

Doctor of Psychology (DPsych) Application Form

Please read the following instructions carefully before completing this form

1. This is an application form only and **does not** constitute an enrolment for any course in the university or entitle an applicant to be classified as a student of the university.
2. An applicant accepted as a candidate by the Research Graduate School Committee on behalf of the university must enrol by completing the official enrolment form. Details on enrolment procedures will be sent to successful applicants with a letter offering candidature.
3. An enrolment is valid for the current academic year only. It is a student's own responsibility to complete re-enrolment procedures each year until the course is completed or candidature discontinued. Re-enrolment information will be sent by email to all candidates in October each year. A fee statement is sent to each candidate at the beginning of each semester.
4. Applicants should note that, except with the permission of the Research Graduate School Committee, and only in circumstances it deems exceptional, doctoral candidates may **not** be enrolled for any other degree, diploma or non-degree units during their period of candidature.
5. Applicants should note that they have to meet attendance/enrolment requirements for doctoral candidates. The DPsych course is not available to external applicants.
6. Please note that applications will not be processed unless full documentation is attached.
7. International students wishing to study on-campus in Australia are required to enrol on a full-time basis for the duration of the course.
8. All prospective students are advised to read the 'Course Information for Prospective Students', available from the School of Psychology, Psychiatry and Psychological Medicine website at <http://www.med.monash.edu.au/spppm/pgrad/> or by contacting the School's Postgraduate Studies Office on +61 3 9905 4359 or +61 3 9905 1232, or email dpsych.enquiries@med.monash.edu.au.
9. Please note that a separate application must be submitted for scholarships, available at <http://www.mrgs.monash.edu.au/scholarships/apply/>.

DPsych application process

Applications for the DPsych program are only considered in the period August to October each year. The specific closing date is listed at the following website <http://www.med.monash.edu.au/spppm/pgrad/deg.html#dpsych-cn>.

Application to the DPsych program involves a number of stages:

1. **Application form:** You are strongly advised to complete this form as early as possible so that the university may have time to contact you if additional information is required. Late applications will not be considered.
2. **Referee reports:** You must arrange for the confidential referee forms to be completed by two academic referees (one of whom should be your research supervisor) and one professional/personal referee (ie. a person such as an employer who has known you in a context other than the academic context). Referee forms must be posted/faxed to the Postgraduate Studies Office in the School of Psychology, Psychiatry and Psychological Medicine by 5pm on the application closing date. Please note it is essential that all applicants have a referee report from their current or past 4th year supervisor or coordinator (or Masters if applicable).
3. **Short-listed applicants** will be contacted by telephone during the first week of November and invited to attend an interview with a selection panel.

4. **Interviews** will be held at either the Monash Medical Centre in Clayton, the Monash Psychology Clinic in Clayton or the School office in Caulfield in mid-November (specific dates are listed at the website <http://www.med.monash.edu.au/spppm/pgrad/deg.html#dpsych-cn>). Selection panels will normally comprise three people and will include Monash University academic staff and practising psychologists. Applicants may be asked to arrive 30 minutes prior to the interview in order for Clinical Neuropsychology and Organisational applicants to answer some simple written questions and/or complete a brief written task.
5. **Provisional offers:** The School of Psychology, Psychiatry and Psychological Medicine will make provisional offers to applicants who are selected following the interview process. These applicants will be invited to attend an information session mid-late November. At this meeting, information about the programs will be provided and options for research will be discussed. Applicants must then confirm their research project and supervisor.
6. **Full offers:** Fourth year psychology results must be confirmed for a full offer to be made. Following consideration by the Faculty of Medicine, Nursing and Health Sciences, and the Monash Research Graduate School, full offer letters will be provided to approved applicants.

Documentation

Applicants must provide evidence of their qualifications. This should be an official academic record, showing all subjects attempted, grades achieved (including failures) and an explanation of the grading system. The record must be an official transcript or statement of record from the institution in which these studies were attempted. Result notification slips will not be accepted.

