



The University of Sydney

Faculty of Arts

The Quadrangle A14
The University of Sydney
New South Wales 2006 Australia

September 2009

Dear Applicant,

Thank you for your interest in seeking admission to candidature for a postgraduate degree in the Faculty of Arts in **Semester 1, 2010**.

Before submitting your application please read the following important notes.

Application inclusions – coursework and research programs

Evidence of qualifications

If any of your qualifications are from a university or institution other than The University of Sydney, you must submit an original official transcript of your academic record plus one photocopy for each application. Original academic transcripts accompanying applications will not be returned unless requested.

Evidence of permanent residency or citizenship status

All applicants must submit evidence of their Australian permanent resident or citizenship status. Proof may be in the form of a passport or birth certificate. Copies certified by a Justice of the Peace will be accepted.

Evidence of meeting the English language requirements of The University of Sydney

If your undergraduate qualification was undertaken at a university or other institution where the language of instruction was not English you are required to provide evidence that you meet the English language requirements of The University of Sydney.

Photocopies of documents by themselves are not acceptable. A certified translation must be attached for any document not in English. Applications with inadequate documentation will not be accepted. We do not accept Internet downloads of academic results or grades in lieu of official transcripts. Applications accompanied by hard copies of Internet downloads will not be assessed.

Coursework programs

Coursework programs --all Master, Graduate Diploma and Graduate Certificate-level courses, and all Postgraduate Non-Award study-- are fee-paying. Please see tuition fees enclosed.

Equity HECS (Commonwealth Supported) Places

In 2010, there will be a limited number of Equity HECS (Commonwealth Supported) places offered to postgraduate coursework students in Arts. Applicants will be considered eligible if their income for the financial year 1/7/2008 - 30/6/2009 was \$43,151 per annum or less. We must adhere to Australian Government reporting requirements when allocating these places, so applicants will only be considered if all required documentation is provided. Details enclosed (coursework packs only).

Merit Scholarships

Merit Scholarships, which take the form of discounted tuition fees, are offered to 10 outstanding Postgraduate Coursework Students who are fee-paying, not eligible for an Equity HECS place, and who do not have a FEE-HELP loan. Students must enrol in a minimum of two units of study and achieve a Distinction average of 75% or above in the two best units of study to be considered. Students do not apply for a Merit Scholarship. Details enclosed (coursework packs only).

Research programs

Research programs --PhD, MPhil, DArts, DSocSci, MA(Research)-- are HECS exempt under the Research Training Scheme (RTS) which provides Commonwealth-funded Higher Degree Research students with an 'entitlement' to a HECS exemption up to a maximum period of four years' full-time equivalent for a PhD and two years' full-time equivalent for a MPhil and MA(Research). Details enclosed (research packs only).

Research proposal

All applicants for the PhD, MPhil, DArts, DSocSci, MA(Research) must submit a research proposal of approximately 1000 words with their application. Before writing a proposal, applicants should consult the Postgraduate Coordinator or Chair of the appropriate department regarding this requirement. The proposal should address the Faculty's *Research Degree Completion Guidelines* (enclosed), demonstrating the applicant's understanding of the Faculty's expectations regarding timely completion of degree requirements.

Scholarship applications

In addition to an application for candidature to the Faculty of Arts, research applicants interested in applying for a scholarship must apply directly to the Research Office located at Level 6, Jane Foss Russell Building, City Road - telephone +61 2 8627 8112. Scholarship information is available online at: <http://www.usyd.edu.au/ro/training/index.shtml>

How to Apply

Local applicants (Australian citizens, Australian permanent residents, citizens of New Zealand, and holders of an Australian permanent humanitarian visa) interested in postgraduate coursework study in the Faculty of Arts should contact the faculty office with enquiries regarding admission.

Applying to UAC - Universities Admissions Centre

In 2010, the Faculty of Arts is participating in a trial for admissions through UAC. Applicants for award courses in the following programs only should apply to UAC: **Health Communication, Media Practice, Strategic Public Relations**. All UAC applicants must apply online using Apply-By-Web on the UAC web site: <http://www.uac.edu.au/postgraduate> Click on 'Apply-By-Web'. Apply-By-Web will instruct you throughout the application, but please read the Apply-By-Web FAQs before you apply.

Applying to the Faculty of Arts directly

Applicants for all other award courses apply directly to the Faculty of Arts. Applications may be lodged in person or by post and application forms will be available on request from mid September, or may be downloaded from the Faculty of Arts web site, also from mid September: <http://www.arts.usyd.edu.au> Our contact and postal details are:

Faculty of Arts
The Quadrangle A14
The University of Sydney
NSW 2006
Telephone: +61 2 9351 3240
Fax: +61 2 9351 2045
Email: arts.pg@usyd.edu.au

A card is enclosed which can be used to acknowledge receipt of your application. If you wish to receive the acknowledgment, please address the card and affix a stamp. We regret that due to the number of applications received, acknowledgement cannot be given by telephone.

UAC contact details for enquiries:

Telephone: +61 2 9752 0200
Web online enquiry form: <http://www.uac.edu.au/postgraduate>
Office hours: Mon – Fri 8:30am – 4:00pm

Closing dates

The closing dates for applications is **FRIDAY 30 OCTOBER 2009***. Applications received after this date may be accepted.

*Please note: Research applicants also applying for an Australian Postgraduate Award (APA) must apply by 30 October 2009 – there is no provision to accept late scholarship applications. Please submit an application for admission to the Faculty, and a separate application for a scholarship to the University's Research Office. Information and the APA application can be downloaded from: <http://www.usyd.edu.au/ro/training/index.shtml>

Hard copies of the scholarship application are available from the Research Office.

Offer and acceptance

Offers of admission for Semester 1, 2010 will be sent to successful applicants in December 2009 (for applications received by 31 October 2009) **by email**. **Please provide an email address in your application form**. If you receive an offer, you must advise us in writing by the date specified in the offer letter of your intention to accept the place.

It is not possible to defer acceptance or commencement to a later semester or year. If you are unable to commence, you may re-apply for admission for a later year/semester on the official University application form.

Enrolments

Enrolments will be held in mid January 2010 for Semester 1. Details will be provided in your offer letter. Semester 1 commences on **Monday, 1 March 2010**. Successful coursework applicants must be able to attend classes from this date.

Concurrent enrolment in more than one award program

You **may not** enrol concurrently in another award program that is not already a combined program approved by the Senate, unless approved in writing by the relevant deans.

Arts 2010 Postgraduate Coursework and Research publications

The information contained in the enclosed Faculty brochure and departmental publications is not to be taken as a firm offer or undertaking and is subject to alteration at any time without notice.

Enquiries

Enquiries are welcome. Our office is located in the University's sandstone main building, on the Ground Floor, in the southeast corner of the Quadrangle, next to the Maclaurin Hall stairwell. We're happy to speak with you at any time, and we undertake to respond to emails on the day that they are received. Our office counter hours for personal enquiries or the hand delivery of applications are: Mon – Fri 10:00am – 4:00pm

Telephone (9:00am – 5:00pm) +61 2 9351 3240 (general and coursework enquiries) or +61 2 9351 4807 (research enquiries)

Email: arts.pg@usyd.edu.au

Yours sincerely,



Mark Try
Postgraduate Manager
for
Assoc Professor Anne Dunn
Acting Dean, Faculty of Arts