



Application for the Certificate in Languages First Half Year 2009 Information Sheet

Eligibility

Admission to the Certificate in Languages in 2009 is open to all applicants. All applicants should note that this program is only available to **study on a part-time basis**. There are no applications for admission in Second Half Year 2009.

Closing Date

On-time Applications Close on Tuesday 30 September 2008. After this date, you may lodge an application with a late fee. This fee is non-refundable and charges are as follows:

1 October 2008 – 31 October 2008	\$101
1 November 2008 – 28 November 2008	\$113.5
1 December 2008 – 12 December 2008	\$125

How to lodge this application

Lodge this application:

by mail to:

Coursework Studies Section
Lincoln Building
Macquarie University 2109

in person to:

Student Enquiry Service
Level 1 Lincoln Building
Macquarie University

The Student Enquiry Service is open between 8:30am and 5:30pm on Monday, Wednesday and Thursday; 9:30am – 5:30pm on Tuesday; and 8:30 am – 4:30 pm on Friday.

Faxed application forms will not be considered nor acknowledged.

Notification of Result of Application

Notification of the result of the application will be forwarded by mail on or before Wednesday 21 January 2009. The Certificate in Languages course will commence on Monday, 23 February 2009.

Admission is not automatic. The Department of International Studies will advise the Coursework Studies Section whether a place will be available for you.

Documentation Required

If you have studied at a university before, Macquarie University requires you to provide either an original official academic transcript, or a certified copy of the original with your application. If you do not provide this information, your application will not be considered.

Documents can be certified at the Student Enquiry Service. You will need to bring with you the original document(s) and photocopies of the document(s).

If you have studied at Macquarie University previously, we will access your transcript directly.

Confirmation that your application has been received by the University

If you want confirmation that your application has been received, please make sure you have provided an email address in question 4 of the application form. Alternatively, you can include a stamped self-addressed envelope with your application. **Applications WILL NOT be acknowledged by telephone under any circumstances.**

Completion of the application form

The application form should be completed in block letters. **Applications which are inadequately documented will not be considered**, so it is important that the information supplied on the form is complete and correct and all supporting documents are provided. The following points should be taken into account in completing the application.

**Item 1:
(Macquarie ID)** If you have studied previously at Macquarie (including Non Award studies), please indicate this and write your Macquarie ID number.

**Items 2,3 & 4:
(Personal
Details)** Record your full name. If you have changed your name since undertaking tertiary level examinations you must present documentary evidence of the change i.e. copy of marriage certificate, deed poll or statutory declaration.

**Items 5 & 6:
(Language
Details)** Please indicate if you are interested in studying an Asian Language or a European Language and specify **one** language you wish to study.

**Item 7:
(Mode of
Study)** You must specify if you wish to study internally or externally. Please note that Asian languages are not available externally.

**Items 8
(Reason/s)** Please include your reason/s for wanting to study a language at Macquarie.

**Item 9:
(Residency
Details)** If you answer No to all questions in Part A, then you are ineligible to apply for this program. The Certificate in Languages is only available on a part time basis and therefore does not comply with visa requirements for International Students.

**Item 10:
(Tertiary
Studies)** Record the name of each institution (and campus) you have attended, the name of the degree/diploma/certificate etc, years of attendance, whether the course was completed and any qualification obtained.

Only complete this section if you have completed tertiary studies

You are required to provide an **original official transcript** issued by each institution you have attended.

If you wish to have original documents returned, please provide a set of corresponding photocopies together with a suitable, stamped, self-addressed envelope. Alternatively, a set of corresponding photocopies, bearing the *original* signature of a Justice of the Peace and *certifying* that they are "*true copies*" of the *original documents* may be submitted in place of original documents.

Each official certified transcript issued by an institution you have attended must show all subjects taken, grades obtained (including failures) and the stage reached or qualifications gained. A collection of examination result slips is not an acceptable substitute for an official transcript. As there is a long delay at some institutions in obtaining official transcripts, you should apply for your transcripts as soon as possible.

**Item 11:
(School
Studies)** Record the details of your High School studies in this section.

**Item 12:
(Declaration
and Authority)** Please read this section carefully and thoroughly. You should then sign and date this declaration and authority. The University is unable to review or assess your application, if this section is not completed in full.

Additional Information

The Certificate is a Commonwealth Supported course where HECS-HELP is available for those who meet the Citizenship requirements. The Certificate requires 12 credit points in units of study approved by Academic Senate. Details of the units available are listed in the 2008 Handbook of Undergraduate Studies located on the Macquarie website www.handbook.mq.edu.au and following the link for Programs of Study.

