# Application Form for Postgraduate Studies

## SECTION A: COURSE DETAILS

### ANCIENT HISTORY
- **Postgraduate Certificate in Ancient History**
  
  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution.*

### POLICING, INTELLIGENCE AND COUNTER TERRORISM
- **Master of Policing, Intelligence and Counter Terrorism (Please select specialization)**
  
  - Policing
  - Intelligence
  - Counter Terrorism
  - General PICT
  - Cyber Security

  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution; or completion of Postgraduate Diploma in Policing, Intelligence and Counter Terrorism.*

- **Postgraduate Diploma in Policing, Intelligence and Counter Terrorism**

  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution; or completion of Postgraduate Certificate in Policing, Intelligence and Counter Terrorism.*

  *Please select Specialisation*  
  - Policing
  - Intelligence
  - Counter Terrorism
  - General PICT
  - Cyber Security

- **Postgraduate Certificate in Policing, Intelligence and Counter Terrorism**

  *Eligibility requirement: Completion of undergraduate degree or at least 5 years relevant work experience (experience in a defence, intelligence or law enforcement role requiring research and report writing skills), supported by evidence of professional attainment.*

### INTERNATIONAL SECURITY STUDIES

- **Master of International Security Studies**

  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution; or completion of Postgraduate Diploma in International Security Studies.*

- **Postgraduate Diploma in International Security Studies**

  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution; or completion of Postgraduate Certificate in International Security Studies.*

- **Postgraduate Certificate in International Security Studies**

  *Eligibility requirement: Completion of undergraduate degree or at least 5 years relevant work experience (experience in a defence, intelligence or law enforcement role requiring research and report writing skills), supported by evidence of professional attainment.*

- **Master of International Security Studies & Master of Policing, Intelligence & Counter Terrorism**

  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution.*

  *Please select Specialisation*  
  - Policing
  - Intelligence
  - Counter Terrorism
  - General PICT
  - Cyber Security

### SOCIOLOGY

- **Postgraduate Diploma in Policy and Applied Social Research**

  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution.*

- **Postgraduate Certificate in Policy and Applied Social Research**

  *Eligibility requirement: Completion of undergraduate degree from a recognized tertiary institution.*

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**OFFICE USE ONLY**

| APPLICANTS NAME | | |
|-----------------|-----------------|
| COURSE DETAILS | | |
| SIGN | Date |
| CREDIT APPLICATION | YES | NO |
SECTION B: PERSONAL DETAILS (Please use BLOCK letters)

TITLE: (please circle) Mr/Mrs/Miss/Ms/Dr  DATE OF BIRTH: / / SEX: ☐ MALE ☐ FEMALE

SURNAME ___________________________ GIVEN NAME _______________________

If your present name is different from that appearing on the transcript of your examination results, attach legal documentation (e.g. marriage certificate)

STREET NAME AND NUMBER ___________________________ SUBURB/CITY________________________

STATE ________________ COUNTRY ________________________________ POSTCODE __________________

TEL (Home) ___________________ TEL (Bus) ____________________ Mobile _______________________

EMAIL ____________________________________________ CITIZENSHIP _______________________________

HAVE YOU PREVIOUSLY STUDIED AT MACQUARIE UNIVERSITY? ☐ YES ☐ NO

PREVIOUS STUDENT NO._____________________ SURNAME under which you applied _________________

Are you applying for Advanced Standing (Credit exemption)?

☐ NO

☐ YES Please ensure that the following detailed information is attached:

• Indicate the equivalent PG course unit(s) for which you wish to apply for credit/exemption
• Certified academic transcript
• Full course unit description of completed course units
• Information about the program content (including hours of face-to-face teaching per unit)

SECTION C: APPLICATION REQUIREMENTS

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION AND LOCATION</th>
<th>COURSE UNDERTAKEN AND QUALIFICATION GAINED (INCLUDING CLASS OF HONOURS, WHERE RELEVANT)</th>
<th>YEAR OF GRADUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGHEST QUALIFICATION OBTAINED</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please attach the following:

- A full CV - noting career progression (where appropriate).
- Evidence of completed degree/s including copies or originals of academic transcripts.
- **Work Experience Pathway Students Only** - Formal evidence of employment and responsibilities in relevant field for five years

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 the rank of sergeant and above
- a principal of an Australian secondary college, high school or primary school
- a Justice of 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; and
- affix the official stamp or seal of the verifier’s organisation on the copy, if the organisation has a stamp.

