



SUPPLEMENTARY FORM

The information you provide will be used during the assessment process for the **Master of Clinical Psychology** and/or **Master of Professional Psychology**. Please read each section and the FAQ document carefully.

YOUR DETAILS

Family Name

Given Name(s):

AHPRA reg (if applicable):

Study Preference (please indicate) - Your choice does not affect ranking

- Full-Time Part-Time

Applying for: (please select either or both)

- Master of Clinical Psychology Master of Professional Psychology

If you are applying for both, which course is your preference? _____

COURSE REQUIREMENTS

Registration with the Psychology Board of Australia

On acceptance into either course, candidates who do not hold registration as a psychologist must apply to the Psychology Board of Australia (PsyBA) for provisional registration. Provisional registration is usually granted for one calendar year and must be maintained throughout your enrolment in the course. <https://www.psychologyboard.gov.au/Registration/Provisional.aspx>

All successful candidates must at least hold provisional registration. Where the PsyBA refuses an application for provisional registration, or where registration is subsequently cancelled during the program, your enrolment will be withdrawn.

- I understand the criteria for provisional registration and acknowledge and accept that, if offered a place in this course, I will be required to apply for and maintain provisional registration for the duration of the degree at my own expense.
- OR**
- As a registered psychologist, I have provided evidence of my AHPRA registration and understand that I need to maintain registration for the duration of the degree, at my own expense.

Compulsory Attendance

There are no academic requirements to attend a Charles Sturt campus at any stage, for either program.

Some subjects may have a requirement to attend compulsory online intensives in full, which are typically held in early February and in May. Students who are not able to attend these intensive schools will not be able to complete these subjects, and thus will not be able to undertake the program. More information regarding the dates on the intensives will be supplied to successful candidates.

- I understand and accept that, if offered a place in the course, I will be required to attend online intensives

Workplace Learning

The **Master of Clinical Psychology** and **Master of Professional Psychology** require students to complete the requisite placement hours under the supervision of a board approved psychologist.

Due to the diverse geographical locations of our students, and in accordance with established Charles Sturt guidelines, students are responsible for organising their placement. All costs associated with the placement experience are borne by the student, if applicable. This includes where completion of placement requires travel or temporary relocation, or where payment for external supervision is the only option available in a chosen setting.

- I understand and accept that, if offered a place in the course, I will be responsible for organising my own placement and related supervision (where relevant, at my own expense).

References

Applicants must arrange for a minimum of two references via <https://www.psychologyreference.com.au>. At least one referee must be an academic. References cannot be submitted in any other format.

It is the applicant's responsibility to ensure that all references are submitted and made available to Charles Sturt University **by the closing date**. Applications without submitted references submitted by the CLOSING date for applications will not be considered.

- I understand and accept that, I will be responsible for the provision of two references via the Reference portal by the closing date for applications, that one referee must be academic, and that references cannot be accepted in any other format.

Time Commitment

It is critical that prospective students carefully consider the commitment required to undertake the **Master of Clinical Psychology** and **Master of Professional Psychology** through distance education.

Each coursework subject requires a minimum 10 hours per week. All subjects have assessment components with fixed due dates, and extensions are not granted based on work pressure or routine family commitments. In our experience, students who attempt to study while working significant hours per week invariably struggle, often failing subjects or withdraw from the program.

- I understand that full-time enrolment requires a commitment of approx. 40 hours per week, and part-time enrolment requires approx. 20 hours per week. I affirm that I will adjust employment/personal commitments to ensure that I allocate the requisite time to my studies.

Assessing Eligibility (Academic)

The Master of Clinical Psychology and Master of Professional Psychology each require completion of an APAC accredited level 2 program (or equivalent) within the previous ten (10) years, with a Weighted Average Mark (WAM) of 75% or higher for the fourth year of study.

To accurately calculate your WAM, raw marks (percentage (%) or mark out of 100) and weighting for each fourth-year subject must be provided. This requirement applies to all applicants, including those who have not yet completed their fourth-year program at the time of application.

Internal Applicants (Charles Sturt University)

Charles Sturt University transcripts do not include percentage (%) marks.

If you have not already obtained this information, you must email the University to request your % marks for 4th year and upload the document provided with your application materials. This includes incomplete programs.

External Applicants (Other Universities)

Some universities do not display percentage (%) marks on transcripts. If this applies to you, you must request your fourth-year percentage marks from your institution and upload this information with your application, including for incomplete programs.

