APPLICATION FOR HONOURS PROGRAM

INSTRUCTIONS FOR APPLICANTS

- Only use this form if you are applying for an End-on Honours program. For more information visit: [www.usc.edu.au/honours](http://www.usc.edu.au/honours)
- Do not use this form if you are applying for the Bachelor of Social Science (Psychology)(Honours) Program. Applicants for this program need to use the Application for Bachelor of Social Science (Psychology)(Honours) and Graduate Diploma in Psychology.
- Answer all questions on the form.
- Applicants MUST discuss their application with the appropriate supervisor prior to submission.
- If you are an International Student, please do not use this form. Contact USC International: Tel: +61 7 5430 2843 or Email: study@usc.edu.au
- Use BLOCK LETTERS and tick ✓ boxes.

1. PRIOR CONTACT WITH USC

Have you previously applied for, or undertaken a program at USC?

- [ ] No  - [ ] Yes – If Yes, year of last enrolment: __________________

Provide USC student ID number (If known):

2. PERSONAL DETAILS

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<th>Title: [ ] Mr</th>
<th>[ ] Mrs</th>
<th>[ ] Ms</th>
<th>[ ] Miss</th>
<th>[ ] Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/family name:</td>
<td>First given name:</td>
<td>Second given name:</td>
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</tbody>
</table>

Has your name changed since you last studied?

- [ ] No  - [ ] Yes  

If Yes, provide documentary evidence and your previous name:

<table>
<thead>
<tr>
<th>Previous family name:</th>
<th>Previous given name:</th>
</tr>
</thead>
</table>

Date of birth:  DD / MM / YYYY  
Country of birth:  
Gender: [ ] Male  - [ ] Female  - [ ] Other

3. CONTACT DETAILS

Mailing address

Number and street / PO Box:  
Town / Suburb: | State: | Postcode: |

Permanent residential address  - [ ] As above

Number and street:  
Town / Suburb: | State: | Country: |

Postcode:  
Telephone and email details

Telephone number:  
Mobile phone number:  
Email address:
4. PERSONAL STATISTICAL DETAILS

- Please tick applicable box:
  - Aboriginal
  - Torres Strait Islander
  - Aboriginal and Torres Strait Islander
  - Not applicable

- What is your residency status in Australia? Tick one of the following:
  - Australian Citizen
  - New Zealand Citizen (or diplomat or consular representative)
  - Possess a permanent resident visa (excluding New Zealand citizens)
  - Possess a permanent humanitarian visa

- If not born in Australia, what year did you arrive in Australia? ________________

Disability support and services
USC has staff and services available to assist and support students with a disability. If you would like information about accessing these services please contact the Disability Services Officer on +61 7 5430 1226 or email studentwellbeing@usc.edu.au

5. PROPOSED STUDY PERIOD AND ENROLMENT DETAILS

- Study period and year of study: ☐ Semester 1 or ☐ Semester 2, 20_______(Year) ☐ Full-time ☐ Part-time
  
  **Note:** The option to commence in Semester 2 is available for Bachelor of Science (Honours), Bachelor of Nursing Science (Honours) and Bachelor of Midwifery (Honours) applicants only.

- Honours Program:
  - Arts
  - Business
  - Commerce
  - Midwifery
  - Nursing Science
  - Science
  - Social Science

- Honours topic: ____________________________________________

- Name of nominated supervisor with whom you have discussed your project: ____________________________

6. EDUCATIONAL HISTORY

- Please list all your previous and current secondary, post-secondary and tertiary studies (eg High School, TAFE, University)

<table>
<thead>
<tr>
<th>Name of Award / Qualification</th>
<th>Institution / School</th>
<th>Program completed</th>
<th>Year completed or last year enrolled</th>
<th>Language of instruction</th>
<th>Country</th>
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<tbody>
<tr>
<td>Bachelor of Science</td>
<td>University of the Sunshine Coast</td>
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<td>2006</td>
<td>English</td>
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- Have you ever been excluded or refused permission to continue your studies in any University award program?
  - ☐ No  ☐ Yes - If Yes, indicate: Year/s ________________, Program title ___________________________
  
  Institution ____________________________ Grounds for refusal (eg Record of failure) _______________________

DOCUMENTARY EVIDENCE

Please send documentary evidence of your qualifications with this form, specifically:

- A copy of an official statement of your academic record for tertiary studies undertaken to date (excluding USC record).
- If you are waiting on finalisation of results, please forward official results as soon as they are available.

**Note:** This application will **NOT** be considered unless supporting documentation is submitted.
7. ENGLISH LANGUAGE PROFICIENCY

▶ Is English your first language? □ Yes □ No – If No, my first language is: __________________________

If English is not your first language please fill in the following and attach documentary evidence. Tick applicable box below:

☐ English proficiency test taken (eg IELTS, TOEFL, DAAD)

Test name: ___________________________ Score: ___________ Test date: DD / MM / YYYY

☐ I intend to sit for an English proficiency test

Test name: ___________________________ Test date: DD / MM / YYYY

☐ I have applied/am currently taking an English Language Program at USC

☐ I have successfully completed a course delivered in English within the last five years, for:
  □ Two years full-time secondary study
  □ One year full-time tertiary level study
  □ One year full-time post-secondary study

8. USC VICE CHANCELLOR’S HONOURS SCHOLARSHIPS

The USC Vice Chancellor’s Honours Scholarships encourage and support students who are commencing an Honours program, with a long term view to enter the research field. If you would like to be considered for a Vice Chancellor’s Honours Scholarship, visit www.usc.edu.au/vc-honours to submit your scholarship application on line.

