Non-Award Handbook 2016
Professional Development and General Interest Study
Every reasonable effort has been made to ensure the accuracy of the information in this booklet.

However, the information is subject to change from time to time.

The University reserves the right to vary, without notice, any information relating to the provision of courses or units of study including the content, mode or time of offering of such courses or units and the withdrawal of any course or unit for whatever reason.

Student Connect
Building C7A Level 2 (MUSE)
Macquarie University
NSW 2109

Facsimile: (02) 9850 7480
Telephone: (02) 9850 7470 or (02) 9850 6410
Web: http://www.mq.edu.au/study/other-study-options/professional-development-and-general-interest/non-award-study
WELCOME

We are pleased to introduce you to the Non-Award program, an integral feature of Macquarie University’s determination to provide flexible modes of admission and enrolment consistent with student needs, and to facilitate the process of life-long learning.

The Non-Award program makes it possible for students to enrol in one or more individual units (subjects), without being formally enrolled in an award (degree or diploma). This allows you to conveniently pursue new interests for your general personal development, or to participate in professional development by upgrading or learning new skills.

This book has two purposes – to assist you in making a Non-Award application and to provide you with a handbook to keep and refer to during your Non-Award studies.

It provides general information about Non-Award study, which is relevant to all applicants. It covers areas such as eligibility for Non-Award study, how to apply and the sorts of costs involved, as well as information about restrictions on units available to you. It also contains general administrative and University information, such as changes of program, examinations, and services available to students.

Please do not hesitate to contact our support team if there are any matters we can clarify for you.
For all issues relating to your Non-Award study, please contact ask.mq.edu.au.

If required, we can refer you to another university support service.

We are aware that for many Non-Award students this is a new (and sometimes daunting) environment. The staff are always available to support Non-Award students, both on-campus and those studying by distance, and to dispel any sense of unfamiliarity with university life.

You can contact the university by:
ask.mq.edu.au

The following link can refer you to the appropriate places for more information:

http://students.mq.edu.au/student_admin/
## 2016 PRINCIPAL DATES

### APPLICATION CLOSING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 January</td>
<td>On-time closing date for Session 1 <em>Non-Award</em> applications.</td>
</tr>
<tr>
<td>22 February</td>
<td><strong>Final</strong> closing date for Session 1 <em>Non-Award</em> applications with $200 late fee. <em>Absolutely no applications will be accepted after this date.</em></td>
</tr>
<tr>
<td>1 July</td>
<td>On-time closing date for <em>Non-Award</em> applications for Session 2 (new applicants only)</td>
</tr>
</tbody>
</table>
| 25 July    | **Final** closing date for Session 2 *Non-Award* applications (new applicants only), with $200 late fee. *Absolutely no applications will be accepted after this date.*  

*Current* *Non-Award* students (i.e. those commencing in Session 1, 2016) wishing to add units for Session 2 simply need to complete and submit an online [Change of Enrolment form](#) to by 25 July 2016.

| 25 November | Closing date for Session 3 applications.                                      |
**Academic Year**

**Session 1, 2016**

26 February  
Tuition fees due for Session 1 units

29 February – 8 April  
Classes (6 weeks)

4 March  
Last date to enrol into Session 1 units

26 March  
**Census date** – Last date by which a Session 1 unit may be discontinued without academic or financial penalty (30 April for full-year units)

11 April – 24 April  
Recess (2 weeks)

28 April  
Last date to withdraw from Session 1 units without ***academic*** penalty (financial penalty applies)

25 April – 11 June  
Classes (7 weeks)

14 June – 4 July  
Examinations commence

4 July  
Session 1 ends

15 July  
Exam results released via eStudent

**Session 2, 2016**

29 July  
Tuition fees due for Session 2 units

1 Aug – 16 September  
Classes (7 weeks)

5 August  
Last date to enrol into Session 2 units

26 August  
**Census date** – Last date by which a Session 2 unit may be discontinued without academic or financial penalty

19 September – 30 September  
Recess (2 weeks)

28 September  
Last date to withdraw from Session 2 units without ***academic*** penalty (financial penalty applies)

3 October – 11 November  
Classes (6 weeks)

14 November  
Examinations commence

5 December  
Session 2 ends

16 December  
Exam results released via eStudent
# Session 3, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 December</td>
<td>Tuition fees due for Session 3 units</td>
</tr>
<tr>
<td>5 December</td>
<td>Session 3 Commences</td>
</tr>
<tr>
<td>16 December</td>
<td>Last date to enrol into Session 3 units</td>
</tr>
<tr>
<td>17 December</td>
<td><strong>Census date</strong> – Last date by which a Session 3 unit may be discontinued without academic or financial penalty</td>
</tr>
<tr>
<td>19 December – 1 January</td>
<td>Recess (2 weeks)</td>
</tr>
<tr>
<td>24 December</td>
<td>Last date to withdraw from Session 3 units without academic penalty (financial penalty applies)</td>
</tr>
<tr>
<td>2 January</td>
<td>Session 3 resumes</td>
</tr>
<tr>
<td>23 January</td>
<td>Examinations commence</td>
</tr>
<tr>
<td>6 February</td>
<td>Session 3 ends</td>
</tr>
<tr>
<td>10 February</td>
<td>Exam results released via eStudent</td>
</tr>
</tbody>
</table>
NON-AWARD STUDY

The Macquarie Non-Award program allows students to study individual units (subjects) without the restriction of a degree. Units can be studied on campus or selected units externally (distance), providing greater flexibility to suit individual study needs. If you are looking to study for general interest or professional purposes, then the Macquarie Non-Award program is for you!

What is Non-award study?

The Macquarie University Non-Award program allows students to study individual units (subjects) without the restriction of a degree.

Once enrolled, Non-Award students are indistinguishable from degree based students and become subject to the same rules relating to pre-requisite studies, work required and credit points, examinations, grades, non-compliance with unit requirements and discontinuation of studies. For undergraduate students these rules are called the Bachelor Degree Rules and are found in the online University Course Handbook – rules 7-13 are the ones you need to be most familiar with. Rules for postgraduate students can be found in the online University Course Handbook in the postgraduate section.

The University Course Handbook is available at: www.handbook.mq.edu.au. You can study as a Non-Award student for general interest, personal development, or for professional purposes.

General interest or personal development

The Non-Award program offers a large selection of units to study for personal development or interest, with offerings from most Faculties.

For more information please see – Non-Award study for general interest.

Professional purposes

There are many individual units at Macquarie University that can assist in refreshing, upgrading or enhancing your professional skills. You may consider studying Non-Award to:

• Refresh or learn new IT skills

• Complete units before commencing a Graduate Diploma or Masters degree

• Learn about a foreign culture or a new language in preparation for a business conference
• Study introductory marketing, business administration or accounting units to assist in running a business
• Professional accreditation purposes (e.g CPA)
• Study current environmental issues

For more information see – Non-Award study for Professional Purposes (page 23).

Eligibility for Non-Award study
Citizenship and residency requirements
To enrol as a Non-Award student you must either hold Australian citizenship or have an Australian permanent residency visa. If you do not fall into either of these categories you must contact the Centre for Open Education to discuss possible eligibility for Non-Award study.

Educational Qualifications
Please note that as units undertaken via Non-Award study are at tertiary level, prerequisites for individual units must be met as listed in the online course handbook. Recent high school leavers (HSC or equivalent completed in the last 2 years i.e. 2014 or 2015) who are interested in undertaking a unit for general interest studies, must provide evidence that they have obtained a minimum ATAR of 50.00 to be accepted into the program. This restriction does not apply to mature age applicants, or those that have completed the HSC or equivalent more than 2 years ago.

Macquarie students currently enrolled in a degree program:
University policy does not permit Macquarie students currently enrolled in a degree program to enrol as a Non-Award student in any unit, unless exceptional circumstances apply. Please contact the Student Connect for more information – (02) 9850 6410 or via ask.mq.edu.au

If you are a domestic student enrolled in a degree at another tertiary institution you should not apply for Non-Award enrolment, but should enquire at the Student Connect, Macquarie University, about the possibility of cross-institutional enrolment on (02) 9850 6410. However, if you have missed the closing dates for cross-institutional study, you may wish to enrol as a Non-Award student. If so, you should be aware that you will have to pay upfront tuition fees for your Non-Award study (this is more expensive than paying as a Commonwealth Supported student and payments cannot be deferred). Non-Award study is not eligible for HECS or FEE-HELP.

Postgraduate students: Successfully completed Non-Award postgraduate study may be credited towards a maximum of fifty (50) percent of a postgraduate award.
International students from other institutions who wish to enrol in cross-institutional units should enrol as Non-Award students. They must provide with their application:

– a letter of approval from their university

– their current Confirmation of Enrolment to cover the period of intended Non-award study at Macquarie University.

