.

### 4. REFUND POLICY

Students who withdraw prior to the despatch of their course materials for that trimester will be entitled to a full refund of tuition fees.

Students who withdraw **before** the *census date*\* for that trimester will be entitled to a refund of tuition fees, less a withdrawal fee of AUD200.00 per course for domestic students or AUD400.00 per course for international students.

Students who withdraw **after** the *census date*\* for that trimester will not be entitled to a refund of tuition fees.

Students who have deferred fee payment through the Higher Education Loans Programme (FEES-HELP) and who withdraw **before** the *census date*\* for that trimester will be charged a withdrawal fee of AUD200.00 per course by GraduateSchool.com. FEES-HELP students who withdraw **after** the *census date*\* for that trimester will have a debt with the Commonwealth government that they will be legally required to pay.

\**Census dates for each trimester can be found in the Current Students – 'Withdraw Form a Course' section on the GraduateSchool.com website and on the withdrawal form*

### 5. COMPUTER EQUIPMENT

Students are responsible for ensuring that they have the necessary computer equipment:

- A Pentium class computer of at least 100Mhz processor or equivalent Macintosh system
- A CD Rom drive
- Modem
- Reliable access to the internet and
- A web browser of at least a version 7 level

It may be necessary for students to purchase specialised software to meet the learning requirements of particular courses. Where applicable, these requirements will be advised on the GraduateSchool.com website.

### 6. RE-ENROLMENT

Each trimester students are required to re-enrol. Students must complete a re-enrolment form and pay all tuition fees in full. Re-enrolment forms, which include a course availability list, are available in the Current Students section on the GraduateSchool.com website.

### 7. TIMETABLE

GraduateSchool.com reserves the right to alter the timetable at any time prior to the commencement of trimester.

### 8. ACADEMIC REGULATIONS

(i) Any assessments submitted may be checked for plagiarism including through an electronic system and be held in the plagiarism database for future matching purposes. Students should familiarise themselves with The University of Newcastle Plagiarism Policy and the relevant postgraduate coursework rules. These are available on the University's website at:

[http://www.newcastle.edu.au/policy/academic/general/academic\\_integrity\\_policy\\_new.html](http://www.newcastle.edu.au/policy/academic/general/academic_integrity_policy_new.html) and  
<http://www.newcastle.edu.au/study/courseinfo/postgrad/index.html>

(ii) While GraduateSchool.com and the University will provide students with assistance and advice, it is the student's responsibility to make sure that the courses selected meet the program rules and requirements and that they have enrolled correctly. GraduateSchool.com and the University take no responsibility for error in course selection, or failure on your part to complete the necessary enrolment procedures.

(iii) GraduateSchool.com reserves the right to impose a limit on the number of students admitted to a program or enrolled in a course for a given trimester.

**Please note that submission of an enrolment form will confirm acceptance of the above terms and conditions.**