A Guide for Students Applying Online for Admission into the Doctor of Information Technology

BEFORE BEGINNING PLEASE NOTE:

We strongly suggest that you discuss your application for the Doctor of Information Technology with Dr. Tanveer Zia before commencing your application.

Tanveer can be reached via:
Email: tzia@csu.edu.au
Phone: 02 6933 2024

Admission Requirements

Candidates admitted to the course will:

- Hold a Class 1 or Class 2 Division 1 Honours degree in a computing related discipline, or a Master’s degree in a computing related discipline;
- Normally have at least five years of full-time (or equivalent) professional experience, a significant amount of which should be at middle and/or senior management level;
- Normally be required to prove that they have access to an appropriate organisation that will allow them to carry out their empirical research work;
- Meet the University’s English language proficiency requirements.

These admission requirements are necessary to ensure that candidates have sufficient academic ability and professional experience to conduct research that leads to advanced, critical reflection on professional practice in information technology.

Application Documentation

Your application will require additional documentation to be submitted as part of the completion of the online application process.

As a DIT applicant, you must submit:

- Certified copies of final transcripts and awards of your previous study.
- A CV or résumé detailing the qualifications and work experience.
- Evidence of past five years work experience (Work experience letter from the employer(s) or testimonial from the client(s))
- IT Masters Student Authority Form, located at:
  
  http://www.itmasters.edu.au/wp-content/uploads/2013/05/IT-masters-authority-
Applicants may also need to submit:

- Certified copies of your permanent residency or visa (if applicable).
- Certified evidence of English proficiency (if applicable)
- Certified evidence of a name change if the name on your transcripts/awards is different to the name on your application (if applicable).

If you submit any additional documentation via mail, it MUST be accompanied by:

- A copy of the cover sheet (final step of the online application).

Please note: There is opportunity for you to upload these documents in the online application process. If you do not upload your certified documents at this stage, certified copies will need to be sent to CSU within 10 days of your completion of the online application form.

Do not send original documents. They will not be returned to you.

CSU considers eligible applications for offer to a course, in order of receipt. Date of receipt refers to the date all information required is received by the Admissions Office.

Failure to provide full and complete information and documentation with your application will result in delays in processing and ultimately consideration for admission.

1) Applying Online

The first step is to locate the online application form. It can be accessed on the CSU website here:

http://www.csu.edu.au/study/how-to-apply.htm

There are several options available. Click the Apply Online button. The online application form will load in a new window. As you go through the application process, if you have any questions or any difficulties that are not answered by this application guide, feel free to contact IT Masters:

Email: admissions@itmasters.edu.au

Phone: 1300 885 685
2) Online Admission – Login

Create a Login ID and PIN, and make sure you note it down somewhere before you begin. Keep a copy of your Login and PIN in a safe place, as you will need it again for future access to these pages and if you forget it you will need to start again, with a new Login ID.

3) Select an Application Type
For the Doctorate of Information Technology, please select **08. Research Higher Degrees**.

All applicants, domestic and international, must select this option.

PLEASE TAKE NOTE: Selecting an application type that does not match your planned course of study may prevent you from selecting the course you want to apply for from the list of available courses later in your application.

4) Nominate an Intake: When do you want to study?

Select the study period that you wish to apply for from the Admission Term drop down menu.
Applications for the DIT are open from Session 1, 2012.

Applications for distance education courses are assessed on a continuous basis and offered to the next available intake. Applicants are strongly encouraged to take advantage of this by lodging their application as early as possible, noting the closing dates shown below.

**Closing dates for applications:**
1 December for courses commencing in February (Session 1)
1 June for courses commencing in July (Session 2)
1 October for courses commencing in November (Session 3)

5) Application Checklist

The Application Checklist is the main body of your application, allowing you to keep track of what you have completed. If you decide to save and complete your application at a later date, you will return to this checklist point.

**PLEASE NOTE:**
At the end of every page above, there is an option to ‘Return to checklist without saving changes.’ Please use this to return to the Checklist if necessary.
5.1) Informed Consent Declaration

Online Admission
Privacy Statement and Informed Consent Declaration

PRIVACY
The personal information you provide on this form to gain admission to Charles Sturt University (CSU) is governed by the Privacy and Personal Information Protection Act 1998 (NSW). Your information will be used to assess your eligibility to admission to CSU and for other administrative functions within the University (and where you may be studying with a CSU partner or affiliation institution, establishing student records at that institution). We may disclose some of your information to other individuals or organisations to check the academic and other qualifications upon which your application for admission is based; to meet legislative reporting requirements; and for the administration and collection of fees. Depending on the information to be examined, this may involve the international transmission of personal information.

