

## Application for the Diploma in Ancient Languages First Half Year 2009 Information Sheet

### Eligibility

Applicants must have a completed Bachelor Degree from an Australian university or be offered a place within a Bachelor Degree from an Australian university, or be currently enrolled in a Bachelor Degree from an Australian university to be eligible to apply.

If you are a current Macquarie Non-Award student who has successfully completed 12 credit points in the one language with an overall GPA of 2.0, you are also eligible to apply.

Applicants should note that the Diploma in Ancient Languages 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 Diploma in Ancient Languages course will commence on Monday, 23 February 2009.

Admission is not automatic. The Department of Ancient History 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 or deed poll or statutory declaration.
- Item 5:  
(Language  
Details)** You must complete at least 3 units from one language. Write which language you want to study 3 units from here. Contact the Ancient History Department on 98508833 for further information.
- Item 6:  
(Mode of  
Study)** You must specify if you wish to study internally or externally. Please note that not all subjects are available externally. The attached "List of Languages Units" indicates which units are available externally.
- Items 7:  
(Reason/s to  
Study)** Please include your reason/s for wanting to study a language at Macquarie.
- Item 8:  
(Residency  
Details)** If you answer No to all questions in Part A, then you are ineligible to apply for this program. The Diploma in Ancient Languages is only available on a part time basis and therefore does not comply with visa requirements for International Students.
- Item 9:  
(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.
- 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 10:  
(School  
Studies)** Record the details of your High School Studies in this Section.
- Item 11:  
(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 Diploma is a Commonwealth Supported course where HECS-HELP is available for those who meet the Citizenship requirements. The Diploma requires 24 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](http://www.handbook.mq.edu.au) and following the link for Programs of Study.

### **Approximate Cost of Program**

In 2008 the approximate student contribution for 24 credit points is \$5095\*. The student contribution is paid per unit undertaken, so these costs are divided over the time the student is enrolled in the Diploma 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 within Macquarie University**

Candidates for the Diploma in Ancient Languages may transfer to the Bachelor of Arts prior to satisfying requirements for the Diploma after they have obtained 12 credit points with a GPA of 2.0.

Once the requirements for the Diploma in Ancient Languages 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 Diploma in Ancient Languages as part of your Bachelor degree study and hope to take out the Diploma in Ancient Languages.

### **Enrolment**

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

### **Areas of Study**

The Diploma is offered in the following areas:

- Ancient Greek
- Latin
- Egyptian Hieroglyphs
- Classical Hebrew
- Coptic
- Akkadian

Please contact the Ancient History Department for academic advice on 9850 8833.

### **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 12 credit points.

**DIPLOMA IN ANCIENT LANGUAGES**  
**Department of Ancient History**  
**Macquarie University**  
**LIST OF LANGUAGE UNITS, 2009**

Available:      Credit points:

Externally (X)  
Day classes (D)  
Evening classes (E)

**Ancient Greek**

AHST205 Ancient Greek A	X D	4
AHST206 Ancient Greek B	X D	4
AHST280 <i>or</i> AHST281 Ancient History Special Topic A <i>or</i> B* (Ancient Greek C)	X D	4
AHST380 <i>or</i> AHST381 Ancient History Special Topic C <i>or</i> D* (Ancient Greek D)	X D	4

**Latin**

AHST207 Latin A	X D	4
AHST208 Latin B	X D	4
AHST280 <i>or</i> AHST281 Ancient History Special Topic A <i>or</i> B* (Latin C)	X D	4
AHST380 <i>or</i> AHST381 Ancient History Special Topic C <i>or</i> D* (Latin D)	X D	4

**Egyptian Hieroglyphs**

AHST260 Egyptian Hieroglyphs A	D E	4
AHST360 Egyptian Hieroglyphs B	D E	4
AHST363 Egypt in the Old Kingdom	D E	4

**Classical Hebrew**

AHST241 Classical Hebrew A	E	4
AHST242 Classical Hebrew B	E	4

**Coptic \*\***

AHST280 Ancient History Special Topic A* (Coptic I)	X E	4
AHST281 Ancient History Special Topic B* (Coptic II)	X E	4
AHST380 <i>or</i> AHST381 Ancient History Special Topic C* (Advanced Coptic Texts)	X E	4

**Total credit points required for this program: 24**

\* For units marked \*, please see over at “AHST280, 281, 380, 381.”

