



# Application Form for Graduate Certificate/ PG Cert in Entrepreneurship

Please return this form to:  
[entrepdegree@deakin.edu.au](mailto:entrepdegree@deakin.edu.au)

Please read the terms and conditions and guidance notes at the back before completing this form. It is important that you fill in all the relevant boxes. **Incomplete application forms submitted without ALL the supporting documents will mean your application cannot be processed, and will therefore delay the decision process. If any documents submitted in support of your application are found to be fraudulent the universities reserve the right to reject or withdraw the application or any offer made.**

## 1. Personal details

Title <i>(Mr, Mrs, Miss, Ms etc.)</i>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Gender diverse <input type="checkbox"/>
Date of Birth <i>(dd/mm/yy)</i>		Age	
Surname		First name(s)	
Correspondence address		Home address <i>(if different)</i>	
Country		Country	
Postcode/Zip Code		Postcode/Zip Code	
Telephone number			
Mobile number			
Email			
What is your citizenship?			
Country of birth			
Country of domicile or area of permanent residence			
Date of first entry to the United Kingdom <i>(if applicable)</i>			
Who is expected to pay your fees? <small>(self-funder/loan/employer/FEE-HELP (Australian citizens only))</small>			

## 2. Admission requirements

To be eligible for admission, candidates should have either academic and/or professional experience as detailed below:

### Academic

- Applicants should have an undergraduate degree in any discipline (section 3)
- Copy of your degree certificate and transcript (scanned and certified copy). If your documents are in a language other than English, you will need to provide certified translations.
- An academic referee testifying to your academic abilities and suitability for the course (section 6)

### Professional

- Applicants should be able to demonstrate at least two years' experience in relevant employment (section 4)
- A copy of an up-to-date CV
- A professional reference from a current/former employer testifying to your skills and abilities and suitability for the course (section 6)

## English language proficiency

If you have lived and worked in an English-speaking country for no less than 5 years, please attach:

- scanned and certified copies of your passport and residency/citizenship documentation and
- supporting statements from employers with current details to allow verification.

If you have not lived and worked in an English-speaking country you must provide documentary evidence of your English language proficiency at the required standard.

Please complete the table below if you have sat a test and provide a scanned and certified copy of your results.

Applicants whose first language is not English must demonstrate English language proficiency at IELTS 6.5 overall (with no band less than 6.0), or equivalent, by providing evidence of:

1. a test or qualification completed no more than 2 years prior to enrolment in this course; or
2. ongoing residence and employment in an English-speaking country for not less than 5 years.

Applicants must provide a copy of their English language qualification.

A list of English language qualification equivalents for IELTS 6.5 is available in the [Deakin English Language Admission Criteria Procedure](#). English-speaking countries are listed in clause 20.

In some cases, a video call with the Admissions Team and referral to the Course Co-Directors may be required.

Multiple tests, qualifications and residency and employment cannot be combined to demonstrate proficiency at the required standard. Only a single source of evidence will be accepted.

Subject	Place of study	Date of completion (month/year)	Full-time / Part-time	Result (grades or bands)
IELTS	Coventry University	07/2018	Full-time	6.5

### 3. Academic experience

Applicants **must** list all academic qualifications taken, whatever the result, in date order. If you are awaiting the result of any examination or are about to take one write PENDING in the result column. **Please attach evidence of all known results.** If your attached evidence is in a language other than English, you will need to provide certified translations.

Level	Title of Qualification	Place of study	Date of completion (month/year)	Full-time / Part-time	Result
BA	Computer Science	Coventry University	06/2006	Full-time	Upper 2nd Class (2:1)

### 4. Professional experience

Job title and nature of work/training	Name of organisation	From (month/year)	To (month/year)	Full or Part-time

### 5. Personal statement

Please state your reasons for choosing the course, relevant experience, and career plans. Membership of any professional bodies can also be stated here. This should be 200 - 500 words.

## 6. Reference

Name and contact details of either an academic or personal referee.