Costs involved with Non-Award study

The costs related to Non-Award study are:

1. Application fees

An application fee of $75, payable when the application is lodged at the University. If you withdraw your application, or if you are offered a place in any of the units you choose and do not proceed, or if your application is not successful, the application fee of $75 is non-refundable.

A new application must be lodged after one academic year with a non-refundable $75 application fee.

If your application is lodged after the on-time closing dates (29 January 2016 for Session 1, 1 July 2016 for Session 2) a $200 late application fee applies in addition to the $75 application fee. The late application fee also applies to Macquarie alumni and is not waived. The late application fee of $200 is non-refundable.

Session 3 applications close on 25 November 2016. Absolutely no late applications will be accepted after this date.

2. Tuition fees

The Non-Award program is an upfront, tuition fee paying program and is not available for HECS or FEE-HELP. Tuition fees must be paid in full, prior to the commencement of the Session in which the student is enrolled.

Tuition fees are calculated as follows: Each unit (subject) is worth a specified number of credit points, listed beside it in the Schedule of Units in the online Course Handbook www.handbook.mq.edu.au. There are 3 separate fees charged for units undertaken via Non-Award studies:
Domestic Undergraduate rate:

Undergraduate units (worth 3 credit points) undertaken by domestic students are charged according to the identified student contribution bands:

<table>
<thead>
<tr>
<th>Student Contribution Band</th>
<th>Total cost per 3 credit point unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band 1</td>
<td>$1216</td>
</tr>
<tr>
<td>Band 2</td>
<td>$1731</td>
</tr>
<tr>
<td>Band 3</td>
<td>$2028</td>
</tr>
</tbody>
</table>

For the contribution bands per unit please visit:http://mq.edu.au/unifees/css-ug-bands.htm

Domestic Postgraduate rates:

The tuition fees for a postgraduate unit undertaken by a domestic student is based on its credit point value, multiplied by the cost per credit point, which varies depending on which faculty the unit undertaken belongs to. The domestic postgraduate rates are outlined in the following table:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Cost per credit point</th>
<th>Total cost per 4 cp unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>$606</td>
<td>$2424</td>
</tr>
<tr>
<td>Arts (Law)</td>
<td>$724</td>
<td>$2896</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>$777</td>
<td>$3108</td>
</tr>
<tr>
<td>Human Sciences</td>
<td>$649</td>
<td>$2596</td>
</tr>
<tr>
<td>Science</td>
<td>$767</td>
<td>$3068</td>
</tr>
</tbody>
</table>
International Undergraduate and Postgraduate rates:

The tuition fees undertaken by an international student regardless of an undergraduate or postgraduate unit, is based on its credit point value, multiplied by the cost per credit point, which varies depending on which faculty the unit undertaken belongs to. The international tuition fee rates are outlined in the following table.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Cost per credit point</th>
<th>Total cost per 3 cp unit</th>
<th>Total cost per 4 cp unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts (including Law)</td>
<td>$1139</td>
<td>$3417</td>
<td>$4556</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>$1248</td>
<td>$3744</td>
<td>$4992</td>
</tr>
<tr>
<td>Human Sciences</td>
<td>$1248</td>
<td>$3744</td>
<td>$4992</td>
</tr>
<tr>
<td>Science</td>
<td>$1300</td>
<td>$3900</td>
<td>$5200</td>
</tr>
</tbody>
</table>

If your application is successful, you will be automatically enrolled in the unit/s you have chosen.

As part of your initial ‘Welcome and Enrolment Information Pack’, we will send you a Statement of Outstanding Charges for your tuition fees with your Enrolment and Registration Advice. After that you will be expected to check online via eStudent to see how much you owe (i.e. all subsequent sessions). **You will not be sent any more statements in the mail**, but the Revenue Services Office will send a reminder email to your Macquarie University email address before the due date for the upcoming session fees. Session 1 fees are due on 26 February 2016, Session 2 fees are due on 29 July 2016 and Session 3 fees are due on 2 December 2016.

Payment of your tuition fees is a condition of enrolment. If you do not pay your fees in full by the due date, your entire enrolment will be cancelled. If you are experiencing difficulty in paying your Non-Award tuition fees, please contact ask.mq.edu.au as soon as possible.

How to apply

Please note: If your studies span for more than one academic year (eg. Your started in Session 1 2015 and you want to enroll for units in Session 1, 2016), a new application form must be lodged.

You will need to complete the online 2016 Non-Award Application form, which you can find from the Non-award study webpage. Please note that there is one application form for Non-award study and one form specifically for actuarial control cycle units.
**Closing dates**

There are 3 application intakes per year; Session 1, Session 2 and Session 3.

The closing dates for **Session 1:**

On-time applications 29 January 2016

Late applications 22 February 2016 – if places remain available and with a **$200 late fee** in addition to the $75 application fee.

The closing dates for **Session 2** for new Non-Award applications are:

On-time applications 1 July 2016

Late applications 25 July 2016 – if places remain available and with a **$200 late fee** in addition to the $75 application fee.

The closing dates for **Session 3** for new Non-Award applications are:

On-time applications 25 November 2016

Late applications Not accepted

Non-Award students previously enrolled in a 2016 study session do not need to lodge another application for subsequent study sessions in 2016 – units may be added by using the online *Non-Award Change of Unit Enrolment* form.

**Under no circumstances** will late applications be accepted after the final dates of 22 February, 25 July and 25 November 2016.

**Notification of result of application**

Application processing takes some time, as the departments assess each application individually before determining the offers. We will attempt to send formal notification of the result of your application within three (3) weeks after the final closing date however some assessments may take longer, resulting in a later result notification. Please be patient during this time, as it is our busiest time of the year.

If your application is approved, you will be enrolled and sent information about your enrolment, as well as instructions on how to access your Macquarie email and register for classes, and a request for a student photo identity card for completion.

You will be notified if your application was not successful. Please remember that the application fee of $75 and the late fee of $200 is **non-refundable.**
If you are accepted and enrolled, please note that you must inform the Centre for Open Education (COE) if you do not wish to proceed with this enrolment.

Please note: Classes commence on Monday 29 February (Session 1), Monday 1 August (Session 2) and Monday 5 December (Session 3).

Units (subjects) available to Non-Award students

Most units (subjects) are available to Non-Award students who meet the pre-requisites for entry, but there are some units for which there is great demand and in which only very limited places may be offered to Non-Award students. The decision to accept a student into a unit is made by the Department or Faculty offering the unit. Details of restricted units are included in this book on pages 12-14 and you should check these carefully before submitting your application form.

The full range of units available is listed in the online University Course Handbook (www.handbook.mq.edu.au) in the Undergraduate Schedule of Units.

Information about postgraduate units and rules is also available in the online University Course Handbook.

External (Distance) units

External units do not require weekly attendance on campus, which may suit students with other commitments (e.g. family, work), those located in regional areas of Australia, or those who may not be able to travel to the campus. External units are mainly taught online. All external units are listed in the Course Handbook as ‘S1 External’ (Session 1 External), ‘S2 External’ (Session 2 External) or 'S3 External' (Session 3 External).

If you are enrolling in external units, you should be aware that there may be compulsory on-campus sessions for these units, and that they may occur very early in the session. Dates for on-campus sessions are listed with the unit details in the online Course Handbook – if you plan to enrol in more than one external unit, please consult the Course Handbook first to ensure that you do not have any clashing on-campus session dates.

What is a Session?

There are 3 sessions per year. Sessions 1 and 2 have 13 teaching weeks with a mid-session break and a final examination period. Session 1 runs from late February to late June and Session 2 runs from late July to late November. Session 3 is an intensive 6 week teaching period with a one week final examination period, running from early December to early February each year.

What is the difference between a lecture and a tutorial?

A lecture is a large group of students attending a ‘presentation’ where an academic
(lecturer/unit convenor) presents to students, giving an outline on topics within that area of study, which are then discussed in greater depth in tutorials. Tutorials are smaller classes and consist of a group of approximately 20 students who meet weekly with a tutor to discuss topics raised in the lecture. Generally, class tests and student presentations are held within the tutorial classes.

**What is the workload?**

To estimate the time required to attend lectures and tutorials (or listen to recorded lectures), to research at the Library and to complete assignments, you should **multiply each credit point of your enrolment by 3 hours**. Therefore, for one three-credit-point unit, you should expect to commit nine (9) hours of your time **per week** to your studies for that unit. If you enrol in two (2) three-credit-point units, you should expect to commit 18 hours per week to your studies.

A part-time undergraduate study load is anything less than 9 credit points in a full Session (Session 1 or 2).

Students are only permitted to study a maximum of two (2) units in Session 3.

