SUPPLEMENTARY DETAILS FORM

This form is required for all applications to the
CLINICAL PSYCHOLOGY, CLINICAL NEUROPSYCHOLOGY and ORGANISATIONAL PSYCHOLOGY programs.
Submit IN ADDITION to the application form and submit a separate copy for each application submitted.

ATTACH TO APPLICATION or Deliver To:

Postgraduate Office C3A513
Department of Psychology
Macquarie University NSW 2109

AREA OF STUDY (tick box)          SELECT DEGREE (tick box)

Clinical Psychology    □
Clinical Neuropsychology □
Organisational Psychology □

Master of Psychology    □
Postgraduate Diploma □
Postgraduate Certificate □
Doctor of Psychology (DPSYCH) □
Doctor of Philosophy/Master of Psychology (Combined) □

Title                  Family Name                   Other Names                   Previous Name (if changed)

Address ____________________________________________________

Telephone    Day ( )                                   Evening ( ) ____________________________
Fax           ___________________ Email ______________________________

Date of Birth ___________________ Age ________ Sex M / F (Circle one)

Do you wish to take the course as a full-time or part-time student? F/T / P/T (Circle one)
Do you intend to apply for the Doctorate of Psychology mid-year? Yes / No (Circle one)

DECLARATION
I declare that the information provided in this form is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

Signature of Applicant________________________________________ Date ___________________
Students are selected on the basis of several criteria. Some of the information needed to assess these qualities is requested on the Postgraduate Application form. On this supplementary form you have the opportunity to ensure that you have provided all the details needed for a full appraisal of your suitability.

**A/ ACADEMIC QUALIFICATIONS**

Bachelor’s (Pre-Hons) Degree (Type and University): ____________________________________________

Post-Bachelor’s Degree (Type and University): _________________________________________________
(E.g. Honours; Postgraduate Diploma; or 4th year in Psychology)

If above Universities are different, give reasons: _______________________________________________

Do you hold an **Honours** degree in Psychology?  
☐ YES ☐ NO

Grade of Honours ____________________________________  Year Completed ______________________

If you have answered No to either of the above questions, are you completing an Honours degree in Psychology this year?  
☐ YES ☐ NO

If YES, please ensure that you or your supervisor notifies the Course Coordinator of your grade as soon as it is known.

**B/ WORK EXPERIENCE RELEVANT TO THE PROFESSIONAL COURSE**

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<tr>
<th>ORGANISATION &amp; POSITION</th>
<th>MAIN DUTIES</th>
<th>DAYS PER WEEK</th>
<th>DURATION (FROM – TO)</th>
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**C/ PUBLICATIONS**

List any formal published material you have been responsible for including conference papers, journal articles, training manuals, policy reports, etc. Indicate the extent of your involvement (% that is “yours”) and whether it was done as part of your work.

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<tr>
<th>TYPE OF PUBLICATION</th>
<th>NAME OF JOURNAL OR SERIES</th>
<th>TITLE OF PUBLICATION</th>
<th>AUTHORS</th>
<th>% OF YOUR CONTRIBUTION</th>
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D/ FURTHER TRAINING

FORMAL COURSES: Please list any courses you have done aside from your main psychology degree that have required regular, on-going attendance and have culminated in a formal certificate, diploma or degree.

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<tr>
<th>ORGANISATION</th>
<th>TITLE OF COURSE</th>
<th>DOCUMENTATION</th>
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BRIEF COURSES: Please list any brief training you have undertaken (including workshops, institutes, inservices) and indicate whether they were undertaken independently or as a part of your work.

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<th>ORGANISATION</th>
<th>TOPIC / TITLE</th>
<th>DURATION</th>
<th>PART OF WORK Y/N?</th>
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E/ ADEQUATE AVAILABILITY FOR ATTENDANCE (IF PART-TIME)
The professional courses require 1000 hours (equivalent to about 29 weeks full-time) of supervised placements plus attendance at university during semesters. The Clinical and Neuropsychological courses require attendance at university at least two afternoons and evenings a week during semester; and the Organisational course requires attendance at university between one and two afternoons per week and at least two evenings per week during semester. If you are considering part-time enrolment, please provide information on how you can meet the placement requirement (eg secondments, leave without pay, long service leave, etc.)

