Master of Narrative Therapy and Community Work (MNTCW)

Application Guide 2024

Application guide: text only

This application guide is designed to assist applicants of the Master of Narrative Therapy and Community Work. It has been developed by Dulwich Centre, who offer the Masters in partnership with the University of Melbourne. We have also created a version of this guide with images, however this may not be compatible with screen readers as it contains complex images.

Applications for the Master of Narrative Therapy and Community Work are completed through the University of Melbourne's application portal, and any questions or technical enquiries can be directed to the University of Melbourne.

A frequently asked questions document about the Master of Narrative Therapy and Community Work is available on Dulwich Centre's website. If you have any questions regarding the Masters, please review this document. If your question hasn't been answered, get in touch.

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Preparing to apply

Before you begin your application, you'll need to have the following documents and information on hand. More information about these requirements is available further on in this document.

- Digital copies of transcripts, diplomas and certifications (including an explanation of the grading system used for any studies) [more info here: https://ask.unimelb.edu.au/faq/6227/providing-your-previous-study-details/]

    o If you're an international student, please arrange certified translations of any documents.

- A recently updated resume/CV which includes any relevant work history

- Proof of citizenship or residency

- Evidence of prior narrative therapy studies training (certificate, letter of attendance)

- Evidence of meeting the English language requirements (including IELTS or English language test results if applicable)

- A completed 500-word personal statement on the provided template

- A professional referee report completed on the provided template

- If you have all of these documents, the application shouldn't take long to complete. You can also save your progress and return to it later if you need, and you won't be able to submit the application without attaching the above documents.

The application process will be fairly quick if you have all the required documents, and you can save your progress and return to it later if you need.

The application won't allow you to submit it without attaching all the required documents. If you are waiting on one document and have completed the rest of the application, we recommend uploading a placeholder document (such as a word file detailing why you can't provide the document at the time of completing the application). You will then be able to submit your application and upload the remaining documents at a later date.

Whilst it's best to submit your entire application at once, if you are only waiting on one document (such as an official translation of a transcript, or a certificate from a training), submitting your application with a placeholder document will allow your application to be reviewed. All required documents will need to be provided before you receive an offer.

Starting the application

1. Applying as a new student

You'll start your application from here: https://study.unimelb.edu.au/find/courses/graduate/master-of-narrative-therapy-and-community-work/

After clicking **Apply now**, you will be taken to a page with the option of applying as a current student or recent graduate, applying as a current/previous applicant or previous student, or applying as a new student.

If you have ever submitted an application at the University of Melbourne or are a previous student of the university (even if it was a number of years ago), login under the **Apply as a current / previous applicant or previous student** option using your username and password. If you don't remember your username or password, the enquiry management team at the University of Melbourne can assist.

If you have never applied for a course at the University of Melbourne, select **Apply as a new student**.

2. Registration

Before you can apply for the program itself, you'll need to complete a general registration process. This is not part of your application for the Masters, it is only to register you to the University of Melbourne's application system.

> **2.1. Registration steps:**
>
> - Personal details
>
> - Email and phone details
>
> - Address details
>
> - Education details
>
> - Citizenship and residency details
>
> - Australian (or equivalent) study details [for reporting purposes only, not part of the application]
>
> - Highest level of education
>
> - Highest level of completion
>
> - Terms and conditions
>
> - Proceed with registration

Remember this step isn't part of the Masters application itself, so you don't need to spend long on this. You can also update these details once you've completed the registration.

Once you've completed the necessary steps, agree to the terms and conditions and **Proceed with Registration**.

2.2. Confirm email address and finalise account creation

Once you've completed the registration, you'll be sent an email with your username and a link to create a password.

Keep this email as you'll need the username to access your application. Follow the link to generate a password - you'll then be redirected to the first page and need to login with these details.

When you login with your new password, you'll be taken to the eStudent page. Navigate to the applications tab in the top toolbar to begin your application. This is a good process to familiarise yourself with, as this is how you resume a view or edit your application once it's submitted.