**IMPORTANT INFORMATION FOR NEW NON-AWARD STUDENTS**

The University communicates important information to all students via their official Macquarie student email account. This information will not be sent to you through the post. Therefore, **it is vital that you access your account at least once a week or forward it to your personal email.**

More information about your student email account can be found on page 43, by going to www.sith.mq.edu.au and then choosing 'Macquarie University email' (under the 'Applications' section) or by calling 1800 MQ HELP (1800 67 4357).

**Special departmental unit restrictions**

Listed below are special departmental restrictions on enrolment in Non-Award units, which apply to all applicants.

**Faculty of Arts**

**Macquarie Law School**

Availability of individual LAW units is subject to approval by the Macquarie Law School. Non-Award study in LAW units is not a guarantee of acceptance into a Macquarie Law degree. Macquarie Law School enquiries: (02) 9850 4218.

Non-Award students will not be permitted to accumulate more than 27 credit points in
LAW units. To undertake further studies, students must gain entry to the LLB program. Information about the LLB program is available online at: www.coe.mq.edu.au/distance_other.html

For details and restrictions on enrolment in postgraduate units, please contact the Director of Postgraduate Coursework, Dr. Alexander Zahar: alexander.zahar@mq.edu.au or (02) 9850 7077.

**Faculty of Business and Economics**

**Department of Accounting and Corporate Governance**

ACCG units at 600, 800 and 900-level (postgraduate) are available only to students who meet assumed knowledge requirements and is subject to departmental approval. ACCG903-913 are subject to departmental approval and Associate Membership of CPA Australia.

**Department of Applied Finance and Actuarial Studies**

Postgraduate ACST units are available for Non-Award enrolment. All applications for postgraduate units are subject to departmental approval.

ECFS and AFCP units are not offered for Non-Award enrolment.

**Department of Economics**

All applications for other ECON units are subject to departmental approval. For information, please contact the Department of Economics at economics@mq.edu.au

**Business and Economics Graduate Centre**

Enrolment in postgraduate units is available to students who meet assumed knowledge requirements. All applications are subject to departmental approval. For information, please contact the Centre on (02) 9850 1060 or visit www.be.mq.edu.au/begc

**Faculty of Human Sciences**

**Department of Linguistics**

Please note that enrolment in a postgraduate linguistics unit requires the permission of the unit convenor.

**Institute of Early Childhood**

ECHE120 is only available to students who are interested in enrolling into the BTeaching(ECE). or B.Ed (ECE programs).

ECED854 is not available for Non-Award study
Department of Psychology

*All* psychology units (undergraduate and postgraduate) **must** be approved by the department.

Faculty of Science

Please note that applicants must satisfy *all* pre-requisites for units in this Faculty.

Department of Biological Sciences

100-300 level units are available for Non-Award study. Postgraduate units are not available.

Department of Chemistry and Biomolecular Sciences

100-300 level units are available for Non-Award study.

Department of Chiropractic

HLTH108 and HLTH109 are the only units available for Non-Award study.

Department of Computing

Postgraduate Coursework Program – see *Non-Award Study for Professional Purposes* on page 25.

Department of Mathematics

MATH188, 288 and 388 are not available for Non-Award study.

Department of Physics and Astronomy

Non-Award students who can show that they have an adequate background for PHYS242 *Big Ideas in Science*, even if not gained by formal study, may have the normal pre-requisites waived by the department.

**Postgraduate units:** all 800-level coursework units are available subject to departmental approval.

Department of Statistics

Enrolment in 800-level units may be possible, depending on availability.

For information, please contact Dr. Georgy Sofronov: (02) 9850 8544 or georgy.sofronov@mq.edu.au.

The Department of Statistics website is: www.stat.mq.edu.au
STUDENT SUPPORT SERVICES

Faculty Student Enquiry Centres

The faculty student enquiry centres listed below are the first point of contact for undergraduate students within the faculty, providing information on the availability for academic advising, general course enquiries and unit information, such as unit outlines and content. Please direct unit and course related enquiries to the faculty centres.

Arts Student Centre
Location: Building W6A, Ground Floor
Phone: (02) 9850 6783
Fax: (02) 9850 8240
Online: ask.mq.edu.au
Web: www.arts.mq.edu.au

Business and Economics Student Services (BESS)
Location: Building E4B, Room 106
Phone: (02) 9850 1050
Fax: (02) 9850 9958
Online: ask.mq.edu.au
Web: www.businessandeconomics.mq.edu.au

Faculty of Human Sciences Undergraduate Student Services Centre
(Linguistics, Psychology, Education and Early Childhood)
Location: Building C3A, Ground floor
Phone: (02) 9850 9898
Online: ask.mq.edu.au
Web: www.humansciences.mq.edu.au

Science Student Centre
Location: Building E7A, Room 102
Phone: (02) 9850 6000
Fax: (02) 9850 6565
Online: ask.mq.edu.au
Web: www.science.mq.edu.au

Learning Skills

Learning Skills offers a range of resources to assist all Macquarie students to develop their academic language, learning ability and realise their academic potential. The advisers have a wealth of experience in advising and assisting students with different
areas of their study concerns. Learning Skills offers on-campus workshops, as well as a wide range of online study resources to provide additional support that students can access off-campus.

Students with a Macquarie OneID can enrol in and access UniWISE, the University's online learning skills resource, at [www.students.mq.edu.au/support/learning_skills/undergraduate/uniwise](http://www.students.mq.edu.au/support/learning_skills/undergraduate/uniwise). UniWISE provides information, activities and examples for all of the main areas of academic study, including:

- Time management and goal settings
- Critical reading and writing
- Researching and referencing
- Speaking and presentation skills
- Exam strategies

Visit [www.students.mq.edu.au/support/learning_skills](http://www.students.mq.edu.au/support/learning_skills) for more details on the services available.

**Numeracy Centre**
The Numeracy Centre (C5A225) offers students free help with the mathematics or numeracy-based component of any first-year course, including statistics, psychology, economics, physics, accounting, actuarial studies, electronics, biology, chemistry and mathematics. The centre works on a drop-in basis during the week, and at the beginning of every session runs a number of bridging courses. For more information, telephone (02) 9850 8924 or (02) 9850 8797.

Web: [www.maths.mq.edu.au/numeracy](http://www.maths.mq.edu.au/numeracy)

**Campus Wellbeing Services**

*Counselling Service*

The University Counselling Service provides free, confidential counselling for students to discuss any issue that may be of concern. Such issues may include psychological, emotional and/or social difficulties affecting academic progress such as anxiety, depression and stress, as well as difficulties in relationships and self esteem. The counsellors are qualified psychologists who are very experienced in assisting University students with a wide range of issues. For more information about the Counselling Service, information about group programs and access to self-help material, visit our website: [www.campuslife.mq.edu.au/counselling](http://www.campuslife.mq.edu.au/counselling).
**Disability Service**

The Disability Service provides assistance to students who have a disability and/or health condition to ensure that they have an equal opportunity to reach their academic potential. Services are tailored to the needs of each individual student who registers.

The Disability Service works with students who have a disability and/or health condition affecting:

- Vision
- Mobility
- Learning
- Physical health
- Mental Health

Students can contact the Disability Service at any time and are encouraged to make contact early so that services can be put in place.

Appointments can be made by phone, email, in person or via SKYPE or Gmail Video Chat.

Students registering will need to provide supporting documentation from a health professional or an educational psychologist.

Call the Disability Service on (02) 9850 6494 or (02) 9850 7497, email at campuswellbeing@mq.edu.au, or call in to make an appointment at Campus Wellbeing Reception, Level 2, Lincoln Building [C8A].

Visit their website at: www.campuslife.mq.edu.au/wellbeing

**Welfare Service**

The Welfare Service is committed to providing free, professional and confidential support to enhance the wellbeing of the campus community. They are co-located with the Counselling Service and Disability Support Unit on Level 2, Lincoln Building (C8A).

The Welfare Service provides professional support, information, advocacy and referral on welfare-related matters including (but not limited to):

- Money Matters i.e. student loans/scholarships/Centrelink/budgeting
- Tenancy/Renting Issues
- Access to Legal Services
• Health and Wellbeing i.e. sexual health/sexuality/alcohol and other drugs

• Mental Health Support

• Academic Progress Issues

There are many ways to access our support. Choose from:

- Appointment in person
- Telephone or email consultation
- Pamphlets, fact sheets and website
- Drop in service (depending on availability)

For further information, support or to make an appointment with a Welfare Officer

Tel: (02) 9850 6496 (direct) or +61 2 9850 7497 (appointments and drop in availability)

Email: campuswellbeing@mq.edu.au

Web: www.campuslife.mq.edu.au/welfare

Medical Service

The University Medical Service offers a full GP service to students and this service bulk-bills. Call the Medical Service directly on (02) 9812 3944 or call in to make an appointment at Campus Wellbeing Reception, Suite 305, Level 3, 2 Technology Place [F10A – opposite the Macquarie University Hospital].

