Postgraduate Award Programs in Personal Injury Management

M016 – Single Unit (Professional Development)
M534 – Graduate Certificate of Management (Personal Injury)
   – Claims Management specialisation
   – Business Management specialisation
   – Dispute Management specialisation

Application and Enrolment Form
The personal information on your enrolment form is collected to enable Deakin University to process your application for enrolment, to assist the University in marketing and planning activities and to enable the University to meet its reporting and other obligations to government agencies. If your application is successful the information will be used to manage your academic progress, to communicate with you and to allow you to use the University’s services and facilities. Your personal information will be disclosed to government agencies pursuant to reporting and other obligations. The University will treat your personal information in accordance with the Information Privacy Act 2000 (Vic.). If personal information is not provided on the form as requested, it may not be possible for the University to process your application for enrolment.

The University has appointed a Privacy Officer to facilitate compliance with its privacy obligations. The Privacy Officer may be contacted at privacy@deakin.edu.au.

You may gain access to the personal information held about you by the University. Requests for access are managed in accordance with the Freedom of Information Act 1982 (Vic.) and may be directed to the Manager, Freedom of Information at the University. You may view the University’s privacy policy on The Guide.

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2. Deakin University expressly disclaims all and any liability to any person in respect of anything and of the consequences of anything done or omitted to be done by any such person in reliance, whether whole or partial, upon the whole or any part of the contents of this subject material.
2013 Postgraduate Studies in Personal Injury Management

Instructions and information for new applicants

Section A – Personal details and course selection

- New applicants wishing to complete a professional development unit should enrol into M016.
- New applicants wishing to complete the Master of Management should commence in M534 – Graduate Certificate of Management (Personal Injury) and select one of the three specialisations available.
  - Applicants must complete all fields in this section of the application form.

Section B, C and D – Address and examination information

- Applicants must complete all fields in this section of the application form.
  - All student correspondence is via email, so please ensure an email address is provided.

Section E – Statistical data collection

- Applicants must complete all fields in this section of the application form including question 8.

Section F, G and H – Admission requirements

- Students applying for postgraduate study must satisfy the course entry requirements.
  - M016 – Single Unit (Professional Development)
  - M534 – Graduate Certificate of Management (Personal Injury)
    - Claims Management specialisation, Business Management specialisation or Dispute Management specialisation
  - M634 – Graduate Diploma of Management (Personal Injury)
  - M734 – Master of Management (Personal Injury)

Sponsored applicants must have completed a Bachelor Degree or a minimum of five years continuous relevant work experience, which must be accompanied by a personal statement, referee details and curriculum vitae.

Relevant work experience refers to work experience in the personal injury sector at a managerial or supervisory level and should be identified in the curriculum vitae, which must be submitted for entry into all programs.

Section I – M016 and M534 unit selection

- New applicants should select two units for Trimester 1 and two units for Trimester 2 study periods.
- Before selecting Single Units (Professional Development) students should contact DeakinPrime on 03 9918 9106.
Elective unit selection

- Select one of the approved electives listed immediately under each specialisation. Please write your desired unit code in the space provided.

Additional unit information

- **XGR703 and XGR705 Injury Management**

  These units are conducted through Griffith University and require completion of Part 2 of this form.

  - XGR703 (7020HSV) Injury Management is designed for applicants who do not have a current caseload but have prior experience with university level studies. If you do not have prior university experience please contact the Personal Injury Management Helpdesk: [PIMHelpdesk@deakinprime.com](mailto:PIMHelpdesk@deakinprime.com).

  - XGR705 (7024HSV) Injury Management is designed for applicants who have a current caseload and does not assume prior experience with university level study.

- **MPM740 Principles of Personal Injury Scheme Design**

  This unit contains both pre and post online learning, group work and a three-day compulsory residential component.

- **Residential units**

  - MPR code denotes residential versions of the unit. A residential subject contains a five-day intensive learning environment at the Deakin Management Centre in Geelong, Victoria. If you wish to enrol in a residential unit you must complete an expression of interest as well as marking on this form. Expressions of interest can be made at: [http://www.deakin.edu.au/buslaw/gsb/residentials/register.php](http://www.deakin.edu.au/buslaw/gsb/residentials/register.php). Units MPM740/741/742 **DO NOT** require an expression of interest.