__________________________________________
__________________________________________
__________________________________________

Have you ensured that it will be possible to arrange leave from work in order to attend classes at university on at least one day each week?

☐ YES  ☐ NO

F/ ENGLISH LANGUAGE PROFICIENCY
If your honours degree is not from a university where English is the language of instruction, please attach evidence that you are fluent in written and spoken English.

G/ MATURITY, TEMPERAMENT AND INTERPERSONAL COMPETENCE
Relevant information will be taken from your referee’s reports and, sometimes, from a personal or phone interview. If interviews are conducted, they will be held at the end of November or early in December. Please notify the Course Co-ordinator, if you will not be available at these times.

BE SURE TO INCLUDE TWO REFEREES’ REPORTS FOR EACH COURSE APPLICATION YOU SUBMIT
APPLICATION CHECKLIST

The following forms are required to submit an application to Macquarie University for Postgraduate Psychology degrees, please check that you have all of the following:-

1. **FORM 1. DIRECT COURSEWORK APPLICATION FORM or UAC ONLINE APPLICATION**
   - If applying for a coursework degree ensure you have completed the “Postgraduate Coursework Direct Application” OR If you are returning to continue a postgraduate psychology course after not enrolling for one year or more you should complete the “Postgraduate Application for Re-Admission”. See the Student Enquiry Service on 02 9850 6410 for copies or more information [http://www.student.mq.edu.au/ses/](http://www.student.mq.edu.au/ses/)
   - UAC applications are completed online at [http://www.uac.edu.au/postgraduate/](http://www.uac.edu.au/postgraduate/)
   - If applying for a research degree, ensure you have completed the “Higher Degree Research Application Form”. See the Higher Degree Research Office on 02 9850 7987 for copies or more information [http://www.research.mq.edu.au/students/home](http://www.research.mq.edu.au/students/home)
   - If you are not an Australian or New Zealand Citizen you must apply as an International Student and should complete the “International Application Form.” Contact Macquarie International on 02 9850 6320 for copies or more information [http://www.international.mq.edu.au/](http://www.international.mq.edu.au/)
   - “Course codes can be found in the “Schedule of Coursework Programs” sent to you with your application forms. Copies of the schedule can be found at [http://www.postgrad.mq.edu.au/documents/CWK_SCHED.pdf](http://www.postgrad.mq.edu.au/documents/CWK_SCHED.pdf) or by contacting the Student Enquiry Service on 02 9850 6410.

2. **FORM 2. PERSONAL SUPPLEMENTARY INFORMATION FORM**
   - If applying for more than one psychology degree you need to copy this form and include in each application you submit. Remember this form is not required for straight PhD applications. This is form is not to be used applications to the Postgraduate Diploma in Psychology / Applied Psychology or Social Health.

3. **FORM 3. REFEREE’S REPORT**
   - Remember you need two referees (FORM 3) for each application you submit. Ideally one should be a professional referee and one should be an academic referee. However two professional or two academic referees are acceptable.
   - If required your referee’s can send their reports direct to the Psychology Department addressed to the Postgraduate Coursework Officer. Please read the FAQ’s section of the referees report form (FORM 3) for further details.

4. **SUPPORTING DOCUMENTATION**
   - Make sure you provide “CERTIFIED COPIES” of your proof of citizenship (birth certificate, passport), marriage certificate for name changes and copies of qualifications you have listed as having in your application otherwise your application will be considered “INCOMPLETE” and will not be processed. **If your qualifications were obtained in another country you must also include a certified copy of the Australian Psychological Society assessment indicating that you meet the entry requirements of your nominated degree.**

5. **COVER LETTER**
   - Attach any additional information you wish to provide (CV, introductory or explanatory letter, etc)
   - Please address all correspondence to the appropriate course director.

6. **MAKE SURE YOU HAVE ADDRESSED YOUR APPLICATION CORRECTLY**
   - Organisational Psychology applicants apply online via UAC. Clinical Psychology and Clinical Neuropsychology applicants will need to send application forms direct to Coursework Studies Section (PG).
   - Research applications must be sent directly to the Higher Degree Research Office (HDRO).
   - Mail and delivery address details are on the front of the application forms.