Originals of documents are preferred. Copies are only acceptable if they are certified as being a true copy of an original by a commissioner for declarations, a justice of the peace, a university or college registrar, or other examining authority. If a certified copy is submitted, the original document must be available on request.

Applicants who submit documents in a language other than English must provide an officially certified translation, together with the original documents. Translations supported by uncertified photocopies are unacceptable. Applicants, whose first language is not English, must submit evidence of English language proficiency. See question 6 for details on the evidence required.

All applicants are also required to provide a certified copy of their passport or other evidence of citizenship.

Conditions Relating to Full-Fee Paying International Students studying on-campus

International students accepted on a full-fee basis will be subject to the same regulations as other students enrolled in the course, except that international students studying on-campus on a student visa **must be enrolled full-time**. International students studying on-campus are also required to have compulsory Overseas Student Health Cover.

Level of enrolment

The first two years of the DPsych must be undertaken on a full-time basis; the remainder of the course may be taken on a full-time or part-time basis. Candidates should note that while coursework sessions are confined to two thirteen-week semesters each year for the first three years, the DPsych program comprises **48 weeks of study per year**. DPsych candidates are required to continue to work on their research project outside normal coursework semester times.

In order to undertake **full-time** candidature, a candidate must be able to devote a minimum of four days a week to the pursuit of the DPsych; volunteer or paid employment may be undertaken for a maximum of 15 hours per week, only six of which can be during normal working hours (Monday-Friday, 9 am-5 pm).

In order to undertake **part-time** candidature after the first two years, a candidate must be able to devote a minimum of one and a half days per week to the pursuit of the research project. Where the candidate is engaged in **full-time employment**, the head of the academic unit will be required to certify that the candidate is able to spend one and a half days per week in pursuit of the research project as a part-time candidate.

Commencement

While DPsych coursework does not commence until the beginning of Semester 1, the formal commencement date is normally in early February. Applicants will be advised of the exact commencement date for each DPsych course.

Submitting your application form

All DPsych (Clinical) and DPsych (Clinical Neuropsychology) applicants should submit this application form and all certified transcripts and other supporting documentation to:

Postgraduate Studies Office
School of Psychology, Psychiatry and Psychological Medicine
Building 17, Clayton Campus
Monash University Victoria 3800
Australia

All DPsych (Organisational) applicants should submit this application form and all certified transcripts and other supporting documentation to:

Administrative Officer
Applications – Postgraduate Organisational Psychology
School of Psychology, Psychiatry and Psychological Medicine
Monash University
PO Box 197
Caulfield East Victoria 3145
Australia

International students should also submit one copy of this application form and all certified transcripts and other supporting documentation, along with a non-refundable application fee of \$100 AUD **to:**

Monash University
International Recruitment Services
871 Dandenong Road
Caulfield East, Victoria 3145
Australia
Email: monint.admissions@adm.monash.edu.au
Web: www.monash.edu.au/international

<p>Please Note: Research should not be commenced until formal admission and enrolment procedures have been completed by Monash Research Graduate School, Research Services. The date of commencement of candidature cannot be made retrospective.</p>
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DPsych Application

Office Use Only – Student ID: _____

Section A - To be completed by the applicant

Please print and ensure that all questions relevant to your application are answered in full.

1. Personal details (please place X in appropriate boxes)

Title: Mr Mrs Ms Dr Other

Family Name:

If your present name is different from that on the transcript of your results or citizenship/residency papers, please attach copies of appropriate legal documentation (eg deed poll certificate, marriage certificate) as evidence of the name change. State previous family name:

Given Names:

Preferred Name:

Gender: Male Female

Date of Birth: Day Month Year

Home Address:

↓ If home and mailing address are different, please complete mailing address section

Mailing Address:

Temporary Address:

↓
from: Day Month Year to: Day Month Year

Telephone No: Home: Work:

E-mail address:

Contact details are required for you or a person authorised to act on your behalf during the months of November and December. If the details are for someone other than yourself, please note why you may be uncontactable during this time and your relationship to the contact given.

