**REQUEST FOR PROGRAM ARTICULATION – QCGU POSTGRADUATE STUDENTS**

**Instructions**
- Answer all questions in sections 1 – 4.
- Complete this form if you are intending to upgrade to a Graduate Diploma or Masters program OR downgrading to a Graduate Certificate or Graduate Diploma program. For more details please read the Important Information on page 2.
- Print clearly using BLOCK LETTERS and tick boxes where appropriate.
- Do not write in pencil. Use a blue or black pen.
- International students wishing to change Programs must complete an International Application form.
- Honours applicants must complete an Application for Admission into an Honours Program available from Student Administration.
- CLOSING DATE: End of Week 13 each semester.

**1 Prior contact with Griffith University**

If you are or have been a student or staff member at Griffith University:
- what is/was your Griffith University ID number?
- what was your surname (family name) at the time: ______________________

**2 Personal details (please use BLOCK LETTERS)**

Title:  
- Mr  
- Ms  
- Mrs  
- Miss  
- Dr  
- Other: ______________________

Family name: ______________________

Given names: ______________________Preferred name: ______________________

Date Received

Phone ( ) Mobile Facsimile ( )

**3 Residency status**

3.1 Are you an International student?  
- Yes (please answer question 3.2)  
- No (continue to section 4)

3.2 Are you changing your Program?  
- Yes (STOP – see instructions above)  
- No (see Student Administration)

**4 Request details**

APPLICATION TO: (please tick)  
- ☐ UPGRADE  
- ☐ DOWNGRADE

<table>
<thead>
<tr>
<th>Current Program (Eg. Grad Dip of Music Studies)</th>
<th>Program Code</th>
<th>TO</th>
<th>Requested Program (Eg. Master of Music Studies)</th>
<th>Program Code</th>
</tr>
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</table>

Please check the Important Information sheet on page 2 to ensure that you can articulate to your Requested Program.

Please indicate the Specialisation/Strand and/or Instrument (if applicable):

This request is to be effective from (please tick):  
- ☐ Semester 1  
- ☐ Semester 2  

Year: ______________________

Student signature: ______________________ Date: ______________________

**PROGRAM CONVENOR’S RECOMMENDATION:**

I hereby APPROVE / NOT APPROVE this application. (please circle)

Conditions (if any):

Program Convenor’s signature: ______________________ Date: ______________________
**SELECTION CRITERIA**

Articulation (upgrading/downgrading) to all QCGU Postgraduate Programs is at the discretion of the Program Convenor. Application should be made by the end of week 13 of the semester prior to commencement. Students are expected to have discussed their application with the Program Convenor and Practical Study teacher prior to applying for articulation. Support of the Practical Study areas will be considered in approving the articulation. A student whose application is unsuccessful may present a special case of appeal to the Director, Queensland Conservatorium Griffith University.

**QCGU PROGRAMS AVAILABLE FOR ARTICULATION**

**Postgraduate Music Studies Programs:**
- Graduate Certificate in Music Studies (3091)
- Graduate Diploma of Music Studies (4117)
- Master of Music Studies (5298)

**Postgraduate Music Technology Programs:**
- Graduate Certificate in Music Technology (3095)
- Graduate Diploma of Music Technology (4119)

**QCGU PROGRAMS NOT AVAILABLE FOR ARTICULATION**

- Graduate Diploma of Music – Vocal Performance (4111)
- Graduate Diploma of Music – Opera Performance (4112)

**CREDIT TRANSFER**

This process is carried out automatically for QCGU Postgraduate students.

If you cannot see your transfer of credit from your prior Griffith University study in your Student Centre on the Griffith Portal, please contact the QCGU Student Administration for assistance.

**NOTIFICATION OF YOUR APPLICATION OUTCOME**

You will be advised of the status and outcome of your application via the To Do List available in your Student Centre via the Griffith Portal.

**PROTECTING STUDENT PRIVACY**

Griffith University 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 Privacy Plan online - [www.gu.edu.au/ua/aa/vc/pp](http://www.gu.edu.au/ua/aa/vc/pp)

**LODGING INSTRUCTIONS**

Lodge by mail or in person the application form to Student Administration, S01 Room 2.37 Queensland Conservatorium Griffith University 140 Grey Street SOUTH BRISBANE QLD 4101

**Student Administration Office Use Only**

- Audition Required: ☐ Yes ☐ No
- Trf Comment Entered (STRM / QCMRES): ☐ Signature: ____________ Date: ____________
- Trf Checklist Created (ADMP / QCGUTR): ☐ Signature: ____________ Date: ____________
- P/G Articulation Noted on Spreadsheet: ☐ Signature: ____________ Date: ____________

Revised: 18 April 2011