

Master of Narrative Therapy and Community Work (MNTCW)

Application Guide 2024



Application guide: with images

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. This application guide contains complex images, and as such may not be compatible with screen readers. For an accessible version of this guide, see the [text-only version](#).

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/>]
 - 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/> (see Figure 1).

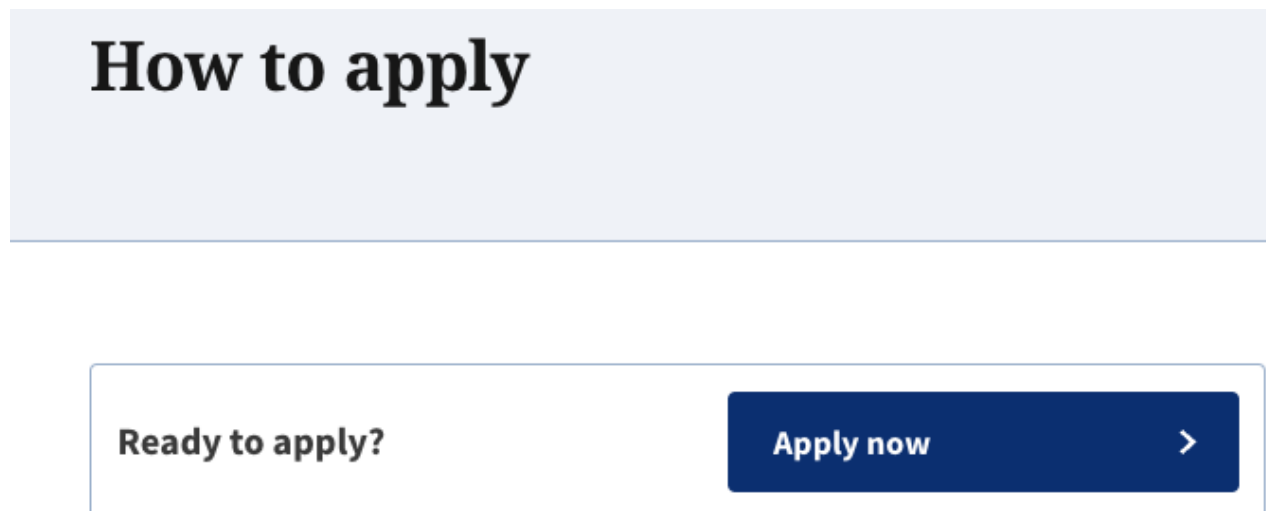


Figure 1: How to apply

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** (see Figure 2).

Apply as a current student or recent graduate (within last 12 months)

Please [click here](#) and log in using your current University of Melbourne username and password.

Apply as a current / previous applicant or previous student

Username

Password

[Forgot your username or password?](#)

[Login to Apply](#)

Forgot username or password?

If you studied at the University more than 12 months ago, have applied previously or if you have ever received an offer via VTAC, [reset your applicant password](#).

