# **Master of Philosophy Application Form**

You can use this form to apply for either Master of Philosophy program (Major Thesis or Praxis and Exegesis).

All applicants should note that you must fulfil the minimum entrance requirements for the program you are applying for. When you have completed this application, please email it and all accompanying documentation to MPhil.Application@angliss.edu.au. Incomplete applications will not be processed.

I am using this form to apply for a:

[ ]  Master of Philosophy (Major Thesis) [ ]  Master of Philosophy (Praxis and Exegesis)

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| **Have you previously undertaken a postgraduate research degree at another institution?** [ ]  Yes [ ]  No |
| If yes, please attach an **Application for Advanced Candidature** and confirm enrolment dates at the previous institution:  |
|       |
|  |  |
| **What is your preferred mode of study?**  | [ ]  Part-time [ ]  Full-time |
| Number of hours per week you are available for studies: |       |  |
|  |
| **Previous studies at William Angliss Institute** |
| Have you previously applied for a course or been enrolled at William Angliss Institute? | [ ]  Yes [ ]  No |
| If yes, course name: |       | Student ID: |       |
|  |  |  |  |
| **Do you have a Victorian Student Number (VSN)? \***\*The VSN has recently been implemented to allow the Government to keep track of your education achievements |
| [ ]  | I’m unsure if I was issued a VSN. |
| [ ]  | No, I have never been issued a VSN. |
| [ ]  | Yes, I have a VSN but am unsure of the number. |
| [ ]  | Yes, I have a VSN. The VSN is: |       |  |
|  |  |  |  |
| **Do you have a Unique Student Identifier (USI)? \*\***\*\* The USI is generated through [www.usi.gov.au](http://www.usi.gov.au). You may have a USI if you have previously completed a Vocational Education Training (VET) qualification. |
| [ ]  | I’m unsure if I have a USI. |
| [ ]  | No, I have do not have a USI. |
| [ ]  | Yes, I have a USI but am unsure of the number. |
| [ ]  | Yes, I have a USI. The USI is: |       |  |
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## Section A: Personal Information

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|  |  |  |  |  |  |
| Title: |       | Family name: |       | First given name: |       |
| Preferred given name: |       | Gender: | [ ]  Female [ ]  Male |
| Date of birth:       |  | [ ]  Indeterminate / Intersex / Unspecified |
| 1. **Permanent home address**
 |
| Street number and name: |       |
| Suburb: |       | State: |       | Postcode: |       |

Is your permanent home address different from your postal address? [ ]  Yes [ ]  No

If Yes, please write your address below.

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|       |

Is your permanent home and postal address different from your address whilst studying? [ ]  Yes [ ]  No

If Yes, please write your address below.

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| 1. **Contact details**
 |
| Home phone: |       |  | Mobile: |       |
| Email: |       |

**Use of contact details**

By ticking the box below, I grant William Angliss Institute permission to contact me regarding my application.

I agree with the above declaration: [ ]  Yes, I agree.