- **Course advice and unit selection**

  - Prior to enrolment into any unit it is suggested that applicants check unit requirements and assessment information at: [http://www.deakin.edu.au/current-students/handbooks/2013/](http://www.deakin.edu.au/current-students/handbooks/2013/).

    Applicants can also contact DeakinPrime for assistance on course advice and unit selection.

Section J – Sponsorship authorisation

- Applicants must complete all fields in this section of the application form. If you are not being sponsored, please contact the Personal Injury Management Helpdesk: [PIMHelpdesk@deakinprime.com](mailto:PIMHelpdesk@deakinprime.com).

Section K – Student declaration

- Applicants must complete all fields in this section of the application form.

Part 2 – Griffith University application form

- All applicants completing XGR703 or XGR705 must complete the Griffith University application form contained within this section and return to DeakinPrime.

DeakinPrime contact details

- Project Coordinator
- Personal Injury Management Helpdesk
- PIMHelpdesk@deakinprime.com
- Tel: 03 9918 9106
- Fax: 03 9918 9001
2013 Postgraduate Studies in Personal Injury Management

Application and enrolment form: Trimester 1 and Trimester 2, 2013

Please complete all sections in clear BLOCK LETTERS

I am seeking entry to (tick one):

☑ M016 Non Award (Single Unit – Professional Development)
☑ M534 Graduate Certificate of Management (Personal Injury) – Claims Management specialisation

OR

☑ M534 Graduate Certificate of Management (Personal Injury) – Business Management specialisation

OR

☑ M534 Graduate Certificate of Management (Personal Injury) – Dispute Management specialisation

☑ M634 Graduate Diploma of Management (Personal Injury)

☑ M734 Master of Management (Personal Injury)

If either M634 or M734 are selected it will be assumed that the student will complete these Awards without requiring further business approval.

Have you previously studied or trained with DeakinPrime or Deakin University? ☐ Yes ☐ No

If YES, please indicate your Student ID number above.

Title
Family name
Given names
Date of birth
Sex (M or F)
Professional title
Name of employer

Postal address (course materials will be sent to this address). If using your work address, please include company name.

Company name
Level, number and street
Suburb/Town
State/Country
Postcode
Work phone
Work fax
Mobile phone
Email

Home address
Number and street
Suburb/Town
State/Country
Postcode
Home phone
Home fax

Exam centre allocation should be based on my: ☐ Postal address ☐ Home address

OFFICE USE ONLY

Student ID number
Correspondence category DP4
EXAM CENTRE LOCATION CODE
ALTERNATE PERSON ID
Person ID Type 1 PIEF
Person ID Type 2
01 Are you of Aboriginal or Torres Strait Islander descent?
- No
- Yes–Aboriginal
- Yes–Torres Strait Islander
- Yes–Aboriginal and Torres Strait Islander

02 What is your citizenship status during this year?
- Australian Citizen
- New Zealand Citizen (see 03)
- Permanent Humanitarian Visa Holder (proof required–see 03)
- Permanent Visa Holder (not Humanitarian–see 03)
- Temporary Entry Permit Holder
- Other status

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

04 In what country is your permanent home address?
- Australia
- Other country

05 In what country is your residence during the year?
- Australia
- Other country

06 In what country were you born?
- Australia
- Other country

07 Do you speak a language other than English at your permanent home residence?
- Yes
- No

08 If you are an Australian school leaver, what was your home postcode in your last year of Secondary School?

09 Please indicate your parents/guardians gender and highest level of education.

10 What is the highest attainment of education you completed prior to this course? (Select one only)

11 If you have undertaken prior undergraduate studies please provide the name of the institution at which you studied?

12 Do you have a disability, impairment or long-term medical condition which may affect your studies?
- Yes
- No

13 If ‘Yes’ to ‘12’, please indicate the area(s) of impairment?
- Hearing
- Learning
- Mobility
- Vision
- Medical
- Other

14 If ‘Yes’ to ‘12’, would you like to receive advice on support services, equipment and facilities which may assist you?
- Yes
- No

Deakin University CRICOS Provider Code 00113B
Updated 08/12/09
Name of enrolling student

Family name

Given names

Admission criteria for postgraduate studies

To demonstrate that you meet the course admission requirements, please submit:

• Referee details
• Personal statement
• Option A or B with the supporting documentation required

Your enrolment cannot be processed unless all documentation is submitted, and the admission criteria are satisfied.