Referee	

## 7. Checklist

I can confirm I have supplied the following documents:	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Copy of undergraduate degree certificate and transcript (Scanned and certified copy) (if applying based on academic experience)
<input type="checkbox"/>	Copy of photo ID (i.e. Passport or driving licence) (Scanned and certified copy)
<input type="checkbox"/>	Evidence of English language proficiency where applicable (scanned and certified copy)
<input type="checkbox"/>	An up-to-date CV detailing relevant work experience (only required if applying based on professional experience alone)
<input type="checkbox"/>	Referee details from Section 6 (written reference if available)
<input type="checkbox"/>	Certified translations of all documents in a language other than English

## 8. Statistics (ALL applicants must complete)

- Your enrolment cannot be completed if these statistics are not provided.
- These statistics are required by the Department of Education and Training in Australia, to gain an Australian Qualification pursuant to Subdivision 19-70(1) of the Higher Education Support Act 2003. The statistics are collated and provided to the Department of Education and Training and do not identify individual students.

### 01. Are you of Aboriginal or Torres Strait Islander descent? (Select one only)

No     Yes – Aboriginal     Yes – Torres Strait Islander     Yes – Aboriginal and Torres Strait Islander

### 02. What is your citizenship status during this year? (Select one only)

UK Citizen     Australian Citizen     New Zealand Citizen (see 03)

Permanent Humanitarian Visa Holder     Permanent Visa Holder (not Humanitarian—see 03)     Temporary Entry Permit Holder

Other (please state)

### 03. If you are a student who is a New Zealand Citizen, has Permanent Residence status, or is the holder of a Permanent Humanitarian Visa, select a statement that best describes your circumstance below.

You are residing inside Australia for the Trimester or outside Australia as a requirement of the course.     You are residing outside Australia for the Trimester but not because of a requirement of the course.

**04. In what country is your permanent home address?**

<input type="checkbox"/> Australia	Postcode	<input type="checkbox"/> Other country	Name
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**05. In what country is your residence during the year?**

<input type="checkbox"/> Australia	Postcode	<input type="checkbox"/> Other country	Name
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**06. In what country were you born?**

<input type="checkbox"/> Australia	<input type="checkbox"/> Other country	Name	Year of arrival into Australia
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**07. Do you speak a language other than English at your permanent home residence?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Language
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**08. What is the highest attainment of education you completed prior to this course? (Select one only)**

- A complete higher education postgraduate course
- A complete higher education bachelors degree course
- A complete higher education sub-degree course
- An incomplete higher education course
- A complete further education course
- A complete final year of secondary education course (at school or TAFE)
- A complete other qualification or certificate of attainment or competence
- No prior educational attainment
- A complete TAFE (VET) award course
- An incomplete TAFE (VET) award course

Last year of enrolment was

**09. If you have undertaken prior undergraduate studies please provide the name of the institution at which you studied?****10. Do you have a disability, impairment or long-term medical condition which may affect your studies?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**11. If 'Yes' to '10', please indicate the area(s) of impairment.**

<input type="checkbox"/> Hearing	<input type="checkbox"/> Learning	<input type="checkbox"/> Mobility	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical	<input type="checkbox"/> Other
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**12. If 'Yes' to '10', would you like to receive advice on support services, equipment and facilities which may assist you?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**9. Declaration**

I confirm that the information given in this form is correct, complete and I have personally signed this form. I have read the Terms and Conditions, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Coventry University Online and Deakin University (together “the Universities”) will take all reasonable steps to provide the educational service set out on the website(s). The Universities regularly review the course content, to make it relevant and current for the benefit of their students. There can also be a period of time between publication of course information and applications being made and processed by the Universities. Therefore, please check our current course pages on the website(s) before making an application to check whether there have been any changes to the course you are interested in or to other services described.

Please read these terms and conditions carefully when making an application.

The term ‘you’ or ‘your’ refers to the applicant submitting the application form to the Universities.

It is important that you fill in all the relevant boxes on the application form and give true and accurate information. Incomplete application forms submitted without ALL the supporting documents may be withdrawn from the application process or delayed. If any information submitted is found to be inaccurate or untrue, and if any documents submitted in support of your application are found to be false or fraudulent, the Universities reserves the right to reject or withdraw the application, withdraw any offer made to you, or withdraw you from study.