Student Grievances

At Macquarie we take seriously all forms of discrimination and harassment. The Vice-Chancellor has approved a number of measures aimed at assisting students who consider that they have a grievance against another member of the University.

A copy of the Discrimination and Harassment Grievance Policy and Procedures document can be obtained from the Office of the Manager of Equal Employment Opportunity, any Faculty Office, the Dean of Higher Degree Research, or the Centre for Open Education.

Government Information Public Access


The GIPA Act creates new rights to information that are designed to meet community expectations of more open and transparent government. The Act encourages the routine and proactive release of government information, including information held by the
providers of goods and services contracted by government agencies. Macquarie University is committed to ensuring the public’s right to information meets the requirements of the *GIPA* Act and that we appropriately respond to other requests for information.

Please contact:
The Right to Information Officer
Macquarie University
Building E11A
Macquarie University NSW 2109
NON-AWARD STUDY FOR GENERAL INTEREST

The Non-Award program allows mature-age students (aged 21 years or over) to enrol in many university units (subjects) purely for interest or self-development, without having to enrol in a full degree (award) program.

As an indication of the kind of units available, a selection is listed below. However, please note that any unit listed in the Macquarie Handbook is available to Non-award General Interest students, as long as they meet the prerequisites for the unit (www.handbook.mq.edu.au and select ‘Undergraduate Units’) and subject to departmental approval. As a guide, such units would generally be at 100-level and would not require prior completion of specific units as prerequisites.

**Ancient History**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>AHIS100</td>
<td>Ancient Greece Tyranny and Democracy 800-399 BC</td>
</tr>
<tr>
<td>AHIS110</td>
<td>Rome: From Republic to Empire</td>
</tr>
<tr>
<td>AHIS140</td>
<td>Myth in the Ancient World</td>
</tr>
<tr>
<td>AHIS170</td>
<td>Egyptian Archaeology: An Introduction</td>
</tr>
<tr>
<td>AHIS211</td>
<td>Ciceronian Rome</td>
</tr>
<tr>
<td>AHIS230</td>
<td>Archaeology and Society: Archaeological Evidence</td>
</tr>
<tr>
<td>AHIS280</td>
<td>Ancient Egyptian Culture and Society</td>
</tr>
<tr>
<td>AHIS380</td>
<td>Ancient Egyptian Religion</td>
</tr>
<tr>
<td>AHMG101</td>
<td>Greek Heroes and Heroines: From Achilles to Zorba</td>
</tr>
</tbody>
</table>

**Anthropology**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ANTH202</td>
<td>Illness and Healing</td>
</tr>
<tr>
<td>ANTH203</td>
<td>Food Across Cultures</td>
</tr>
<tr>
<td>ANTH221</td>
<td>Development Studies: The Anthropology of International Aid</td>
</tr>
<tr>
<td>ANTH222</td>
<td>Wealth, Poverty and Consumption</td>
</tr>
<tr>
<td>ANTH301</td>
<td>India: Power and Performance</td>
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</tbody>
</table>

**Asian Languages**

*Please note:* units with an asterisk (*) are taught in Mandarin.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ASN 101</td>
<td>Asian in the Global Context</td>
</tr>
<tr>
<td>CHN 112</td>
<td>Chinese Calligraphy</td>
</tr>
<tr>
<td>CHN 156*</td>
<td>Introduction to Chinese Culture (Background speakers)</td>
</tr>
<tr>
<td>CHN 157</td>
<td>Contemporary China</td>
</tr>
<tr>
<td>INTS 102</td>
<td>China in a World History</td>
</tr>
<tr>
<td>JPS 121</td>
<td>Japan – Past and Present</td>
</tr>
</tbody>
</table>
JPS 122  Traditional Japanese Culture in Contemporary Society
JPS 124  Manga and Japanese Contemporary Culture

English

ENGL106  Literature and the Screen
ENGL108  Literature and the Political
ENGL120  Approaches to English Literature

European Society and Culture (Department of International Studies)

INTS104  Societies of Europe
INTS206  Screening Europe: Cinema and Identity
INTS207  The European Union
INTS310  Europe: Unity and Diversity

Modern History

MHIS101  Screening the Past: History on Film and Television
MHIS114  The World since 1945: An Australian Perspective
MHIS115  An Introduction to Big History
MHIS121  After the Black Death: Europe 1348 – 1789
MHIS201  Indigenous-Settler Relations from 1750
MHIS202  Australian Environmental History
MHIS203  American History: From the Civil War to the Clinton Administration
MHIS211  War and Peace in World History
MHIS221  European History from the French Revolution to Freud

Politics and International Relations

POL101  Australian Politics in a Global Context
POL107  Thinking Politically
POL108  Introduction to Global Politics
POL201  Contemporary Issues in Australian Politics: Race, Nation, Class and Gender
POL207  Australian Governments and Public Policy
POL255  African Politics and Globalisation
POL278  Middle-East Politics
POL308  Australian Foreign Policy
POL322  International Relations of the Middle East

Science

ASTR170  Introductory Astronomy: Our Place in the Universe
ASTR178  Other Worlds: Planets and Planetary Systems
BIOL114  Organisms to Ecosystems
BIOL108  Human Biology
BIOL260  Science of Sex
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<tr>
<th>Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL262</td>
<td>Evolution</td>
</tr>
<tr>
<td>ENV118</td>
<td>Environmental Management for a Changing World</td>
</tr>
<tr>
<td>ENVG111</td>
<td>Geographies of Global Change</td>
</tr>
<tr>
<td>ENVG262</td>
<td>The Ecological Humanities: Australians and their Environments</td>
</tr>
<tr>
<td>GEOS204</td>
<td>Life, the Universe and Everything</td>
</tr>
<tr>
<td>GEOS251</td>
<td>Minerals, Energy and the Environment</td>
</tr>
<tr>
<td>ISYS100</td>
<td>IT and Society</td>
</tr>
<tr>
<td>PHYS159</td>
<td>Physics for Global Citizens</td>
</tr>
<tr>
<td>PHYS242</td>
<td>Big Ideas in Science</td>
</tr>
<tr>
<td>SCOM100</td>
<td>Science in the Public Sphere</td>
</tr>
<tr>
<td>SCOM201</td>
<td>Science, Media and Community</td>
</tr>
<tr>
<td>STAT170</td>
<td>Introductory Statistics</td>
</tr>
<tr>
<td>STAT175</td>
<td>Gambling, Sport and Medicine</td>
</tr>
</tbody>
</table>

To find out about the availability (Session 1, Session 2, day/evening or external mode) and content of individual units, please consult the online Course Handbook: [www.handbook.mq.edu.au](http://www.handbook.mq.edu.au)
NON-AWARD STUDY FOR PROFESSIONAL PURPOSES

Bridging Study for Overseas-Trained Professionals

You can be undertaking bridging study for overseas-trained professionals only if you hold a written assessment statement issued by the assessing body for a listed professional occupation, for example CPA Australia.

The written assessment statement indicates the studies, examinations and/or tuition and training programs that you will need to undertake successfully in order to meet the requirements for entry to your profession in Australia. *It is the responsibility of the student to arrange for an assessment of their previous qualifications by the relevant assessing body.* Assessments cannot be done by Macquarie University.

After obtaining the assessment statement, it is strongly recommended that you seek academic advice from the relevant department offering the unit to ensure you are enrolled into a unit that covers the content required in your assessment statement. Applicants may be eligible to apply for FEE-HELP to assist them in re-training in order to practice in Australia. Please note: applicants will only be eligible for FEE-HELP for the units listed on their assessment statement; any additional units that the applicant wishes to undertake will be undertaken on a Non-Award basis, that is, full fee, up-front payment of tuition fees.

For more information about bridging study for overseas-trained professionals and FEE-HELP, as well as a list of professional occupations and assessing bodies, please read the FEE-HELP Information Booklet, available online at studyassist.gov.au

**Actuarial Control Cycle and Investment Management ACST831, ACST832 and ACST871**

Students who wish to complete Part II of the professional exams of the Australian Actuaries Institute must complete units in the Actuarial Control Cycle and Investment Management. Students can meet the Part II requirement by obtaining a credit average in the units ACST831 Actuarial Control Cycle 1, ACST832 Actuarial Control Cycle 2 and ACST871 Investment Management. (Students are required to achieve a Standard Numerical Grade (SNG) of at least 60 in each of the three units, along with an average SNG of at least 65 across the three units.)

These units are available on a Non-Award basis to students who have completed an actuarial degree covering Part I of the professional exams or equivalent. ACST831 (or an equivalent unit) must be studied before commencing ACST832.
ACST831 and ACST832 are available in three delivery modes:

**On-campus Mode:** Classes are held two days per week at Macquarie University’s North Ryde campus.

**Sydney City Mode:** Classes are held one evening per week at a city location and are supplemented by internet delivery of course material.