I am seeking entry under (tick one):

☐ Option A – Bachelor degree
☐ Option B – At least five years relevant work experience

Option A

Previous tertiary qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>University</th>
<th>Year awarded</th>
</tr>
</thead>
</table>

Please attach a certified copy of your official transcript (not certificate) indicating successful completion of a Bachelor degree as well as a current copy of your curriculum vitae.

Option B

Please attach a curriculum vitae that demonstrates a minimum of five years relevant work experience. The curriculum vitae should identify key management and/or supervisory responsibilities.

Referees

Please nominate two managers who will verify that you have the ability and commitment to undertake postgraduate study. Provide referee details in the table below.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name:</td>
<td>Company name:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
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<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Personal statement

Regardless of which option you have chosen above, please provide a statement of your reasons for wishing to undertake postgraduate units. Structure your answer in terms of the skills you wish to attain for your current position and for your career development. Your personal statement should be submitted in letter format and attached to this application.
Please indicate the unit(s) you wish to enrol in. Only select ONE of the specialisations below.

**CLAIMS MANAGEMENT SPECIALISATION**

**M534 – GRADUATE CERTIFICATE OF MANAGEMENT (PERSONAL INJURY) – Year 1**

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPM740</td>
<td>Principles of Personal Injury Scheme Design (Distance study containing compulsory residential component 26–29 May 2013)</td>
<td>☐</td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>XGR703</td>
<td>Injury Management (Griffith University, cross-institutional) Please refer to Part 2 of this application form</td>
<td>☐</td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>XGR705</td>
<td>Injury Management (Griffith University, cross-institutional) Please refer to Part 2 of this application form</td>
<td>*</td>
<td>☐</td>
<td>*</td>
</tr>
<tr>
<td>MPK711</td>
<td>Strategic Customer Service</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Please enter unit code here (from list below)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

^^ Electives recommended for the Claims Management specialisation include the following:

- MPM721 Organisational Behaviour
- MPR721 Organisational Behaviour Residential (10–15 November 2013)
- MSC756 Project Management
- MPM722 Human Resource Management
- HSH701 Principles and Practice of Public Health

*Units not available in this study period.

**BUSINESS MANAGEMENT SPECIALISATION**

**M534 – GRADUATE CERTIFICATE OF MANAGEMENT (PERSONAL INJURY) – Year 1**

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPM740</td>
<td>Principles of Personal Injury Scheme Design (Distance study containing compulsory residential component 26–29 May 2013)</td>
<td>☐</td>
<td>*</td>
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<td></td>
</tr>
<tr>
<td>XGR703</td>
<td>Injury Management (Griffith University, cross-institutional) Please refer to Part 2 of this application form</td>
<td>☐</td>
<td>*</td>
<td>*</td>
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</tr>
<tr>
<td>OR</td>
<td>XGR705</td>
<td>Injury Management (Griffith University, cross-institutional) Please refer to Part 2 of this application form</td>
<td>*</td>
<td>☐</td>
<td>*</td>
</tr>
<tr>
<td>MPA751</td>
<td>Financial Reporting and Analysis</td>
<td>☐</td>
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<tr>
<td>OR</td>
<td>MPR751</td>
<td>Financial Reporting and Analysis (Residential) (Trimester 2, 15–20 September 2013)</td>
<td>*</td>
<td>☐</td>
<td>*</td>
</tr>
<tr>
<td>Elective</td>
<td>Please enter unit code here (from list below)</td>
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<td></td>
</tr>
</tbody>
</table>

^^ Electives recommended for the Business Management specialisation include the following:

- MPM721 Organisational Behaviour
- MPR721 Organisational Behaviour Residential (10–15 November 2013)
- MSC756 Project Management
- MPK732 Marketing Management
- MSQ791 Data Analysis for Managers

*Units not available in this study period.

An MPR code denotes the residential version of a unit. To enrol in a residential subject, please also log on to: [www.deakin.edu.au/buslaw/gsb/residentials](http://www.deakin.edu.au/buslaw/gsb/residentials).
Please indicate the unit(s) you wish to enrol in. Only select **ONE** of the specialisations below.

