

## SUPPLEMENTARY DETAILS FORM

This form is required for all applications to the **CLINICAL PSYCHOLOGY, CLINICAL NEUROPSYCHOLOGY** and **ORGANISATIONAL PSYCHOLOGY / BEHAVIOUR** programs.  
Submit a separate copy with each application.

**ATTACH TO APPLICATION** or Deliver To:

**Postgraduate Office C3A513  
Department of Psychology  
Macquarie University NSW 2109**

**AREA OF STUDY (tick box)**

Clinical Psychology	<input type="checkbox"/>
Clinical Neuropsychology	<input type="checkbox"/>
Organisational Psychology /Organisational Behaviour	<input type="checkbox"/>

**SELECT DEGREE (tick box)**

Master of Psychology	<input type="checkbox"/>
Postgraduate Diploma	<input type="checkbox"/>
Postgraduate Certificate	<input type="checkbox"/>
Doctor of Psychology (DPSYCH)	<input type="checkbox"/>
Doctor of Philosophy/ Master of Psychology (Combined)	<input type="checkbox"/>

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 \_\_\_\_\_



**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.

ORGANISATION	TITLE OF COURSE	DOCUMENTATION

**BRIEF COURSES:** Please list any brief training you have undertaken (including workshops, institutes, in-services) and indicate whether they were undertaken independently or as a part of your work.

ORGANISATION	TOPIC / TITLE	DURATION	PART OF WORK Y/N?

**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.)

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**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. DIERCT 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/>  
UAC applications are completed online at <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>

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/>

"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/forms.html> or by contacting the Student Enquiry Service

**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 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 Office. Please read the FAQ's section of the referees report form 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.

## REFEREE'S REPORT POSTGRADUATE STUDY IN PSYCHOLOGY

Thank you for agreeing to provide a reference for this applicant. The information you have supplied will be very helpful to us in assessing the application. Would you please complete at your earliest convenience and then either:

**1, Return to the applicant to submit with their application**

**2, Send by post to:**  
**Postgraduate Office C3A513**  
**Department of Psychology**  
**Macquarie University NSW 2109**

### APPLICANT to Complete:

NAME: \_\_\_\_\_

PHONE: (Day) \_\_\_\_\_

(Mobile) \_\_\_\_\_

#### AREA OF STUDY (tick box)

Clinical Psychology	<input type="checkbox"/>
Clinical Neuropsychology	<input type="checkbox"/>
Organisational Psychology/ Organisational Behaviour	<input type="checkbox"/>

#### SELECT DEGREE (tick box)

Master of Psychology	<input type="checkbox"/>
Postgraduate Diploma	<input type="checkbox"/>
Postgraduate Certificate	<input type="checkbox"/>
Doctor of Philosophy/ Master of Psychology (Combined)	<input type="checkbox"/>

### REFEREE to Complete:

REFEREE'S NAME: \_\_\_\_\_

POSITION AND ORGANISATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

How many 4-year-trained psychologists are you familiar with? \_\_\_\_\_

Please rate the applicant on the following criteria, relative to the typical **4-year-trained** psychologist. We would expect most successful applicants to rate slightly better than the typical 4-year-trained psychologist overall, but not necessarily on every criterion. Please be as honest as possible.

	Clearly better than most	Slightly better than most	As much as is typical (4 year psych)	Slightly less than typical	Less than most
General academic / intellectual ability	5	4	3	2	1
Practical problem solving ability	5	4	3	2	1
General "work ethic"	5	4	3	2	1
Motivation and desire to learn	5	4	3	2	1
General warmth and empathy	5	4	3	2	1
Ability to listen and synthesise information	5	4	3	2	1
Open-mindedness and flexibility	5	4	3	2	1
Ability to handle stress	5	4	3	2	1
English fluency (if not first language)	5	4	3	2	1

#### OVERALL ASSESSMENT OF SUITABILITY FOR PROFESSIONAL TRAINING

How comfortable would you be in discussing your own feelings/ problems with this person?	5	4	3	2	1
How comfortable would you be in handing responsibility for a project to this person?	5	4	3	2	1

**COMMENTS** (strengths, weaknesses, other comments) *Please provide any extra comments on a separate page.*

**REFEREE'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## REFEREE'S REPORT POSTGRADUATE STUDY IN PSYCHOLOGY

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### APPLICANT to Complete:

NAME: \_\_\_\_\_

PHONE: (Day) \_\_\_\_\_

(Mobile) \_\_\_\_\_

#### AREA OF STUDY (tick box)

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**COMMENTS** (strengths, weaknesses, other comments) *Please provide any extra comments on a separate page.*

**REFEREE'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Information for Applicants

## ***What courses is this form for?***

This referee's report form is to be used for applications to a Masters degree in Psychology, a Combined PhD / Masters in Psychology, a Postgraduate Diploma or Postgraduate Certificate in Organisational Behaviour (5<sup>th</sup> year).

Do not use for Social Health, Applied Psychology, Fourth Year (Honours and PG Dip in Psychology) Doctoral or PhD applications; see [http://www.hdr.mq.edu.au/information\\_about/forms](http://www.hdr.mq.edu.au/information_about/forms) or <http://www.postgrad.mq.edu.au/forms.html> for supplementary forms for these courses

## ***Do you need to complete referees reports?***

**YES.** Referees' reports a vital part of your assessment for entry to your nominated degree – therefore ensure that you have **TWO** suitable referees' reports with each application you submit. .

## ***Who can be a referee?***

Two separate referees' are required for each application you submit however, you do not need to obtain two different referees for each application. It is preferable to have one academic referee and one professional referee, however two academic or two professional referees are suitable. The most important thing is that you have two relevant referees.

## ***What do I need to do BEFORE I send off the referee reports?***

Before sending a report to a referee ensure they are prepared to submit a referee report on your behalf and also that they are aware of the submission deadline of October 31<sup>st</sup>

YOU must complete the "**APPLICANT to Complete**" section of the form prior to sending to your referee.

**Reports without applicant details will be discarded.**

Your nominated referee may receive a large number of referee requests for a variety of programs!

## ***How do I know my referee actually returned the report?***

*It is advisable to collect your referee reports directly from the referee and attached them with your application.* Reports that arrive separately will be matched with the corresponding application form once the application form reaches the department. Reports that arrive after the closing date will be accepted where possible.

If you are concerned your report has not reached the department please **contact your referee** before contacting the department.