SECTION D: CITIZENSHIP

It is a requirement of the Department of Education, Employment and Workplace Relations (DEEWR) that you provide this information.

1) Citizenship and residence status:
- Australian citizen (including Australian citizens with dual citizenship).
- New Zealand citizen.
- Students with permanent resident status, but excluding those who have New Zealand citizenship.
- Students with a temporary entry permit.
- Students with a status other than one of the above.

2) Are you residing in Australia during the study period? ☐ Yes ☐ No

3) If you were not born in Australia, what year did you first arrive in Australia? ________________

4) What is your country of citizenship? ___________________________________________

5) In what country were you born? _______________________________________________

6) Do you speak a language other than English at your permanent home residence? ☐ Yes ☐ No

   If yes, what is the non-English language that is spoken most often? ______________________

7) Are you of Aboriginal or Torres Strait Islander origin?
   ☐ Yes ☐ No ☐ Australian Aboriginal ☐ Torres Strait Islander

SECTION E: ENGLISH LANGUAGE PROFICIENCY

Applicants who have not undertaken recognised studies taught in English (e.g. undergraduate degree) are required to demonstrate proficiency in English.

The required scores for English Academic Tests are:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score required</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (Test of English as a Foreign Language) - Paper-based</td>
<td>600 (min 5.0 in TWE, 55 Listening, 61 Structure &amp; Written Expression, 54 reading)</td>
</tr>
<tr>
<td>TOEFL - Computer-based</td>
<td>237 (19 in the component tests, minimum of 5.0 in Essay Writing)</td>
</tr>
<tr>
<td>TOEFL - Internet-based</td>
<td>100 overall (min 24 writing, and 22 reading, 22 listening, 22 speaking)</td>
</tr>
<tr>
<td>CULT (Combined Universities Language Test)</td>
<td>70</td>
</tr>
<tr>
<td>International Baccalaureate (Diploma must be awarded)</td>
<td>Minimum English A2 at higher level</td>
</tr>
<tr>
<td>IELTS (International English Language Testing System)</td>
<td>7 overall (minimum of 6.5 in each subtest)</td>
</tr>
<tr>
<td>Academic version</td>
<td>Educational Studies courses require an overall score of 7.0 English Literature 7.0 overall (7.0 in Writing and 6.5 in other subtests)</td>
</tr>
<tr>
<td>GCE ‘A’ Levels (from Britain or Singapore)</td>
<td>C pass in English or other humanities subject</td>
</tr>
<tr>
<td>(General Certificate of Education A Levels)</td>
<td></td>
</tr>
<tr>
<td>UNSW Foundation Studies</td>
<td>Completed certificate with C pass in Academic English</td>
</tr>
<tr>
<td>Australian TAFE and Private Provider Studies</td>
<td>Completed AQF Certificate IV (including English for Academic Purposes) or completed Advanced Certificate</td>
</tr>
<tr>
<td>CCPE (Cambridge Certificate of Proficiency in English)</td>
<td>C pass</td>
</tr>
<tr>
<td>HKALE (Hong Kong Advanced Level Examination)</td>
<td>C pass in Use of English</td>
</tr>
</tbody>
</table>
Have you completed a degree where the primary language of instruction was English?

☐ YES, please state the qualification and institution:

☐ NO, please provide the details of English language test you have taken:

English Test Name: _______________________________ Date Test Taken: _______________________________

Result (if known): _______________________________

SECTION F: DISABILITY, IMPAIRMENT OR LONG TERM MEDICAL CONDITION

☐ No known impairment OR

Please indicate any area(s) of impairment

☐ Hearing ☐ Vision ☐ Learning ☐ Medical ☐ Mobility ☐ Other (pls specify): _______________________________

If you require support services based on your disability or health condition, please contact

Phone: 02 9850 7497
Email: campuswellbeing@mq.edu.au
Web: http://students.mq.edu.au/campus_life/campus_wellbeing_support_services
In Person: Level 2 C8A Lincoln Building Macquarie University

Please indicate any support requirements:

☐ Support needs / equipment needs (please specify)

SECTION G: APPLICATION FOR CREDIT/EXEMPTION

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).