Contact name:

Relationship:

Reason for contacting other:

E-mail address:

If this application is submitted by a Monash Registered Agent on your behalf, please provide the Agent's details:

Please indicate your citizenship status:

Australian citizen Australian permanent resident New Zealand citizen Other

If other, please state your country of citizenship: and passport number:

All applicants must provide a certified copy of passport or other evidence of citizenship. Australia or New Zealand citizens - please attach a copy of your passport, birth or citizenship certificate. **Australian permanent residents** - please attach a copy of an original document relating to your residency status. **The originals of these documents must be available for sighting at the time of enrolment.**

Have you previously applied for a course at Monash University?

No Yes → State ID number

2. Proposed enrolment details

2.1 Proposed Doctor of Psychology enrolment: Clinical Clinical Neuropsychology
 Organisational

2.2 Field of third year specialisation. In the third year of the DPsych (Clinical) and (Clinical Neuropsychology), students specialise in a choice of professional areas. While options will depend on student demand, it would be helpful for us to have a preliminary indication of where you think your interests will lie.

a. For DPsych (Clinical) applicants, please rank the following in order of preference (1 is first, 3 is third):

- Clinical child, adolescent and family psychology
- Clinical forensic psychology
- Advanced health psychology

b. For DPsych (Clinical Neuropsychology) applicants, please rank the following in order of preference:

- Child and adolescent neuropsychology
- Forensic psychology
- Geriatric neuropsychology
- Psychiatric neuropsychology
- Rehabilitation

2.3 Proposed doctoral research. We appreciate that many students will not yet have thought about their specific research project. However, please list your general area of research interest.

*If you have a specific research project in mind, please attach a brief (no more than 250 words) synopsis of your proposed methodology and aims.

Please note: Applicants who are given a provisional offer by the School following the interview process will be required to provide a proposed thesis title and summary of no less than 200 words describing their proposed thesis.

A research project may require ethics clearance from the relevant Monash committee if it deals with animal ethics or human ethics issues. Projects that involve questionnaires, interviews and surveys are subject to human ethics clearance. Further information is available from the Department of Psychology. Ethics clearance requirements of any external research institute/university where a candidate is undertaking research, will also need to be met.

The Intellectual Property Statute and regulations of the university will be made available to you upon acceptance into the DPsych program. You will need to familiarise yourself with these prior to enrolment.

2.4 Supervision. Applicants are not required to contact Monash University staff regarding research supervision until you are offered a provisional place in the DPpsych. However, if you have already approached a Monash University staff member/s regarding supervision please note any tentative arrangements that have been made:

2.5 Are you seeking exemption from any unit(s) and/or supervised practical experience on the basis that you have completed equivalent postgraduate study within the last ten years? Please note that advanced standing cannot be granted for any course work units that have been counted toward another completed degree.

No Yes

Please list the subject(s) and/or practica from which you are seeking exemption. Attach details of the previously completed study so a determination can be made regarding its equivalence. Subject details should include duration in hours, specific topics covered, methods of assessment and year taken; for supervised practical experience, note duration in hours, agency, case load and type, duties, supervisor(s) and year.

2.6 Are you currently enrolled for any other degree or diploma? Yes No

Degree/diploma currently enrolled:

Tertiary Institution:

Expected completion date: Day Month Year

2.7 Have you ever been enrolled as a doctoral candidate prior to this application? No Yes

If your answer to question 2.7 is 'No' please proceed to question 3 – Tertiary Education Record

2.8 Are you applying to transfer from another faculty or course at Monash? No Yes

2.9 Are you applying to transfer from another university? No Yes

2.10 Name of department/institution where you were previously enrolled:

2.11 Period of candidature:

From: Day Month Year To: Day Month Year

For students applying to transfer from another institution, please attach details of your enrolment including periods of part-time and full-time enrolment, any period of leave, and a statement from your former institution documenting EFTSL used.