Apply as a new student

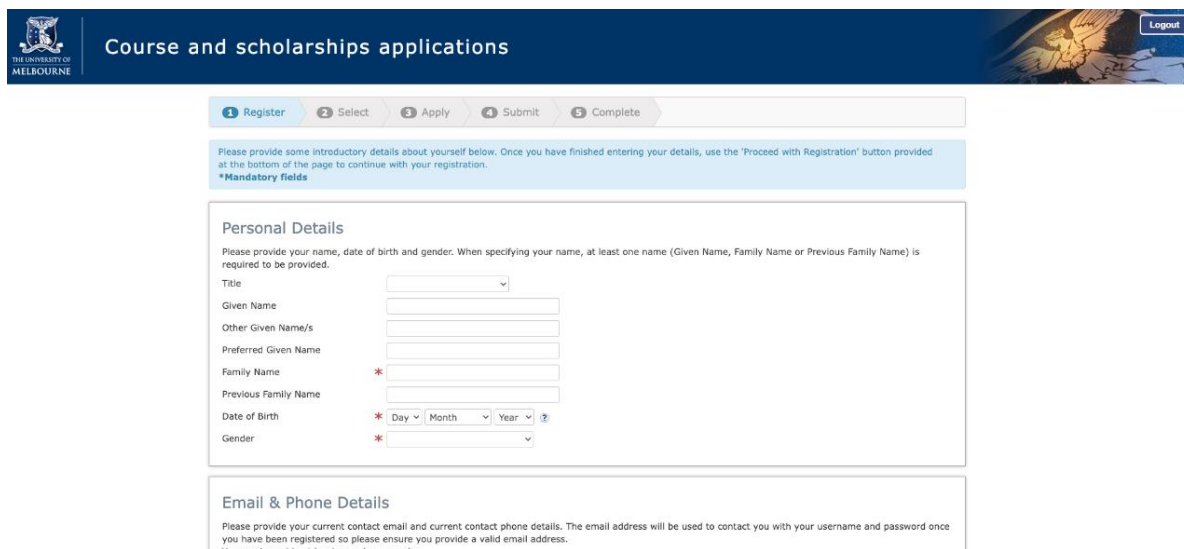
Important: Current or previous students / applicants (even if you did not successfully submit your application) should not use this option. Doing so will **significantly** delay the processing of your application.

[Apply as a new Student](#)

Figure 2: 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.



The screenshot shows the 'Course and scholarships applications' page of the University of Melbourne. At the top, there is a navigation bar with the university logo and a 'Logout' button. Below the navigation bar, a progress bar indicates five steps: 1. Register (active), 2. Select, 3. Apply, 4. Submit, and 5. Complete. The main content area is titled 'Personal Details' and includes instructions: 'Please provide your name, date of birth and gender. When specifying your name, at least one name (Given Name, Family Name or Previous Family Name) is required to be provided.' The form fields include: Title (dropdown), Given Name (text), Other Given Name/s (text), Preferred Given Name (text), Family Name (text, marked with a red asterisk), Previous Family Name (text), Date of Birth (Day, Month, Year dropdowns, marked with a red asterisk), and Gender (dropdown, marked with a red asterisk). Below the 'Personal Details' section is the 'Email & Phone Details' section, which includes instructions: 'Please provide your current contact email and current contact phone details. The email address will be used to contact you with your username and password once you have been registered so please ensure you provide a valid email address. You must provide at least one phone number.' The form is currently empty, with only the 'Family Name' and 'Date of Birth' fields marked as mandatory.

Figure 3: Registration process

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** (see Figure 4).

1 Register 2 Select 3 Apply 4 Submit 5 Complete

Citizenship & Residency Details

Please indicate your current citizenship. If you are planning to study onshore in Australia under a student visa or other temporary visa, select 'International student with a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas'.

- ☐ Australian Citizen
- ☐ New Zealand Citizen
- ☐ Permanent Resident of Australia (but not an Australian citizen)
- ☐ Holder of a Permanent Humanitarian Visa, or intend to apply for a Permanent Humanitarian Visa
- ☐ International student with a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas
- ☐ Overseas student **not intending to study in Australia**

If you have dual citizenship, please provide details of your other country of citizenship below.

Country of Dual Citizenship

Terms & Conditions

☐ I agree to the displayed

[Terms & Conditions](#)

Cancel Proceed with Registration

Figure 4: 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 to begin your application (see Figure 5). This is a good process to familiarise yourself with, as this is how you resume an application already started or edit your application once it's submitted.

THE UNIVERSITY OF MELBOURNE eStudent

Details Applications Offers Study Plans Commonwealth Assistance Fees Exam Timetable Results and Graduation Awards and Achievements Timetable

Personal Contact

Personal Details

Figure 5: eStudent portal

3. Begin application

3.1. Enter course code: MC-NTCW and search

1 Check 2 Select 3 Apply 4 Submit 5 Complete

Use the criteria below to search for what you would like to apply for. You can refine the search if there are too many results. When you find what you wish to apply for, select the 'Apply' button to proceed.