## Section B: Personal Statistics

|  |  |
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| 1. | Are you of Aboriginal or Torres Strait Islander origin?  |
|  | [ ]  | Neither Aboriginal nor Torres Strait Islander  |  |  |
|  | [ ]  | Yes, Aboriginal |  |  |
|  | [ ]  | Yes, Torres Strait Islander |  |  |
|  | [ ]  | Yes, both Aboriginal and Torres Strait Islander |  |  |
|  | [ ]  | Prefer not to answer |  |  |
|  |  |  |  |  |
| 2. | What is your citizenship status? |
|  | [ ]  | Australian citizen |  |  |
|  | [ ]  | New Zealand citizen  |  |  |
|  | [ ]  | Australian Permanent Resident  |  |  |
|  |  | Date granted: | Click or tap to enter a date. | Expiry date: | Click or tap to enter a date. |
|  | [ ]  | Australian Permanent Humanitarian Visa |  |  |
|  |  | Date granted: | Click or tap to enter a date. | Expiry date: | Click or tap to enter a date. |
|  | [ ]  | Australian Temporary Entry Permit  |  |  |
|  |  | Date granted: Click or tap to enter a date. | Expiry date: | Click or tap to enter a date. |
|  | [ ]  | Overseas Student Residing Overseas |  |  |
|  |  | Date granted: | Click or tap to enter a date. | Expiry date: | Click or tap to enter a date. |
|  |  |  |  |
| 3. | What is your country of citizenship? (Respond if you are not an Australian or New Zealand citizen) |
|  | Country:  |       |  |
|  |  |  |  |
| 4. | In what country were you born? |
|  | [ ]  | Australia |  |  |
|  | [ ]  | Country:  |       | Year of arrival in Australia:  |       |
|  |  |  |  |
| 4. | Do you speak a language other than English at home? |
|  | [ ]  | No |  |  |
|  | [ ]  | Yes. Language: |       |  |
|  |  |  |  |  |
| 5.  | How well do you speak English? |
|  | [ ]  | Very well |
|  | [ ]  | Well |
|  | [ ]  | Not well  |
|  | [ ]  | Not at all |
|  |  |
| 5. | What is the highest level of secondary education you have attempted or completed? |
|  | [ ]  | Year 12/VCE/HSC  |  |  |
|  | [ ]  | Year 12/International Baccalaureate  |  |  |
|  | [ ]  | Year 12/VCAL |  |  |
|  | [ ]  | Year 12/VCE unscored |  |  |
|  | [ ]  | Year 11 |  |  |
|  | [ ]  | Year 10 |  |  |
|  | [ ]  | Year 9 |  |  |
|  | [ ]  | Year 8 or lower |  |  |
|  |  |  |  |  |
|  | Details of your final or current year of attendance | Year:  |       |
|  | Name of school:  |       | State:  |       |
|  | Postcode:  |       |  | Country:  |       |
|  | ATAR (or equivalent):  |       |  |
|  |  |  |  |  |
| 6. | Please list any learning difficulty or disability that you believe may affect your studies at William Angliss Institute.Please note that this information is only used to ensure that we can help you with your studies and provide you with the relevant support, should you require any.  |
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**ENTRY REQUIREMENTS**

ACADEMIC:

* a three-year Bachelor degree with average grades of at least High Distinction for the final year (equivalent to above 80 percent on the WAI grading scale);
* a four-year Bachelor degree or an honours degree with average grades of at least High Distinction for the final year (equivalent to above 80 percent on WAI grading scale);
* a Master by Coursework degree with average grades of at least Distinction for the final year (equivalent to above 70 percent on the WAI grading scale); or

OTHER (NON-ACADEMIC):

* professional experience in your chosen field through which you have developed applied knowledge and skills and which satisfies us that you have the potential to successfully complete the Master of Philosophy; and
* any other condition relating to prerequisite study that we may impose, which usually requires you to prepare a portfolio covering your:
* Professional awards and memberships;
* Professional currency – evidence of engagement with the profession, involvement with professional associations;
* Professional qualifications and accreditations;
* Teaching and scholarship - details of your teaching experience and scholarly practice relative to your discipline and/or area of professional practice; and
* Research and/or reflective practice contributions, including but not limited to: website contributions, conference presentations, workshop presentations, contributions to trade magazines and the media.

## Section C: Post Secondary Education and Qualifications (all applicants)

Please list all formal post-secondary qualifications attempted and/or completed with the most recent qualification listed first. *Provide certified copies of academic transcripts and degree testamurs (the later for completed qualifications)*. Your application will not be considered until all certified documentation is received. If your qualifications are from a country other than Australia, please attach an official ‘Statement of Equivalence’ available from the Overseas Qualifications Unit (Melbourne) details available from http://www.liveinvictoria.vic.gov.au/ or telephone 1800 042 745.

