

POSTGRADUATE COURSEWORK DIRECT APPLICATION

For Australian, New Zealand citizens or Permanent Residents

Read the Application Instructions carefully, then remove the instruction sheet and complete the Application form.

1. INSTRUCTIONS

1. Do NOT complete this form if you are applying for Re-admission to the same program. Please complete the "Application for Re-admission" form OR, if applying to transfer from a double degree to a component single degree, complete a course transfer form available at <http://www.postgrad.mq.edu.au/forms.html> or from the Student Enquiry Service on 02 9850 6410.
2. The 2009 Schedule of Coursework Programs (attached) indicates if you should complete this Direct Application form or if you should apply through UAC, Applied Finance Centre or Centre for Policing, Intelligence, Counter Terrorism (PICT).
3. Read the course booklet http://www.mq.edu.au/publications/pgrad_courses.htm before completing the form and provide any additional information and certified documentation as required.
4. If you are applying for more than one course, you must submit a separate application and supporting documentation for EACH application.
5. Print CLEARLY in block letters using blue or black pen.
6. Complete all sections of the application.
7. Attach CERTIFIED legible copies of supporting documents (refer to section 4: Checklist for Applicants)
 - If you are currently enrolled in a course at another institution, you must supply a CERTIFIED copy of the official transcript of your results to date with your application, and send your final transcript showing final results as soon as a qualified-for-award date or statement of completion is available (not required for Macquarie students).
8. A CERTIFIED translation of any documentation that is not in English must be supplied IN ADDITION to the original documentation.
9. If you are applying for a PICT, Psychology, Educational Leadership or Research Preparation/Methods courses, please make sure that you complete the additional information forms and return them with your application. Supplementary forms are available at <http://www.postgrad.mq.edu.au/forms.html>
10. Master and Diploma in Applied Linguistics applicants must attach proof of professional work experience and work history.
11. Return the completed application form with ALL CERTIFIED supporting documentation:
 - Post Direct Applications to: **Coursework Studies Section - PG, Level 3, Lincoln Building, C8A, Macquarie University NSW 2109**
 - Direct Applications In person to: **Coursework Studies - Student Enquiry Service , Level 1, Lincoln Building, Macquarie University**
(view <http://www.student.mq.edu.au/ses/> for hours of operation)
 - PICT Applications only: **Student Services Administrator, Centre for PICT, Level 1, 299 Lane Cove Road, Macquarie Park, NSW 2113**
 - UAC Applications: DO NOT USE THIS FORM. **Apply-By-Web <http://www.uac.edu.au>.**
12. Please note: **Faxed** applications or documents are NOT acceptable. Processing of applications/documentation will not take place until an original or certified copy is received. Applications which are incomplete or which have inadequate documentation will not be processed until all appropriate documentation has been received. Late receipt of documentation may jeopardise your chance of receiving an offer.
13. You must advise the University in writing, stating full name, date of birth and student number (if you have one), if you change your contact details after lodging your application or wish to withdraw your application.

2. CERTIFICATION OF DOCUMENTS

Photocopied documents must be stamped and certified as a true copy of the original by one of the following:

- an authorised officer in the admission/student enquiry office or Department at any Tertiary Institution.
- an accountant - members of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents.
- a bank manager, but not a manager of a bank travel centre
- a barrister, solicitor or patent attorney
- a police officer in charge of a police station, or of the rank of sergeant and above
- a principal of an Australian secondary college, high school or primary school
- a Justice of the Peace (with registration number and the State in which they are registered as a Justice of Peace)
- a minister of religion

PLEASE NOTE: The person certifying the photocopies must not be related to you and must, on each page:

- write on each copied page: "This is a true copy of the original document sighted by me";
- sign it;
- print the following details: - name, contact phone number, category in the above list AND date verified.
- affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has a stamp.