3. Begin application

3.1. Enter course code: MC-NTCW and search

3.2. Add intake year and study load (part-time or full-time)

- **TIP: The 2024 Masters is fully online, disregard Parkville in the location.**

3.3. Provide required documents and information:

- **Academic results**

Upload your transcripts and any other documents here. If you're an Australian or New Zealand applicant, you can also provide this through MyeQuals.

- **Current enrolment at the University of Melbourne**

- **Country of last education**

Select the country you most recently studied in.

- **English language proficiency**

Select the option that applies to you. If you're an international student and have completed an IELTS exam, you can provide the results in the 'supporting documentation' box below.

- **Advanced standing (recognition of prior learning)**

This option will only be relevant to graduates of longterm narrative therapy training courses, such as the One Year Training Program or international programs that have approved RPL pathways. Contact Dulwich Centre if you have questions about your previous training.

- **Curriculum vitae (resume)**

Upload your CV/resume, and any other relevant documents related to your work or qualifications. Ensure your CV/resume includes the amount of time spent in previous and current roles.

- **Previous narrative therapy studies**

Upload evidence of previous narrative therapy training (at Dulwich Centre or equivalent)
TIP: If you haven't completed this training yet, but have registered for an upcoming intensive, you can submit a placeholder document explaining which training you're doing.

This way you can submit your application before you've completed the training, and it can be assessed.

- **Personal statement**

You will need to complete the personal statement template, which you can download here.

This template outlines what you should write about, including: why you want to complete the Masters, what context you'll put the ideas into practice, and any ideas you have about the research innovation project completed in Subject 3, Narrative Practice and Research Synthesis. The statement can be up 500 words in total.

- **Professional referee report**

The professional referee report will need to be completed on the template available here by your chosen referee. Your referee should be somebody who you currently work with and who can vouch for you on a professional level. You can submit more than one referee report from separate referees.

- **Anita Morawetz scholarship**

If applying, complete the application form and upload it to your application. Applications for the Anita Morawetz scholarship close on the 30th of November 2023. If you are wanting to apply for this scholarship, your complete Masters application needs to be submitted before the 30th of November 2023. More information about the scholarship can be found here.

3.4. Review and submit application

Review application and agree to the applicant declaration and submit your application.

3.5. Editing application

It's possible to edit your application after submitting it, although we don't recommend this unless you have been requested to provide further documents.

To edit your application, login to your UniMelb eStudent account, using the **Apply as a current/previous applicant or previous student** portal (similar to in 2.2: Confirm email address and finalise account creation).

Once logged in, navigate to the 'applications' tab in the top toolbar. You can view your application or upload additional documentation on this page.

To upload a new document, navigate to the Application Summary page and select **upload documentation.** To add an additional file, select **Upload a new file…** under the Supporting Documentation heading of the requirement.

4. Receiving an offer

Once your application has been assessed, and if you meet the course requirements, you will receive your offer via email from the University of Melbourne. The email will include an attachment outlining the specifics of your offer and how to accept it.

5. Accept your offer

Refer to the details included with your offer email to find the correct link to accept your offer. You will then be prompted to set up your student account.

After setting your student account up, you will be able to accept your offer and finalise your enrolment (see Figure 15). Detailed instructions on this are available here: https://students.unimelb.edu.au/new-students/get-started/professional-development/accept.

To accept your offer, you will need to provide a number of identity documents, most of which you have already provided for the application itself. After accepting your offer and providing the documents required, you can set up multifactor authentication for your student account through Okta Verify

6. Choosing your subjects

Because the MNTCW only contains three subjects, all of which are compulsory, choosing your subjects is a simple process. Which subjects you choose will depend on whether you are completing the degree full-time or part-time, and whether you have received an exemption from any of the subjects (ie for completing a One Year Training Program previously). Generally, full-time students will complete all three subjects, and part-time students will complete Subject One and Two in their first year.

7. Enrol in your subjects

As with step 6: Choosing your subjects, this step should be quite simple. The University of Melbourne provide comprehensive instructions on how to enrol using their 'Study Plan' feature.

If you encounter technical difficulties and require assistance enrolling, please contact the Student Support team.