**Distance education mode:** There are no face-to-face classes. This mode makes extensive use of the internet.

ACST831, in conjunction with ACST832, develops and applies the actuarial principles and practices underlying the design, assessment, management and control of financial systems in the areas of life insurance, general insurance, banking and superannuation as well as other less traditional areas of actuarial practice. The two units together consider the process of actuarial and financial management, including product design, pricing, marketing, monitoring of experience, reserve setting, financing, solvency, and determination and distribution of surplus. The overall control process is studied within the constraints imposed by the commercial environment and the actuarial professional code of conduct and standards, and includes a discussion of business ethics and issues of professionalism in actuarial practice.

ACST871 is available in two delivery modes:

**On-campus Mode:** Classes are held on Saturdays at Macquarie University’s North Ryde campus.

**Distance education mode:** There are no face-to-face classes. This mode makes extensive use of the internet.

ACST871 considers investment from an actuarial practitioner's perspective. Topics covered include: asset classes and their characteristics; Australian shares; overseas shares, property, fixed interest and "other" strategic and tactical asset allocation; stochastic asset liability modelling; investment mandates; investment management styles; investment performance measurement; risk management and control; and formulation of investment policy for financial institutions taking into account the nature of their liabilities.

For more information about the Actuarial Control Cycle and Investment Management, please contact Mr Hong Xie at hong.xie@mq.edu.au

**CPA**

The Master of Accounting units are accredited by CPA Australia (CPA) and the Institute of Chartered Accountants in Australia (ICAA). Students can apply to enrol in one or more Non-Award unit/s to satisfy the entry requirements of either professional accounting body.
For detailed information on suitable units please consult the CPA or ICAA websites below.

CPA Australia: www.cpaaustralia.com.au
ICAA: www.charteredaccountants.com.au

CPA Associate Members are also eligible to apply to enrol in CPA Extension units if they wish to gain additional support for the CPA Australia exams. A student would enrol simultaneously in a Macquarie University CPA Support Unit and the corresponding CPA Australia exam.

All Non-Award applications for Master of Accounting units will be subject to departmental approval.

**Computing**

**Postgraduate Coursework Programs**

Entry to all 800-level coursework units (prefix ITEC) require students to have completed an undergraduate degree in an ICT discipline with a GPA of 2.75 or greater. For a detailed listing of units, please refer to www.comp.mq.edu.au

**Chemistry and Biomolecular Sciences**

**Postgraduate Professional Development Programs**

Entry to CBMS825, CBMS860 and CBMS861 require students to have completed an undergraduate degree in chemistry.

Enquiries: Dr Danny Wong
Tel: (02) 9850 8300
Fax: (02) 9850 8313
Email: danny.wong@mq.edu.au
www.cbms.mq.edu.au/quality

**CBMS825 Chemical Analysis II**
4cp $3,068 (Dom) $5,200 (Int'l)
Session 1 Day

Staff contact Dr Danny Wong

This unit discusses the chemical principles and practice of both qualitative and quantitative determination of sample identifying and determining the composition. Topics include many analytical techniques commonly employed in both industrial and academic research laboratories. The unit emphasises hands-on experience in analysing real-life samples. A proportion of the unit develops skills in the use of modern library resources and electronic information retrieval. Using these skills, students will complete a short research project addressing a real-life analytical chemistry problem.
CBMS860  Analytical Measurement Uncertainty and Method Validation 4cp
$3,068 (Dom) $5,200 (Int'l)

Session 1 Evening

Staff contact  Dr Danny Wong

This unit covers the estimation principles of measurement uncertainty of values deriving from analytical chemistry measurement procedures and a systematic approach to the process of validating an analytical chemistry measurement method. These will then be applied to specific examples from common analytical chemistry.

CBMS861  Laboratory Quality Systems 4cp $3,068 (Dom) $5,200 (Int'l)

Session 2 Evening

Staff contact  Dr Christopher McRae

This unit covers topics and concepts central to the successful implementation of quality within analytical testing laboratories. Topics include coverage of various quality management system standards such as ISO 17025, ISO 15189, ISO 9000 and GLP, the reasons for implementing such standards and their requirements with respect to laboratory practices, as well as the accreditation process through agencies such as the National Association of Testing Authorities.

Special Education

Please contact Mrs Sharyn Gilkes for information about Non-Award study in this area:

Phone:  (02) 9850 8695
Email:  sharyn.gilkes@mq.edu.au
Web:  www.musec.mq.edu.au
FEE INFORMATION

The Non-Award program is an upfront, tuition fee paying program and is not available for HECS or FEE-HELP. Tuition fees must be paid in full, prior to the commencement of the Session in which the student is enrolled.

When do I pay my fees?

As explained earlier in this book, payment of your fees is a condition of enrolment.

As part of your ‘Welcome and Enrolment Information Pack’, we will send you a Statement of Outstanding Charges (SOC) for your tuition fees with your Enrolment and Registration Advice (ERA). After that you will be expected to check online via eStudent to see how much you owe (i.e. all subsequent sessions). You will not be sent any more statements in the mail, but the Revenue Services Office will send a reminder email to your official Macquarie University email address before the due date for the upcoming session fees. It is most important that you check your Macquarie email at least once a week because this will be the primary method used to contact you with important information.

Your tuition fees are due as follows:

Session 1       Friday 26 February 2016
Session 2       Friday 29 July 2016
Winter Vacation units Go to eStudent once enrolment is processed. Select ‘Check My Finances’
Session 3       2 December 2016

Late payment of fees will result in a $200 late payment fine. Non-payment of tuition fees will result in your Non-Award enrolment being cancelled.

If you add a unit to your program after the fee due date for that session, you must pay the new unit fees the day you are enrolled (i.e the day that you lodge the Change of Unit Enrolment form or email nonaward@mq.edu.au) to avoid being charged the late payment fine.

If you are having difficulty in paying your tuition fees by the due date, please contact us on 9850 7111 or ask a question as soon as possible. It is important to contact us before the tuition fee due date to discuss your payment options to avoid incurring the $200 late payment fee.
How do I pay my fees?

Your fees may be paid by:

• Telephone **1300 301 043** (24-hour service). Major credit cards (MasterCard, Visa and American Express). Please have your student number ready and record your receipt number.

• BPAY: Biller Code – **50443**. Reference number is your student ID number.

• Mail – cheques and money orders are to be payable to *Macquarie University* and can be mailed to: Revenue Services, Lincoln Building, Macquarie University, NSW 2109. *You must quote your student ID number on the back of the cheque / money order* and allow sufficient time for mail delivery.

• In person at the Cashier’s office, Lincoln Building, Macquarie University. The Cashier’s office can accept EFTPOS, MasterCard, Visa and American Express cards, cheques and money orders. The hours are 9.00am – 5.00pm. The cashier’s office limits cash payments to a maximum of $500.

Detailed information about payments is available online: mq.edu.au/pay-fees

**Waiver of $75 application fee for Macquarie Alumni**
The Centre for Open Education has agreed to waive the $75 Non-Award application fee for Macquarie alumni. In order to benefit from this waiver, **you must request it at the time you make your application** for enrolment in the Non-Award program, and **you must provide documentary evidence of your status with your application**. This can be one of the following:

• a full transcript of your academic record showing proof of your qualification
• a certified photocopy of your testamur
• verification from the Macquarie Alumni Office (9850 7310 or Level 2, Becton Dickinson (BD) Building)

**Once an application has been processed, it is not possible to refund the application fee, so please be sure to make your request when applying.**

If your application is made during the late period after the on-time closing date of 29 January (Session 1) or 1 July (Session 2) you will still be required to pay the $200 late fee. **This is not refundable.**
ENROLMENT INFORMATION

Adding, Dropping and Changing Units

Please read this section carefully. If you have any queries, we will be happy to answer your questions and assist you.

All changes of unit enrolment, including complete discontinuance of studies, must be notified in writing. This cannot be done over the phone in any circumstances. We would prefer that you use the online Non-Award Change of Unit Enrolment form, but if necessary you may write to the university, send a fax (02 9850 6597)

It is not sufficient to stop attending classes or to tell your lecturer or department that you won’t be attending any more as you will receive a 'fail' (F) grade or a 'fail absent' (FA) grade, nor is it sufficient to simply not pay the tuition fees for that unit, as your entire enrolment in all units may be cancelled.

Adding a unit

You may add a unit to your study program (or replace an existing unit by adding another) until the end of the first week of the session. Students can advise the Centre in writing of the unit(s) they wish to add, either by completing the Change of Unit Enrolment form. Please include your full name, student ID and unit codes. Units cannot be added over the phone under any circumstances.