3. ENGLISH PROFICIENCY TABLE

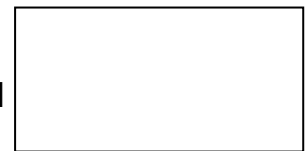
Test	Score required	Test	Score required
TOEFL (Test of English as a Foreign Language) Paper based	580 (minimum of 53 in listening, 51 in writing, 52 in reading, minimum of 5.0 in TWE) NB: Applicants for Translating and Interpreting and Editing and Publishing programs must have an overall score of 600.	IELTS (International English Language Testing System) Academic version	6.5 overall (minimum of 6.0 in each subtest)
			Editing & Publishing, Clinical Audiology and all Educational Studies courses require an overall score of 7.0
			Translating and Interpreting 7.0 overall (7.0 in Reading and Writing)
			English Literature 7.0 overall (7.0 in Writing and 6.5 in other sub tests)
TOEFL Computer based	237 (19 in the component tests, minimum of 5.0 in Essay Writing)	GCE 'A' Levels (from Britain or Singapore) (General Certificate of Education A Levels)	C pass in English or other humanities subject
TOEFL Internet-based	Overall 92 Writing 22, Speaking 23 Listening 18, Reading 17 NB: Applicants for Translating and Interpreting and Editing and Publishing programs must have an overall score of 100.	UNSW Foundation Studies	Completed certificate with C pass in Academic English
		Australian TAFE and Private Provider Studies	Completed AQF Certificate IV (including English for Academic Purposes) or completed Advanced Certificate
CULT (Combined Universities Language Test)	Writing 25 and 23 for other sections	CCPE (Cambridge Certificate of Proficiency in English)	C pass
International Baccalaureate (Diploma must be awarded)	Minimum English A2 at higher level	HKALE (Hong Kong Advanced Level Examination)	C pass in Use of English

4. CHECKLIST FOR APPLICANTS Before submitting your application, please check that you have completed the following:

1.	<input type="checkbox"/>	Sections 1 to 10 (and sections 11 and 12 if applicable)
2.	<input type="checkbox"/>	You have signed and dated the Declaration at 13
3.	<input type="checkbox"/>	Certified copies of full official transcripts of your previous academic record(s) (except Macquarie) have been provided in both original version and translated version (if applicable) in ENGLISH.
4.	<input type="checkbox"/>	Certified proof of completion of any previous academic qualification (except Macquarie) has been provided.
5.	<input type="checkbox"/>	Certified evidence satisfying the University's English requirement (if applicable) has been provided.
6.	<input type="checkbox"/>	You have provided all citizenship/residency information requested in Section 4.
7.	<input type="checkbox"/>	Certified proof of change of name (if applicable).
8.	<input type="checkbox"/>	Psychology and Social Health, Educational Leadership, PICT, Research Preparation/Research Methods/Linguistics Research applicants have completed the Supplementary Application form from http://www.postgrad.mq.edu.au/forms.html .
9.	<input type="checkbox"/>	Master and Diploma in Applied Linguistics applicants should attach proof of professional work experience and work history.
10.	<input type="checkbox"/>	You have enclosed in a stamped, self-addressed unsealed envelope the cut-off section 'Acknowledgment of Application For Postgraduate Candidature' at the end of the set of instructions IF you would like to have it returned to you as acknowledgment of your application.
Submit pages 1 to 4 of Application form (and Supplementary form if required) with certified supporting documentation. (Please refer to Section 1.11 of Instructions page).		

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MACQUARIE UNIVERSITY	
ACKNOWLEDGMENT OF APPLICATION FOR POSTGRADUATE CANDIDATURE	
<input type="checkbox"/>	Your documentation is in order and your application is being processed and considered.
<input type="checkbox"/>	Remember: send final certified transcript (except Macquarie) when available if currently studying elsewhere
<input type="checkbox"/>	Your documentation is incomplete and lacks the following:
<input type="checkbox"/>	Proof of award <input type="checkbox"/> Certified copy of transcripts from _____
<input type="checkbox"/>	Certified copy of proof of English proficiency
<input type="checkbox"/>	Certified proof of residential status
<input type="checkbox"/>	Change of Name e.g. certified marriage certificate
Certified proof of country of birth & year of entry into Australia if not born in Australia. e.g. copy of first page of passport and page with customs arrival stamp.	
PLEASE NOTE: Your application will not be processed until all documentation is complete. No further notification will be sent. For any queries, please contact the Coursework Studies - PG Section: Phone 02-9850 7276/7790 Fax: 02-9850 7340 Email address: coursework@mq.edu.au Postal Address: Coursework Studies (PG), Level 3, Lincoln Building, Macquarie University NSW 2109	



1. MACQUARIE STUDENT IDENTIFICATION

Have you ever applied to or been enrolled at Macquarie University before? [] Yes [] No

IF YES indicate: Name of previous Course:
Year(s)

Your Macquarie University student identification number? (if known)

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2. PERSONAL DETAILS

Title: _____ Family Name: _____ Other Names: _____

Preferred Name: _____ Previous/ Former Name (if applicable) _____ [] Male [] Female

Date of Birth (dd/mm/yyyy): _____ Occupation: _____

Contact Address: _____

Permanent Address: _____

Home phone: () _____ Work phone: () _____ Fax No.: () _____

Mobile phone: _____ Email address: _____

3. COURSE DETAILS

If applying for more than one course, please submit a separate application and documentation for EACH course

a. Course name in full

Course Code on Schedule of Coursework programs
e.g. MAPLNG

Program structure code e.g. LING02P
on Coursework booklets or
http://www.mq.edu.au/publications/pgrad_courses.htm

b. To commence (tick one) [] Semester 1 (February) [] Semester 2 (August) Year: 200_____

c. Study mode * (tick one) [] Full-time on campus [] Part-time on campus [] Full-time External [] Part-time External

Research Preparation and Research Methods applicants – you must also complete the “Supplementary Form for Research Preparation/Research Methods Applicants” available from <http://www.postgrad.mq.edu.au/documents/RPREPform.pdf> and attach it to this application.

