UNIVERSITY OF MELBOURNE PRIVACY STATEMENT

PRIVACY REGISTRATION

The University of Melbourne has a statutory obligation to comply with the Information Privacy Act 2000 and the Health Records Act 2001 in its treatment of personal and health information regarding students.

WHAT WE COLLECT AND WHY

The University collects information about a student for a number of purposes. The main purposes are to enable proper administration of an individual's course of study and to assist the University to organise programs for the health and welfare of students. Information is also collected under Commonwealth or State Government legislation for the purposes of reporting annually to these governments and for the administration of, but not limited to, the following schemes of the Higher Education Contribution Scheme, the Postgraduate Education Loans Scheme, the Bridging Courses for Overseas Trained Professionals Loans Scheme and the Youth Allowance (Austudy and Abstudy). Information may also be collected to facilitate internal planning.

ACCURACY, SECURITY AND STORAGE OF INFORMATION

The University holds personal information on computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Examples of instances when personal information about you may be disclosed are:

- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Education, Science and Training;
- releasing statistical information to the Office of Training and Tertiary Education;
- informing the Australian Taxation Office of your taxation liabilities;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies; and
- publishing the names of graduates.

ACCESS TO PERSONAL INFORMATION

Access to and correction of your information is handled in accordance with the Freedom of Information Act 1982. Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) at:
http://sis.unimelb.edu.au

UNIVERSITY PRIVACY OFFICER/PRIVACY POLICY

The University's Privacy Officer is the University Secretary, Ms Janet White. The Privacy Officer's website, www.unimelb.edu.au/unisec/privacy/ contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

QUESTIONS

If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer.

www.gradaccess.unimelb.edu.au

THE UNIVERSITY OF MELBOURNE

2010 GRADUATE ACCESS MELBOURNE APPLICATION FORM

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The information in this publication was correct at the time of printing. The University of Melbourne reserves the right to make changes as appropriate.

THE UNIVERSITY OF MELBOURNE

2010 APPLICATION FOR GRADUATE ACCESS MELBOURNE

HOW TO COMPLETE THIS FORM

- Please write in black using BLOCK LETTERS.
- Ensure that you check the eligibility criteria and requirements for each category before applying (see www.gradaccess.unimelb.edu.au for details), complete the application, and sign and date the declaration in Part C of this form. Submit the relevant documentation required for each category you are applying for with this application form. Copies of documentation must be certified.

SUBMIT THE FORM

To ensure this application is given appropriate consideration please submit this form and all supporting documentation at the same time as submitting your course application.

Please submit the completed application form, with the relevant documentation required for each category that you are applying for, to the Graduate School to which you are applying.

If you are applying to more than one Graduate School please send a copy of this application form, together with certified copies of all supporting documentation, to each Graduate School.

PART A: PERSONAL DETAILS

Family name:

Given name:

Date of birth (day/month/year):

The University of Melbourne has more than 30 graduate professional entry programs. A full list can be viewed at:
www.gradaccess.unimelb.edu.au

A full list of the Arts courses covered by the Faculty of Arts Graduate Equity Program can be viewed at:
www.arts.unimelb.edu.au/graduate

Course(s) applied for:

ID number if known (as used in course application):

VTAC number (as used in course application)*:

*for Master of Teaching applicants only

PART B: CATEGORY(IES) APPLYING FOR

You may apply under one or more of the following categories:

RECOGNITION AS AN INDIGENOUS AUSTRALIAN

	Yes	No
Are you of Aboriginal and/or Torres Strait Islander descent?	☐	☐
Do you belong to and identify with an Indigenous Australian community?	☐	☐

Please state the name of your Indigenous Australian community:

DOCUMENTATION REQUIRED FOR THIS CATEGORY

No documentation is required but your status may be verified by the University's Centre for Indigenous Education.

PREVIOUS STATUS AS A REFUGEE OR CURRENT HOLDER OF A HUMANITARIAN VISA

	Yes	No
Have you previously held an Australian temporary protection visa?	☐	☐
Do you currently hold a permanent humanitarian visa?	☐	☐

Please provide an outline of the circumstances you have experienced and describe how they have had a sustained adverse effect on your undergraduate academic achievement (if applicable). An additional sheet may be attached to the application form if required. The statement should not exceed 500 words.