No additions can or will be accepted by the Centre under any circumstances after Friday 4 March (Session 1), Friday 5 August (Session 2) or Friday 16 December (Session 3).

If you add a unit after the tuition fee due date, the fees for the unit you have added must be paid immediately (i.e. when you have been advised that your unit enrolment has been processed). Late payment will incur a $200 late payment fine.

Non-Award students previously enrolled in a 2016 study session do not need to lodge another application for subsequent study sessions in 2016 – units may be added by using the online Non-Award Change of Unit Enrolment form.

Dropping a unit, or discontinuing studies

If you want to drop a unit from your program of study, you must give formal notice by filling the online Non-Award Change of Unit Enrolment form.
Units cannot be withdrawn over the phone under any circumstances.

If you discontinue all your studies for the year, and wish to return to study in a later year, you will need to apply again. If, however, you discontinue study in Session 1 and wish to resume in Session 2 of the same year, you need only complete an online Change of Unit Enrolment form and advise that you wish to continue. You do not need to pay another $75 application fee.

Withdrawals – Important Dates

You may wish to consider withdrawing from a unit if you feel that you are struggling with the unit and are concerned about passing it, or if your workload for the session is too much. This may be due to a range of circumstances and withdrawal from a unit without penalty may be a better option than potentially failing it.

Session 1 units

26 March (census date) – full withdrawal, no academic penalty and entitled to full refund of tuition fees

28 April – withdrawal without academic penalty (W status) but no fee refund unless appeal for a refund based on unavoidable disruption is approved.

Withdrawals after 28 April – fail grade (FW), and no fee refund unless application for withdrawal without academic penalty based on unavoidable disruption is approved.

Session 2 units

26 August (census date) – full withdrawal, no academic penalty and entitled to full refund of tuition fees

28 September – withdrawal without academic penalty (W status) but no fee refund unless appeal for a refund based on unavoidable disruption is approved.

Withdrawals after 28 September – fail grade (FW), and no fee refund unless application for withdrawal without academic penalty based on unavoidable disruption is approved.

Session 3 units (2016/17)

17 December (census date) – full withdrawal, no academic penalty and entitled to full refund of tuition fees

24 December – withdrawal without academic penalty (W status) but no fee refund unless appeal for a refund based on unavoidable disruption is approved. Although this is a public holiday, the Centre must receive your request by this date – email is best in this instance, as there will be a timestamp on your request.
Withdrawals after 24 December – fail grade (FW), and no fee refund unless application for withdrawal without academic penalty based on unavoidable disruption is approved.

Please note: If your tuition fees are to be refunded, it is your responsibility to arrange for the refund from the Student Fees Office. Request for Refund of Student Fees forms are available from the Student Fees Office (Level 1, Lincoln Building), or online at www.ofs.mq.edu.au/student_finances/refund.htm

Definition of unavoidable disruption

The University defines serious and unavoidable disruption to studies as resulting from an event or set of circumstances that:

- Could not have reasonably been anticipated, avoided or guarded against by the student; and

- Was beyond the student’s control; and

- Caused substantial disruption to the student’s capacity for effective study and/or the completion of required work; and

- Substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements; and

- Was of at least three (3) consecutive days duration within a study period and/or prevented completion of the formal examination. The University has determined that some circumstances routinely encountered by students are not acceptable grounds for claiming Withdrawal without Academic Penalty. These grounds include, but are not limited, to:

- Routine demands of employment

- Routine family problems such as tension with or between parents, spouses, and other people closely involved with the student

- Difficulties adjusting to university life, to the self-discipline needed to study effectively, and the demands of academic work

- Stress or anxiety associated with examinations, required assignments or any aspect of academic work

- Routine need for financial support

- Routine demands of sport, clubs and social or extra-curricular activities

Please visit Policy Central for the latest information regarding the Special Consideration
Conditions existing prior to commencing a unit of study are not grounds for Withdrawal without Academic Penalty. The student is responsible for managing their workload in light of any known or anticipated problems. The student is responsible for contacting Campus Wellbeing if they have a chronic condition:
www.students.mq.edu.au/campus_life/campus_wellbeing_support_services

**How to apply for withdrawal due to unavoidable disruption**

If a student is unable to complete their studies because of unavoidable disruption, they can apply for ‘Withdrawal without Academic Penalty’.

To apply for ‘Withdrawal without Academic Penalty’, you must lodge your request in writing with supporting documentary evidence, such as a medical certificate. *Applications without supporting documentation will not be considered.*

In your application, please include:

- your full name
- student ID
- contact address and phone number / email
- unit(s) that have been affected
- details of the unavoidable disruption, including how it affected your studies, AND
- supporting documentation (e.g. medical certificate)

If the application is supported, you will be awarded Withdrawn (‘W’) status and you may then request a refund of your tuition fees for the affected unit(s).
ASSESSMENTS AND EXAMINATIONS

Internal (on-campus) Students

This information applies to all Non-Award students enrolled in one or more units with an internal availability. It also applies to you if you are enrolled in a mixture of internal and external (distance).

Approximately eight (8) weeks before the mid-year and end-of-year examination periods a draft examination timetable is available on the Macquarie home page at http://students.mq.edu.au/student_admin/exams/timetable/. Students enrolled in one or more external units will be advised in writing of the date and time of their examinations.

You should check the timetable carefully. If you have any clashing exam times it is your responsibility to notify the Academic Program Section immediately (email apsinfo@mq.edu.au).

The final examination timetable (incorporating any amendments that have been made to the draft timetable) will be available on the Macquarie home page at http://students.mq.edu.au/student_admin/exams/timetable/ approximately four (4) weeks before the commencement of examinations.

Final seat number and room location information for all students sitting examinations at the North Ryde campus can also be obtained from the Macquarie home page at http://students.mq.edu.au/student_admin/exams/.

All candidates must present their University ID card (campus card) to gain entry to an examination and must display the card on their table for the duration of the examination.

Candidates are not permitted to take bags or briefcases of any description into an examination area, but they may take in small money purses or cosmetic bags. **NO MOBILE PHONES OR ANY OTHER UNAUTHORISED ELECTRONIC DEVICE** can be brought into examination rooms. Any student found to be in possession of a mobile phone or unauthorised electronic device during an examination will be escorted to a bag room to deposit the mobile phone or electronic device e.g. iPods. **Students who bring mobile phones or other unauthorised electronic devices into examination rooms are in breach of the University’s examination rules and may be reported to the Discipline Committee.** Candidates may, if they wish, deposit bags or briefcases or other property in an area provided for this purpose. Such bags, briefcases or other property are deposited at the owner’s risk. The University will not be responsible for loss or damage of any description to property so deposited.
**External (distance) students**

Details of the date and time of final examinations, together with information regarding the location of external examination centres, will be sent to all students enrolled in external units. External students sitting examinations at the North Ryde campus will be advised of their seat number and room location in writing.

**Special Consideration**

Always consult Policy Central for the latest information regarding the Special Consideration policy and procedure. Go to: www.mq.edu.au/policy/docs/special_consideration/policy.html

If you are prevented by unavoidable disruption from attending an examination, or prior to or during an examination you are affected by illness, or other causes beyond your control which you believe have affected you such that you do not reach your usual demonstrated performance, you should report the circumstances in writing using the special consideration form and submitting it no later than five (5) working days after the date of the examination for the unit, and in any case not later than the day following the final day of the examination period. Please consult the relevant Faculty website of your unit for the submission process.

The Special Consideration policy, procedure and form are available online at: www.mq.edu.au/policy/docs/special_consideration/procedure.html

You must also supply supporting documentation, such as an original medical certificate. You may be given a supplementary examination, in which case you must be available at the time chosen by the examiner.

**Appeals against grades**

If you wish to appeal against a grade for one of your units, there is a formal procedure for doing so that you must follow. https://students.mq.edu.au/support/complaints_appeals/appeals/

It is the student's responsibility to lodge an appeal by the set due date if they wish to do so.

The Grade Appeal Policy is available at: http://www.mq.edu.au/policy/docs/gradeappeal/policy.html

You can find information about how to do this, including due dates, by consulting your Faculty website: http://www.mq.edu.au/faculties/index.html

**Plagiarism / Academic Honesty Policy – What is it and why does it matter?**
The integrity of learning and scholarship depends on a code of conduct governing good practice and acceptable academic behaviour. One of the most important elements of good practice involves acknowledging carefully the people whose ideas we have used, borrowed, or developed. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

Therefore, there is nothing wrong in using the work of others as a basis for your own work, nor is it evidence of inadequacy on your part, provided you do not attempt to pass off someone else’s work as your own.