This requirement applies to all fourth-year subjects, including those completed at another institution and credited as Credit, RPL, or Advanced Standing.

Some institutions may prefer to send this information directly to Charles Sturt University. In this case, please request that your institution email the details to: FOBJBS-Course-admin@csu.edu.au

- I confirm that I have read and understand all of the information above.

4th year details

Fourth year where (University name)

Course Complete: Year of completion (YYYY)

Course Incomplete: Expected date of Final Results* (DD/MM/YYYY)

Please indicate how you will provide your % marks (i.e., 85%) for 4th year subjects from the drop-down menu below.

If you are unable to provide evidence of your final fourth-year results by the published cut-off date, your application will not proceed to assessment.

It is the applicant's responsibility to ensure that all required documentation is submitted by the deadline.

The University reserves the right to prioritise applicants who provide complete documentation, including official transcripts showing raw (%) marks, with their initial submission. University staff will not check applications for completeness, nor contact applicants to request missing documents.

Incomplete applications and those without percentage (%) marks cannot be assessed.

Applicants who completed their fourth-year psychology degree more than ten years ago may be considered for a waiver of the ten-year rule.

Applicants who have achieved a Weighted Average Mark (WAM) lower than the stated minimum entry requirement will be excluded from the applicant pool.

- I confirm that I have read and understand all of the information above and my replies are accurate.

All applicants: Supporting Document Checklist

- Academic transcripts:

All applicants must include a transcript for their APAC level 2 course.

Applicants with incomplete studies must supply an interim transcript confirming the results of their studies to date.

If your APAC level 2 transcript (complete or interim) does not include Raw marks as a %, you must approach your home university and request this information. You must upload the letter you receive with your application.

- Evidence of raw marks:

A transcript, official letter, or email from your institution (required at the time of application) providing percentage (%) or mark out of 100 for **all** APAC-accredited level 2 psychology subjects

- Transcripts for all prior psychology studies including incomplete degrees and if you have been awarded credit / RPL

- Completed supplementary form

- Two referee reports** submitted via [Psychology Reference System](#)

- Current CV.

If applicable:

- AHPRA registration certificate (for those already holding provisional or full registration)

- APS assessment of psychology studies completed outside of Australia (All applicants with international studies must supply their APS assessment – see FAQ's)

We require all applications to be complete at the time of submission. Applications that do not include all required documents may not proceed to assessment. University staff will not review applications for completeness and will not follow up or request missing documentation.

Successful candidates: Additional Documentation

If you are undertaking a course with clinical or fieldwork placements you must demonstrate compliance with the following checks and requirements. It is your responsibility to ensure that the correct documentation is obtained prior to commencing clinical/fieldwork placements.

- **National Police Check** – through your State or Territory Police Service or the Australian Federal Police.
- **Working With Children Check** – through the Office of the Children's Guardian.
- **NDIS Worker Screening** – for some clinical/fieldwork placements settings
- Immunisation and vaccination requirements – for some clinical/fieldwork placements settings

- I acknowledge and accept that, if accepted into the program, and when requested to do so, I am expected to provide the above at my own expense. I also recognise that I am not required to complete these checks prior to admission.

DECLARATIONS

- I declare that the information and supporting documents provided with my application for admission are true and correct. I acknowledge that submitting deliberately false or misleading information may result in the cancellation of my application, withdrawal of any offer made by the University, or possible exclusion from the University.

- I confirm that I have read and understood the FAQ section of this document..

- I acknowledge that Charles Sturt University staff are unable to provide updates on the progress of my application or advise on outstanding documentation. It is my responsibility to ensure that all required supporting documents (including percentage marks (%)), are uploaded with my initial application, and that any updates are submitted before the document cut-off date.

Have you ever been excluded from any academic institution, or been found guilty of academic misconduct, or general misconduct, at a tertiary institution? Yes (see below) No

If you have answered "yes" above, please include a brief letter with your application outlining the circumstances. This will be reviewed confidentially by the relevant panel members.

Full name:

Date:

Signature:

FREQUENTLY ASKED QUESTIONS

The following information is provided as general guidance to applicants to Master of Clinical Psychology, and Master of Professional Psychology at Charles Sturt University.

For information about the courses, applicants should also review the Charles Sturt University website.

