1 – TEACHER RECOMMENDATION
The University of Melbourne Extension Program is designed for high achieving VCE and International Baccalaureate students and is approved by the Victorian Curriculum and Assessment Authority (VCAA). Extension Program studies consist of a first year university subject sequence which is a clear advance on the relevant VCE study. Further information including the selection criteria is published in the Extension Program brochure and is also available on the website: www.futurestudents.unimelb.edu.au/umep

All applicants are required to have the recommendation of their VCE or Year 12 Coordinator (or appropriate delegate) regarding their overall preparedness to undertake the Extension Program in addition to their proposed Year 12 load. The approval of the school Principal is also required.

Any questions about the selection process or advice about an applicant’s suitability should be directed to the Extension Program office, on phone 8344 5538, prior to completing this recommendation form.

The school is required to submit a copy of the applicant’s ‘Full Details report’ from the VASS system with this form.

TEACHER DECLARATION
Please indicate with a ✓ next to each of the following statements to confirm your recommendation of the applicant.

☐ I declare that I have assessed this applicant’s suitability for the Extension Program and the applicant:

☐ will have completed at least 5 VCE Units 3/4 by the end of 2015

☐ is expected to achieve exceptional results in the prerequisite/preparatory studies and strong results in all other subjects (as outlined in the Extension Program eligibility criteria)

☐ has excellent organisational and time management skills, and will be able to manage the Extension Program workload in addition to their VCE workload

☐ displays a high level of maturity

☐ has consistently demonstrated a high standard of academic achievement in their overall performance in Year 11 to date

☐ I have attached a copy of the applicant’s ‘Full Details Report’ from the VASS system to this form.

Additional comments from recommending teacher:
(please attach additional comments on a separate sheet if required)

________________________________________________________________________
________________________________________________________________________

TEACHER DETAILS
First name:
Family name:
Position:
School:
School telephone:
Email:
Signature:
Date:

2 – PRINCIPAL APPROVAL
I certify that this student, if selected by the University of Melbourne, has the support and permission of the school to participate in the University of Melbourne Extension Program.

First name:
Family name:
Signature:
Date:

CLOSING DATES
Online applications for the 2015 Extension Program close on Friday 28 November 2014.
All supporting documentation for 2015 Extension Program applications must be submitted by Thursday 18 December 2014.

INSTRUCTIONS FOR APPLICANTS
Your VCE or Year 12 Coordinator and School Principal are required to complete this form in support of your application for the Extension Program. After this form has been completed you should scan and upload the form, and a copy of your ‘Full Details Report’ from the VASS system, as supporting documentation for Requirement 5 in your online Extension Program application.

If you cannot scan the completed form and your ‘Full Details Report’ you should post or deliver these documents to the Extension Program office instead.

Your Extension Program application cannot be considered until you have uploaded or submitted this form and your ‘Full Details Report’.

LOG BACK IN TO YOUR ONLINE EXTENSION PROGRAM APPLICATION VIA THE LINK ON THE WEBSITE:
www.futurestudents.unimelb.edu.au/school/aust/umep/apply

POSTAL ADDRESS
University of Melbourne
Extension Program
PO Box 4240
The University of Melbourne
Parkville VIC 3010

DELIVERY ADDRESS (IF SUBMITTING IN PERSON)
University Information Centre*
Swanston Street (next to Gate 3)
Parkville Campus
The University of Melbourne

* The University Information Centre is open Monday to Friday, 8am – 6pm.

www.futurestudents.unimelb.edu.au/umep