MC-NTCW Course Title All Course Category Types All Availability Years

Search

Master of Narrative Therapy and Community Work - MC-NTCW Masters (Coursework)

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2024	Parkville	Start Year Intake	Graduate Australian Fee Place	Full Time	Off Campus	Standard	Add
		Start Year Intake (Off Campus)					
			Graduate Australian Fee Place	Part Time	Off Campus	Standard	Add
2025	Parkville	Start Year Intake	Graduate Australian Fee Place	Full Time	Off Campus	Standard	Add
		Start Year Intake (Off Campus)					
			Graduate Australian Fee Place	Part Time	Off Campus	Standard	Add

Figure 6: Enter course code and search

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

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

1 Check 2 Select 3 Apply 4 Submit 5 Complete

This is a summary of your application. You can make changes by using the 'Back' button to access the course and scholarship screens. Go back to add and remove courses and scholarships, and to change course preferences.

Once you are happy with your selections, use the 'Proceed with Application' button to continue with your application.

Course preferences may be updated after you submit your application.

Courses

Course Category	Course	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Liability Category	Preference
Masters (Coursework)	MC-NTCW - Master of Narrative Therapy and Community Work	2024	Start Year Intake	Parkville	Full Time	Off Campus	Standard	PG Aust Fee Paying	1

Back to Select an Availability Cancel Proceed with Application

Help

Need assistance? Contact [Stop 1](#).

Figure 7: Proceed with application

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.

Figure 8: Application requirements (required documents)

- **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, upload a placeholder document outlining the workshop you're registered for.

- **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 to 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.

Conditions of Application And Applicant Declaration

☒ I agree to the displayed

[Terms & Conditions](#)

Your Information

Personal Details

Full Name

Date of Birth

Gender

Email & Phone Details

Email Address

Home Phone

[Update](#)

[Back to Application Requirements](#) [Cancel](#) [Submit the Application](#)

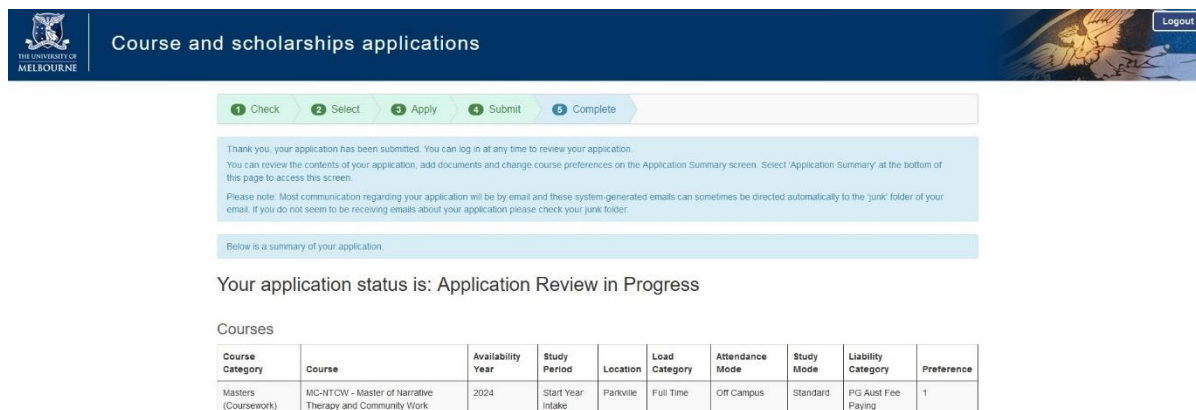
Figure 9: Review and submit application

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.

