



Masters by coursework - approval for Student Payments

Application cover sheet

Before completing this form, check Schedule 3 of the [Student Assistance \(Education Institutions and Courses\) Determination 2019](#) to confirm that your course has not already been approved.

You will need to submit a separate application form for each course. Include all relevant supporting documents such as evidence of accreditation or the current accreditation process or your application cannot be assessed and will be returned.

Submit applications and all supporting documents to MastersApps@dss.gov.au. Late applications cannot be accepted.

Notes:

- Research degrees and doctorate courses are not eligible for this program.
- Accredited graduate certificates and graduate diplomas are already approved for student payment purposes and do not need to be submitted to the Minister for approval.
- If the Masters course is offered individually and as a combined Bachelor/Masters course, only the Masters component needs to be approved through this program.

Institution name: _____

Email address: _____

Masters courses submitted for assessment

Masters course name: _____

Masters course name: _____

Masters course name: _____

Masters course name: _____

Masters course name: _____

Vice-Chancellor or authorised delegate

I verify that these applications meet the criteria set out in the *Guidelines for the Approval of Masters by Coursework Programs for Student Payments*, and all of the information contained within this application is true and correct.

Name: _____

Position: _____

Signature: _____

Date: _____

Course application form

Please complete one form per course.

Institution name:

Course name:

AQF level:

Faculty / School:

Contact name:

Position:

Phone:

Email:

Has the course previously been submitted for approval?

Choose an option

yes no

Important Note: If the course was previously submitted and not approved, the course should **not** be resubmitted unless there has been a change and the course now meets the criteria.

If yes, why is the course being resubmitted?

Choose an option

- Course has received accreditation
- Course undergoing accreditation process
- Course content has changed
- Other – please provide details

Part 1

Is a specialist tertiary qualification legally or professionally required for entry-level employment in the relevant profession and:

- accredited, or undergoing accreditation by a recognised professional body; and/or
- required for admission to a profession; and/or
- registered with a state or territory governing body?

Choose an option

- yes - move to part 2
- no – your course is not eligible for approval

Important Note: The course **must** be accredited, or undergoing accreditation, by a recognised professional body or a state/territory governing body. An industry preference for accreditation is **not** a legal or professional requirement.

Masters course that lead to a broad field of employment rather than a specific occupation will not be approved.

Part 2

Which of the following criteria does the course meet?

Note: A course may meet multiple criteria but must meet at least one criteria to be eligible. Tick all that apply.

- | | | |
|----|---|---|
| 1. | A Masters course is the minimum pathway to professional entry-level employment provided by the institution. The course is the minimum educational qualification legally required for practice in a profession, or to obtain professional accreditation. The relevant accreditation or registration authority must accredit the Masters course. | Choose an option
<input type="checkbox"/> Yes. Complete Section A and B.
<input type="checkbox"/> No. Your course may not meet the criteria. |
| 2. | The course is the fastest pathway to professional entry-level employment provided by the institution. The institution does not offer any other courses that are shorter in duration and are sufficient to gain employment in an entry-level position in the field. | Choose an option
<input type="checkbox"/> Yes. Complete Section A and B.
<input type="checkbox"/> No. Your course may not meet the criteria. |
| 3. | The course is the only pathway to professional entry-level employment provided by the institution. The institution does not offer any other courses that are sufficient to gain employment in an entry-level position in the field. | Choose an option
<input type="checkbox"/> Yes. Complete Section A and B.
<input type="checkbox"/> No. Your course may not meet the criteria. |

Section A

What specific profession requires this course as an entry-level requirement?

Please specify:

- If the course is not required for entry-level employment in a specific profession, it does not meet the criteria and cannot be approved.
- Courses that lead to a broad field of employment are typically not able to meet this criteria.

Is this Masters qualification a legal or professional requirement to gain entry-level employment in the relevant profession in Australia?

Choose an option

- Yes
- Supporting documents attached
- No. Your course does not meet this criterion.

Important Note: Evidence that the qualification is legally or professionally required for entry-level employment must be provided in order for the course to be assessed. Evidence should be in the form of a letter from the accrediting organisation or information from the accrediting organisation's website confirming the course has been accredited or is undergoing accreditation and providing the expiry date for the period of accreditation.

Does this Masters course currently have:

- full accreditation from a professional body; or
- is undergoing the accreditation process from a professional body?

Choose an option

- Yes.
- No. Your course does not meet the criteria and is not eligible for this program

Name of accrediting organisation:

Please specify:

Accreditation expiry date:

Please specify:

Section B

What is the minimum qualification for entry into this profession, as per the legal or professional requirement?

Please specify:

What is the duration of the course?

Please specify:

What is the mode of study?

Choose an option:

- Full time
- Part time.

What other pathways does the institution offer for entry-level employment in this profession?

Course name/s:

Duration and prerequisites:

Important Note: If the institution offers any other courses suitable for entry-level employment into the profession such as Certificate IV, Diploma, Bachelor Degree, Graduate Certificate, Graduate Diploma, the course does not meet the 'only pathway' criterion. If any of these other courses are shorter in duration and sufficient to gain entry-level employment, the course does not meet the 'fastest pathway' criterion.

What are the educational prerequisites for enrolment in the Masters course?

Please specify:

Important Note: If enrolment in the course is only open to holders of an undergraduate degree in the same field, and that undergraduate course is sufficient for entry-level employment in the specific profession, the course does not meet the 'fastest pathway' criterion as it does not provide a faster pathway for students with an unrelated undergraduate degree.