



Application for Admission to the Graduate Diploma in Women's Studies in First Half Year 2009

What is the Graduate Diploma in Women's Studies?

The Graduate Diploma in Women's Studies is a program of study designed for both local and overseas students who have already completed a degree and wish to undertake a formal program of study in Women's Studies. While this course is not vocational as such, it addresses questions immediate to everyday life, public policy and institutions, the workplace and others. The course will provide professional and intellectual development, particularly for those employed in governmental and non-governmental organisations, and in the cultural and communication industries.

Admissions Requirements for the Graduate Diploma in Women's Studies:

A Bachelor degree or equivalent from a recognised tertiary institution. Other tertiary qualifications together with relevant work experience may also be accepted, but such candidates must demonstrate the capacity to undertake graduate study.

How long will the Graduate Diploma take?

The course will be offered both full-time and part-time day or evening. The length of candidature is 1 - 2 years full-time or 2 - 4 years part-time.

How much does the Graduate Diploma cost?

The majority of places in this program are Commonwealth supported places. All units are Band 1. Australian Citizens and holders of Australian Permanent Resident Humanitarian Visas may seek assistance via HECS-HELP.

What is the structure of the Graduate Diploma?

To qualify for the Graduate Diploma in Women's Studies a candidate must obtain an aggregate of at least 23 credit points, including at least 11 credit points in units with the code WST and 12 credit points at 300 level or above, including such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

Prescribed units include WST 110, WST 210, WST 310 and 12 credit points from the coherent studies in Women's Studies.

Who do I contact to find out more about the Graduate Diploma?

Dr Judy Lattas on Telephone:(02) 9850 7947, Facsimile: (02) 9850 8892 or
Email: jlattas@scmp.mq.edu.au

How do I apply for admission to the Graduate Diploma?

Complete the attached application form and lodge it with:

Coursework – Student Enquiries
Level 1, Lincoln Building
Macquarie University
NSW 2109

Closing date for applications for 2000:

On Time applications close on Tuesday 30 September 2008.

Late applications for the 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

No applications will be accepted after Friday 12 December 2008.

If you would like confirmation that your application has been received:

Please attach a stamped self addressed envelope with your application. Our office will receive stamp your envelope and post it back to you. The University **WILL NOT** confirm receipt of an application over the phone.



MACQUARIE UNIVERSITY

GRADUATE DIPLOMA IN WOMEN'S STUDIES IN FIRST HALF YEAR 2009

Completing the Application Form

CLOSING DATE

On time applications close with the Undergraduate Studies Section, Macquarie University, NSW 2109 on **Tuesday 30 September 2008**. Late applications will be accepted with a **NON REFUNDABLE LATE FEE** until Friday 12 December 2008.

NOTIFICATION OF RESULT OF APPLICATION

Notification of the result of the application will be forwarded by mail in January 2009. Enrolment will be held during January/February 2009. Details will be advised when available. The Graduate Diploma course will commence on Monday, 23 February 2009.

COMPLETION OF THE APPLICATION FORM

The application form should be completed in **BLOCK LETTERS** using a black pen. **Applications that 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:** Record whether you have ever been enrolled previously at Macquarie University, and state your student number, if known.
- Item 2:** Record your full name. If you have changed your name since undertaking secondary or tertiary level examinations you must present documentary evidence of the change (copy of marriage certificate, deed poll, statutory declaration or the like). Also record your gender - Record M for male or F for female.
- Item 3:** Record your date of birth. You will need to provide certified documentary proof of your age.
- Item 4:** Record your correspondence address, telephone numbers and e-mail address (if available).
- Item 5:** Indicate whether you are an Australian citizen. If you answer NO to all three parts of this question, you may be eligible to apply for this program through Macquarie International. You should contact Macquarie International on 9850 6320.
- Item 6:** An **academic transcript** has a full listing of the award/s you have been enrolled in and each grade that you have achieved in each award.
- Transcripts are on University/TAFE letterhead and contain a watermark for security purposes.
- You may need to pay a small administrative charge to obtain an academic transcript.
- A **certified copy** is a photocopy that a Justice of the Peace has compared with the original documentation. The photocopy is stamped and signed to
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verify that both are the same. Plain photocopies will not be accepted.

- ❑ Please give full details of each University or other Tertiary Institution you have previously attended or are currently attending, and record the course studied, years of attendance, name of the qualification gained and the year awarded. If you have not completed your course please indicate clearly the proportion of the course that you did complete.
- ❑ You will need to provide an official academic transcript from each institution, other than Macquarie University, you have attended. This should show all subjects taken, grades obtained (including failure grades) and the stage reached or qualification gained. A collection of examination result slips is not an acceptable substitute for an official transcript. If you have been enrolled in a tertiary institution in 2008 you must forward your 2008 examination results as soon as they become available. A certified translation of any documents not in English must also be supplied.
- ❑ If you are relying for admission on qualifications gained in countries where English is not the main spoken language, you must demonstrate English proficiency to the University's satisfaction. Evidence of the results of any recent tests of English such as TOEFL and IELTS or official evidence of English proficiency must be submitted together with your application.

Item 7: Indicate whether you are currently enrolled at a Tertiary institution and if you are sitting examinations at the end of the year.

**Item 8:
Status** Indicate whether you will be studying full-time or part-time

**Item 9:
Reasons
for
applying** You must indicate why you wish to enrol in this course and provide any other information that you consider relevant to this application.

**Item 10:
Declaration** Sign and date the application after reading the declaration.

On-time applications close Tuesday 30 September 2008

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In Person
Coursework – Student Enquiries
Level 1, Lincoln Building
Macquarie University NSW 2109

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

By Mail
Coursework Studies Section
Lincoln Building
Macquarie University NSW 2109