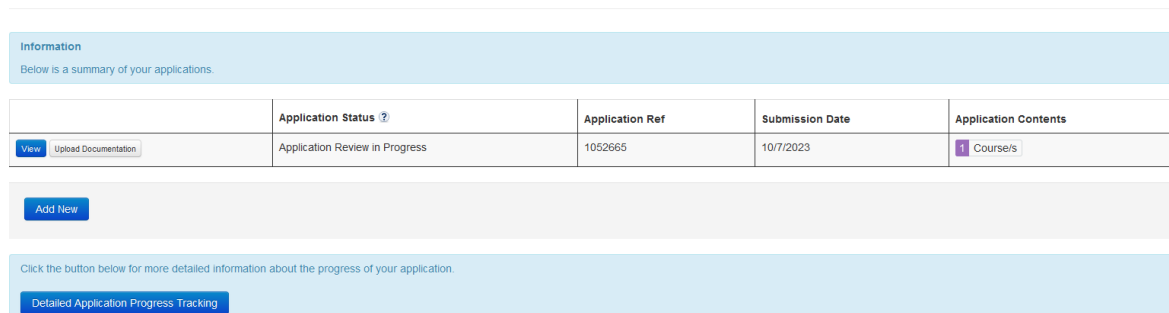


Course Category	Course	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Liability Category	Preference
Masters (Coursework)	MC-NTCW - Master of Narrative Therapy and Community Work	2024	Start Year Intake	Parkville	Full Time	Off Campus	Standard	PG Aust Fee Paying	1

Figure 10: View submitted application

To upload a new document, navigate to the Application Summary page and select **upload documentation** (see figure 11).

Application Summary



	Application Status ?	Application Ref	Submission Date	Application Contents
View Upload Documentation	Application Review in Progress	1052665	10/7/2023	1 Course/s

[Add New](#)

Click the button below for more detailed information about the progress of your application.

[Detailed Application Progress Tracking](#)

Figure 11: Application summary and view application

To add an additional file, select **Upload a new file...** under the Supporting Documentation heading of the requirement (see figure 12).

Requirement - Curriculum Vitae

Required for MC-NTCW - Master of Narrative Therapy and Community Work

In order to satisfy the entry requirements for this program, you are required to provide details of your Curriculum Vitae (including relevant professional and research experience). Details of your relevant professional experience must include dates, nature of employment (full or part time), and positions held/key responsibilities.

Please note that in order to ensure your Curriculum Vitae provides the most relevant information please visit the course specific website for any special requirements.

Supporting Documentation

Please upload the required information.

(Limit of 6MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, JPEG, XLS, XLSX, TIFF)

Document Attachments

File/Note Attachment	Comment	Date	Action
Tape-consent-form-2023.pdf		10-Jul-2023	

[Upload a new file ...](#)

Figure 12: Upload supporting documentation

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.



Student ID:

Application ref:

Name:

Offer issued:

Dear

Congratulations, I am delighted to offer you the opportunity to study at the University of Melbourne.

Course name: Master of Narrative Therapy and Community Work

Commencing: Start Year Intake 2024 (19 Feb 2024)

