

Applications are due the Friday two (2) weeks prior to the close of enrolment for the Session you are applying for. **Please scan and email your application with required documents to [reg.postgraduate@mq.edu.au](mailto:reg.postgraduate@mq.edu.au)**

### Section A: Personal details

If your present name is different from that appearing on the transcript of your examination results, then you must provide a proof of name change document. Documents accepted include Marriage or Change of Name Certificates.

Title:  Mr  Mrs  Ms  Miss  Dr

Given name:

Other given name(s):

Family name:

Date of birth:

Gender:  Male  Female

Have you previously studied at Macquarie University?

Yes  No

Previous student number:

Family name (under which you applied):

Street address:

Suburb/Town:

Postcode:  State:

Country:

Mobile number:

Phone number:

Email:

### Section B: Citizenship

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

1. Citizenship and residency status:

Australian citizen.

New Zealand citizen.

Permanent Resident of Australia  
*(but not an Australian or New Zealand citizen)*

Students with a temporary entry permit.

Students with a status other than one of the above.

2. Are you residing in Australia during the Semester?

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. Aboriginal or Torres Strait Islander status:

No

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

## Section C: Disability details

Please indicate any disabilities you may have even if you do not require assistance.

Do you have a disability, impairment or long-term medical condition?

Yes. Please indicate any area(s) of impairment.

No

Hearing      Vision      Learning  
Medical      Mobility      Other (*please specify*)

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

Phone      02 9850 7497  
In person      Level 2 C8A Lincoln Building  
Macquarie University  
Email      [campuswellbeing@mq.edu.au](mailto:campuswellbeing@mq.edu.au)  
Website      [http://students.mq.edu.au/support/health\\_and\\_wellbeing/](http://students.mq.edu.au/support/health_and_wellbeing/)

Are you interested in information about disability support services, equipment and facilities?

Yes

No

## Section D: Course details

For entry requirements, please see:  
<https://www.open.edu.au/courses/maq>

Please specify the Semester you are applying for:

Semester 1

Semester 2

Semester 3

Please specify the degree you wish to apply for:

### 1. Bachelor of Arts

Please select the major you wish to specialise in for Bachelor of Arts:

Ancient History  
Cultural Studies  
English  
Modern History  
Philosophy  
Politics  
Sociology

### 2. Bachelor of Security Studies

### Section E: Application for credit/exemption

Are you applying for credit/exemptions?      Yes      No

If Yes, please specify the institution(s) where this study was completed and the units you are requesting credit/an exemption for:

Basis for credit			
I would like credit for the following MQ unit	Name of institution and location	Course/unit undertaken and qualification gained	Year of graduation

Please ensure that the following detailed information is attached:

Indicate the equivalent UG course unit(s) for which you wish to apply for credit/exemption

Official academic transcript

Information about the program content (including hours of face-to-face teaching per unit)

A description of the grading system used

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:

\* 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.

### Recognition of Prior Learning Policy (RPL)

Please refer to the following link at: <http://www.mq.edu.au/policy/docs/rpl/rplpolicy.html>

## Section F: English language proficiency

Applicants who have not undertaken recognised studies taught in English (e.g. undergraduate degree) are required to demonstrate proficiency in English. English proficiency requirements which are accepted by Macquarie University can be found at:

[http://www.mq.edu.au/study/international/how\\_to\\_apply/english\\_language\\_requirements/](http://www.mq.edu.au/study/international/how_to_apply/english_language_requirements/)

All tests **MUST** have been undertaken no more than two years prior to the commencement of study at Macquarie.

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 G: Where did you hear about this course?

Colleagues

OUA website

Macquarie Open Day

Search engine

Advertisement in the

**Other** (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;
4. keep your contact and next-of-kin details up to date.
5. inform yourself and act in accordance with the by-laws, rules policies and codes of conduct (including the Student Code of Conduct of Macquarie University. The codes of Conduct are binding on all students, The Codes of Conduct define misconduct at Macquarie University. Misconduct may give rise to disciplinary proceedings.

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 that you have read and understood Macquarie University’s privacy compliance framework (<http://www.mq.edu.au/about/about-the-university/governance/privacy/collection-of-your-personal-information>); 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 H: Applicant's declaration

Consideration of this application requires that you agree and accept all terms and conditions set out in this declaration.

1. I wish to be considered for entry to the specified course.
2. I declare that all information submitted by me in respect of my course application is true and complete. I understand that I must provide original and certified copies of the information upon request at any time.
3. I understand that Macquarie University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
4. I have read and understood Macquarie University's privacy collection notice - admissions ([www.mq.edu.au/about-us/how-mq-works/privacy/collections-notices/admissions/](http://www.mq.edu.au/about-us/how-mq-works/privacy/collections-notices/admissions/)) and that the University will collect, use and disclose my personal information provided with my application as set out in that notice.
5. To facilitate the processing of my application I authorise Macquarie University to collect, receive, store, transfer and use any information about me from:
  - a. the Universities Admissions Centre and/or other tertiary institutions; and
  - b. any external organisations (such as former employees, secondary schools, other tertiary education institutions, and tertiary admission centres) the University has contacted for the purposes of verifying my previous professional or secondary/tertiary qualifications or experience.
6. I understand that all fees including late application fees paid to Macquarie University in connection with my application are not refundable under any circumstances.

I have read and understood and accept the Macquarie University terms and conditions given above.

Signature of Applicant:

Date:

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## Checklist: Before submitting your application

Please note that applications with incomplete documentation will not be assessed.

Please check that the following documents are enclosed:

Completed and signed Application Form.

Evidence that units have been completed. Scanned transcripts or official results (including the Legend of Results) for all previous tertiary study.

Proof of Citizenship document such as photo ID page of Passport or Birth Certificate.

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](http://www.open.edu.au) Please scan and email your application with required documents to [reg.postgraduate@mq.edu.au](mailto:reg.postgraduate@mq.edu.au)