DOCUMENTATION REQUIRED FOR THIS CATEGORY

Please provide a certified copy of your Australian temporary protection visa and a certified copy of your passport photograph page; or a certified copy of your permanent humanitarian visa and a certified copy of your passport photograph page.

RURAL OR ISOLATED BACKGROUND

Did you attend a primary or secondary school in a rural or isolated area of Australia* for a period of five consecutive years or eight discontinuous years? Yes ☐ No ☐

Please provide the following details of the school(s) you attended in a rural or isolated area of Australia* (attach details if more than three schools are relevant):

School 1:
Name of school:
Location of school:
Town:
Postcode: State:
Years attended:
e.g. 1995 - 2000

School 2:
Name of school:
Location of school:
Town:
Postcode: State:
Years attended:
e.g. 1995 - 2000

School 3:
Name of school:
Location of school:
Town:
Postcode: State:
Years attended:
e.g. 1995 - 2000

* Defined as not a major city of Australia according to the Australian Standard Geographic Classification (ASGC) Remoteness Areas classification produced by the Australian Bureau of Statistics (go to www.gradaccess.unimelb.edu.au to check).

DOCUMENTATION REQUIRED FOR THIS CATEGORY

Please provide documentary proof of schooling in a rural or isolated area of Australia.

DISADVANTAGED SOCIO-ECONOMIC CIRCUMSTANCES

Have you experienced financial hardship during your undergraduate study? Yes ☐ No ☐

Are you currently in receipt of a Centrelink benefit? Yes ☐ No ☐

Did you experience disadvantaged socio-economic circumstances prior to or since your undergraduate study? Yes ☐ No ☐

Please describe your socio-economic circumstances, including how they have had a sustained adverse effect on your undergraduate academic achievement (if applicable). An additional sheet may be attached to the application form if required. The statement should not exceed 500 words.

DOCUMENTATION REQUIRED FOR THIS CATEGORY

If you are currently in receipt of a Centrelink benefit please provide certified notification of your Centrelink benefit that is no more than three months old.
If you are not currently in receipt of a Centrelink benefit please provide a statement of support that outlines the details of any financial circumstances which adversely affected you and/or your family. The statement of support must be completed by a responsible independent source (who is not related to you) with knowledge of your socio-economic disadvantage. Examples of suitable sources may include: doctor, lawyer, accountant, social worker, counsellor, religious or community leader, teacher.

DISABILITY OR CHRONIC MEDICAL CONDITION

Have you experienced a disability or chronic medical condition during your undergraduate study? Yes ☐ No ☐

Do you have a disability (physical, sensory, intellectual, acquired brain injury or neurological impairment) that you have experienced prior to or since your undergraduate study? Yes ☐ No ☐

Please provide details of the disability or chronic medical condition, including how it has had a sustained adverse effect on your undergraduate academic achievement (if applicable). An additional sheet may be attached to the application form if required. The statement should not exceed 500 words.

DOCUMENTATION REQUIRED FOR THIS CATEGORY

Please provide a statement of support from a relevant health care professional involved in the care/maintenance of the condition.

PERSONAL DIFFICULTIES

Has your academic achievement during your undergraduate study been adversely effected by difficult personal circumstances? Yes ☐ No ☐

Examples of personal difficulties may include (but are not limited to): immediate family memberswho have suffered long-term illness; or abusive living environment; or divorce/separation of parents.

Please provide details of the personal difficulties you have experienced and describe how they have had a sustained adverse effect on your undergraduate academic achievement (if applicable). An additional sheet may be attached to the application form if required. The statement should not exceed 500 words.

DOCUMENTATION REQUIRED FOR THIS CATEGORY

Please provide a statement of support that outlines the details of the personal difficulties. The statement of support must be completed by a responsible independent source (who is not related to you) with knowledge of your personal difficulties. Examples of suitable sources may include: doctor, lawyer, accountant, social worker, counsellor, religious or community leader, teacher.

PART C: DECLARATION AND SIGNATURE

- I declare that all the information I have provided in this application form is correct.
- I declare that all supporting documentation is provided complete and unaltered.
- I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission made on the basis of false information.

Applicant signature:

Date (day/month/year):