Charles Sturt makes every effort to ensure the accuracy of information provided in this admission guide at the time of publication. Applicants are responsible for determining their eligibility to apply.

Application	
How do I apply?	Please visit Universities Admissions Centre (UAC) . Applicants must complete all components of the application by the closing date. Incomplete applications, including those missing references, a completed supplementary form, or fourth-year percentage marks, will not be assessed. Further information on the application process and document uploads is available on the UAC website. You may apply for multiple courses and must rank your preferences from 1 to 6.
When do I apply?	Please check the UAC page for your year of entry for the exact dates. Late applications will not be accepted.
Is there a mid-year intake?	No. There is only one intake per year.
Are Commonwealth Supported Places (CSP's) available?	Yes, no other fee options are offered.
Can I apply if I am not an Australian citizen or resident?	No, you must be a citizen or permanent resident of Australia to apply for the Psychology Masters programs at Charles Sturt University as you must be eligible to receive a Commonwealth Supported Place.
I will not have finished 4 th year by the closing date, can I apply?	Yes, you may apply if your fourth-year studies are not yet complete. You will be required to upload a current transcript showing all studies completed to date and the % marks for those subjects. Please refer to the application portal for the final date to upload documents, as no additional documentation can be accepted after this deadline. The Supplementary Form must be completed and uploaded at the time of application, and your references must be available by the application closing date. University staff will not follow up or request any missing documentation, so please ensure that your application is complete before submission.
My transcript does not supply raw marks (out of 100), what do I do?	If: (a) your overall result is not on your transcript, (b) your results are not on your transcript as a mark of 100(%) or (c) your results are only available as a GPA or non-numeric grade: you are expected to provide a letter from the university with results for each unit of study in the fourth year, weightings for these units and result out of 100(%). It should then be uploaded with your application. This includes Charles Sturt University 4 th year current students and graduates. Applications without % marks will not be assessed. Where a university will only send the % information to Charles Sturt directly, it should be emailed to fobjbs-course-admin@csu.edu.au and must include your full name.
Why do I need to submit raw marks for my 4 th year?	Different institutions have different grading systems, so it is ideal for final results to be submitted in the format of a (marks) out of 100 to ensure an equitable assessment of results. If your institution does not provide raw marks on your transcript, please request your School or relevant administrative department to provide you with a letter confirming your overall and/or individual subject marks out of 100. This should be uploaded with your application. University staff will not follow up or request any missing documentation.
How many places are offered in the courses?	Each year, the number of places vary. Places on postgraduate psychology programs are limited and we typically receive a very high volume of applications. Applicants are reminded that failure to receive an invitation to interview, or offer of candidature, does not indicate a determination of lack of suitability for postgraduate professional psychology training but, instead, reflects the high standard of applications Charles Sturt receives each year.
How will I be assessed?	Only applicants who have provided all required documents, including % marks, by the cut off will be assessed and, if eligible, included in the ranking for an interview. University staff will not follow up or request any missing documentation.
My 4 th year psychology degree is over 10 years old. Am I eligible to apply?	The University entry criteria states that all applicants have completed their APAC accredited 4-year sequence within the last 10 years. Exemptions to the 10-year rule may be considered for those applicants holding full registration or have a completed, relevant PhD.
How will I be contacted about my application?	Communication regarding all aspects of the application is via the email address supplied with the application. It is the applicant's responsibility to ensure they provide a current email address, regularly check their inbox (including the junk folders) and respond to any emails as soon as possible.
Can I apply if my Weighted Average Mark (WAM) < 75?	Applicants with a Weighted Average Mark (WAM) of below 75 for their 4 th year of studies will be removed from the applicant pool. Applicants in this situation are encouraged to explore opportunities at alternative universities, or to consider reattempting the fourth year to achieve a higher grade. However, it is important to note that this latter commitment involves duplicating prior studies and might not guarantee a higher grade or entry into a master's course – either at Charles Sturt or elsewhere.
Do I need to supply a personal Statement?	No, we do not require applicants to supply a personal statement and any statement supplied will not be taken into consideration in assessing the application.
Why do I need to supply my CV?	A CV is an essential part of the application process as it provides a comprehensive overview of an applicant's academic background, professional experience, skills, and achievements. For psychology postgraduate programs, this document, while not included in the eligibility criteria, allows the selection committee to assess an applicant's relevant experience, such as internships, employment in the field, volunteer work, research activities, or other professional development opportunities. This information complements academic transcripts and other application materials. Applicants who have not completed a four-year bachelor degree, or equivalent, within the last three years will be required to demonstrate how they have maintained up-to-date knowledge and skills in the area of Psychology since completion of their four-year bachelor degree, or equivalent.
I completed my prior psychology studies overseas, can I apply?	Yes. Where an applicant has completed their psychology studies overseas, we will require evidence that their overseas qualifications have been assessed by the Australian Psychological Society (APS), and these studies have been recognised as equivalent to at least a four-year accredited degree in psychology completed in Australia. https://psychology.org.au/about-us/what-we-do/assessing-overseas-qualifications With this evidence, an application will be considered, subject to meeting all other admission criteria and all relevant supporting documents being supplied. Note that the APS will only assess qualifications that have been <i>completed</i> .