**DISPUTE MANAGEMENT SPECIALISATION  *Subject to final approval***

**M534 – GRADUATE CERTIFICATE OF MANAGEMENT (PERSONAL INJURY) – Year 1**

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPM740</td>
<td>Principles of Personal Injury Scheme Design  <em>(Distance study containing compulsory residential component 26–29 May 2013)</em></td>
<td>☐</td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>XGR703</td>
<td>Injury Management (Griffith University, cross-institutional)  <em>Please refer to Part 2 of this application form</em></td>
<td>☐</td>
<td>*</td>
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<tr>
<td>OR</td>
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</tr>
<tr>
<td>XGR705</td>
<td>Injury Management (Griffith University, cross-institutional)  <em>Please refer to Part 2 of this application form</em></td>
<td>*</td>
<td>☐</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>MPR709</td>
<td>Dispute Management</td>
<td>*</td>
<td>☐</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Elective^^</td>
<td>Please enter unit code here (from list below)</td>
<td>☐</td>
<td>☐</td>
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<td></td>
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</tbody>
</table>

^^ Electives recommended for the Dispute Management specialisation include the following:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Trimester 1</th>
<th>Trimester 2</th>
<th>Trimester 3</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIP740</td>
<td>Public Policy Analysis</td>
<td>☐</td>
<td>*</td>
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<tr>
<td>HSH702</td>
<td>Contemporary Health Issues and Policies</td>
<td>☐</td>
<td>*</td>
<td>*</td>
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<tr>
<td>HPS744</td>
<td>Counselling and Interpersonal Skills (on campus only)</td>
<td>*</td>
<td>☐</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>MMH707</td>
<td>Managing Transition and Change</td>
<td>☐</td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>MMH710</td>
<td>Rights and Responsibilities in Human Resource Management</td>
<td>*</td>
<td>☐</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>MPA711</td>
<td>Corporate Governance and Ethics</td>
<td>*</td>
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<td>*</td>
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<tr>
<td>MPR703</td>
<td>Management Communication</td>
<td>*</td>
<td>☐</td>
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<tr>
<td>MRP707</td>
<td>Change Management</td>
<td>*</td>
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</tr>
</tbody>
</table>


*Units not available in this study period.*
The following information is for further study in successive years.

If you have completed M534 and wish to enrol in these units, please do so online via StudentConnect or contact the Personal Injury Management Helpdesk at PIMHelpdesk@deakinprime.com or (03) 9918 9106.

**M634 – GRADUATE DIPLOMA OF MANAGEMENT (PERSONAL INJURY) – Year 2**

All units in M534 (four units), plus four additional units

- MPM741 Personal Injury Scheme Evaluation
- MPM742 Personal Injury Strategic Claims Management
- MPK711 Strategic Customer Service

OR

- MPA/MPR751 Financial Reporting and Analysis

An approved elective

**M734 – MASTER OF MANAGEMENT (PERSONAL INJURY) – Year 3**

All units in M534 and M634 (8 units), plus three additional units

- MPM719 Managing Compensable Injury Claims (new unit commencing in 2014)
- MPI702 Applied Business Project (two credit points)
- MPM/MPR706 Strategic Management

**Course rules and structure**


**Internet access**

Deakin University employs online technologies in many aspects of teaching and learning, student support, administration and general communication. Students are expected to participate actively in the University’s online communications by regularly accessing their Deakin email account and the Deakin website.

**Residential units**

To register your interest please log on to: [www.deakin.edu.au/buslaw/gsb/residentials](http://www.deakin.edu.au/buslaw/gsb/residentials).

Expressions of interest are NOT required for MPM740, MPM741, MPM742.