* Not all programs are available in all modes. Please see attached Schedule of Programs for information.

4. CITIZENSHIP/RESIDENCY DETAILS

a. Please indicate your citizenship/residency status by ticking **ONE** of the following:

[] I am an Australian Citizen. Please refer to Instructions 1.7 on certified proof of Residency status and complete Questions d – g
Please attach a certified copy of one of the following: Australian Birth Certificate, Australian Citizenship Certificate or Australian passport.

[] I am a New Zealand Citizen. Please refer to Instructions 1.7 on certified proof of Residency status and complete Questions d – g

[] I hold an Australian Permanent Resident Visa (other than Humanitarian sub-class). Please complete Questions b - g

[] I hold an Australian Permanent Resident Humanitarian Visa. Please complete Questions b – g

If you have not selected one of the options as listed above, you should apply as an International Student. Please contact Macquarie International on 9850 6320 for further information.

b. For holders of Australian Permanent Resident or Australian Permanent Resident Humanitarian Visas please complete the following: i. On what date was your Visa granted? ___/___/___ (dd/mm/yyyy)

ii. If the Visa was granted before you entered Australia, please give the date when you first entered Australia as a Permanent Resident. ___/___/___ (dd/mm/yyyy)

Please attach a certified copy of your visa and (if relevant) the page in your passport showing the date when you first entered Australia as a permanent resident.

c. Will you be residing in Australia during the study period? [] Yes [] No

d. In which country were you born? (Please specify) _____

e. If you were not born in Australia, in what year did you first enter Australia? _____

f. What is the main language spoken at your permanent home residence? _____

g. Are you Aboriginal? [] Yes [] No or Torres Strait Islander origin? [] Yes [] No or [] both [] No

5. HIGH SCHOOL STUDIES

Did you attend Year 12 in Australia ? Yes No Please go to next question

If YES, please provide information of your Year 12 studies

State where attended	Name of High School	Year attended	Year 12 Student Number (if known)

6. TERTIARY STUDIES

Duration From Year To Year	Name of Tertiary Institution (and country if not in Australia)	Name of Course Studied (Please indicate Full-time or Part-time Attendance)	Class/ Grade (Hons.only)	Completed? YES / NO	Date of Completion (or Expected Date of Completion)

7. DETAILS OF OTHER QUALIFICATIONS HELD (e.g. Membership of professional bodies, certificates held)

8. DETAILS OF PROFESSIONAL EXPERIENCE (relevant to proposed study)

9. PROOF OF ENGLISH PROFICIENCY

Is English your first language? Yes No, my first language is

If English is not your first language, the options below **MAY** be considered as meeting the English proficiency requirement. Please indicate which, if any, of these you have obtained. You must submit documentary evidence of this study.

Qualification	Institution/Course/Test
Any of the tests or qualification listed in the English Proficiency Table with minimum scores indicated	
Recent tertiary study in Australia with good passes.	
Years 11 and 12 at an Australian High School with good passes in English	
Secondary or tertiary study in a country where English is an official language	

10. DISABILITY, IMPAIRMENT OR LONG TERM MEDICAL CONDITION

No known impairment OR

Please indicate any area(s) of impairment

Hearing Vision Learning Medical Mobility Other (specify):

If you require support services based on your disability or health condition, please contact the Equity Support Unit (ESU) prior to the commencement of your studies. Phone: 02 9850 7497 or Email: equity@mq.edu.au

Please indicate any support requirements:

Support needs / equipment needs (specify) _____

11. APPLICATION FOR CREDIT/EXEMPTION

- a. Do you wish to apply for credit or exemptions based on previous relevant study? Yes No
If yes, please specify the institution(s) where this study was completed and the units you are requesting credit/exemption for:

If YES, with this application you must provide:

- a CERTIFIED transcript of results
- a description of the grading system used
- a description of all subjects completed, taken from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence (except Macquarie).

- b. Are you a Macquarie student applying to transfer from a lower award to a higher award in the same area of study?
 Yes No

The policy on credit for previous study is set out on the next page.

