



# Application for the Graduate Certificate or Graduate Diploma in Information Technology First Half Year 2009

## Eligibility

Applicants must have completed a recognised Bachelor Degree.

## Closing Date

On time applications close on **30 September 2008**.

**Late applications** for the Graduate Certificate or Graduate Diploma will be accepted on payment of a **LATE FEE** as follows (Please note that all late fees are non-refundable):

Wednesday 1 October – Friday 31 October	\$101 late fee
Saturday 1 November – Friday 28 November	\$113.50 late fee
Saturday 29 November – Friday 12 December	\$125 late fee

## Where 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 accepted nor acknowledged.

## Notification of Result of Application

Notification of the result of the application will be forwarded by mail in January 2009. Enrolment will occur in January/February 2009. Details of enrolment will be advised when available. The Graduate Certificate or Graduate Diploma in Information Technology will commence on Monday, 25 February 2009.

## Documentation Required

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). Documents may also be certified by a Justice of the Peace.

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

## 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 and Contact 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: (Residency Details)** If you answer No to all questions in Part A, you will need to enquire at Macquarie International if you are eligible for these programs. Macquarie International can be contacted on (02) 98506320.

**Item 6: (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.

**Item 7: (Work Experience)** Record the position and company of each relevant position you have held in the IT Sector and the dates you were employed.

Please include a detailed resume and work references if you intend to rely on your work experience as part of the assessment of your eligibility to enter the program.

**Item 8: (Professional Qualifications)** You may include details of any professional qualifications you hold in this section.

**Item 9:**

Test	Score required	Test	Score required
CULT (Combined Universities Language Test)	70	IELTS (International English Language Testing System) Academic version	6.5 overall (minimum of 6.0 in each subtest)
TOEFL (Test of English as a Foreign Language) Paper	580 (minimum of 53 in listening, 51 in writing, 52 in reading, minimum of 5.0 in TWE)	GCE 'A' Levels (from Britain or Singapore) (General Certificate of Education A Levels)	C pass in English or other humanities subject
TOEFL (Test of English as a Foreign Language) Computer	237 (minimum of 19 in listening, 19 in reading, 25 structure/writing, and minimum of 5.0 Essay Rating)	CCPE (Cambridge Certificate of Proficiency in English)	C pass
TOEFL (Test of English as a Foreign Language) Internet	92 overall (minimum of 18 in listening, 17 in reading, 22 in writing, and 23 in speaking)	HKALE (Hong Kong Advanced Level Examination)	C pass in Use of English
International Baccalaureate (Diploma must be awarded)	Minimum English A2 at higher level	Australian TAFE and Private Provider Studies	Completed AQF Certificate IV (including English for Academic Purposes) or completed Advanced Certificate

**Item 10: (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.

**Optional Item**      You may include a personal statement if there are any aspects of your previous studies or work experience that you wish to further clarify.

### **Additional Information**

The Graduate Certificate requires 16 credit points in units of study approved by Academic Senate and the Graduate Diploma requires 32 credit points in units of study approved by Academic Senate. Details of the units available can be found at the following web link: <http://www.handbook.mq.edu.au/degrees.php?edition=2008&level=ug>.

### **Approximate Cost of Program**

The approximate cost for the Graduate Certificate is \$7,680.00 and the Graduate Diploma is \$15,360.00 (\$480.00 per credit point). The tuition fee is paid per semester and is dependant on the unit(s) undertaken in that semester. In 2009, students will also be able to seek government assistance in the form of FEE-HELP. Permanent Residents (who are not holders of an Australian Permanent Resident Humanitarian Visa) will be required to pay their tuition 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.