### Important dates

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Enrolments open</td>
<td>Thursday, 1 November 2012</td>
<td>Monday, 1 April 2013</td>
<td>Wednesday, 14 August 2013</td>
</tr>
<tr>
<td>Enrolments close</td>
<td>Friday, 25 January 2013</td>
<td>Friday, 31 May 2013</td>
<td>Friday, 4 October 2013</td>
</tr>
<tr>
<td>Unit commencement date</td>
<td>Monday, 11 March 2013</td>
<td>Monday, 15 July 2013</td>
<td>Monday, 11 November 2013</td>
</tr>
<tr>
<td>Census date</td>
<td>Sunday, 31 March 2013</td>
<td>Wednesday, 14 August 2013</td>
<td>Saturday, 14 December 2013</td>
</tr>
<tr>
<td>Unit concludes</td>
<td>Friday, 7 June 2013</td>
<td>Friday, 11 October 2013</td>
<td>Friday, 7 February 2014</td>
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<td>Examination period</td>
<td>Thursday, 13 June 2013 to Friday, 21 June 2013</td>
<td>Thursday, 17 October 2013 to Friday, 25 October 2013</td>
<td>Thursday, 13 February 2014 to Friday, 21 February 2014</td>
</tr>
<tr>
<td>Results released (after 6pm)</td>
<td>Thursday, 11 July 2013</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Name of enrolling student

<table>
<thead>
<tr>
<th>Family name</th>
<th>Given names</th>
</tr>
</thead>
</table>

**Sponsor company authorisation**

As a company sponsored student this enrolment cannot be processed without your employer’s authorisation

I confirm that all fees (including all residential related fees) relating to this student’s enrolment at Deakin University (or other institution) will be invoiced to this company, as the employer.

<table>
<thead>
<tr>
<th>Name of authorising person:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Name of Company:</td>
<td></td>
</tr>
<tr>
<td>Billing address:</td>
<td></td>
</tr>
<tr>
<td>Signature of authorising person:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

* If you are not being sponsored for this program, please contact the Personal Injury Management Helpdesk at: PIMHelpdesk@deakinprime.com.

**Student declaration**

This form cannot be processed if the declaration below is not signed and dated by the student

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it are correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my enrolment may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of Deakin University. I agree to abide by the statutes, rules and regulations of the University. I also agree that DeakinPrime may release information on my enrolment, academic progress and results to my employer, or to such parties as directed by my employer, who is sponsoring this program.

The rules, regulations and procedures of Deakin University can be accessed at: www.deakin.edu.au/theguide.

<table>
<thead>
<tr>
<th>Student signature:</th>
<th>Date:</th>
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</thead>
</table>

**Submission details**

Please submit your completed and signed enrolment form to DeakinPrime:

Attention: PIEF Enrolments
DeakinPrime
Level 3, 550 Bourke Street
Melbourne, Victoria 3000, Australia
Facsimile (+61 3) 9918 9001

Please submit queries to: PIMHelpdesk@deakinprime.com or call 03 9918 9106

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**OFFICE USE ONLY**

**FEES DETAILS**

<table>
<thead>
<tr>
<th>Fee type</th>
<th>H</th>
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<tbody>
<tr>
<td>$2777.00 per Deakin unit (1 credit point) X</td>
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<td></td>
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<tr>
<td>Total fee amount</td>
<td>$</td>
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**SPONSOR DETAILS**

<table>
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<tr>
<th>Sponsor company name</th>
<th>Sponsor code</th>
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**ADMISSION CRITERIA**

<table>
<thead>
<tr>
<th>Academic transcript</th>
<th>Curriculum vitae</th>
<th>Personal statement</th>
<th>Articulation form</th>
</tr>
</thead>
</table>

**APPROVAL**

<table>
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<tr>
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<th>Date</th>
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<th>DP PA/DA</th>
<th>Date</th>
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</table>

Applicant satisfies admission criteria
Cross Institutional study means that you will be enrolled to study through another university, in this case Griffith University, Queensland. In order to enrol and study one of the core Injury Management units, please complete the following form and return it with your application to DeakinPrime. It is important to note that there is a further process to complete before your enrolment is accepted by Griffith University. You will receive information about this at a later date.

**XGR703 (7020HSV) Injury Management**

This unit is recommended for those students **who do not have access to a case load**, and is only offered to Deakin students in Trimester 1 of each study period. It is assumed that students have some prior experience with university level studies. If you do not have prior university experience please contact the Personal Injury Management Helpdesk:

<PIMHelpdesk@deakinprime.com>.

More Information on this unit can be found at:


**XGR705 (7024HSV) Injury Management**

This unit is recommended for those students **who have access to a case load**, and is only offered to Deakin students in Trimester 2 of each study period. It does not assume prior experience with university level study.

More Information on this unit can be found at:


See further detail regarding these units in the information booklet.