You are submitting your application to both Universities. If you are successful in your application and accept an offer of a course, you will be enrolled as a student of each University.

If using an agent, you are required to inform us and advise us in writing if you wish to change agent during the course of your application. To the extent permitted by law neither the Universities, nor either of them, nor their respective subsidiaries shall accept any liability for any loss or damage of whatever nature.

Unless expressly stated otherwise, these terms and conditions shall be governed by and construed in all aspects in accordance with English law.

The parties agree to submit to the exclusive jurisdiction of the English Courts; provided that nothing in this paragraph shall be construed to limit the taking of proceedings in a court of competent jurisdiction in Australia where Coventry University is not a party to those proceedings.

### DATA PROTECTION AND DISCLOSURE OF INFORMATION

#### How will your data be processed by Coventry University?

The Data Protection Act 2018 (the “Act”) governs how Coventry University use and handle your personal data. Coventry University will process the personal information which you provide in this application for the purposes of administering your application.

Coventry University will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data and that have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

All personal data collected by Coventry University shall be used for but not limited to the following purposes:

- To facilitate your application for study.
- To determine your eligibility for entry to Coventry University
- To enable Coventry University and/or its subsidiaries to compile statistical reports

- To enable Coventry University and/or its subsidiaries to initiate your student record
- To share information with government departments including, but not limited to, the Home Office, UK Visas and Immigration, UK Embassies, local authorities and other bodies in connection with visa applications, fraud prevention, and to enable them to carry out their statutory functions.

Further information in relation to how we will handle your personal information can be found in the following ‘[Coventry University Privacy Policy](#)’.

It is very important that you read this Privacy Policy carefully before submitting your application. This also explains your key rights under the Act, how you can access your personal information and how to complain if you have concerns.

The University will only disclose your personal data to a third party only with your consent, unless required for lawful purposes. Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring that appropriate safeguards are implemented.

#### How will your data be processed by Deakin University?

Deakin University will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data and that have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

All personal data collected by Deakin University will be used for but not limited to the following purposes:

- to assess your eligibility for admission into Deakin and selection for the Graduate Certificate/Postgraduate Certificate in Entrepreneurship;
- offer you advice and access to student services prior to your enrolment
- if your application is successful, to offer you a place in the course and to establish your student record;
- to compile reports to the Commonwealth Department of Education and Training;
- to conduct planning and quality assurance activities
- to give you information on additional opportunities for studying at Deakin
- to invite you to participate in surveys or research.

As part of the selection process, Deakin will disclose your personal information to the extent necessary to verify your qualifications or experience.

Further information in relation to how Deakin will handle your personal information can be found in the following ‘[Deakin University Privacy Policy](#)’ <https://www.deakin.edu.au/footer/privacy> It is very important that you read this Privacy Policy carefully before submitting your application.

### General

Before completing the form, please ensure that you read these notes carefully. You should also read the current university literature relating to the course(s) in which you are interested.

### Section 1

#### Personal details

Complete this section in BLOCK CAPITALS.

### Section 2

#### Admission requirements

Please ensure you read the requirements stated and provide scanned and certified copies of all documentation when you submit your application.

If your documents are in a language other than English, you will need to provide certified translations.

Please see section 5 of this [Deakin webpage](#) for advice about having your documents and translations certified.

### Section 3

#### Academic experience

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK or Australia, you should give details of all examinations taken as preparation for entry to higher education. If your documents are in a language other than English, you will need to provide certified translations.

### Section 4

#### Professional experience

Please include all your relevant work experience and training, paid or unpaid, full or part-time. This information will be used to assess your suitability for the course.

### Section 5

#### Personal statement

Enter here any information you may wish to offer in support of your application. The Admissions Team will be interested in your reasons for choosing the course, your career aspirations and relevant experience.

### Section 6

#### Reference

An academic or professional reference must be supplied. Referees must comment on your likely ability to follow and succeed on the course.

### Section 9

#### Declaration

Any offer of a place which you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the Universities and by signing this form you are confirming your agreement to this. **Any false information provided or misrepresentation can mean withdrawal of any offer made.**

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