The personal information you provide will not be made available to any other person or organisation outside of the University or to any other purpose without your consent or where authorised by law, and will be disclosed in accordance with Government regulation.

You may access your personal information to ensure that it is not inaccurate, irrelevant to the purposes for which it was collected, incomplete or out-of-date. You may also ask us to amend any of the information we hold about you or ask for an explanation or clarification of the information we hold on you. To do any of these things, please refer to University Admissions Office Locked Bag 1147 Wagga Wagga NSW Australia 2678 or the Student Administration Office at your administrative campus.

Declaration
- I declare that the information that will be supplied in this application and the documentation supporting it will be correct and complete.
- I acknowledge that the provision of false or misleading information may result in the cancellation of this application and/or withdrawal of any offer and/or enrolment with immediate effect from the University.
- I authorise the University to verify any information provided by me.
- I authorise the University to obtain, where necessary, from any other educational institution including Qualiflitchi (see duty) evidence of my academic record or to seek other corroborative evidence with respect to my application.
- I authorise the University to release details of my CSU academic records as required by other education authorities to assist and coordinate the processing of applications made to such institutions.
- I understand that the University may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR), its successors and that DEEWR will collect and store my personal information for the following purposes:
  - use in connection with the Higher Education Information Management System (HEIMS); and/or
  - use by CSU for the purposes of monitoring and evaluation of program performance.

If you agree to these terms of usage please click the Continue Button. If you do not please click the cancel button to return to the Application Menu and your application will not be processed.

Carefully read through the Privacy Statement and click ‘Continue’ to move onto the next item on the checklist.

5.2) Planned Course of Study

Online Admission
Planned Course of Study

Use this page to nominate your planned course of study. You should have already choosen the CRICOS Courses page and taken note of the admission course code listed in the Application Details page, if not please return to these pages to find this information.

Alternatively you can select the Find your Course button on this page to find your planned course of study.

Enter the Admission Course Code eg EAL4 and click on ‘Continue’.

Admission Course Code: Continue

OR

Find Your Course

Checklist | Finish Later

ARE YOU:

a) An Australian Citizen or Permanent Resident? NOTE: This applies even if you are Australian citizen currently residing outside of Australia.
Use the course code OBDI

b) **NOT** an Australian Citizen or Permanent Resident? **NOTE:** Even if you are currently living in Australia, as long as you are **NOT** an Australian citizen, OR a permanent resident, you need to:

Use the course code JBDI

Once you have entered your course code select continue. If you are having problems entering the correct course code, you may have selected the wrong application type when you first started. Please double check you are completing a Research Higher Degree application.

The next page is a confirmation of the course for the code you have selected. If the information is correct, select the radio button, and click Submit.

**Online Admission**

**Course Search Results**

Check the course details returned - do they match your requirements (eg course name, study mode)?

If Yes click on the radio button on the left to select that course as your Planned Course of Study and then click on the 'Submit' button to continue.

If this is not the course you wanted click on the 'Return to Search' button and try again.

A final confirmation of your course will appear.

**Note:** The only permitted study mode is Distance. This cannot be changed. Part Time is also the only study load. The Fee-Type: Fee-Paying refers to the type of course, and does not disqualify you from applying for FEE-HELP (if you are an Australian citizen).

There are no Commonwealth Supported Places for this course.
Online Admission
Planned Course of Study

This is the course you have selected as your Planned Course of Study.

If it is correct please click on ‘Continue’ and move to the next section of your application for admission. If you want to change it click on ‘Change this Course’ to be returned to the Course Search page.

Planned Course of Study: Doctor of Information Technology
Term: 201230
Campus: Multi-Campus
Study Mode: Distance Education Mode

Select Continue.

5.3) Name

Enter your details and click Continue. At any time if you wish to save your application and continue it later, click ‘Finish Later’.
5.4) Address and Phone Details

Enter your address and phone details and click Continue. Please note the section that states 'CSU will send all correspondence throughout the admission process to the address you enter here.' It is extremely important to update your contact details if they change – if you fail to respond to an offer for a place in a course within the deadline, a fee will apply if you wish to reinstate your application for the following intake.

5.5) Personal Information
Enter your details.

