Application for Direct Entry
To the programs offered by the Griffith Institute for Higher Education
Griffith University

Applications for programs close 31 January, 2011
Return your application to:
The Administrative Officer, Griffith Institute for Higher Education,
Griffith University, Mt Gravatt Campus, Qld 4111

Ph: (07) 3735 5624 | Fax: (07) 3735 5998

PERSONAL DETAILS

Title:  □ Dr  □ Mr  □ Ms  □ Miss  □ Other: ______________________________
Surname: ____________________________  Given Names: ______________________
Preferred Name: ____________________________  Sex:  □ Male  □ Female
Date of Birth: ____________________________
Griffith University Membership Number: (if applicable) ______________________
Griffith School/Department: ____________________________
Country of Birth: ____________________________  Citizenship Status: ____________________________ *(documentary evidence may be required)

CONTACT DETAILS

Permanent Address: ____________________________
Suburb: ____________________________  State: ____________________________  Postcode: ____________________________
Home Phone: ____________________________  Work Phone: ____________________________  Mobile: ____________________________
Email address: ____________________________
Mailing Address: Write 'as above' if your mailing address is the same. ____________________________
Suburb: ____________________________  State: ____________________________  Postcode: ____________________________
Email address: ____________________________

DEGREE PROGRAM YOU ARE APPLYING FOR

3044  Graduate Certificate in Higher Education:  □

TERTIARY LEVEL STUDIES

Include only relevant post-school studies. If space if insufficient, please use an additional sheet.

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OTHER INFORMATION RELEVANT TO THIS APPLICATION

Graduate Certificate In Higher Education

It is a requirement that you are teaching while completing the Program. Please attach information providing details of past teaching experience, particularly higher education and your anticipated teaching work in higher education during the year of enrolment.
DETAILS OF PAST STUDY (DOCUMENTARY EVIDENCE)

Complete documentary evidence must be attached before your application can be considered.

Documents required include:
Certified true copies of academic transcript/s. An academic transcript is an official record from a higher education institution which details the subjects undertaken by a student and the grades awarded.
Certified true copies of certificates of non-award courses together with outlines of course content and objectives; and the number of contact hours for every course.

DO NOT ATTACH ORIGINAL COPIES

SPECIAL NEEDS

Some applicants with disabilities may require assistance during the course of their study. If you have difficulties which may effect your learning (eg: with vision, hearing, speech, health, mobility, English expression…) you should provide details. EARLY ADVICE will assist the University in preparing relevant services to help meet your needs where possible.

RECOGNITION OF PRIOR LEARNING (RPL)

Applicants seeking RPL as credit toward the Graduate Certificate in Higher Education should contact the Program Convenor.

DECLARATION (All applicants must complete)

I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in withdrawal of admission at any stage in the program. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualification, studies and experience. I hereby authorise the University to obtain further information if necessary.

Applicant (Please Print Name) Signature: Date:

Head of School/Dept/Director (Please Print Name) Signature: Date:

APPLICATION CHECKLIST (All applicants must complete)

☒ Applications can be processed more efficiently if they are complete and correct.

Please ensure the following documentation (where applicable) is attached to your application.

☐ 1. Certified copy of the official academic transcript of results for the degree(s) completed.
☐ 2. Statement of anticipated tertiary level teaching for semester of enrolment in Program.
☐ 3. Applicant read and signed Declaration.
☐ 4. Your Head of School/Department/Director has read and signed Declaration.
☐ 5. Certified documentary evidence of Australian Citizenship/Australian Permanent Residency if born overseas.

Office Use Only

Recommendation that an offer be made to the applicant

Program Convenor (Please Print Name) Signature Date