



**THE UNIVERSITY OF
MELBOURNE**

Application for Inter-Faculty Enrolment

Application for Approval to undertake a Graduate Law Subject

Information for Applicants:

Please note the following in relation to undertaking subjects in the Faculty of Law.

Availability of places:

All subjects within the Melbourne Law Masters Program at the University of Melbourne have quotas limiting the number of students able to enrol. This ensures class sizes are suitable to provide an optimal learning environment.

Once a class has reached its quota, a waiting list is available. You should indicate in the appropriate place on this form whether you would like to be placed on the waiting list for your nominated subject/s if you are unable to gain a place initially. Subject numbers are checked regularly and if places become available students on the waiting list are contacted via email and offered a place. Candidates have a limited time within which to accept their place before it is offered to the next person on the list.

Applicants should note priority of places in subjects is given to students enrolled in Graduate Diplomas and Masters degrees within the Melbourne Law Masters Program at the University of Melbourne.

Enrolment procedures:

If you are successful in gaining a place in subjects nominated, your home Faculty will enrol you in the subject/s and provide you with an amended Enrolment Record. The Faculty of Law will confirm with you teaching dates, venue and availability of course materials, approximately 4 weeks prior to the commencement of the subject.

Changes to your enrolment:

All requests for changes to your enrolment must be made in writing to your home Faculty at the University of Melbourne. If you have any queries regarding enrolment procedures, please contact this office.

Students must observe the University of Melbourne's regulations in regards to timely withdrawal of subjects. Failure to comply may result in the recording of a FAIL grade and/or the inability for a student to obtain a refund of fees. Students should refer to the University's fee policy for further information, and to the Melbourne Law Masters Course Rules, available at:

<http://www.masters.law.unimelb.edu.au/go/courses-and-subjects/course-rules>

Attendance Requirement:

Please note there is a 75% attendance requirement for all subjects within the Melbourne Law Masters Program.

Privacy:

The University of Melbourne's privacy policy with regards to student information can be viewed at:

<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

Application Checklist/Submission Instructions:

Before submitting your application you should ensure the following items have been completed:

- All sections of this form have been completed;
- Current curriculum vitae;

Please submit your completed application form and accompanying documents to:
Melbourne Law Masters Office

Faculty of Law
Level 6, 185 Pelham Street
The University of Melbourne
Victoria 3010

Telephone: +61 3 8344 6190
Facsimile: +61 3 9347 9129
Email: law-masters@unimelb.edu.au

Please retain this information page for your reference.

Application for Inter-Faculty Enrolment



Application Form:

This form should be completed by students wishing to undertake graduate Law subject/s

Personal Details:

Title: _____ Date of birth: _____

Enrolment number: _____

Surname: _____ Any former surname: _____

Given names: _____

Current Employment (if applicable):

Position title: _____

Business name: _____

Business address: _____

_____ Post code _____

Employment History:

Employer	Position	Duration

Current Studies:

Title of course in which you are currently enrolled:

Subjects:

Please nominate the subject/s in which you wish to enrol. Please indicate by placing a tick in the box next to the subject if you wish to be placed on the waiting list in the event the subject/s listed is fully enrolled.

Subject number	Subject Name	Semester	Waiting List?

Please note it is the student's responsibility to ensure prerequisites are met for subjects in which they enrol. Subject prerequisites are published within the subject descriptions in the Melbourne Law Masters Handbook for the Melbourne Law Masters Program.

Home Faculty Approval:

Signature of Approving Officer: _____

Name: _____

Title: _____

Declaration:

I declare that, to the best of my knowledge, the information supplied in this application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic record may result in the withdrawal by the University of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I understand that this application is submitted and received on the understanding that the University may obtain official records or further information with respect to this application from any other University, Institution or person. I understand that the Melbourne Law Masters program reserves the right to reject an application for cross-faculty study that does not comply with Faculty policy.

Signature of Applicant _____ Date: _____

Law Faculty Approval:

Signature of Approving Officer: _____

Name: _____

Title: _____