

PROGRAMS DETAILS

Honours program:

Arts Social Science
 Business Science

Honours Topic: _____

Please attach outline of intended research proposal if applying for Honours in Arts and Social Science or Business.

Have you discussed your application with a Faculty staff member?* YES NO

If "YES", please confirm the staff member: _____

** Science applicants need to arrange a potential supervisor before lodging an application.*

MODE OF STUDY

SUPPORTING DOCUMENTATION

Please attach documentary evidence of your tertiary qualifications to date, including an original or certified copy of an official certified statement of your academic record. If you are awaiting finalisation of results please forward official results and, where applicable, evidence of completion of your program as soon as possible as they are available.

PRIOR STUDIES

Years		Name of Program/Award (eg Bachelor of Science)	Institution (eg University of the Sunshine Coast)	Program Completed	
From	To			YES	NO

ENGLISH PROFICIENCY

Applicants who have completed their studies in a language other than English need to send evidence of their proficiency in English by providing a certificate of English proficiency obtained in the last 12 months (eg IELTS, TOEFL or ISLPR).

Applicants who have undertaken studies in a country where English is not the first language but have successfully completed studies at an institution where English was the medium of instruction, need to provide full documentation confirming the medium of instruction in lieu of undertaking an English language proficiency test.

SUPPORT SERVICES

(This information is used in a confidential manner by the Disability Services Officer to assist you in accessing support services as required)

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

If "Yes" please indicate the area of impairment by placing a tick in the appropriate box.

Hearing Learning Mobility Vision Medical Other

ADMISSION STATISTICAL DETAILS (This information is required by the Commonwealth Government)

Answer all questions below by placing a tick in the appropriate box. Please also indicate the most recent year of enrolment if option 2 or 3 is ticked.

Have you ever completed any of the following:

	Never commenced	or	Commenced but not expected to complete this year	or	Completed or expect to complete this year	in	Most recent year of enrolment (if 2 or 3 is ticked)
a) Postgraduate course(s) of any type?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b) Bachelor's degree course(s)?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
c) Associate Degree, Advanced Diploma or course(s) at an institution other than a TAFE college?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
d) Associate Degree, Advanced Diploma or Diploma course(s) at a TAFE college?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
e) TAFE award course(s) other than the above? (do not count secondary education, or hobby/recreation/leisure)	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			Never commenced or incomplete and do not expect to complete this year		Completed or expect to complete this year		Year of completion/expected completion (if 2 is ticked)
(f) Year 12/matriculation at high school, secondary school or secondary college?	1 <input type="checkbox"/>	or		or	2 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(g) Year 12/matriculation at another institution (eg external study, 'night school', private study college)?	1 <input type="checkbox"/>	or		or	2 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(h) Some other qualification or certificate of attainment or competence which may be recognised for tertiary entrance?	1 <input type="checkbox"/>	or		or	2 <input type="checkbox"/>	in	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

DECLARATION

I have read the University's statement on privacy and the purposes for which my personal information will be used (available at <http://www.usc.edu.au/privacyplan>). I agree to be bound by the statutes, policies, guidelines and rules of the University amended from time to time and agree to pay all fees and charges directly arising from my enrolment. I consent to receiving information electronically and agree to access the correspondence of my University email account on a regular basis and to maintain current mailing address details on USCCentral.

Student's Signature _____ Date _____

SUPERVISOR / HONOURS COORDINATOR

TO BE COMPLETED BY FACULTY

1. Is admission recommended? YES NO

Prior study suitability

Comments: _____

2. Has enrolment been discussed with applicant? YES NO

3. Are there any intellectual property considerations? (including external funding) YES NO

Comments: _____

4. Are there projects available within the designated areas of specialisation which are appropriate both in depth and duration for the degree proposed? YES NO

Comments: _____

5. Field of Education Code (Faculty Administration Staff can confirm)

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Area of Study _____

G:\Statistics\ALLSTAFF\Student\For Reference\Field of Education (FOE)

6. Are ethics and safety clearances required for the proposed research project? YES NO

If 'YES', indicate the type of clearance required: Human experimentation

Animal experimentation

Biosafety

Has clearance been granted by the University Safety Officer? YES NO In progress

7. Are adequate resources available for successful completion of the degree? YES NO

Comments _____

8. Are any conditions to be placed on admission such as pre- or co-enrolment in prescribed courses or the mastery of specific skills? YES NO

9. Please advise the supervisor(s) for this applicant. (please print)

Principal supervisor _____

Co-supervisor(s) _____

Consultant supervisor (4 applicable) _____

Supervisors comments and recommendations _____

Honours coordinator's comments and recommendations _____

Is the applicant aware of, and agreeable to, the nominated supervisors? YES NO

Dean's Signature _____ Date: ____ / ____ / ____

ENROLMENT DETAILS - To be completed by Faculty

- Please indicate the applicant's enrolment status. Full-time Part-time
- Please indicate the applicant's semester of commencement of enrolment (as agreed with applicant).
Semester 1 _____ Semester 2 _____
(Year) (Year)
- The total honours enrolment requirement is 96 units
- **Full-time** enrolment should total **48 units** per semester and Part-time should comprise 24 units per semester
- Standard program structures are
 - Bachelor of Arts (Honours): 48 unit Coursework + 48 unit Dissertation
 - Bachelor of Business (Honours): 24 unit Coursework + 72 unit Dissertation
 - Bachelor of Science (Honours): 24 unit Course work + 72 unit Dissertation

ENROLMENT PATTERN

	Course Type	Unit Value
First Semester	Coursework	
	Dissertation	
Second Semester	Coursework	
	Dissertation	

If applicant is part-time, please also complete enrolment for the third and fourth semester.

Third Semester	Coursework	
	Dissertation	
Fourth Semester	Coursework	
	Dissertation	

Name: _____ Signature: _____ Date: ____ / ____ / ____

Please return this application to Student Administration

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Has the applicant met the English language proficiency requirement?

Not applicable Satisfied _____ Not Satisfied
(Basis on which proficiency in English is satisfied)

Academic level completed _____

Grade Point Average: Overall _____

Comments _____

Assessor's Signature _____ Date ____ / ____ / ____

Application entered	Admit & BASAD	USCCentral Password created	Acknowledgment/early offer letter sent	Offer package sent	Action staff

Follow up required: _____