2.12 Contact details of former supervisor/s or Head of Department:
Name:
Phone Number:
Email Address:

2.13 Thesis Topic undertaken during former enrolment:

2.14 Please explain in detail the reasons for your withdrawal from your former course/department/institution:

2.15 Please indicate if you will be continuing with the same area of research and how much of your prior research is relevant to your proposed enrolment. **Please note that candidates who are not transferring with their current supervisor are required to provide a detailed thesis plan indicating where you are up to with your research, along with a timetable for completion of your studies.**

2.16 Declaration for applicants wishing to transfer from another course/department/faculty or University

I understand that representatives from Monash University will contact my former supervisor/s and/or Head of Department to obtain details of my prior enrolment in doctoral candidature. I authorise the release of information pertaining to my former enrolment which may be relevant to the transfer of my candidature.

Signature: _____ Date: _____

3. Tertiary educational record

a. Statement(s) of your **full tertiary academic history must accompany this application.** It is preferred that **original** academic transcripts certified by the **registrar** of the issuing institution(s), are submitted. Photocopies may only be submitted if they have been certified as copies of the originals. Applicants who submit documents in a language other than English must provide an officially certified translation, together with the original document. **Translations supported by uncertified photocopies are unacceptable.**

Degree or other qualifications held	Awarding institution	Year completed	Major or discipline	Honours/Final grade

Please note: **If you do not have an Australian qualification formally graded at H1 or H2A, it will be necessary for you to provide sufficient evidence of your qualifications, publications and experience to establish H2A equivalence. To this end you should provide, where possible, examiners' reports from any master degrees completed, full details of publications, evidence of the research component of any courses completed and the research percentage of the course, full citations of publications, including length and quality of journal and any other information/ documentation which would support your application.**

b. For domestic applicants who have completed / are completing undergraduate programs at universities other than Monash. We may need to contact your university for results that are not yet available and/or ranking information. Please provide the following contact details:

4th year course coordinator:

Coordinator's phone number:

Coordinator's email address:

Please confirm that you approve the release of your results and/or ranking information to Monash University:

I give permission to the Postgraduate Studies Office of the School of Psychology, Psychiatry and Psychological Medicine at Monash University to obtain my fourth year psychology results and/or ranking details from (University) for the purpose of selection for the Doctor of Psychology program.

Signature:..... Date:

4. Employment status

a. Please indicate your **employment commitments during your proposed candidature.**

Employer:

Position Title:

Employment Level: Full-time

Part-time or Casual



State the days and hours per working week during which you will undertake your **employment** responsibilities

b. Please list your previous employment experience, including both adjunct and paid work.

Employer	Commencement date	Months in position	Position/duties

5. Scholarship details

Do you hold any scholarships or other awards, or are you sponsored by an outside body eg industry or government-sponsored awards?

No

Yes



Give name of scholarships, awards or sponsoring body:

Are you applying for any scholarships or awards?

No

Yes



Give name of scholarships or awards:

6. English proficiency

Sound English language skills are required for academic programs at Monash. Please note that English proficiency requirements for research courses are different from those of undergraduate courses. All applicants may satisfy English language requirements in any of the following ways. Please note that these are the minimum university requirements. Some faculties may have set additional prerequisites.

The university reserves the right to seek additional proof of English proficiency where required. Please place X in the box indicating how you have satisfied the English language requirements for admission to Monash.

First language is English

An overall band score of not less than 6.5 on the IELTS test conducted by IDP and the British Council. In addition, a score of at least 6.0 is required for each band score and applicants must undertake the academic module in regard to reading and writing. In the faculties of Arts and Law, an overall IELTS score of 7.0 (7.0 on writing module). In the Faculty of Business and Economics and the Department of Epidemiology and Preventive Medicine, an overall IELTS score of 7.0 with individual band scores of 6.5. Tests that are taken more than two years prior to application will **not** be accepted. Details can be found at www.ielts.org.