Approximate Cost of Program

In 2008 the approximate student contribution for 12 credit points is \$2547*. The student contribution is paid per unit undertaken, so these costs are divided over the time the student is enrolled in the Certificate program. In 2009, students will also be able to seek government assistance in the form of HECS-HELP. Permanent Residents (who are not holders of an Australian Permanent Resident Humanitarian Visa) will be required to pay their student contribution fee in full to undertake this program.

*Please note these figures were correct for 2008 and should only be used as an estimate for 2009, as the charges may vary slightly.

Students should also note that there might be textbooks that need to be purchased. Students either come into the Co-Op Bookshop on campus, or view their website <http://www.coop-bookshop.com.au>

Transfer

Candidates for the Certificate may transfer to the Diploma prior to satisfying the requirements for the Certificate after they have obtained 9 credit points with a GPA of 2.0.

Once the requirements for the Certificate have been completed the candidate is not eligible for credit for previous studies toward a Macquarie Bachelor degree.

Eligibility for Award

To be eligible for this award a candidate must be enrolled in the award. In other words, you cannot complete the requirements for the Certificate in Languages as part of your Bachelor degree study and hope to take out the Certificate in Languages.

Enrolment

Enrolment will be held during February 2009. Details will be advised when available.

Areas of Study

The Certificate is offered in the following areas:

Asian Languages (Not available by Distance)

Japanese

Chinese

Arabic

European Languages

Croatian

French

German

Italian

Macedonian

Modern Greek

Polish

Russian

Spanish

Credit for Previous Studies

The maximum Credit for Previous Studies for Macquarie non-award units or similar units at another tertiary institution where the **units do not form part of a completed award** is 6 credit points. If you transfer units from a Macquarie University degree these units will only count towards the Certificate and not the other course of study.

Application for the Certificate in Languages First Half Year 2009

(PLEASE WRITE CLEARLY USING A BLACK PEN AND BLOCK LETTERS)

1. Have you ever been at enrolled at Macquarie University before? YES NO
- If YES, please give your Macquarie University ID.

--	--	--	--	--	--	--	--

2. **Personal Details**

Title <small>(Dr, Mr, Mrs, Miss, Ms)</small>		Date of Birth <small>(Day-Month-Year)</small>	
Family Name		Gender	
First Given Name			
Other Given Names			
Previous Family Name <small>(If applicable)</small>			

3. **Age** (Proof of Age Required – passport, Drivers License, Photocopy of Birth Certificate) My age as at 1 March 2009 is

--

4. **Contact Details**

	Contact Address <small>(for University correspondence)</small>		Permanent Home Address <small>(Do NOT give a PO Box, write 'SAME' if as for Contact Address)</small>
No/Street			
Suburb/Town			
State	Postcode		Postcode
Phone	Home	Work	Mobile
Email			

5. Which language area are you interested in? Please tick one option only Asian Languages European Languages

6. Specifically, which language do you wish to study?

--

7. Do you wish to study on-campus (Internal) or fully by distance (external)? Tick One. Internal External

8. What are your reasons for wishing to enrol at Macquarie University?

Office Use Only	DOCUMENTS ALL ATTACHED?		DATE SENT FOR ASSESSMENT			OFFER SENT DATE	ENROLMENT FORMS
	YES	NO	QUALIFIED	QUAL. WITH CONDITIONS	NOT QUAL.		
	App. receipt sent date	Correspondence date					

10. Tertiary Studies

- If you have not undertaken tertiary studies, leave this question blank.
- List all tertiary studies undertaken (including previous Macquarie University attendance even if 'Not Effectively Enrolled')

Name of Institution and Campus <i>e.g. UWS – Nepean</i>	Name of degree/diploma/ certificate course studied <i>e.g. Bachelor of Business</i>	Years of Attendance <i>e.g. 2001 – 2004</i>	Course * complete?	Qualification obtained (if any)

* You must provide documentary evidence of all tertiary studies attempted (official transcripts or certified copies of official transcripts only, NOT individual examination results) with the exception of Macquarie University results which we obtain.

11. Secondary School Studies

State or Country <i>e.g. NSW</i>	Year of Study Completed <i>e.g. 2004</i>	Name of qualification and school attended <i>e.g. HSC, Kempsey High School</i>	Your student/candidate number (if known) <i>e.g. 9900038</i>

Please Turn Over To Complete Declaration

12. Read and sign the following declaration and authority

(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.

I understand that all fees including late application fees paid to Macquarie University in connection with my application are not refundable under any circumstances.

Signature

Date

General Enquiries

In Person

Student Enquiry Service
Level 1, Lincoln Building
Macquarie University
North Ryde NSW 2109

Business hours:

Mon Wed Thurs 8:30am - 5:30pm
Tuesday 9:30am - 5:30pm
Friday 8:30am - 4:30pm

By Mail

Coursework Studies Section
Macquarie University NSW 2109

By Phone

Ph: 02-9850 6410

By Email

coursework@mq.edu.au