If you select any option other than Australian Citizen you will need to provide evidence of your citizenship or visa (permanent resident/visa evidence can be provided in Section 5.6). See Section 5.14 for certification guidelines.

Once again, please note the reminder that you may be contacted via email. Any changes to your email address should be notified in writing as soon as possible.

5.6) General Information

Australian Citizens: Enter country of birth, and language. Please note that if you were not born in Australia, you will need to provide certified proof of citizenship.

Permanent Residents: Complete all fields. Please note that you will need to provide certified proof of your permanent residency.
5.7) Educational Background

Select the level of education you have achieved. In this case, I have selected:

![Level Attained]

The next section is for statistical purposes only and does not affect your application in any way. Please select the education level your parents or guardians completed, if known.

![Parent Guardian 1]

![Parent Guardian 2]
A confirmation page will follow.

Online Admission
Educational Background

Highest Level of Education Attained

Level Attained: A complete Higher education postgraduate level course
Year of Completion: 2011
Parent/Guardian 1: Postgraduate qualification (eg. Postgraduate Diploma, Masters, PhD) Gender: Male
Parent/Guardian 2: Bachelor Degree Gender: Female

Change your Education Background

Year of Arrival In Australia
If you were NOT born in Australia please complete the following question:
What year did you arrive in Australia? none

Checklist Continue Finish Later

If you were not born in Australia, please select the year you arrived in Australia. Remember you will need to provide proof of citizenship, proof of permanent residency or further information if you select ANY OPTION other than none.

5.8) Secondary School

To find your High School Code, click ‘Look up’.
Select your state and click on List Secondary Schools in selected City.

Select the suburb of your high school.

Select your high school, and click ‘Copy selected Secondary School information to Data entry form.’

All your school details will be copied into the schooling fields. If your school is not listed on the lookup, please manually enter the name, location and completion date of your secondary education.
5.9) Post-secondary school study

Fill out the details of previous tertiary study.

Looking up your institution code:

Select lookup College Code.

Select your state and click ‘List Cities’
Select the suburb and click ‘List Post-Secondary School.’

Select your university, and click ‘Copy selected Post-Secondary School Study Information to Data Entry form. This will return you to the Post-Secondary School Study page to continue.

Click on Continue.

5.10) English Language Proficiency

This page is for people who need to explicitly demonstrate proficiency in the English Language. If you have provided evidence previously of tertiary study completed in English, please select ‘Return to checklist without saving changes.’

All applicants must demonstrate proficiency by completing one of the following:

- a university degree where the language of assessment is in English
undertaking an academic International English Language Testing System (IELTS) with an average score of 6.5, and with scores of 6 or higher in each of the individual skill areas within the last 12 months

undertaking a Test of English as a Foreign Language (TOEFL) with a score of 577 (or computerised TOEFL score of 233), with a Test for Written English Score (where reported) of at least 5.0 or an internet-based score of 90 with a written score of 24 within the last 12 months

undertaking level 109 of the English Language Services (ELS) examination with a score of B or higher in the Reading and Writing components, and a score of P or higher in the Speaking and Listening components within the last 12 months other equivalent examinations, as determined by the Board of Graduate Studies;

The full listing of acceptable tests can be found on the CSU website here:


5.11) Additional Information

The online application form is designed for all Research Higher Degree applicants. As an applicant for the Doctor of Information Technology (a Professional Doctorate), you are not required to provide the same information as a Ph.D applicant.

At this stage, please select ‘No’ for:

- References
- Supervisor (your supervisors will be arranged at a later date)
- Resources
If the online application form will not let you proceed without entering data, simply indicate N/A in the textbox.

**Scholarship** - If you have applied for a scholarship with any institution, please indicate so here.

**Employment** – As you must include a CV or résumé with your application, you do not need to duplicate that information here. This section is fine to leave blank.

5.12) **Supporting Statements**

At this stage of your study, a thesis proposal is **not required** from DIT applicants. We still do strongly recommend that you speak to Dr. Tanveer Zia before completing this application form to discuss possible areas of study.

5.13) **Upload Documents**
Here you can upload your additional documentation.

The aim is to provide as much relevant information as possible, in order to give an accurate ranking to the application. A lack of detail may result in the application being rejected or delayed while additional information is sought.