12. FEE-HELP LIMIT to be completed if you intend to receive FEE-HELP assistance

The 2009 FEE-HELP limit for all your higher education studies is \$83,313 (indexed each year).

If you enrol in a unit of study and the tuition fee exceeds your FEE-HELP balance, you will need to pay the amount in excess of your FEE-HELP balance, directly to the University.

If you have been a FEE-HELP student previously, you will be able use your CHESSN to access your FEE-HELP Balance on the "Going to Uni" website at www.goingtouni.gov.au

Please note that Stage One of **myUniAssist** has been launched by the Department of Education, Employment and Workplace Relations (DEEWR) and this will advise you of your FEE-HELP usage.

Question: If you intend to receive FEE-HELP assistance for your enrolment in the coming semester, will you exceed your FEE-HELP limit? Yes No

13. DECLARATION AND SIGNATURE

(Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.)

I wish to apply for the course/s listed and declare that the information I have submitted is true and complete. I understand that Macquarie University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

I understand that while the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, it may be impossible to process my application.

I understand that in submitting this application, Macquarie University is collecting personal information from me, and that this is considered personal information for the purposes of the Privacy and Personal Information Protection Act 1998. I understand that the purpose for collecting the information is to enable my application to be considered, to plan the provision of educational courses, and that the intended recipients of this information are officers within Macquarie University and any other body who may require the information for administration purposes, including agencies of the Federal Government.

Macquarie University is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. I understand that Macquarie University may disclose the information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes, that DEEWR will store the information securely in the Higher Education Information Management System (HEIMS) and that DEEWR may disclose the information to the Australian Taxation Office (ATO). Macquarie University and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

I authorise Macquarie University to collect, receive, store, transfer and use any information about me from the Universities Admissions Centre and/or other tertiary institutions to facilitate the processing of my application.

Name	Signature	Date

THIS PAGE IS TO BE COMPLETED BY DEAN OF FACULTY (OR NOMINEE)

FACULTY:	
Decision (Offer or Reject)	Is the course offered different to the course the applicant applied for? [] Yes [] No If Yes, please specify the course offered:
If you wish to make an offer under RULE 2(3) (no recognised degree or no recognised English proficiency qualification), set out your reasons here.	
Name of Dean (or nominee):	Signature of Dean (or nominee):

Note. If you wish to grant Credit for Previous Studies, please complete details below.

PG Credit for Previous Studies Recommendation form

Course to which this Auto-credit/Exemption applies : _____

CREDIT/EXEMPTIONS – both credit & exemptions will be allocated credit points on the Study Plan.					
MQT TO BE CREDITED	TYPE GRANTED Auto-credit* Exemption**	MQ CREDIT PT VALUE	BASIS FOR RECOMMENDED CREDIT	REQ'D UNITS REMAINING	INITIALS OF DEAN or NOMINEE

* Auto-credit is for Macquarie unit(s) completed to be transferred to a new or an articulating program. Credit cannot be loaded for units awaiting a final grade. Please make a note to advise Coursework Studies Section – PG of further credit, once a final grade is known.

** Exemption is for equivalent unit(s) completed in other course(s) at postgraduate level. **Credit cannot be granted for units completed elsewhere unless they correspond to units in the Macquarie study pattern.**

Credit for Previous Studies Policy - Approved by Academic Senate 17/8/2004:

- Candidates who have completed relevant postgraduate studies at Macquarie University or another university may receive up to a total credit of 25% towards a Macquarie award. Those who have only partially completed a postgraduate award may be granted credit up to 50%. Credit is not granted for undergraduate units.
- Units which are deemed to be relevant to the course of study and which are part of a completed course may only count towards core and option requirements, but not towards electives. Generally, credit should not be granted for electives and instead different electives should be substituted wherever possible.
- Students who transfer from one incomplete Macquarie program to another may receive full credit for those units completed in the first program which are part of the second.
- Credit for previous studies is only granted if the studies have been completed within the previous ten years. Professional qualifications and work experience do not attract credit.
- Where Macquarie University offers a set of articulated coursework awards (degree/diploma/certificate), candidates who have completed requirements for one of the lesser courses in the set may have that award conferred and also receive full credit towards the higher award for relevant studies completed.
- The Credit for Previous Study policy allows for the rounding up to the next whole unit (e.g. 25% of 12 credit points translates to three quarter of a unit which rounds up to 1 unit in the present context). i.e. 1 unit for students in a 3 unit Postgraduate Certificate course even if they have a completed degree.
- Recommendations that fall outside of the above policy should be forwarded with supporting documents to the Coursework Studies Section – PG for consideration by the Coursework Studies Committee.

Name of the Dean or nominee: _____ Date: _____

Signature of the Dean or nominee: _____