\*\* Please see the note on “Coptic Units” over-page.

## UNIT DESCRIPTIONS, PREREQUISITES, NCCW

For descriptions of these units, see the booklet of *Ancient History at Macquarie*, or online at <http://www.anchist.mq.edu.au/undergrad06.htm> . For full details of prerequisites and courses of study not to count for credit with these units (NCCW), please refer to *Handbook of Undergraduate Studies* (available on-line at [www.handbook.mq.edu.au](http://www.handbook.mq.edu.au)) under “Undergraduate Units of Study: Schedule (Ancient History).”

## INTERNAL AND EXTERNAL STUDY MODES

Note that not all units can be taken in external mode. The list over-page specifies those units that can be taken externally. All units can be taken in internal mode.

### \* AHST280, 281, 380, 381

For these units, please see the “Descriptions of Undergraduate Units” in the *Handbook of Undergraduate Studies*. Note that there are several topics available in these units; only those listed here form part of the Diploma in Ancient Languages. Students completing the Diploma in Ancient Languages may enrol in the following topics:

‘Greek C: Ancient Greek Texts’ or ‘Latin C: Latin Texts’ or ‘Akkadian’ can be taken as AHST280 *or* AHST281

‘Coptic I’ can be taken as AHST280

‘Coptic II’ can be taken as AHST281

‘Greek D: Advanced Ancient Greek Texts’ or ‘Latin D: Latin Texts’ or ‘Texts of the Middle Kingdom’ or ‘Akkadian’ can be taken as AHST380 *or* AHST381

‘Advanced Coptic Texts’ can be taken as AHST380

I.e. students wishing to undertake both ‘Greek C: Ancient Greek Texts’ and ‘Latin C: Latin Texts’ would enrol in AHST280 for ‘Greek C’ and in AHST281 for ‘Latin C.’

### \*\* Coptic Units

Two dialects of Coptic are taught: Sahidic and Bohairic. These are taught in alternative years (in 2009, Coptic I and Coptic II will be Sahidic). It is therefore necessary that Coptic II is taken in the same year as Coptic I, to ensure that it is a continuation of the same dialect.

## PROGRAM STRUCTURE

· At least **three** units must be taken from the one language. Please contact the Department of Ancient History at enrolment to confirm your study pattern.

· The Diploma is normally a 2-3 years program of study (part-time).

## CONTACT INFORMATION

· For questions on the *application procedure*, please contact the Coursework Studies Section on (02) 9850 6410.

· For specific questions on the *academic program*, contact the Department of Ancient History on (02) 9850 8833.

August 2008

# Application for the Diploma in Ancient Languages First Half Year 2009

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

1. Have you ever been enrolled at Macquarie University before?  YES  NO

If YES, please give your Macquarie University ID.

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2. Personal Details

Title  
(Dr, Mr, Mrs, Miss, Ms)

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Date of Birth  
(Day-Month-Year)

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Family Name

--

Gender

--

First Given Name

--

Other Given Names

--

Previous Family Name  
(If applicable)

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3. Age (Proof of Age Required – passport, Drivers License, Photocopy of Birth Certificate)

My age as at 1 March 2009 is

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4. Contact Details

**Contact Address**  
(for University correspondence)

**Permanent Home Address**  
(Do NOT give a PO Box, write 'SAME' if as for Contact Address)

No/Street				
Suburb/Town				
State	Postcode		Postcode	
Phone	Home	Work	Mobile	
Email				

5. From which ancient language do you wish to take at least 3 units?

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6. Do you wish to study on-campus (Internal) or fully by distance (External)? Please choose one.

Internal

External

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

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<b>Office Use Only</b>	DOCUMENTS ALL ATTACHED		DATE SENT FOR ASSESS.			OFFER SENT DATE	ENROLMENT FORMS
	YES	NO	QUALIFIED	QUAL. WITH CONDITIONS	NOT QUAL.		
	App. receipt sent date	Correspondence date					



## 9. 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. Bach. 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.

## 10. Secondary School Studies

State or Country <i>e.g. NSW</i>	Year of Study Completed <i>e.g. 1999</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***

## 11. 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