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

CREDIT/EXEMPTIONS – both credit & exemptions will be allocated credit points on the Study Plan.

<table>
<thead>
<tr>
<th>MQ UNIT/s TO BE CREDITED</th>
<th>TYPE GRANTED</th>
<th>MQ CREDIT PT VALUE</th>
<th>BASIS FOR RECOMMENDED CREDIT</th>
<th>REQ'D UNITS REMAINING</th>
<th>INITIALS OF DEAN or NOMINEE</th>
</tr>
</thead>
</table>

* 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.

** 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 Post

SECTION H: WHERE DID YOU HEAR ABOUT THIS COURSE

☐ Colleagues ☐ OUA Website ☐ Macquarie Open Day ☐ Search Engine
☐ Advertisement in the _________________ ☐ Others (please specify) _________________

PRIVACY NOTIFICATION

The information provided on this form is “personal information” as defined by the Privacy and Personal Information Act 1998 (the “Act”). The collection of this information will be used for the purpose of assessing your application and for further correspondence. The intended recipients of the information being Macquarie University staff, data service providers engaged by the University from time to time, the Employer Organisation and/or referees in circumstances when such disclosure is deemed necessary by the University to further the application, any other body which forms part of the University, any other participating University to the Privacy Code and overseas partner and/or education partners who require the information for administrative purposes.

You have a right of access to, and correction of, the information concerning yourself in accordance with the relevant procedures under the Act or the University’s Code of Practice. The University is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to the Academic Registrar.

Macquarie University - Terms and Conditions of Enrolment

Please read the statements below carefully. On completion of admission at Macquarie University, you are bound by the following Terms and Conditions:

You must:

1. conduct yourself in a manner consistent with the values of the University's Ethics Framework;
2. comply with present and future By-laws, Rules, Codes, and Policies, Procedures and Schedules of Macquarie University;
3. pay fees according to the Fees Rules, Policies, Procedures and Schedules prescribed by the University; and
4. keep your contact and next-of-kin details up to date.

You acknowledge and agree:

1. that Macquarie University may:
   - collect, use and disclose your personal information in accordance with the University's Privacy Management Plan; and
   - disclose your personal information to government departments and agencies and their appointed third party providers for the purposes of administering University related surveys and for other lawful purposes;

2. that Macquarie University may use electronic communication methods to deliver information relevant to your studies, personal safety, and otherwise;
3. to access all information and to read your University-assigned email address at least once a week;
4. for the purpose of the SPAM Act 2003 (Cth) and any corresponding regulations, to the sending and receiving of electronic messages;
5. that Macquarie University can publish information on any awards and prizes you have been awarded and, where appropriate, the results for your honours program of study;
6. you are responsible for informing yourself of and complying with the requirements for your program of study and the By-laws, Rules, Codes, and Policies, Procedures and Schedules of Macquarie University;
7 that if you enrol in units which are contrary to academic advice you are responsible for the consequences resulting from enrolment in those units;
8 that you have read and understood the Campus Card and Your Privacy statement
9 that Macquarie University may at any time vary these Terms and Conditions by publishing the varied Terms and Conditions on the University's website; and
10 Macquarie University is under no other obligation to notify you of any variation to these Terms and Conditions.

SECTION I: APPLICANT’S DECLARATION

I declare that to the best of my knowledge the information I have provided is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, academic transcript or Australian permanent residency status may result in withdrawal by Macquarie University of any place that may be offered and that this may occur at any stage during the course.

I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern the student’s enrolment at Macquarie. I authorise the University to verify my past and current employment for the purpose of making an informed decision about the application or matters that concern the student’s enrolment at Macquarie.

I have read, understood and accept the Macquarie University Terms and Conditions given above

Signature of Applicant ____________________
__________________________ Date

BEFORE MAILING YOUR APPLICATION

Please check that the following documents are enclosed:

- Completed and signed Application Form
- Curriculum Vitae, which includes a comprehensive employment history (if required). Please include title of position, duties and responsibilities and number of years in the positions held.
- Original transcripts or appropriately certified photocopies of official results for all previous tertiary study.
- Certified copy of proof of English proficiency (if required)

All students will need to enrol into units via Open Universities Australia once they have been accepted into the program. For more information, go to www.open.edu.au

MAIL APPLICATION TO:

OUA Program Manager
Centre for Open Education
Macquarie University
NSW 2109