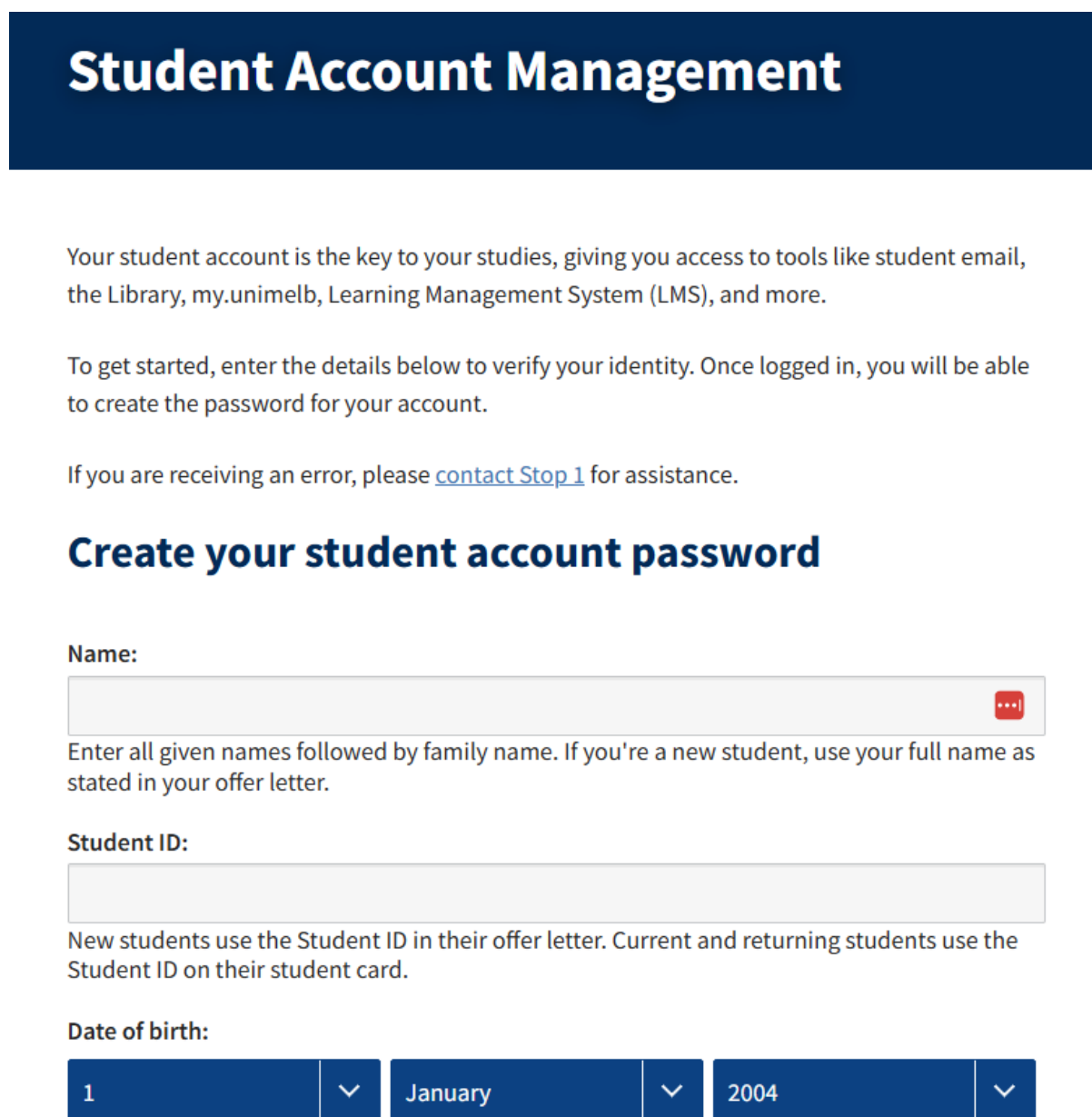
Faculty: Medicine, Dentistry and Health Sciences

Fee type: PG Aust Fee Paying

Figure 13: Offer letter

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 (see Figure 14).



Student Account Management

Your student account is the key to your studies, giving you access to tools like student email, the Library, my.unimelb, Learning Management System (LMS), and more.

To get started, enter the details below to verify your identity. Once logged in, you will be able to create the password for your account.

If you are receiving an error, please [contact Stop 1](#) for assistance.

Create your student account password

Name:

Enter all given names followed by family name. If you're a new student, use your full name as stated in your offer letter.

Student ID:

New students use the Student ID in their offer letter. Current and returning students use the Student ID on their student card.

Date of birth:

1

▼

January

▼

2004

▼

Figure 14: Student Account Management

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](#).

Students > New students > Get Started at Melbourne > Professional Development students

Professional Development students

Welcome to the University of Melbourne. Follow the steps below to accept your offer and complete your enrolment. Then, explore resources to support your study.

Accept your offer and enrol

Follow these steps to accept your offer and confirm your place at the University of Melbourne.

1. Set up your student account Your account gives you access to my.unimelb, your student email and more.	2. Accept your offer Congratulations! Here is all the information you need to accept your offer.	3. Set up multifactor authentication Verify your identity and start logging into key University platforms.
4. Choose your subjects Explore the Handbook – the complete guide to the subjects in your degree.	5. Enrol in your subjects Enrol in your subjects using the Study Plan.	6. You're ready to study Apply for your student card and get library access.

Figure 15: Accept your offer and enrol

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](#).