



**MACQUARIE**  
University

**OUA Studies  
at  
Macquarie University**

**2017**

**OUA Student Guide**

## **Open Universities Australia at Macquarie University**

Welcome to your Open Universities Australia (OUA) program at Macquarie University. We hope that you find your studies fulfilling and successful.

A consortium of Australian universities of which Macquarie University is a member owns OUA. Macquarie University offers Non-award, undergraduate and postgraduate units and courses fully online. Studying through OUA is an excellent avenue for balancing study with other commitments from the comfort of your own home.

This handbook, in conjunction with the information provided on the OUA website, aims to provide answers to most of your queries. The friendly staff members at Macquarie are always available to assist you with course enquiries and administration.

Best wishes for your future studies.



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## 2017 STUDY SESSIONS

<b>Undergraduate</b>	<b>2017</b>		
<b>STUDY SESSIONS</b>	<b>S 1</b>	<b>S 2</b>	<b>S3</b>
Close for Enrolment	12 Feb	16 July	19 Nov
Start of Study Session	27 Feb	31 July	4 Dec
Financial Census	27 Mar	26 Aug	18 Dec
Final Date for Withdrawal without Academic Penalty	28 Apr	28 Sep	25 Dec
End of Study Period	30 June	1 Dec	2 Feb 2018
Publication of Results on eStudent	13 Jul	14 Dec	8 Feb 2018

<b>Postgraduate</b>	<b>2017</b>		
<b>SESSIONS</b>	<b>S1</b>	<b>S 2</b>	<b>S 3</b>
Deadline for Applications	3 Feb	7 July	17 Nov
Close for Enrolment	17 Feb	21 July	24 Nov
Start of Session	27 Feb	31 July	4 Dec
Financial Census	27 Mar	26 Aug	18 Dec
Final Date for Withdrawal without Academic Penalty	28 Apr	28 Sep	25 Dec
End of Session	30 June	1 Dec	2 Feb 2018
Publication of Results on eStudent	13 Jul	14 Dec	8 Feb 2018

Many undergraduate units are offered in two sessions# and postgraduate units are normally offered in one session per year. To plan your unit selection in 2017, please see the OUA website at <https://www.open.edu.au/courses/maq>

(Note #: there are some exceptions to this rule for capstone and language units)



<b>*NSW Public Holidays</b>	<b>2017</b>	<b>2018</b>
New Year's Day	Sun, 1 January	Mon, 1 January
Australia Day	Thur, 26 January	Fri, 26 January
Good Friday	Fri, 14 April	Fri, 30 March
Easter Saturday	Sat, 15 April	Sat, 31 March
Easter Sunday	Sun, 16 April	Sun, 1 April
Easter Monday	Mon, 17 April	Mon, 2 April
Anzac Day	Tues, 25 April	Wed, 25 April
Queen's Birthday	Mon, 12 June	Mon, 11 June
Labour Day	Mon, 2 October	Mon, 1 October
Christmas Day	Mon, 25 December	Tues, 25 December
Boxing Day	Tues, 26 December	Wed, 26 December
Additional Day	Mon, 2 Jan 2017(for New Year's Day)	

Please note that staff at Macquarie University will not be available on these days.

**Please note:**

Each year, the University closes from 25 December to 1 January inclusive. During this week there will not be any administrative or technical support available to students.



## STUDENT CONNECT

For any student enquiries please call Student Connect on + 61 2 9850 6410 or lodge a tracker enquiry at <http://ask.mq.edu.au>

The [Tracker](#) system contains a wide range of information on all aspects of studying at Macquarie University, which you can search at any time. You can also lodge a Tracker request to Student Connect for a wide range of services.

Queries about academic matters, such as referencing and assessment requirements, should be addressed to the tutor of the unit. To contact your tutor, use the method explained in the Unit Guide for the online unit.

Should it become necessary to seek an extension for the submission of your assignment, you should submit a “Disruption to Studies” form via <http://ask.mq.edu.au>. **This must be done 24 business hours prior to the due date.** Please refer to the Unit Guide for more information.

Results for each assessment task are provided by your tutor anything up to three weeks after the assessment due date. **The results viewed in the Grade book in your iLearn unit are not official.** Official final results for the unit are published on e-Student (via <http://students.mq.edu.au>) please refer to the table of dates on page 4.

For fee information (including details of FEE HELP and HECS) and information about how to enrol in units, please telephone Open Universities Australia on 1300 363 652 or (03) 8628 2555.

Please note: Units of study are taught online so access to Broadband Internet is essential. Mobile devices alone are not sufficient.

Students currently enrolled in a degree on campus at Macquarie University should submit a concurrent studies application before enrolling in any OUA units. Please refer to the Concurrent studies website for more information: <https://students.mq.edu.au/study/my-study-program/making-changes/concurrent-unit-studies>.



## UNIT ENROLMENT

### Enrolling in Undergraduate Units

Enrolment is via OUA at <http://www.open.edu.au>. You can either enrol in the Macquarie University Undergraduate Degree online, enrol in individual units for interest or enrol in individual units to meet the entry requirement of the degree. The deadline for enrolment is approximately two weeks before the start of the study session. Please refer to the dates on page 4.