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| **Full name of qualification** | **Major area of study** | **Full name of institution** | **State/Country** | **Completed Y/N** |
|       |       |       |       |       |
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| **Previous theses** |  |
| Please state the title of any previous theses completed (e.g. Honours or Masters by Coursework with a minor thesis or by Research). |
| Title:  |       |
| If applicable, explain below how your current proposal relates to the previous thesis:      |
|  |  |
| **Research program** |  |
| What is the provisional title of your thesis?  |
|       |
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| **Potential supervisor** |
| Have you made contact with a potential supervisor? [ ]  Yes [ ]  No |
| Please provide the potential supervisor’s name: |       |
|  |  |
| *Please attach a 2-3 page research proposal outlining your proposed program of study to be conducted at William Angliss Institute.*This proposal should include:* A provisional thesis title;
* A clear statement of the research topic;
* A brief overview of the aims and significance of the research project;
* A brief overview of the relevant literature; and
* A broad overview of the methodology.
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| **Section D: Additional requirements****D.1 Master of Philosophy (Praxis and Exegesis) applicants only** |
| Applicants applying for a Master of Philosophy (Praxis and Exegesis) must submit the following additional information:* cover letter explaining your interest in the degree and subject area
* your CV which should evidence your professional experience and details of any prior research experience or training.
* An indication of the relative size and nature of the Praxis and Exegesis components of the thesis;
* An indication of any additional resource requirements needed to support the research project, beyond the normal resources and facilities provided to all HDR scholars.
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| **Section E: Professional Portfolio for alternative entry – Attach your portfolio**For applicants who do not meet the standard academic criteria for admission and are seeking to apply for alternative entry under the category of ‘qualified for any other award judged by William Angliss Institute to be of relevant and appropriate standard’, in addition to providing all other stipulated information and attachments, you must submit a portfolio of evidence, with accompanying cover letter, which evidences that you have the relevant professional experience and capacity to undertake study for a Masters level research degree. |
| Your portfolio of evidence must address one or more of the following four areas: 1. Professional Experience
2. Teaching and Scholarship
3. Research and Other Reflective Practice Contributions
4. Post-secondary Qualifications (other than those that meet the standard entry criteria)

Required Documents* For each area, indicative examples of appropriate evidence are provided in the table below. Your portfolio must contain between **6-10 pieces of evidence drawn from across one or more of these areas collected over the previous three years** to ensure currency.
* one page cover letter that outlines a concise overview of your portfolio

In this letter, indicate the breakdown of how your portfolio evidence aligns relative to the four areas out of 100% (as indicative example, Professional Experience – 60%, Teaching and Scholarship – 30%, Post-secondary qualifications -10%, Research and Other Reflective Practice Contributions – 0%).* Applications for Master of Philosophy (Praxis and Exegesis) must include D.1

Copies of all relevant evidence documents must be provided with this form.Please list all supplied documents in the relevant area on the next page. |
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| **Professional Portfolio Components** | **Evidence to support (Complete details below)** |
| **Professional Experience** Evidence of professional experience, can include but is not limited to: demonstrated active membership of professional associations (e.g., roles of Executive Boards, committees), professional awards (national, international), professional accreditations, professional qualifications, industry or work experience where you can demonstrate that you have planned and executed a project, working with a high level of independence |  |
| **Teaching and Scholarship** Evidence of a reflective approach to the applicant’s teaching practice, can include but is not limited to: statement outlining your teaching philosophy, details of teaching awards and citations, scholarly outputs involving a substantial contribution as an author, participation in peer review of teaching, presentations or workshops facilitated on teaching and learning, professional development related to teaching and learning, development of subject materials that incorporate peer-reviewed research |  |
| **Research and Other Reflective Practice Contributions** Evidence can include but is not limited to: details of any research training, details of any research project experience, dissemination of research findings (that is informed by peer-reviewed research) in research publications (e.g., books, book chapters, journal articles, conference papers), industry or technical reports, conference presentations, contributions to trade magazines, media spots and creative works  |  |
| **Post-secondary qualifications** (other than those that meet the standard entry criteria)Evidence can include but is not limited to: details of any research training received through post-secondary qualifications, research based essays, literature reviews, research projects, research presentations |  |

## Applicant Signature

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click or tap to enter a date.