The following scores achieved in the American Test of English as a Foreign Language (TOEFL):

- a minimum total score of 577 together with a score of 5 or more on the TOEFL Test of Written English (TWE) (paper based score);
- a minimum total score of 233 together with a score of 5 or more on the Essay Rating (ER) (computer-based score); or
- a minimum total score of 91 (internet based score) together with a minimum score of 25 in the written test and a minimum score of 22 in each of the reading, speaking and listening tests.

Tests that are taken more than two years prior to application will **not** be accepted. Details can be found at www.toefl.org. In the faculties of Arts, Business and Economics and Law and the Department of Epidemiology and Preventive Medicine, a minimum total score of 600 and a score of 5.0 or more in the TWE (paper based), a minimum total score of 250 together with a score of 5.0 or more in the ER (computer-based score), or a minimum total score of 100 with a minimum score of 25 in each of the written, reading, speaking and listening tests (internet based test).

Successful completion of a course of tertiary studies of at least two years' duration conducted entirely in English and involving formal assessment of written work, in a country where English is the official language. Evidence in the form of a letter or certificate issued by the university Registrar's office will need to be provided. Studies must be completed within the five year period prior to application. In the faculties of Arts and Law, studies must be completed within the two year period prior to application. Where studies have been conducted entirely in English and involving formal assessment of written work in a country where English is one of two or more official languages of that country, a case may be made to the Monash Research Graduate School Committee by the relevant department/faculty. The World Factbook located at www.cia.gov/cia/publications/factbook/ lists the official languages of all countries.

Successful completion of a course of tertiary studies of at least two years' duration at Monash's Malaysia or South Africa campus, or an equivalent Malaysian tertiary education campus recognised by Monash University. Studies must be completed within the five-year period prior to application. In the Faculties of Arts and Law, studies must be completed within the two year period prior to application.

An overall IELTS score of 6.0 (writing score of 6.0); or a paper based TOEFL score of 550 with a TWE of 4.5; or a computer-based TOEFL score of 213 with an ER of 4.5; or an internet based TOEFL score of 79 with a minimum score of 22 in the written test and a minimum score of 19 in the listening, reading and speaking tests

together with

successful completion of the 10-week Monash University English Language Bridging Program (ELBP). Applicants will not be admitted to candidature until they have successfully completed the ELBP. Some faculties, for example the Faculty of Arts and Faculty of Law, do not admit candidates under this criterion.

7 Research/publications

Provide details of any original research and/or publications. For publications/abstracts, indicate the percentage of your contribution, eg sole (100%), joint (50%), multi authorship (20%), and the nature and standing of the journal/conference. Also indicate whether in press (accepted for publication) or published. (Attach additional sheet if necessary)

8 Relevant experience

State details (if any) and attach evidence (if any) of training and/or experience (including employment) relevant to your ability to pursue the proposed course.

9 Declaration by applicant

The information on this form (including digital images) is collected for the primary purpose of assessing your application for research degree admission. Other purposes of collection include attending to administrative matters, corresponding with you (pre and post application) and statistical analyses. The information collected on this form (including digital images) may be disclosed to government agencies such as the Australian Taxation Office, the Department of Employment, Education and Workplace Relations (previously the Department of Education, Science and Training), Centrelink and the Department of Immigration and Citizenship (previously the Department of Immigration and Multicultural Affairs). If you choose not to complete all the questions on this form, it may not be possible for Monash University to assess your application. 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 enquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011.

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise the University to obtain official student records from any educational institution; or to verify my past and current employment for the purpose of making an informed decision about the application or matters that concern my admission and enrolment in this course.