To maintain good academic practice, so that you may be given credit for your own efforts, and so that your own contribution can be properly appreciated and evaluated, you should **ALWAYS:**

- State clearly in the appropriate form where you found the material on which you have based your work, using the system of reference specified by the Division in which your assignment was set;

- Acknowledge the people whose concepts, experiments, or results you have extracted, developed, or summarised, even if you put these ideas into your own words;

- Avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that you have thought about the material and understood it, but remember to state clearly where you found the ideas.

- If you take and use the work of another person without clearly stating or acknowledging your source, you are falsely claiming that material as your own work and committing an act of PLAGIARISM. This is a very serious violation of good practice and an offence for which you will be penalised.

You will be guilty of PLAGIARISM if you do any of the following in an assignment, or in any piece of work which is to be assessed, without clearly acknowledging your source(s) for each quotation or piece of borrowed material:

- Copy out part(s) of any document or audiovisual material or computer code or website content without indicating their origins

- Using or extracting someone else’s concepts or experimental results or conclusions, even if you put them in your own words

- Copy out or take ideas from the work of another student, even if you put the borrowed material in your own words

- Submitting substantially the same final version of any material as another student in an assignment where there was collaborative preparatory work. On occasions, you may be encouraged to prepare your work with someone else, but the final form of the assignment you hand in must be your own independent endeavour.
• Use of others (paid or otherwise) to conceive, research or write material submitted for assessment

• submitting the same or substantially the same piece of work for two different tasks (self-plagiarism).

• Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties.

A full outline of the University Policy on Academic Honesty can be found on the Student portal within the Macquarie website at: http://www.mq.edu.au/policy/docs/academic_honesty/policy.html. The website includes a general discussion of plagiarism, definitions, examples drawn from concrete cases, procedures that will be followed by the University in cases of plagiarism, and recommended penalties. Students are expected to familiarise themselves with the website.

For the complete Academic Honesty Policy, visit http://www.mq.edu.au/policy/docs/academic_honesty/policy.html
UNIVERSITY OFFICES AND FACILITIES

Getting to Macquarie

There are many ways of getting to Macquarie University. The University has regular train and bus services extending to areas across most of Sydney. If you live within a few kilometres of the campus, cycling and walking is the most healthy, convenient and cheapest way to travel to the university. If you need to drive because you live far away, consider carpooling or mixing your travel modes for part of the journey. Full details on all transport options are available at: http://www.mq.edu.au/on_campus/getting_to_macquarie/

Campus Maps

Campus and regional maps are available online at: www.mq.edu.au/on_campus/maps/campus_map/. One is also provided on the inside of the back cover of this handbook for your convenience.

Student Connect and Cashier

Student Connect is located at MUSE (Macquarie University Student Experience), Level 2 (C7A) and the Cashier is located on Level 1 of the Lincoln Building (C8A).

The hours for Student Connect are 8.30am to 5.30pm Monday to Thursday and 8.30am – 4.30pm on Friday.

The Cashier’s hours are 9.00am – 5.00pm Monday to Friday.

Transport concessions are not available to Non-Award students. Bus and train timetables are available on the web – www.131500.info

Parking permits can be purchased from the Cashier (Level 1, Lincoln Building) or from the Centre for Open Education. The Centre only accepts EFTPOS and credit card payments – no cash payments.

Traffic and Parking Rules

The University Traffic and Parking Rules are intended to provide for the safety and convenience of pedestrians and motorists on the campus. Staff and students are required to make themselves familiar with the rules and comply with them. The University operates a restricted parking area scheme and fines are applicable. Parking permits may be purchased from the Cashier or at Student Connect; alternatively you may buy short-term tickets from ticket machines at the entrance gates and within some car parks. For more information, visit www.mq.edu.au/parking
Library

In 2011 Macquarie University opened a new library building, which enriches your time on campus by providing access to information resources in a wide variety of learning, research and social spaces, including a café. The new Library features many more seats and designated areas for postgraduate and higher degree research students. Environmental sustainability is a key factor in the design and one of the key innovations in this area is the use of an automated storage and retrieval system, which is the first of its kind in an Australian library.

Contact the Library

Location: Library, Building C3C
Tel: (02) 9850 7500 or 1800 300 753 (free call)
Online: http://www.mq.edu.au/on_campus/library/contact_your_library/
Website: www.mq.edu.au/library

General enquiries and research help

Staff are available to help with all your information enquiries. We specialise in providing advice and assistance in using Library research tools to find information for assignments and research projects.

Hours of Opening

The Library is open 7 days per week during teaching periods. Shorter hours apply during mid-year and end-of-year breaks. Detailed information on opening hours can be found at the Library entrance and on the Library website.

Library Tours

Details on Library tours are available from the Library information desk or website.

Borrowing

Go to: www.mq.edu.au/library and select Borrowing

Use your Campus Card to borrow and access Library services and facilities.

For more information visit: www.mq.edu.au/library

Reserve and e-Reserve

The Reserve collection is a short-loan collection consisting of items in high demand; mainly books, kits, videos and DVDs. Items in Reserve may be borrowed for three hours.
or overnight. **e-Reserve** is a collection of essential readings made available online; mainly book chapters, journal articles and past exam papers.

Go to: www.mq.edu.au/library and select **E-Reserve**

**Photocopying and Printing Services**

Photocopiers and printers are located throughout the Library building. Photocopying services include colour copying, overhead transparencies, spiral binding, scanning, faxing and the sale of stationery supplies.

**Computer access and going online**

Many University resources are available online. Some units offer support materials and communication via their online sites. As well, the Library’s resources are described elsewhere and further resources are briefly described below.

**Computers**

For access to Macquarie sites you can use the computers in Building C5C rooms 211, 213 and 217 (and in many departments, or you can use the internet from your laptop or a remote computer). To access the University’s internet from off campus you should subscribe to an Internet Service Provider.

While you are enrolled in programs of study at Macquarie you will benefit greatly from access to a computer at home.

**Wireless Computer Network on Campus**

Your laptop will need wireless capability, and its network card must comply with a standard supported by the University. Information and help about the wireless network on campus is available on the Wireless Internet site pages.

Web: https://wiki.mq.edu.au/display/onenet/OneNet+Wifi

**Usernames and passwords – OneID**

OneID is the future of identity and authentication at Macquarie University, where all systems can be accessed through the one identity and password (except eStudent).

For **first time log in** to obtain your password, please visit: https://mypassword.mq.edu.au/index.php?screen=MQInitPW

A list of systems that support OneID can be found on the following website: https://oneid.mq.edu.au/

You can also check the validity of your OneID and password on the above website if you have forgotten your password.
Information for students including access to your official Macquarie email account can be found at the student website: http://students.mq.edu.au/home/

Important announcements are displayed on this page. Please check this page regularly for university wide notifications.

**Your Student Email Account**

All Macquarie students are issued with a free official University email account, which is accessed via the Student Portal. It is University policy that official University communication uses the University-issued email account ONLY. As part of the enrolment process students agree to check their official University email account weekly.

To find out about your free Macquarie email account: Web: www.mq.edu.au select 'Students', then 'Student Email'

**iLearn**

*iLearn* is the online learning environment that enables learning, teaching, and communication between students and academics. It can be used to access lecture notes, readings, quizzes, discussion forums, digital lecture recordings and other learning resources available in your online unit.

*iLearn* can be accessed at http://ilearn.mq.edu.au.

**eStudent**

This is the electronic system used at Macquarie University to manage enrolments and other student processes such as registration for classes, information on outstanding finances, updating of personal details, and viewing of results.

eStudent can be accessed at https://student1.mq.edu.au  Click the 'click here' link for login assistance to obtain login details. **Student IT Help**

Student IT Help provides support and assistance to the students and staff of Macquarie University on information technology issues. Enquiries may be about your username and password, your computer, printing, Internet issues, email, myMQ, downloads, access to online Library facilities and eStudent login and password.

Web: www.mq.edu.au/onehelp  or www.mq.edu.au select Students (top right corner), then OneHelp – IT Help

Tel: (02) 9850 4357 (9850 HELP) or 1800 MQ HELP (1800 67 4357) (Option 1 for Students)

For eStudent queries other than login and password, please login to OneHelp. For information and help about the wireless network on campus, please refer to the information above.
Academic Program Section

The Academic Program Section is located on Level 4 of the Lincoln Building, telephone (02) 9850 7356, email apsinfo@mq.edu.au or fax (02) 9850 7358. All face-to-face enquiries should be made at the Student Enquiry Service, located on level 1 of the Lincoln Building.

The areas handled by the Academic Program Section that may concern you are matters relating to final examinations.

Macquarie University Campus Experience

Non-Award students are entitled to subsidised access to sport and recreational facilities and services on campus, including membership at Macquarie University Sport and Aquatic Centre. Telephone (02) 9850 7635 or visit: http://www.mq.edu.au/on_campus/sport_and_recreation/ to find out more.

