



MONASH University
Information Technology

Graduate / Postgraduate Faculty Pathway Award

Application Form

Executive Certificate in IT (Course Code: 2794)
Professional Certificate in IT (Course Code: 3315)

PLEASE NOTE:

Both certificate courses are offered by the Faculty of Information Technology as non-award pathway awards, available to domestic students only, and are invoiced at full-fee cost. Students are unable to apply for FEE-HELP for these certificate courses.

Upon enrolment into the Graduate or Postgraduate Diploma students can apply for FEE-HELP. Information on FEE-HELP and eligibility requirements is available at: <http://www.goingtouni.gov.au/>

Further information on fees can be viewed at: <http://www.infotech.monash.edu.au/apply/fees/>

The Faculty of Information Technology is currently offering the Postgraduate Domestic Full-Fee Allowance upon enrolment into either of these certificates.

Further information can be viewed under the heading of Postgraduate Scholarships and Fee Allowance at: <http://www.infotech.monash.edu.au/apply/scholarships/>

NB. Progression from the Executive or Professional Certificate in IT (must be a credit average of 60% or above) is into a Graduate or Postgraduate Diploma.

Faculty of Information Technology Graduate / Postgraduate Faculty Pathway Award

Submit the completed application and relevant attachments to:

**Admissions
Faculty of Information Technology
Monash University
PO Box 197
Caulfield East Vic 3145**

HOW TO COMPLETE THIS APPLICATION FORM

- Please print boldly using block letters
- Provide a detailed curriculum vitae of Information Technology industry related work experience with contact details of three (3) professional referees who can verify your industry experience.
- Enclose one set of supporting certified documents with this application. This application will not be processed unless full documentation is attached.
- This application is the property of the Faculty of Information Technology.
- Supporting documentation will NOT be returned.
- This application form is not to be used for admission into other postgraduate courses or PhD candidature.
- Payment of fees is not required with your application.

(Office use only)	Student ID: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
	Course Code: _____
	Professional Track: _____

PERSONAL DETAILS:

Family Name:	Given Name (s):
Date of Birth:	Female: <input type="checkbox"/> Male: <input type="checkbox"/>
Postal Address:	Home Address: <i>(if same as postal address, do not complete)</i>
Suburb:	Suburb:
State: Postcode:	State: Postcode:
Telephone: () Facsimile: ()	Telephone: () Facsimile: ()
Mobile:	Mobile:
Email:	Email:

Keyed: / /	Logged: / /	Signed:
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Australian or New Zealand citizens
(Please tick relevant student status)

Yes If you were not a recent Monash University student,
please attach a certified copy of your valid passport, or Birth
Certificate, or Citizenship Certificate

Or,

Do you hold Australian Permanent Residency

Yes Please attach a certified copy of an original
document relating to your residency status

No **Do not use this application**

Please contact International Recruitment Services at:
<http://www.monash.edu.au/study/international/>
or email: study@monash.edu

Have you previously applied for a course at Monash University (Clayton, Caulfield, Peninsula, Gippsland, Parkville or Berwick)?

No

Yes →

Monash ID number

COURSE PREFERENCE

1. Please indicate your preferred mode of study - On Campus or
Off Campus via Distance Education

Course	Course Code	Campus	Full Time or Part Time	Commencing semester and year (dd/mm/yy)
Executive Certificate in IT	2794			
Professional Certificate in IT	3315			

2. Please indicate your professional track preference: – (please tick)

- Business Information Systems Information Technology
 Applied Information Technology Information and Knowledge Management

POST SECONDARY STUDIES *(Qualification/academic records)*

Admission is ONLY available to applicants without tertiary qualifications, who have extensive, relevant and advanced work experience. Applicants with partially completed tertiary studies (and with work experience) are eligible to apply. Applicants must have four (4) or more years of work experience for the Professional Certificate in IT, or six (6) or more years of work experience for the Executive Certificate in IT, in information technology, information systems or information management field at an executive, management or senior technical level.

All applicants must complete the following particulars regarding educational qualifications and previous work experience. In addition certified copies of your qualifications, other relevant information and a full curriculum vitae must be included as an attachment to this application. This should clearly demonstrate how you meet the industry experience entry criterion.

Photocopies can be certified at your local post office, police station, by a pharmacist or other authorised person. A signature and official stamp are required. Photocopies of certified documentation will not be acceptable.

Applications will only be considered when accompanied with all requested information.

Qualification	Institution	Country/State	Date of Commencement	Date Completed
			/ / dd mm/yy	/ / dd mm/yy
			/ / dd mm/yy	/ / dd mm/yy
			/ / dd mm/yy	/ / dd mm/yy

All official transcripts must be submitted, including all failures (if any).

WORK EXPERIENCE and/or RELEVANT EMPLOYMENT HISTORY

(Attached separate sheet if insufficient space. Applicants with no tertiary qualification should provide extensive details of their work experience.)

	Employer	Job Title	Duties
From / / to / / dd/mm/yy dd/mm/yy			
From / / to / / dd/mm/yy dd/mm/yy			
From / / to / / dd/mm/yy dd/mm/yy			

Membership of professional society/association *(if any)*.....

Name of Society:Grade of Memberships:.....

Please provide name, email address and contact telephone number of three (3) professional referees who are able to provide verification of your industry experience.

Name	Organisation	Position	Email	Phone Number

Declaration:

I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.

Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.

I consent to any education institution at which I have previously been a student and/or my current or any past employer, providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience.

I authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary *Qualsearch* will be engaged to access this academic information. I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made on request and that an audit of this authority may also be undertaken.

I have read the University’s statement on privacy and the purposes for which my personal information will be used (available at: <http://www.privacy.monash.edu.au/guidelines/collection-personal-information.html>).

I agree to abide by the statutes, regulations and policies of Monash University.

Applicant Signature: _____ **Dated:**/...../.....

CHECKLIST

- Have you included a certified copy of your previous study results? (if applicable) YES
- Have you completed the educational and work experience particulars? YES
- Have you included relevant information and a detailed curriculum vitae? YES
- Have you included the names and contact details of three referees? YES
- Have you signed the declaration? YES

Please Note: Faxed or emailed completed applications will not be accepted under any circumstances.

For further information:

Faculty of IT website: www.infotech.monash.edu.au
Admissions inquiries: <http://www.infotech.monash.edu.au/apply/contact/>

Office Use Only					
Course Title	Course Code	Course Leader Recommendation			Course Leader Approval
		Accept	Conditional	Reject	
Executive Certificate in IT	2794				
Professional Certificate in IT	3315				
Satisfied Monash University English Language Requirements:		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Conditions (if applicable)					