The documents required are:

1. Thorough documentation of your work experience (via CV or résumé-type document)
   - Employment history should indicate the exact nature of the work undertaken. Do not assume that the course coordinator understands what is involved simply by stating the job title. Senior Network Administrator, for example, has vastly different interpretations in various contexts. Provide details about:
     - The scale of the position (number of people, number of servers, etc),
     - The seniority of the position (number of people reporting to you, the ranking in the organization’s hierarchy, grade or status of the position etc) and
     - The value of the work carried out.

2. A letter from your employer (or a statement on your company’s letterhead if self-employed) stating that you will have access to appropriate resources to carry out your empirical research. (Mark this as ‘personal statement.’)

3. Work experience letter from the employer(s) or testimonial from the client(s) to demonstrate evidence of past five years work experience.

4. IT Masters Student Authority Form
   - Can be completed online, separate to the online application form: [http://itmasters.edu.au/Portals/0/Student%20Authority%20Form.pdf](http://itmasters.edu.au/Portals/0/Student%20Authority%20Form.pdf)

5. Certified evidence/transcript of your tertiary studies.

6. Certified evidence of a name change if the name on your transcripts/awards is different to the name on your application (if applicable).

7. Certified evidence of your citizenship/permanent residency (if applicable)

8. Certified evidence of English proficiency (if applicable)

5.14) Covversheet for Documents

Charles Sturt University

Online Admission
Coversheet for Mailed Documents

If you are unable to use the 'Upload Documents' then use this page as the coversheet when you post your supporting documentation to us.

Don’t forget to click on ‘Application is Complete’ on the Checklist page to submit your application.

To use this coversheet: print this page, sign and date it and send it with your supporting documentation e.g. verified copy of transcript(s) of previous study, resume etc. to the Admissions Office.

The Admissions Office Charles Sturt University Locked Bag 375 Wagga Wagga NSW 2678 Australia

Note: This documentation must be received in the Admissions Office within the next 7 days.

Name: Test Application IT Masters:
Term Code: 201201
Admissions Code: 0001
Date of Submission: 17-04-2011
Web ID: 170401

Checklist
If you were not able to upload documents or wish to submit documents via mail, this coversheet must be printed and included with the submission of your verified documents.

**How to Correctly Verify Documents**

Any official documentation included with your application must be verified as a true and accurate copy. Do not send originals as CSU does not return documents. Documents not correctly verified will result in delays in the processing of your application and its consideration for admission.

**Who can verify copies for you?**

Anyone who is currently employed as:

- A Justice of the Peace with a registration number.
- The official records department of the Institution that originally issued the document/s.
- An accountant – member of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practicing Accountants, or the National Institute of Accountants or Registered Tax Agents.
- A bank manager of a credit union branch manager.
- A barrister, solicitor or patent attorney.
- A police officer in charge of a police station, or of the rank of sergeant and above.
- A postal manager.
- A principal of an Australian secondary college, high school, primary school or TAFE college.

**How should the authorised officer verify each document?**

They must write ‘This is a true copy of the original document sighted by me,’ sign, and print the following details: name, address, business hours telephone number, profession or occupation or organisation and the date verified. They must include the official stamp or seal of the verifier’s organisation on the copy if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and the state in which they are registered as a Justice of the Peace.

**Documents not verified or not verified correctly**

CSU is not permitted to process:

- Documents that have been verified by an immediate relative or a person residing at the same address as applicant.
- Documents that are just photocopies, that is, not verified.
- Documents that have not been correctly verified.
- Documents verified by a Justice of the Peace without a registration number.

**You can now select ‘Application is Complete’**.

After you select this, you will receive an acknowledgment that your application has gone through, and a confirmation email to the address you supplied previously.

The Admissions Office endeavours to respond to applications as promptly as possible. Expect to hear from them on average two weeks after the closing date for applications. Any later than this, or if you have any concerns over your application, don’t hesitate to contact us (admissions@itmasters.edu.au or 1300 885 685) to check on the status of your application.
Thank you for your application to study at Charles Sturt University - we hope you will be able to join us soon.

An email will now be sent to you to confirm your submission. Please allow at least 1 day for your application to be loaded and you can then return to the Online Admission pages to monitor the progress of your application.

We will have an official decision concerning your eligibility to you as quickly as possible. Please contact us if you have any queries (see the HELP button above) or you can check out our Frequently Asked Questions page.

Don’t forget to attach your Signature Page to your supporting documentation and send it all to the Admissions Office so that it is received in the next 10 days.

You can contact the CSU Admissions Office by email or by telephone to (+61) 02 6933 4334. We also have a Frequently Asked Questions page.

Good luck!