Childcare

Childcare facilities are available on campus. Please contact the centres directly for more information:

• Gumnut Cottage (02) 9850 7740

• Banksia Cottage (02) 9850 7781

• Mia-Mia Child and Family Study Centre (02) 9850 9880

More information is available at: www.campuslife.mq.edu.au/children-at-macquarie

WALANGA MURU OFFICE

All Aboriginal and Torres Strait Islander students are invited to contact WALANGA MURU OFFICE OF INDIGENOUS STRATEGY on (02) 9850 4498. Various forms of academic, social, personal and cultural support are available. This includes providing assistance to students in gaining access to tutorial support through the Walanga Muru Tutorial Program

WALANGA MURU OFFICE OF INDIGENOUS STRATEGY
Building W3A, Room 307
Macquarie University, North Ryde NSW 2109

T: (02) 9850 4498
F: (02) 9850 7735
E: jesse.ingrey@mq.edu.au
GLOSSARY

100-, 200- and 300-level units

Higher level units normally have a pre-requisite at a lower level. For this reason, it is usual for a first-year program to consist of only 100-level units. But thereafter, students in the BA or BSc often find that their year’s program includes units from all levels. That’s why they aren’t called first-, second- and third-year units but 100-, 200- and 300-level units, indicating the level at which the material is treated rather than the year in which it is studied.

Academic

Lecturers can also be referred to as academics.

Assumed knowledge

Some 100-level units, while not having pre-requisites, assume that you will have certain knowledge and skills from previous study such as the HSC. Assumed knowledge may also apply to postgraduate (800- or 900-level) units.

Census Date

The last date in each session to withdraw from a unit without academic penalty and full refund of tuition fees for that unit. Session 1 – 31 March, Session 2 – 31 August, Session 3 - 19 December.

Change of unit enrolment

A change of unit enrolment involves adding or deleting units from your current program of study.

Co-requisite

A co-requisite is a unit of study which has to be completed prior to, or together with, another.

Course Handbook

The Course Handbook is the official handbook published each year by the University. It contains information on undergraduate courses and their rules, and gives details of units of study offered. It is available on the web at handbook.mq.edu.au

Credit point

Each unit of study is worth a specified number of credit points. The credit-point value reflects the amount of work required in the unit. Each credit point in a one session unit
would indicate that you should expect to spend about 3 hours each week on that unit (including any class contact hours).

**Discontinuance**

If you decide to discontinue, or abandon, your enrolment in a unit, you must formally notify the University by filling out a yellow Non-Award Change of Unit Enrolment form and submitting it to the Centre for Open Education. Failure to do so will result in the student remaining in the unit and incurring academic and financial penalty. The date on which the Centre receives written notice that you are discontinuing a unit is the date on which you are considered to have discontinued.

**Disruption to Studies**

If you are unable to attend a compulsory examination because of illness or misadventure, you may lodge an application on Disruption to Studies. More information is available at: http://studentadmin.mq.edu.au/disruption%20to%20studies.html

**Distance education (external study)**

Certain units of study are offered on a distance education (or external) basis; these units are identified with ‘External’ in the Schedule of Undergraduate Units (in the online Course Handbook). Please note that majority of the ‘External’ units have compulsory on-campus sessions that you must attend in order to satisfy course requirements.

**e-Reserve**

A section in the library that holds a collection of important materials for specific units that can be borrowed for a period of 3 hours only.

**eStudent**

This is the electronic system used at Macquarie University to manage enrolments and other student processes such as registration for classes, information on outstanding finances, updating of personal details, and viewing of results.

*eStudent* can be accessed at https://student1.mq.edu.au

**Early withdrawn**

You are “early withdrawn” in 2014 if you withdraw from a unit before 31 March for Session 1 units, by 30 April for a full-year unit, 31 August for Session 2 units and 19 December for Session 3 units. No mark will be recorded against the unit on the official transcript.

**Evening**

An evening class is one which is scheduled to start at 6.00pm or later.
External study

See 'Distance Education'

Grade point average (GPA)

Your grade point average is a calculation which reflects the overall quality of your grades throughout your course. The grade point average (GPA) is calculated as follows:

\[ \text{GPA} = \frac{4a + 3b + 2c + 1c_q + 0f}{e} \]

where

- \( a \) is the number of credit points gained at High Distinction or Distinction (HD/D) grade,
- \( b \) is the number of credit points gained at Credit (Cr) grade,
- \( c \) is the number of credit points gained at Pass (P) grade,
- \( c_q \) is the number of credit points gained at Conceded Pass (PC) grade,
- \( f \) is the number of credit points which received a Fail (F) grade,
- \( e \) is the total number of credit points for which a student is effectively enrolled (excluding units with W or S).

You can use the online GPA calculator at: www.studentadmin.mq.edu.au/other/gpa.html

iLearn

*iLearn* is the Learning Management System (LMS) which provides the framework for courses and tools available to students and staff.

Lecture

A large group of students attending a ‘presentation’ given by a lecturer which gives an outline on the topics, usually discussed in greater depth in tutorials.

On-campus session

An on-campus session is a lecture, tutorial or practical session held at the University's North Ryde campus for students who are studying external units. Units where the on-campus session is voluntary are marked with the letter ‘V’ in the *Course Handbook* Schedule of Units, otherwise they require compulsory attendance.
OneID

OneID is the future of identity and authentication at Macquarie University, where all systems can be accessed through the one identity and password (except eStudent).

For first time log in to obtain your password, please visit:

A list of systems that support OneID can be found on the following website:
https://oneid.mq.edu.au/

People unit

A unit designated to help your understanding of the world through learning about the

Planet unit

Planet units look at the physical environment in its fullest sense.

Postgraduate

Any course of academic study higher than a bachelor degree is regarded as a postgraduate course. Units at postgraduate level will have 600-, 800- or 900-level unit codes.

Pre-requisite

A pre-requisite is a unit of study which must be completed, or a requirement which must be satisfied, before you enrol in a particular unit. Pre-requisites and co-requisites are listed in the Schedule of Undergraduate Units in the Course Handbook. See also ‘Co-requisite’.

Referencing

When preparing your assignment you need to acknowledge all the materials you draw upon, quote, paraphrase or mention. A referencing style is the set of conventions used to acknowledge the work of other authors. You should always check your unit guide or consult with academic staff for the style required by your Department.

For more information, please visit: www.library.mq.edu.au/research/referencing.html

Session

There are 3 sessions per year. Sessions 1 and 2 have 13 teaching weeks, with a mid-session break and a final examination period. Session 3 is an intensive 5-6 week teaching period with a one week final examination period, starting in December and finishing in February each year.
Study Load

A full-time undergraduate study load is 9 credit points or more in a full Session (Session 1 or 2), which is a minimum of 3 units. The maximum number of units a student can study in a full Session is four (4).

A part-time undergraduate study load is anything less than 9 credit points in a full Session (Session 1 or 2).

Students are only permitted to study a maximum of two (2) units in Session 3.

Tutorial

In a tutorial, a group of usually 12 to 20 students meet with a tutor to discuss topics within a unit of study.

Unavoidable disruption

The result of exceptional circumstances over which you have no control, and which adversely affect the otherwise satisfactory progress of your studies.

Please see also Disruption to Studies

If you are unable to attend a compulsory examination because of illness or misadventure, you may lodge an application on Disruption to Studies. More information is available at: http://studentadmin.mq.edu.au/disruption%20to%20studies.html

Undergraduate

Any course of academic study for a bachelor degree is regarded as an undergraduate course. Units at undergraduate level will have 100-, 200- or 300-level codes.

Unit convenor

Another name for an Academic or lecturer (see Academic).

Unit Guide (also known as a 'Study Guide')

A booklet provided to you by the unit convenor outlining the unit content and proposed teaching schedule of the unit for the session. The unit guide will include information about required textbooks or readers, assessments, and work that must be done in preparation for your weekly tutorial and/or practical.
Unit offering

The unit offering is listed in the online *Course Handbook* (www.handbook.mq.edu.au) and provides vital teaching information for each unit. It lists the session the unit will be taught in, delivery method (Internal/External) and any on-campus session dates (External units only).

Unit of study / Unit code

Each unit of study is given a unit code made up of 3 or 4 alphabetic characters indicating a discipline and three numerals, with the first indicating a level e.g. ANTH106. Each unit is allocated a number of credit points.

Withdrawing from a unit

Please see *Discontinuance*.

Withdrawal without academic penalty

If you notify the Centre for Open Education in writing of your withdrawal from a unit before 28 April 2014 (Session 1 units) or 28 September 2014 (Session 2 units) or 26 December (Session 3 units) you will automatically be given “withdrawn” status, however you will not be given a refund of your tuition fees unless unavoidable disruption applies and a refund approved.

If you withdraw after the census dates because of unavoidable disruption, you may appeal through the Centre for withdrawn status. Please see pages 33-34 for more information about this process.