I accept that documentation provided by me will become the property of Monash University and made available to commonwealth and state agencies, pursuant to obligations under ESOS Act 2000 and the National code. I have read and understood the above conditions and accept them fully.

I acknowledge that Monash University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I have read and understand the above conditions and am prepared to accept them in full.

Signature: _____

Date: _____

Please complete the checklist overpage

Please see the instructions at the front of this form for details on submitting your application.

CHECKLIST FOR DOCTOR OF PSYCHOLOGY APPLICANTS

Does the application include the following information?

- | | | | | |
|--|----|--------------------------|-----|--------------------------|
| 1. Evidence of citizenship/permanent residency | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 2. Complete transcripts for all tertiary courses | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 3. H2A equivalence form where applicant does not have Australian H2A degree (staff only) | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 4. Documentary evidence of English proficiency in line with Monash requirements; or
A detailed case for English proficiency has been made by the Department | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 5. Completed "Academic Referee Form" and stamped addressed envelope* given to your current or past 4 th year research supervisor. (If it is not possible for your research supervisor to complete a referee form, please attach a note of explanation and arrange for an alternative academic referee.)

Name of research supervisor: _____
Phone no: _____ Email address: _____ | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 6. Completed "Academic Referee Form" and stamped addressed envelope* given to another academic referee.

Name of 2 nd academic referee _____
Phone no: _____ Email address: _____ | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 7. Completed "Professional/Personal Referee Form" and stamped addressed envelope* given to a professional/personal referee.

Name of professional/personal referee: _____
Phone no: _____ Email address: _____ | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 8. International applicants only - Evidence of an assessment of your psychology qualification by the Australian Psychological Society. Note that a fee is charged for assessment and can take up to 8 weeks (http://www.psychology.org.au/membership/qualifications) | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| 9. International applicants only – A letter from your university stating your overall grade and ranking within the final year of your undergraduate psychology program. | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |

OFFICE USE ONLY

Section B - Head's certification and recommendation

To be completed by the Head of the Department in consultation with the proposed main supervisor.

1. Research proposal

Please comment on the candidate's proposed research program with particular reference to its feasibility and the methodology to be employed, including the availability of appropriate research expertise to support the particular candidature for the duration of the research program.

Please attach additional documentation if necessary

2. Ethics Clearance

Will the project require ethics clearance from the relevant committee? (projects involving questionnaires, interviews and surveys are subject to human ethics clearance.)

	<i>Approval required</i>			<i>Approval obtained (if necessary)</i>		
Human ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Animal ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Ionising radiation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Biosafety*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

*(recombinant DNA technology)

Where ethics approval is required both from this university and another institution please comment upon the additional procedures required. Attach additional documentation, as necessary.

3. Facilities and source materials required for the research

Please indicate whether all the source material and facilities required for the successful completion of the research program will be available at Monash, and whether the candidate is expected to require material and resources outside the university. Give details of any outside sources (eg name of institution) and travel that will be necessary. Please attach additional documentation if necessary.

4. Admission, enrolment and attendance confirmation

I recommend that:

a. The applicant be accepted as a full-time probationary candidate in the following DPsych program;

Clinical (course code 2116)

Organisational (course code 2933)

Clinical Neuropsychology (course code 2932)

b. The candidature should date from: Day Month Year

c. The degree/s of the applicant be accepted as equivalent to the following Monash degree (Graduate of another university **only**)

The degree/s of the applicant be accepted as equivalent to the following Monash degree:

Masters Bachelor H1 Bachelor H11A Other – Give details



d. Field of Education /Specialisation:

(Please check with faculty research degrees staff for list of Fields of Education/Specialisations)

e. Period of prior candidature (if any) to be deducted from proposed candidature length:

I certify that:

a. I am satisfied that the applicant has adequate training and ability to pursue the proposed course.