Interview

When do interviews start?	We aim to begin extending invitations for interviews soon after the application closing date, usually scheduled mid – late November.
How is the interview conducted?	Interviews have, historically, been conducted on line via Zoom by a panel comprising at least two members of academic staff of the School of Psychology. To ensure that no one applicant is advantaged over another, no information is provided regarding the questions to be asked during the interview.
When will I find out if I was successful in my interview?	You will be notified after the School of Psychology has completed all interviews and a decision has been made on your application. Unfortunately, we are unable to provide feedback for individual interviews.

Offers

What happens after my interview?	Applicants invited for interview will be ranked for offer based overall suitability for clinical training which takes into account academic marks, referee reports, and interview performance. Not all eligible applicants can be accommodated within the limited number of places available.
When will I find out if I am being offered a place?	First-round offers for the program are expected to be made toward the end of November or the beginning of December. Applicants who receive offers during this time are encouraged to accept promptly to secure their place in the program. The offer process is ongoing and typically continues beyond the first round. Additional rounds of offers are commonly made throughout December, up until the Christmas break, and often into January. If you have not received an offer or an outcome of your application, please do not worry—this means your application is still being reviewed.
Can I defer to start another year?	No, offers cannot be deferred. If you receive an offer and are unable to commence, please decline as soon as possible so the offer can be issued to another applicant. You are welcome to re-apply for the next available intake where you will compete against a new applicant cohort.
Can I commence the course in Semester 2 if I am offered a place?	No, the course schedule is fixed and requires commencement during Semester 1. There are no exceptions to this.
Do you issue conditional offers?	No.
How long will I have to accept my offer?	Successful applicants will be given a firm date by which to accept an offer of a place. This is usually 7 days. Offers not accepted by that date will lapse, and we will issue an offer to the next most suitable candidate.

