



Centre for the Study of Higher Education

Graduate Certificate in University Teaching

2010 Application Form

General information

The Graduate Certificate in University Teaching (GCUT) is designed for university staff seeking to develop their expertise, scholarship, and leadership skills in university teaching. The course combines research-based, theoretical seminars guided by experienced higher education researchers, with practical exercises involving peer review of teaching, and negotiated projects.

This is an award course.

The GCUT is available only to University of Melbourne staff. Places are limited, and applicants require the support of their Head of Department/unit and Dean of Faculty. Course fees are covered by the University.

Further details about the course are available from the CSHE website: www.cshe.unimelb.edu.au

Eligibility

To be eligible for selection into the course, applicants must:

- hold a Bachelor degree (any discipline);
- have current employment at the University of Melbourne, with teaching responsibilities; and
- obtain the support and formal approval from their Head of Department and Faculty Dean.

All staff meeting the above criteria are eligible to apply – application is *not* restricted to full-time staff, nor to staff on academic appointments.

Applications for the 2010 intake close **8 December 2009**.

Applications should be made using this form, and must be accompanied by the specified supporting documentation.

Selection process:

There are limited places available in the program. In the event that the number of eligible applications exceeds the available places, the selection committee will consider:

- the form of appointment (priority will be given to staff on full-time, continuing appointments); and
- institutional support (in the form of statements from Head of Department and/or Dean).

In addition, priority will be given to people with current or future leadership roles in teaching and learning.

For further queries about the course or the application process, contact the GCUT course coordinator: Dr Kerri-Lee Harris, k.harris@unimelb.edu.au (03) 83447590



(A) Personal details

Please ensure all personal details are accurate and complete

Name: _____ (Title) (Given names) (Family name) <i>(If your current name is different from the name which appears on your transcripts or identification documentation, please include documentary evidence of change of name.)</i>	
Staff ID:	Employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Sessional <input type="checkbox"/> Continuing <input type="checkbox"/> Contract
Faculty: Department / organisational unit:	
Current position: _____ (Position title and level) (Commencement date)	
Work address: _____ _____	
Phone (work):	Phone (other):
University email:	Other email:
Home address: _____ _____	
Gender:	Date of birth: ____ / ____ / ____
Identification documentation attached: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Citizenship <i>(Please include a certified copy of one of the above. This is a University requirement for identification purposes)</i>	



(B) Academic qualifications

Please list all higher education awards completed or currently enrolled.

Name of Degree/Diploma	Name of Institution	Completion date

Have you been previously enrolled as a student at the University of Melbourne? Yes No
Student ID: _____ Name: _____

Full transcripts for all studies listed above must be attached. These transcripts must include a statement that the candidate has completed requirements for the course (as appropriate), and a key to the grading system used. This is a requirement for all awards, including studies undertaken at the University of Melbourne. All transcripts provided must be *certified* copies of originals.

(C) Current teaching responsibilities

Please list **current teaching responsibilities**, and **planned teaching in 2010**. If listing teaching by subject, please include details such as year level, subject area, type of involvement (e.g. tutoring; coordination; lecturing; assessment). Broader involvements in teaching should also be listed, such as course coordination, student support and/or advising.



(D) Statement of support from Dean and/or Head of Department

Applicants must provide a **written statement of support** from their Head of Department/School, Associate Dean (teaching & learning), or Dean in order to be eligible for the course.

Information provided in this statement is important to the Selection Committee when assessing applications and selecting course participants. The University funds participation in the course, and therefore it is essential that your organisational unit explains their support of your application.

Please provide the following details regarding the letter(s) of support.

The statement of support will be provided by:

(name) _____

(University position) _____

(contact person, e.g administrative assistant, name and contact details) - *optional*

The statement of support may be provided in paper or electronic form, and should be sent directly to the course coordinator: email k.harris@unimelb.edu.au or post/delivery: CSHE, 715 Swanston Street, University of Melbourne. 3010

(E) Declaration

The application must be endorsed by the applicant's Dean and Head of Department/unit.

Applicant's Name:	
<i>Dean's and Head's declaration of support</i> I have read the course outline documents and support the above applicant to apply for the Graduate Certificate in University Teaching for entry in 2010. I understand that if the application is successful, the Department and Faculty will support the applicant's participation through practical assistance such as a reduction in administrative responsibilities or other workload adjustment measures*. I also acknowledge that the Department, together with CSHE, will appoint a department-based colleague in the role of 'advisor', to support the applicant in their successful completion of the course requirements.	
Faculty Dean	Head of Department
Name:	Name:
Signature:	Signature:
Date:	Date:

* The details of workload adjustments are a matter for negotiation between the applicant and the Head of Department.



(F) Applicant's declaration

- I declare that the information provided by me is true and complete in every particular.
- I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission based on the basis of incomplete or false information.
- I understand that I may be required to supply originals of all documents used to support this application.
- I declare that I will be able to abide by the University's policy on admissions.
- I understand the University reserves the right to inform other tertiary institutions if any of the material presented with this application is found to be false.
- I understand that the personal information that I have provided may be released to the Australian Commonwealth and state agencies under the ESOS Act 2000.
- I understand that the University of Melbourne may disclose the personal information I have given to this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System.

Signature of applicant: _____ Date: ____ / ____ / ____

Applicant's checklist

- All sections have been completed, and relevant questions have been answered in full.
- Certified proof of identification has been provided. (see Section A)
- Certified academic transcripts have been provided. (see Section B)
- Statement of support from Head of Department or Dean has been arranged, and will be forwarded separately. (see Section D)
- Department and Faculty approval has been granted, signed and dated. (see Section E)
- The declaration has been signed and dated. (see Section F)
- **Documentation must be certified copies.** A photocopy or facsimile of a certified copy is not acceptable. Please note that original documentation provided will not be returned. A *certified* copy is a photocopy of the original document which has the signature and the official stamp of one of the following people—Barrister or Solicitor, Police in charge of station, Pharmacist, Doctor, Dentist, Principal of School, Justice of Peace, Clerk of Court—indicating that they have sighted the original document. The signature and stamp must appear on every page of the document.

Application Submission

Please return application to:

GCUT course coordinator
Centre for the Study of Higher Education
715 Swanston Street
University of Melbourne. 3010

Application inquiries:

Dr Kerri-Lee Harris
Centre for the Study of Higher Education
Telephone: +61 3 8344 7590
Email: k.harris@unimelb.edu.au