Yes

No – Please comment



b. I approve the proposed course of advanced study and research. Yes No – Please comment



c. Suitable facilities and adequate supervision are available in the department, centre, school or academic unit for the full period of candidature.

Yes No – Please comment
↓

d. We agree to adhere to the standards specified in the *Code of Practice for Supervision of Doctoral and Research Masters Students*. The Code of Practice is available in the *Handbook for Doctoral and Master of Philosophy Degrees*

Yes No – Please comment
↓

e. With regard to the level of full-time enrolment, I am satisfied that the candidate has the following **time available** to undertake work on the research project for a minimum of:

four days per week (full-time enrolment)

f. I am satisfied that the applicant:

- will meet with their supervisor 'in person' at least twice a year and will discuss progress using other forms of interactive communication at least once every two weeks;

Yes No

- will attend the university frequently and on a regular basis:

Yes No

- will attend courses, seminars, workshops, etc, specified by the head of the academic unit (80% minimum attendance):

Yes No

g. Please complete this subsection for applicants who are transferring from another course/department/faculty within Monash or another University. If the applicant is transferring with their current supervisor, there is no need for further information to be provided for this question.

We have fully investigated the applicant's prior enrolment

Yes No
↓

We have contacted the following person who has provided us with details of the applicant's prior enrolment:

Name:

Position:

Institution:

Please provide details of the candidate's prior enrolment, progress to date and reasons for transfer. Please indicate who has provided this information (eg former supervisor or head of dept):

5. Supervision

Guidelines for the appointment of supervisor(s)

Under the *Code of Practice for the Supervision of Doctoral Candidates*, academic units are required to ensure:

- i) An experienced main supervisor is appointed. Experience in this case is defined as having supervised doctoral student(s) from commencement of the research to successful completion of the thesis, or having received accreditation following completion of the university accreditation program.
- ii) Adequate supervision is available for the expected duration of the candidature.
- iii) Staff members undertaking doctoral studies may not be appointed as supervisors of doctoral students.

Main supervisor

I nominate as main supervisor the following person, who has agreed to act in this capacity:

Family Name:		Title:	
Given Names:		Position:	
Staff ID No:		Callista ID No:	
Department:		Campus:	
Telephone:		Email:	

Please note that this information is required to ensure that supervisory records are accurately recorded on the student database and matched against the correct supervisor record in the university finance system.

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes → How many?

No
↓

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes → Accreditation level?

No → **Please nominate an alternative supervisor**

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**

No

Is the nominated supervisor currently supervising doctoral candidates at Monash?

Yes

No → Please attach documentation describing previous supervision experience

Does the nominated main supervisor hold a tenured position at Monash?

Yes

No → Please detail the nominated academic's appointment (eg adjunct, fixed-term)

Give start and end dates for fixed appointments / to /

Please note that if the main supervisor's appointment does not extend for the full period of the candidate's enrolment, a joint or associate supervisor should be appointed to ensure continuity of supervision.

Other Supervisor (if applicable)

The following person has agreed to act as:

Associate Supervisor

Joint supervisor

Family Name:

Given Names:

Staff ID No:

Department:

Telephone:

Title:

Position:

Callista ID No:

Campus:

Email:

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes → How many?

No

↓

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes → Accreditation level?

No

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**

No

Other Supervisor (if applicable)

The following person has agreed to act as Associate Supervisor:

Family Name:

Given Names:

Staff ID No:

Department:

Telephone:

Title:

Position:

Callista ID No:

Campus:

Email:

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

Yes → How many?

No

↓

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes → Accreditation level?

No

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**

No

External Supervisor (if applicable)

The following person is qualified and has agreed to act as External Supervisor:

Family Name:	<input type="text"/>	Title:	<input type="text"/>
Given Names:	<input type="text"/>	Callista ID:	<input type="text"/>
Position:	<input type="text"/>	Institution:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

Is the nominated supervisor currently undertaking doctoral studies?