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| **Further research information at William Angliss Institute** |
| Web: | **www.angliss.edu.au** |  |
| Email: | **enquiry@angliss.edu.au** |  |
| Telephone: | **1300 ANGLISS**  |  |

**Privacy Collection Statement**All the information collected through this form is used for the purpose of managing course applications at William Angliss Institute.

William Angliss Institute manages information in accordance to the Information Privacy Act 2000 and as outlined in the William Angliss Institute’s [Information Privacy Policy](http://www.angliss.edu.au/privacy-policy).

William Angliss Institute will:

* take all reasonable steps to ensure that an individual’s personal information it holds is accurate, complete and that it is protected from misuse, loss, unauthorised access or disclosure.
* only disclose information as required and permitted by law, or with an individual’s consent.
* enable individuals the right to seek access and request correction to their personal information.

**Master of Philosophy Applicant Checklist**

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| **PART A** - RESEARCH SUPERVISION AND PROPOSAL |
| Have you discussed your research proposal with a potential supervisor? | [ ]  Yes | [ ]  No |
| Does your proposal contain? |
| A provisional thesis title | [ ]  Yes | [ ]  No |
| A clear statement of the research topic | [ ]  Yes | [ ]  No |
| A brief overview of the aims and significance of the research | [ ]  Yes | [ ]  No |
| A brief overview of the relevant literature | [ ]  Yes | [ ]  No |
| A broad overview of the methodology | [ ]  Yes | [ ]  No |
| **PART B** – SUPPORTING DOCUMENTATION |
| Have you attached to your Application Form certified copies of academic transcript(s) and testamur(s) for all formal post-secondary qualifications you have attempted/completed? | [ ]  Yes | [ ]  No |
| Have you attached a certified copy of your IELTS score (if your highest post-secondary qualification was completed in a language other than English)? | [ ]  Yes | [ ]  No | [ ]  N/A |
| **APPLICANTS FOR MASTER OF PHILOSOPHY (PRAXIS AND EXEGESIS) ONLY** |
| Have you provided the following additional information? |
| An indication of the relative size and nature of the Praxis (Creative Component) and Exegesis (Written Component) of the thesis | [ ]  Yes | [ ]  No |
| Details of any additional resource requirements needed to support your research (beyond those provided to all Master of Philosophy students – refer to the Higher Degree by Research Procedure) | [ ]  Yes | [ ]  No |
| A cover letter explaining your interest in the degree and subject area | [ ]  Yes | [ ]  No |
| Your CV | [ ]  Yes | [ ]  No |
| **PART C** - PLEASE ASSESS YOUR QUALIFICATIONS RELATIVE TO THE STANDARD ENTRY CRITERIA FOR ADMISSION |
| A three year Bachelor degree (AQF 7) with average grades of at least High Distinction (80-100) for the final year | [ ]  Yes | [ ]  No |
| A four year Bachelor degree or an honours degree (AQF 8) with average grades of at least High Distinction (80-100) for the final year | [ ]  Yes | [ ]  No |
| A Master by Coursework degree (AQF 9) with average grades of at least Distinction (70-79) for the final year | [ ]  Yes | [ ]  No |
| IF YOU ANSWERED NO TO ALL QUESTIONS IN **PART C**, PLEASE COMPLETE **PART D** |
| **PART D** – PLEASE ASSESS YOUR QUALIFICATIONS AND PROFESSIONAL EXPERIENCE RELATIVE TO THE ALTERNATIVE ENTRY CRITERIA FOR ADMISSIONREFER TO THE **MASTER OF PHILOSOPHY PROFESSIONAL PORTFOLIO FOR ALTERNATIVE ENTRY** |
| Does your portfolio contain? |
| Between 6-10 pieces of evidence drawn from across one or more of the four portfolio areas (Professional Experience, Teaching and Scholarship, Research and Other Reflective Practice Contributions, Post-secondary Qualifications) collected over the previous three years  | [ ]  Yes | [ ]  No |
| A cover letter that outlines a concise overview of your portfolio, including weightings | [ ]  Yes | [ ]  No |