I have received another offer that I have accepted. What do I do?	As soon as you have accepted an offer or place at another university, please be considerate of fellow applicants and withdraw your Charles Sturt application/s as soon as possible. Please email fobjbs-course@csu.edu.au to advise.
References	
What references do I submit?	You are required to arrange for two references, with at least 1 being academic. <ul style="list-style-type: none"> ● Academic referees: For example, lecturers, supervisors, or tutors who have directly worked with you in an academic setting and can comment on your academic performance, skills, and suitability for the program. ● Professional referees: For example, employers, supervisors, or colleagues who have known you in a professional or work-related context (does not need to be psychology based) and can provide insight into your professional capabilities, work ethic, and relevant experience. <p>It is important to select individuals who know you well and can provide detailed and relevant information to support your application.</p>
How do I submit references?	Referee reports can only be lodged through the National Psychology Reference portal. This system, used by most Australian Institutions, creates a standardised way of collecting and comparing referee reports. Supplying referee reports in any other format will not meet the relevant criteria related to references. https://www.psychologyreference.com.au Guides on using the system for both applicants and referees are available on the Psychology Reference System website. There may be costs associated with supplying references via this portal.
When is the last date I can submit references	References must be submitted by the closing date for applications to ensure your application is complete and can be assessed. It is strongly recommended that you request your referees complete the online reference as soon as possible. Please keep in mind that it is your responsibility to: <ol style="list-style-type: none"> 1. Ensure your referees have completed and submitted their reference reports by the application closing date. 2. Release the referee reports to Charles Sturt University <p>Late or incomplete referee reports may impact the assessment of your application, so it's important to follow up with your referees promptly to confirm submission.</p>
Credit / RPL	
Can I get credit / RPL	Credit allocation in accredited postgraduate psychology programs is strictly governed by the Australian Psychological Accreditation Council (APAC). Individuals may be eligible to apply for academic credit if they have completed equivalent coursework subjects in an APAC-accredited postgraduate qualification in another field of professional psychology within the past ten (10) years. Credit for prior learning will only be considered for equivalent subjects and will be assessed upon acceptance into the program; credit evaluations cannot be conducted before the official offer stage. Credit will not be considered for work experience, research completed in non APAC accredited degrees (including PhD's), or coursework completed in an undergraduate of 4 th year psychology course.
If I have completed an APAC-accredited fifth year, will I get full credit in the Master of Clinical Psychology?	Individual subjects completed within an APAC-accredited postgraduate (fifth/sixth) year professional psychology degree will need to be assessed for equivalency to those offered a place in the Charles Sturt Master of Clinical Psychology for the year of commencement. Applicants seeking credit for these placements must provide comprehensive records for review on acceptance of an offer of admission.
Class, Intensives, Placements	
Are classes on campus or online?	All classes for this program are delivered online, providing you with the flexibility to study at a time of your convenience without the need for in-person attendance. The only exception to this is the placement component, which requires you to attend in person.
Intensive Schools	Some units in this course require mandatory online intensive schools as part of the program. These intensive sessions are designed to provide you with in-depth learning experiences and opportunities for interaction with instructors and peers. Further details about these mandatory online intensive schools, including scheduling and specific requirements, will be provided to successful candidates once offers have been made and accepted. Typically they take place in February and May each year.
Do I have to arrange my own placements?	Yes
Will I get paid while on placement?	Payment for placements is unlikely.
Do you manage the internship or registrar program?	We do not manage the internship year (+1) for Master of Professional Psychology graduates. We also do not manage the registrar program for Clinical Psychology graduates. You will need to discuss these requirements directly with AHPRA.
GENERAL	
When do I apply to AHPRA? (if applicable)	All students are required to be provisionally or generally registered as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) on commencement and for the duration of the course. Those without provisional or full registration at the time of accepting an offer, need to apply for provisional registration before you start your coursework. Those holding registration already must maintain this throughout the course of their studies. Failure to secure / hold registration may see your enrolment with Charles Sturt cancelled. In line with AHPRA requirements, Charles Sturt will send a list containing the names of all students commencing or continuing in a course requiring registration directly to AHPRA at the beginning of each calendar year. You will, therefore, not require an individual letter confirming enrolment.
Can I still manage some casual or part time work while studying?	From past experience, we know that balancing the demands of postgraduate psychology study alongside work commitments can be challenging. We strongly encourage you to carefully consider your time and workload before deciding whether to study part-time or full-time. It is important to note that your choice of study load—whether part-time or full-time—will not impact your eligibility for an interview or the selection process for offers. Both options are available and you will be assessed based on your qualifications and application materials, not your chosen study load.
Can I go on holiday during my studies?	While the coursework subjects associated with the Masters level postgraduate programs run over the academic semester schedule, placements and the research components may run across the calendar year. We encourage students to have breaks during their studies, but these need to fit within the demands of all aspects of the program they are enrolled in.
How are offers issued?	Up to 50% of places may be reserved for graduates of Charles Sturt's level 2 APAC accredited courses and up to 10% of places will be reserved for First Nations applicants who meet the admission requirements of this course. Any remaining places will be available for eligible applicants and those residing in rural and remote areas of Australia may be given preference.
Can I transfer from the Master of Professional Psychology to the Master of Clinical Psychology?	No, you cannot. Entry to the Charles Sturt Master of Clinical Psychology is via application only.
I already hold full registration with AHPRA, do I need to complete placements?	Yes. As per APAC accreditation policies, prior experience as a practitioner cannot be used to obtain credit toward a postgraduate degree or for exemption of any key component. This policy ensures that all candidates meet the standardised academic and practical training requirements set by APAC.
If I am accepted, how do I provide AHPRA with evidence that I am enrolled in a course in order to apply for provisional registration?	After you enrol in the course, submit your application for provisional registration to AHPRA, listing Charles Sturt as your principal place of practice. Charles Sturt will notify AHPRA of students enrolled on the programs on your behalf. This typically takes place at the beginning of the academic year. Please note that AHPRA may experience delays in the busier periods and may require you to submit evidence of the completion of your 4 th year study.