



THE UNIVERSITY OF  
MELBOURNE



# Application for Admission to the Degree of

\*Graduate Certificate Diploma of Management   
Graduate Diploma of Organisational Leadership

Please tick the program you are applying for

\* Name of award pending final approval by University of Melbourne postgraduate coursework program committee

## Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Family name:	
First (given) name(s):	Preferred name:	
Mailing address:		
City/Suburb:	State:	
Country:	Postcode:	
Telephone work: ( )	Home: ( )	Mobile:
Facsimile work: ( )	Home: ( )	
Email address:	Alternative email address:	
Date of birth (day/month/year) / /	Country of birth:	
Languages spoken:		

## Academic history

List ALL tertiary institutions attended and degrees or diplomas awarded.

Name of university/college:	Country:
Title of degree/diploma:	Year of commencement of study: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Transcripts attached: (Please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No (Please see notes in checklist on Page 3)	Year of graduation: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name of university/college:	Country:
Title of degree/diploma:	Year of commencement of study: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Transcripts attached: (Please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No (Please see notes in checklist on Page 3)	Year of graduation: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Employment history

Most recent position:

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Period from:

To:

Employer:

Position/Title:

Description of duties/responsibilities:

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Base salary:

Total remuneration package:

Please attach your curriculum vitae, detailing employment history including employer names, positions held, duration of employment, and a brief description of duties and responsibilities. Also include any scholarly achievements, membership of professional bodies, and extracurricular activities (sports, interests, etc.).

## English proficiency

If your undergraduate degree was studied in a language other than English, the University requires evidence of English proficiency. The School prefers applicants to have undertaken the IELTS but will consider TOEFL results. Note that candidates from certain countries are required to undertake a language test as part of the student visa requirements. To check whether this requirement applies to you, please visit [www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm)

## Personal statement

Candidates are required to answer the following questions. If possible, please supply your responses as typed single sided sheets. Please give careful thought to your answers to the questions. As a guide, your response to each question should be between 100 and 500 words long.

1. What are your career objectives?
2. How will a graduate education in leadership help you fulfill your career objectives?
3. Describe a recent situation or job in which you were in a leadership role and tell us what you learned from that experience.

## Applying for subject credits

Are you applying for credit for any subjects?

Yes

No

If yes, please list subject(s) below and reasons for applying for credit (attach additional pages if required).

Credit applications will only be considered if you have commenced/completed postgraduate studies elsewhere.

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## Referees

The Selection Committee requires that candidates submit two confidential referees' reports, using the Referee Forms attached with this application. If possible, at least one referee should have knowledge of your work experience and managerial aptitude. Both referees should be persons of good standing who are in a position to provide helpful comments about you.

Please note that the Selection Committee may wish to consult with your referees directly.

### First referee name

Address: \_\_\_\_\_

City/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

### Second referee name

Address: \_\_\_\_\_

City/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

Referee's recommendation Forms are printed at the back of this application form. These recommendations can be returned to the National Enquiry Centre:

1. Direct from referee; or
2. In a sealed envelope with candidate's application.

## Declaration

I declare that to the best of my knowledge the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of any information relating to my academic record may result in the withdrawal by the institution of a place which may be offered and that this withdrawal may take place at any stage during the tertiary course I undertake. I recognise that this application is submitted and received on the understanding that the institution may obtain official records with respect to my application from the appropriate education institution(s).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Checklist

Please ensure that you have:

- completed the entire application form and attached any additional sheets used
- attached a suitably verified transcript of your academic records detailing all subjects undertaken and results (a copy of a graduation certificate is not sufficient). Please ensure all photocopies are correctly certified by a University Administrator, Justice of the Peace, lawyer, pharmacist, doctor or police officer
- attached your curriculum vitae

Please note that incomplete applications will not be processed.

## Returning the form

Thank you for assisting the School in its selection process. This Application form can be returned together with the Referee's Recommendation to

Michael Baldwin  
Fund Executives Association Ltd  
Level 7, 50 Clarence St  
Sydney NSW 2000  
Telephone 02 9299 6648  
Email michael.baldwin@feal.asn.au  
Website www.feal.asn.au

## Privacy policy statement

To gain maximum benefit from this program we encourage participants to share their feedback with their immediate superior or organisational sponsor. However, in accordance with the Privacy and Personal Information Act 1988, we do not disclose program participant information without their express prior consent.

Melbourne Business School respects the privacy of all individuals. The information you provide on this form is what the Privacy and Personal Information Act 1988 defines as personal information. We are collecting and storing these details so that we can process your enrolment or enquiry, inform you of future activities or events and improve the service we offer you. The only organisations that may use this information are Melbourne Business School and the data service providers we engage from time to time. You may choose not to provide certain details, as is your right, but as a result we may be unable to process your enrolment or enquiry, or complete the process for which we were collecting the information. You are entitled to access and alter your personal details at any time by contacting us by telephone, fax or email. If you do not wish to receive any mail, faxes or emails in the future, let us know by return fax. Please contact Melbourne Business School Mt Eliza's Senior Manager, Direct Marketing if you have any questions about privacy issues.

Melbourne Business School Ltd ABN 80 007 268 233.

The program outline and other information was correct at the time of printing, but may be subject to change. November 2007.



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MELBOURNE  
BUSINESS  
SCHOOL

# Referee's Recommendation

\*Graduate Certificate of Management   
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Please tick the program you are applying for

Submitted in confidence

\* Name of award pending final approval by University of Melbourne postgraduate coursework program committee

## Details

Name of applicant: \_\_\_\_\_

Name of referee: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact telephone: \_\_\_\_\_ Email: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. Briefly describe your relationship with the applicant. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please describe the reference group against which you rate the applicant in Questions 4 and 5.  
(Reference group may be: University graduate, middle management, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Keeping in mind your reference group, please evaluate the applicant as best and as fairly as you can in each of the categories below by placing an 'X' in the appropriate box beneath the scale at the top.

	Below average Lowest 40%	Average Middle 35%	Above average Next 15%	Outstanding Next 5%	Truly exceptional Top 5%
General ability					
Judgement					
Creative qualities					
Maturity					
Initiative					
Self-discipline					
Leadership potential					
Analytical skills					
Verbal skills					
Writing skills					

5. Please provide, by completing the grid below, an overall estimation of this applicant's potential.

	Below average Lowest 40%	Average Middle 35%	Above average Next 15%	Outstanding Next 5%	Truly exceptional Top 5%
Academic potential					
Character and personal potential					
Future managerial and business potential					

6. How do you see the Organisational Leadership program contributing to the applicant's career?

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7. Please provide any additional comments you feel are important concerning this applicant, specifically in relation to this applicant's aptitude for graduate studies in marketing and their career potential.

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Referee's signature:

Date:

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Michael Baldwin  
Fund Executives Association Ltd  
Level 7, 50 Clarence St  
Sydney NSW 2000  
Telephone 02 9299 6648  
Email michael.baldwin@feal.asn.au  
Website www.feal.asn.au



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