

# Master of Narrative Therapy and Community Work (MNTCW)

Application Guide



## Application guide

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.

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](#).

## 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: [here](#)]
  - If you studied in a language other than English, 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 (for people from a non-English speaking background, see [here](#) for more info)
- A completed 500-word personal statement on the [provided template](#)
- A professional referee report completed on the [provided template](#)

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.

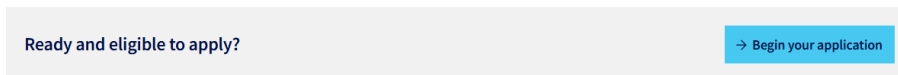
The portal won't allow you to submit the application without attaching all the required documents. If you are waiting on one document and have completed the rest of the application, we recommend uploading a placeholder document (such as a Word document detailing why you can't provide the document at 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, 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

Start your application from [here](#).



After clicking **Begin your application**, you will be taken to a page with the option of applying as a current student or recent graduate, a previous student/applicant, or 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), log in 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

[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](#)

## 2. Registration

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

### 2.1. Registration steps:

- Personal details
- Email and phone details
- Address details
- Citizenship and residency details
- Terms and conditions
- Proceed with registration

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.

International students who don't reside in Australia should choose Overseas student **not intending to study in Australia**.

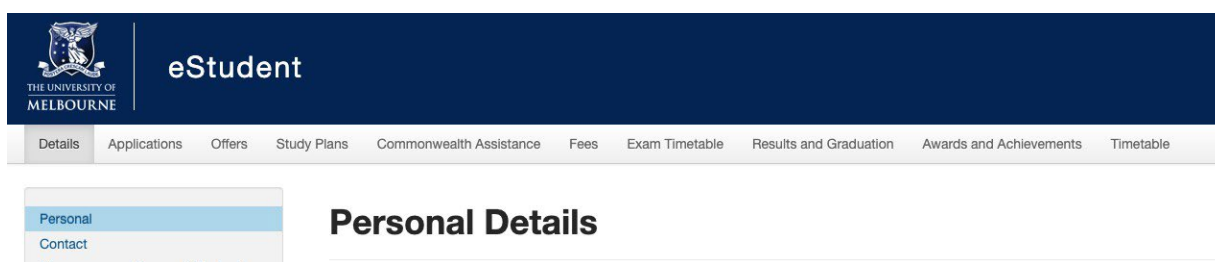
Once you've completed the necessary steps, agree to the terms and conditions and **Proceed with Registration** (see Figure 4).

## 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.



### 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

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

- TIP: The 2027 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](#).

You can update your study load at the time of enrolment.

### 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 My eEquals.

1 Check 2 Select 3 Apply 4 Submit 5 Complete

Please review these application requirements, and supply the required information and documents. Once you have responded to each requirement, select 'Save & Continue' to proceed.

**Information**  
Your application has not been saved. To save your progress as you complete the application requirements, select the 'Save' button.

**Application Requirements**

**Requirement - Academic results for tertiary studies**  
Required for MC-NTCW - Master of Narrative Therapy and Community Work  
You must provide detailed information on all tertiary programs (both undergraduate and postgraduate) which you have attempted or completed, including studies currently being undertaken or incomplete degrees. This information should have been entered into the Previous Study Details section during the registration process.  
On the next (and final) page of this application, you will be asked to review your personal information. Before submitting your application, please ensure you have updated your Previous Study Details with details of all prior tertiary programs undertaken. **The processing of your application may be delayed if you do not provide this information.**  
If you have undertaken tertiary studies outside of the University of Melbourne, you will also need to upload copies of your official academic transcripts with your application.  
**NOTE: You need to provide at least 1 answer before you can submit your application.**  
Have you undertaken any tertiary studies outside of the University of Melbourne?   
 to 'Academic results for tertiary studies'

**Requirement - Current enrolment at the University of Melbourne**  
 for MC-NTCW - Master of Narrative Therapy and Community Work  
**You must provide at least 1 answer before you can submit your application.**

- **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 from a non-English speaking background and have completed a test, you can provide the results in the 'supporting documentation' box. You can find more information about the requirements [here](#).

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

This option will only be relevant to graduates of long-term 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 showing your confirmation of registration.

- **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 in November prior to commencing study. If you are wanting to apply for this scholarship, your complete Masters application needs to be submitted by the scholarship closing date in November. 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](#)

### 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 and scholarships applications**

1 Check 2 Select 3 Apply 4 Submit 5 Complete

Thank you, your application has been submitted. You can log in at any time to review your application. You can review the contents of your application, add documents and change course preferences on the Application Summary screen. Select 'Application Summary' at the bottom of this page to access this screen. Please note: Most communication regarding your application will be by email and these system-generated emails can sometimes be directed automatically to the 'junk' folder of your email. If you do not seem to be receiving emails about your application please check your 'junk' folder.

Below is a summary of your application

Your application status is: Application Review in Progress

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

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

#### Application Summary

Information  
Below is a summary of your applications.

	Application Status ?	Application Ref	Submission Date	Application Contents
<a href="#">View</a> Upload Documentation	Application Review in Progress	1002665	10/7/2023	<a href="#">Courses</a>

[Add New](#)

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

[Detailed Application Progress Tracking](#)

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
<a href="#">Tape-consent-form-2023.pdf</a>		10-Jul-2023	

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

## 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

## 5. Accept your offer

Follow the steps linked [here](#) to accept your offer. You will 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	▼
---	---	---------	---	------	---

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](#).

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.

## 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. Choose your subjects](#)

Explore the Handbook – the complete guide to the subjects in your degree.

#### [4. Enrol in your subjects](#)

Enrol in your subjects using the Study Plan.

#### [5. You're ready to study](#)

Apply for your student card and get library access.

## 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 Recognition of Prior Learning (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](#).