



Master in Counselling - Supplementary Information Form

This form must be completed by all students applying for a Master in Counselling. It should be scanned and uploaded as part of your on-line application or submitted with your certified transcripts to the Admissions Office, Faculty of Education, Building 6, Monash University, Clayton, VIC 3800 within 10 days of submitting your application.

The information provided on this form will be used by the Selection Officer, in conjunction with your entire academic record, to make selection decisions and to short list applicants for interview. In particular it will be used to determine your work and professional experience and your commitment to studying in the Master in Counselling program.

Selection criteria

Academic merit	35%
Work history and relevant practical experience	15%
Interview process and referee reports	50%

PERSONAL DETAILS		
Title	Surname	Given Names
Sex	M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth / /
ATTENDANCE MODE		
<input type="checkbox"/> On campus, full-time <input type="checkbox"/> On campus, part-time <input type="checkbox"/> Off campus, part-time		
DETAILS OF UNDERGRADUATE MAJOR. You must complete the following information about your major studies. Please include grade and/or mark obtained and explain the meaning of the letter grades. Without this information your application will not be processed – do not just refer to 'attached documents'.		
Name of Degree:		University:
	Subject Name	Result
1 st Year		
2 nd Year		
3 rd Year		
4 th Year		

REFERENCE REPORTS

You are required to have two professional referee reports .You must send the referee forms to your referees who must return these to the Faculty of Education as soon as possible. Referee reports can be received by the Faculty of Education after the receipt of the application form, but must be received in time for your interview.

You must supply referees who are willing to be contacted by telephone for additional information.

INTERVIEWS

If you are short listed, an interview may be required as part of the selection process. You will be required to attend an interview in person, at the Clayton campus, or by telephone conference. You will be informed in writing of the interview details.

ENGLISH LANGUAGE PROFICIENCY

Please note that you must also meet the Faculty's English Language proficiency requirements:

- I have provided certified copies of results which fulfill the Faculty's requirements as found at <http://www.education.monash.edu.au/students/prospective/english-requirements/>

For further information please consult the Faculty of Education.

POLICE CHECK

Please note that if you are made an offer and admitted to the Master in Counselling course that you will be required to have a satisfactory police check prior to commencing clinical placements.

CHECK LIST

- | | |
|---|---|
| <input type="checkbox"/> Professional Referee reports | <input type="checkbox"/> Evidence of English Language Proficiency |
| <input type="checkbox"/> Documented evidence of work experience | <input type="checkbox"/> Certified copies of transcripts |

CLOSING DATES

The following are application closing dates for admission to the Master in Counselling course:

To commence first semester:

Round 1 Application closing date: 27 November 2009

Round 2 Application closing date: 29 January 2010

Round 3 Application closing date: 19 February 2010

To commence second semester:

Application closing date: 18 June 2010

Applicant Signature: _____ Date: _____

The information on this supplementary form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a student record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to assess your application. Personal information may also be disclosed to the educational institutions or your employer(s) to make an informed decision about the application or matters that concern the student's enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.