Please only complete the following pages if you intend to enrol in one of the above units.
APPLICATION FOR CROSS-INSTITUTIONAL STUDY AT GRIFFITH UNIVERSITY

This form is to be used by students who wish to undertake studies at Griffith University for credit towards a program offered by another institution.

1. PRIOR CONTACT WITH GRIFFITH UNIVERSITY

Are you or have you ever been a student or staff member at Griffith University?  Yes ☐ No ☐

Previous Griffith Identification number: __________________________________________

Previous Family name if changed _______________________________________________________________________

2. PERSONAL DETAILS

Title: (Tick appropriate box) ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other __________________________

Family Name: ______________________________________________________ Given Names: ______________________

Preferred Name: __________________________________ Gender: ☐ Female ☐ Male Date of Birth: ___/___/___

3. CONTACT DETAILS

Mailing Address: _________________________________________________________________________________________

Suburb/Town: ______________ State: __________ Postcode: ______ Country: ______________

Permanent Home Address: Write ‘as above’ if your mailing address is the same.

Suburb/Town: ______________ State: __________ Postcode: ______ Country: ______________

Telephone Contact: Home: (________________ Work: (________________ Mobile: __________________

Email: _____________________________________________________________________________________________

4. CITIZENSHIP STATUS

Are you an Australian Citizen?  Yes ☐ No ☐

Have you been granted a Permanent Humanitarian Visa in Australia?  Yes ☐ No ☐

If you have been granted a Permanent Humanitarian Visa in Australia, please attach a certified copy of your residency Visa contained in your Passport.

Are you a New Zealand Citizen?  Yes ☐ No ☐

Have you been granted a Permanent Residency (other than a permanent humanitarian visa) in Australia?  Yes ☐ No ☐

Country of birth: ________________________________________________________________________________

If you are not an Australian or New Zealand citizen or permanent resident please complete the details below. Your application will be forwarded to Griffith International’s International Office for processing.

Citizenship: __________________________ Type of visa currently held __________________________
5. PROPOSED COURSES

<table>
<thead>
<tr>
<th>Year</th>
<th>Sem</th>
<th>Course Catalogue number:</th>
<th>Course title (and Instrument for QCGU students):</th>
<th>Campus</th>
<th>Mode</th>
</tr>
</thead>
</table>

* Select Mode: On-Campus = OC    External = Ext    Internet = Int

6. HOME INSTITUTION APPROVAL - HECS-HELP AND FEE-HELP STATUS

You must have this section completed by your home institution’s authorised officer and must include that university’s stamp or seal.

At his/her home institution this student is:

1. A Tuition fee-paying student?  ☐ Yes  ☐ No
   If yes, is the student assisted with FEE-HELP?  ☐ Yes  ☐ No

2. A Commonwealth supported student?  ☐ Yes  ☐ No
   If yes, is the student a:
   - pre-1997 Commonwealth supported student?  ☐ Yes  ☐ No
   - pre-2005 Commonwealth supported student?  ☐ Yes  ☐ No
   - 2005 Commonwealth supported student?  ☐ Yes  ☐ No
   - pre-2008 Commonwealth supported student?  ☐ Yes  ☐ No

   Is the student assisted with HECS-HELP?  ☐ Yes  ☐ No

Name and position of Institution’s Authorised Officer (please print):

This student has approval to undertake the nominated course(s) at Griffith University. On successful completion of the course(s) credit will be given to this student’s program of study at this Institution.

signature: / /

7. STUDENT DECLARATION

I authorise the University to obtain information concerning my academic record from any school, university or other institution attended by me. I agree to inform the University promptly should I be excluded, suspended or expelled from any tertiary institution during the period of my enrolment at the University. I consent to the collection, storage and disclosure of information concerning any acts of record falsification or other irregular acts in relation to my academic record. I acknowledge that the University may vary or reverse any decision made on the basis of incorrect or incomplete information supplied by me. I authorise the University to obtain information concerning my status required under the Higher Education Support Act 2003 (HESA). I acknowledge that the University may vary or reverse any decision made on the basis of such information once obtained.

Signature: / /

OFFICE USE ONLY – COURSE CONVENOR TO APPROVE/REJECT

I HAVE CONSIDERED THIS APPLICATION AND I RECOMMEND THAT THE APPLICATION BE:

☐ APPROVED

☐ REJECTED

Course Convenor to sign: / /