Yes → **Please nominate an alternative supervisor**

No

Please attach details of the proposed external supervisor's supervisory experience and document below the reasons for the appointment of an external supervisor:

Supervision Percentages

Please provide an indication of the split in load (expressed as a percentage) between the supervisors. Note that usual practice is for an associate to receive 25% of the load (particularly if the associate is inexperienced) and a joint supervisor 50%. External supervisors cannot be allocated more than 50%, or more than 25% if inexperienced.

Main/Sole/Joint Co-ordinating Supervisor:	<input type="text"/>	%	Joint Supervisor (if applicable):	<input type="text"/>	%
Assoc Supervisor (if applicable):	<input type="text"/>	%	2 nd Associate Supervisor (if applicable):	<input type="text"/>	%
External Supervisor (if applicable):	<input type="text"/>	%			

6. Departmental Authorisation

Head of academic unit:

Name: _____ Signature: _____ Date: _____

Main supervisor:

Name: _____ Signature: _____ Date: _____

On completion of this section the form should be forwarded to the Research Degrees Office in the Faculty of Medicine, Nursing and Health Sciences.

Section C - To be completed by the Faculty of Medicine, Nursing and Health Sciences

I recommend that:

the applicant be accepted as a full-time probationary candidate in the following DPpsych program;

Clinical (Course code 2116)

Organisational (course code 2933)

Clinical Neuropsychology (course code 2932)

The applicant is recommended for admission to DPpsych candidature on the following basis:

1. The applicant's proposed candidature complies with DPpsych regulations Yes No – Please comment



2. The candidature should date from: Day Month Year

3. The applicant should be enrolled in the following Course Code:

4. The applicant should be enrolled in the following Field of Education/Specialisation:

(Please check with faculty research degrees staff for list of Fields of Education/Specialisations)

5. The applicant should be enrolled in the following Callista Research Unit:

6. Period of prior candidature (if any) to be deducted from proposed candidature length:

Faculty Authorisation

Name: _____ Signature: _____ Date: _____

Dean

Head of faculty administration

Dean's approved nominee

Please forward the completed form, together with and all requested documentation to:

Monash Research Graduate School
Building 3D, Wellington Rd, Clayton
Postal - Monash University, VIC 3800, Australia

Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042
Email mrgs@adm.monash.edu.au www.mrgs.monash.edu.au/

CHECKLIST FOR DOCTORAL APPLICATIONS

Does the application include the following information?

1. Evidence of citizenship/permanent residency	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
2. A detailed research proposal has been provided	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
3. Full details of proposed employment of candidate during candidature period	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
4. Complete transcripts for all tertiary courses	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
5. H2A equivalence form where applicant does not have Australian H2A degree (staff only)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
6. Documentary evidence of English proficiency in line with Monash requirements; or A detailed case for English proficiency has been made by the Department	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
7. The nominated main supervisor is experienced or accredited (staff only)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
8. Non-accredited supervisors are limited to no more than 25% supervision (staff only); or A detailed case for greater than 25% has been made by the Department	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
9. The main supervisor's appointment extends for the proposed period of candidature; or An associate supervisor has been appointed (staff only)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
10. Appropriate authorisation for admission is included from department and faculty (staff)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

N.B Applications from students transferring from another university, or applying to be re-admitted at Monash, should include a detailed statement of where research is up to, along with a timetable for completion of the thesis at Monash. The department/faculty must provide a recommendation on the number of months prior candidature to be deducted, based on the relevance of the work already conducted to their proposed research topic at Monash. Departments/faculties should be aware that there are funding implications for prior candidature, even if the research topic has changed. The application should also include details from the previous institution regarding period of enrolment, full-time/part-time, periods of leave, HECS status and total EFTSU load consumed. The academic unit should also comment on the feasibility of the applicant's timetable. It is recommended that the academic unit contact the previous supervisor at the university where the applicant has been enrolled – this will require the permission of the applicant.