### **Further Enquiries**

#### ***Undergraduate Administrative Enquiries***

Coursework – Student Enquiries  
Macquarie University  
NSW 2109  
Phone: (02) 98506410  
Email: [coursework@mq.edu.au](mailto:coursework@mq.edu.au)

#### ***Academic Enquiries***

Postgraduate Professional Development Program  
Division of Information and Communication Sciences  
Macquarie University  
NSW 2109  
Phone: (02) 98509501  
Fax: (02) 98509509  
Email: [pgadmin@ics.mq.edu.au](mailto:pgadmin@ics.mq.edu.au)



# Application for the Graduate Certificate or Graduate Diploma in Information Technology First Half Year 2009

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

I wish to apply for admission to the (please tick one):

- Graduate **Certificate** in Information Technology
- Graduate **Diploma** in Information Technology

Here are my current details:

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	
Preferred Name		Previous Family Name <small>(If applicable)</small>	

3. Occupation (Optional)

--

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	Fax	Mobile
Email				

<b>Office Use Only</b>	DOCS REQ'D	PROOF OF ENGL PROFICIENCY REQ.	CITIZENSHIP DETAILS:	
	Y      N	Y      N	AUST CITZ      PERM RESID	
	STUDENT NOTIFIED _____			
	ASSESSED		OFFER	
QUAL	QUAL WITH COND.	NOT QUAL	OFFER      NOT OFFERED	
DETAILS IF NOT OFFERED:			LETTER SENT	

**5. Citizenship/Residency Details**

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

I am an Australian Citizen please complete Questions d – g

I am an New Zealand Citizen please complete Questions d – g

I am the holder of an Australian Permanent Resident Visa (other than Humanitarian sub-class)  
please complete Questions b – g

I am the holder of an Australian Permanent Resident Humanitarian Visa  
please complete Questions b – g

**If you have not selected one of the options as listed above, then you are ineligible to apply for this program. The structure of this program does not comply with visa requirements for International Students.**

**b** For holders of Australian Permanent Resident or Australian Permanent Resident Humanitarian Visas please complete the following:

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

➤ On what date was your Visa granted? \_\_\_\_/\_\_\_\_/\_\_\_\_

➤ If the Visa was granted before you entered Australia, please give 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?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Australia (1100)       | <input type="checkbox"/> New Zealand (1201) | <input type="checkbox"/> Hong Kong (6102)      |
| <input type="checkbox"/> Singapore (5205)       | <input type="checkbox"/> Indonesia (5202)   | <input type="checkbox"/> United Kingdom (2100) |
| <input type="checkbox"/> Malaysia (5203)        | <input type="checkbox"/> China (6101)       |  |
| <input type="checkbox"/> Other (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 address? \_\_\_\_\_

**g** Are you of Aboriginal or Torres Strait Islander origin?  YES  NO

**6. 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? Y/N	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.

7. **Details of Professional Experience** (relevant to proposed study)


8. **Details of Professional Qualifications held** (e.g. Membership or Professional Bodies, Certificates held etc.)


9. **Proof of English Proficiency**

If you have **NOT** completed a degree where the primary language of instruction was English, you **MUST** attach a certified copy of your results for one of the following:

<input type="checkbox"/> CULT	<input type="checkbox"/> TOEFL	<input type="checkbox"/> IELTS	<input type="checkbox"/> GCE 'A' Levels	<input type="checkbox"/> CCPE	<input type="checkbox"/> HKALE
<input type="checkbox"/> International Baccalaureate	<input type="checkbox"/> UNSW Foundation Studies		<input type="checkbox"/> TAFE & Private Provider Studies		

For information on the minimum level English Proficiency accepted by Macquarie University, please refer to the English Proficiency Table.

***Please Turn Over To Complete Declaration***

**10. 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**

**On-time applications close Tuesday 30 September 2008.**

**Late applications** with an appropriate **late fee** (as detailed below) will be accepted until **Friday 12 December 2008**. Please note that late application fees are non refundable.

Wednesday 1 October – Friday 31 October	\$101 late fee
Saturday 1 November – Friday 28 November	\$113.50 late fee
Saturday 29 November – Friday 12 December	\$125 late fee

**In Person**  
Student Enquiry Service  
Level 1, Lincoln Building  
Macquarie University NSW 2109

**By Mail**  
Coursework Studies Section  
Lincoln Building  
Macquarie University  
NSW 2109

**Opening Hours:**  
Monday, Wednesday, Thursday 8:30am - 5:30pm  
Tuesday 9:30am – 5:30 pm  
Friday 8:30am – 4:30pm

If you want confirmation that your application has been received, please include a stamped self-addressed envelope with your application.