9. DECLARATION

I agree to obey the policies, guidelines and rules of the University of the Sunshine Coast as far as they may apply to me. I declare that the information supplied herein is true and complete. I authorise the University to obtain official records from any other educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. Where necessary, QualSearch will be engaged to access this academic information. I understand that the University of the Sunshine Coast is not responsible if any educational body/institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken. If any information is discovered to be untrue or misleading in any respect I understand that the University may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

Applicant signature: ___________________________ Date: ___________________________

10. APPLICANT CHECKLIST

An application can be processed quickly if you have taken the actions listed below:

☐ Completed all sections

☐ Attached copies of your academic qualifications documentation

☐ Attached a copy of your English language test results (If applicable)

☐ Attached a copy of evidence of your Change of Name (If applicable)

☐ Submitted application for VC Honours Scholarship via www.usc.edu.au/vc-honours (If applicable)

☐ Signed the Declaration

PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University’s Information Management Framework - Governing Policy at usc.edu.au/privacy
## SUPERVISOR / HONOURS COORDINATOR USE ONLY

1. **Is admission recommended?**
   - [ ] Yes
   - [ ] No
   - Overall GPA: __________
   - 2nd & 3rd Year GPA: __________
   - Prior study suitability comments: ______________________________________________________

2. **Has the project/enrolment been discussed with applicant?**
   - [ ] Yes
   - [ ] No

3. **Are there any intellectual property considerations (Including external funding)?**
   - [ ] Yes
   - [ ] No
   - Comments: ________________________________________________________________

4. **FAB, Nursing Science, Midwifery and Science Honours Supervisors/Co-ordinators only:**
   - 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 to confirm)(Excluding Social Science (Psychology)(Honours))**
   - Area of study: [ ] [ ] [ ] [ ]
   - Portal: Strategic Information and Analysis > Reference > Field of Education Classifications

6. **Are ethics and safety clearances required for the proposed research project?**
   - [ ] Yes
   - [ ] No
   - If Yes, indicate the type of clearance required:
     - Human experimentation: [ ] Ethics [ ] Safety [ ] Both [ ] Biosafety [ ] Ethics [ ] Safety [ ] Both [ ] Other: __________________________
     - Animal experimentation: [ ] Ethics [ ] Safety [ ] Both [ ] Other: __________________________
   - 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 name the supervisor(s) for this applicant. (please print)**
   - Principal supervisor: __________________________
   - Co-supervisor(s): __________________________
   - Consultant supervisor (where applicable): __________________________
   - Supervisors comments and recommendations: ____________________________________________
   - Honours coordinator comments and recommendations only: ____________________________

10. **Is the applicant aware of, and agreeable to, the nominated supervisors?**
    - [ ] Yes
    - [ ] No

## DEAN / DEAN’S DELEGATE / HONOURS COORDINATOR

- [ ] Approved
- [ ] Not approved
- [ ] Conditional approval

- If conditional approval, specify conditions: __________________________________________________________

- Dean / Dean’s delegate signature: __________________________
- Date: __________
ENROLMENT DETAILS
This section is to be completed by Faculty

- Applicant’s study load: [ ] Full-time  [ ] Part-time
- Applicant’s semester of commencement of enrolment (as agreed with applicant):
  Semester: [ ] 1  [ ] 2  Year: 20 ____________
- Schools
  [ ] Health, Sport Sciences  [ ] Nursing and Midwifery  [ ] Science and Engineering
  [ ] Social Sciences  [ ] Business  [ ] Communication
- 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

ENROLMENT PATTERN

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coursework</th>
<th>Unit value</th>
<th>Dissertation</th>
<th>Unit value</th>
</tr>
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<td>Second semester</td>
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<td>Unit value</td>
<td>Dissertation</td>
<td>Unit value</td>
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*If applicant is Part-time, please also complete enrolment for the third and fourth semester.

Name: ___________________________ Signature: ___________________________ Date: ___________________________

LODGEMENT AND ENQUIRIES

Tel:  +61 7 5430 2890  
Email: information@usc.edu.au  
In person: Student Central, Ground floor, Building C  
Student Services and Engagement – ML23  
Sippy Downs Campus  
University of the Sunshine Coast  
Maroochydore DC QLD 4558  
AUSTRALIA
**USC ADMISSIONS USE ONLY**

- Has the applicant met the English language proficiency requirement?
  - [ ] Not applicable
  - [ ] Satisfied – Basis on which proficiency in English is satisfied: ____________________________________________
  - [ ] Not satisfied

- Academic level complete: ________________________________
  GPA (overall): ________________________________

- Comments: _______________________________________________________________________________________

Assessor’s signature: ________________________________ Date: ______________

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<tr>
<th>Acknowledge email sent</th>
<th>Application entered (APPL)</th>
<th>Checklist added</th>
<th>Service indicator added*</th>
<th>Admit &amp; BASAD</th>
<th>Deny &amp; Reason</th>
<th>Enrolment finalised*</th>
<th>Communication added</th>
<th>Offer sent</th>
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Admissions signature: ____________________________________________

Date: ___________________________

**DATE STAMP**

Date received at Student Central