Graduate Certificate in Online Learning (Higher Education)
Application Form 2014

(A) PERSONAL DETAILS (Please complete all personal details)

Family Name or Surname ________________________________________

Given Names __________________________________________________

Former Surname/s (if applicable) __________________________________

Date of Birth __________________________________________________

Are you an Australian Citizen/Permanent Resident? Yes ☐  No ☐

* If you are not an Australian Citizen or Permanent Resident we are unable to process your application at this time. We will however contact you when we are able to take international students.

**If your current name is different from the name which appears on your transcripts or citizenship documentation, include documentary evidence of the change of name.

Country of Birth __________________________  Date of Arrival in Australia _____________

University ______________________________________________________

University of Adelaide Staff ID (if applicable) __________________________

Faculty _________________________________________________________

School __________________________________________________________

Department/Discipline _____________________________________________

Position Title _________________________ Classification ______________________

Telephone (Work) ________________________________

Email ________________________________

(B) ACADEMIC QUALIFICATIONS

Please provide details of any tertiary study or research begun or completed (including University, non-award study and TAFE study):

Degree/Diploma __________________________ Institution __________________________

Year Completed __________________________

(Note include a separate sheet for additional qualifications and provide transcripts of degrees)
Please select the course/s below that you wish to enrol in for 2014.

In Semester 1, 2014

☐ 5405 ICT Literacy in Higher Education
☐ 5406 Online Learning Design, Assessment and Evaluation

In Semester 2, 2014

☐ 5407 Online Learning Communities
☐ 5422 Mobile Learning

Course content can be found online at Degree Finder:

Course schedules can be found online at Course Planner:

(D) COURSE FEE

Current postgraduate course fees apply for all participants who are not eligible for a fee-waived course place. The cost for the Graduate Certificate in Online Learning (Higher Education) will be $1,875 (GST Free) per course in 2014.

If you are a staff member of the University of Adelaide you may be eligible for fee waiver. An application form for Faculty approval to be signed by your Head of School and Executive Dean is provided with this application.

Do you wish to be considered for a fee waived place as a University of Adelaide Staff Member?  
Yes ☐       No ☐

☐ Participants not eligible for fee waived course places

You will be invoiced by the University of Adelaide for $1,875 (GST free) for each course that you have enrolled in as indicated in (C) above. (Fees indicated for 2014 only)
* Invoicing details to be provided with checklist page.

(E) DECLARATION

- I declare that the information given above is true and complete in ever particular;
- I authorise the University to seek whatever information about my academic qualifications it considers necessary to process my application;
- I acknowledge that submission of incorrect or incomplete information relating to my application may result in the withdrawal by the University of Adelaide of any place offered to me and that this withdrawal may take place at any stage during the program that I undertake.

Signature _______________________________ Date ___________________________
Graduate Certificate in Online Learning (Higher Education)
University of Adelaide Staff Application for Fee Waiver

(F) FACULTY AND SCHOOL APPROVAL

Applicants applying for fee waiver must have support and approval from the Head of School and the Faculty Executive Dean to be eligible for the program.

I have read the program outline documents and support the applicant to apply for the Graduate Certificate in Online Learning (Higher Education) for entry in 2014.

*Personal statement of reasons(s) for wishing to undertake the course has been provided (attached to application).

Head of School

School: ________________________________

Signature: ________________________________

Date: ________________________________

Executive Dean

Faculty: ________________________________

Signature: ________________________________

Date: ________________________________

PLEASE NOTE

In 2014, up to ten University of Adelaide teaching staff will be offered fee-waived course places. These places are only available to staff on continuing appointments and, if there are places available, to staff on fixed term contracts. Enrolment for these ten fee-waived course places will be conditional on approval by the Head of School, Executive Dean and the Deputy vice-Chancellor and Vice-President (Academic). Please note, the allocation of fee-waived course places is subject to continuing contractual employment with the University of Adelaide.

If a Faculty approves more than two applications, and if the total quota of ten participants is exceeded, the Executive Dean will be asked to rank the applications in order of merit and/or suitability for the program. Some Faculties may, in addition, fund further course places.

Current postgraduate course fees apply for all participants who are not eligible for a fee-waived course place. The cost for the Graduate Certificate in Online Learning (Higher Ed.) will be $7500 (GST Free) or $1875 (GST Free) for each of the four courses in 2014.
Graduate Certificate in Online Learning (Higher Education)
Closing Date University of Adelaide Staff Applications is 6th December 2013

(G) APPLICANTS CHECKLIST

☐ All sections of the application form have been completed, and relevant questions have been answered in full.

☐ Photocopies of academic transcripts have been provided.

☐ University of Adelaide staff wishing to apply for fee waiver. Personal statement of reasons(s) for wishing to undertake the course has been provided (attached to application).

☐ University of Adelaide staff wishing to apply for fee waiver: School and Faculty approval has been granted, signed and dated.

☐ Any additional documents that may be relevant for the selection committee have been provided.

☐ The Declaration (E) has been signed and dated.

For all applicants who will be paying the course fee please provide invoicing instructions:

Invoice Recipient: ____________________________________________________________
________________________________________________________

Email: ________________________________________________________________
Fax: ________________________________________________________________
Mail ________________________________________________________________

PLEASE ADDRESS APPLICATIONS TO (Mail, Fax or Email)

School Manager
School of Education
Level 8, Nexus Building
UNIVERSITY OF ADELAIDE SA 5005
AUSTRALIA

Email: education@adelaide.edu.au
Fax: +61 8 8313 3604
Tel: +61 8 8313 0694

You will receive confirmation of receipt of your application from the School of Education within 10 working days. This letter will include information on when selection and formal advice of offers will take place.

Note: The University reserves the right to place quotas on courses or programs, and to offer programs of study subject to the availability of staff. The University also reserves the right to review fees annually.