### Prerequisite Waivers

Prerequisites **may** apply: it is **recommended** that you have studied a subject at 100 level before taking a 200 level unit. Units at 300 level are normally taken after 100 and 200 level units in that field of study. **Some 200 and 300 level units have hard pre-requisites.**

If you have completed the equivalent of a mandatory prerequisite at another university, you can apply for a waiver by lodging a tracker enquiry via [ask.mq.edu.au](http://ask.mq.edu.au). We recommend studying only one or two units per study session, especially if you have work, travel or family commitments.

### Enrolling in Postgraduate Units

You cannot enrol in individual Macquarie University postgraduate units in Ancient History, PICT, ISS or Sociology without first applying for entry to a postgraduate program and receiving confirmation of your acceptance. The deadline for program application is 2 weeks prior to the close of enrolment for the session you are applying.

To apply to do Macquarie University postgraduate study via OUA, please complete the [Application for Postgraduate Studies](#) , scan and email your application to [admission@mq.edu.au](mailto:admission@mq.edu.au) with the required documentation.

### Receiving login to your Online Unit

A Confirmation of Enrolment email will be sent to you by the beginning of the study session. This email contains details on how to access your online unit, and how to access University and OUA Support Services.

**Please inform OUA of any change of email or postal address as soon as possible.**

### Withdrawing from Units of Study

You can withdraw from units via the “My Study Area” page (‘My courses and units’/‘Withdraw’) at <http://www.open.edu.au>. You should withdraw by:

- 27 March (Session 1), 26 Aug (Session 2) and 18 Dec (Session 3) (“**financial census**”) to obtain a refund of your unit fees (OUA Admin fees apply); or



- 28 April (Session 1), 28 Sep (Session 2) and 25 Dec (Session 3) (“**academic census**”). After this date, withdrawal results in a Fail grade on your academic transcript.

If you believe there were special circumstances that forced you to withdraw after the census date, you can submit an application for consideration:

- If you paid your fees with FeeHelp or an up-front payment, the application is made via the OUA website. Search for “special circumstances” at [open.mq.edu.au](http://open.mq.edu.au)
- If you are enrolled in a Commonwealth-Supported (HECS) place, please submit a Withdrawal without academic penalty application by logging into [ask.mq.edu.au](http://ask.mq.edu.au). Please state that you are an OUA CSP student and require the application form for Special Circumstances.

## **UNDERGRADUATE PROGRAM INFORMATION**

### **Registering for a Bachelor of Arts (OUA) or Bachelor of Security Studies (OUA)**

You begin as a non-award student by enrolling in individual units of study. After successfully completing **two** OUA undergraduate units with any OUA provider with a **credit average**; or successfully **passing four** OUA units, you can register for the Macquarie University Bachelor degrees via OUA.

You apply for a **Commonwealth-Supported (HECS) place** by going to the **application section** on the course details page on the OUA website. There is no fee to register for a Commonwealth-Supported Place.

If you are **not eligible for a HECS place** on the basis of your citizenship or residency status (e.g. international students or Australian students living overseas long-term), you can apply directly by submitting a completed [Registration Form](#).

The form can be downloaded at

[http://www.mq.edu.au/courses/open\\_universities\\_australia/download\\_forms/](http://www.mq.edu.au/courses/open_universities_australia/download_forms/)

**Note:** If you are not sure of your eligibility status for a Commonwealth-supported place in the degree, please contact the CSP helpline at OUA on 1300 322 870.

The degree structure may change each year and you must follow the degree structure in place in the year of your registration. In no case shall the award be conferred more than once on the same candidate.

### **Degree requirements**

To graduate with a Bachelor of Arts (OUA), you must follow the structure of one of the following 7 majors:

- Ancient History
- Society and Culture





- English
- Modern History
- Philosophy
- Politics
- Sociology

And Students must:

- complete 24 units of study (each worth 1 credit point in a 24 credit point degree), with a minimum of one major (qualifying major).
- A major to consist of 8 units of study in the specified area, including at least 3 units at level 3, plus the capstone unit
- (optional) a minor to consist of 4 units of study in the specified area, including at least 2 units at level 2 or above
- Level 1 Units
  - A maximum of 10 units of study may be undertaken at level 1
- Level 2 and 3 Units
  - A minimum of 6 units must be undertaken at level 3, including the core units and capstone
  - At least 14 units across levels 2 and 3
- People and Planet Units
  - Students must include one People unit and one Planet unit. These units must be from an area of study outside the chosen major, and must be taken in two different faculties.
  - People and Planet units must be chosen from the specified list of People and Planet Units in the year of your registration.
  - People and Planet units are to be included in the Macquarie University electives at the relevant level.
- Only one study skill unit may be included in the degree
- A second major may be undertaken, if desired

For full details of the current degree structure for the seven majors, please see the OUA website at:

<http://www.open.edu.au/courses/arts/macquarie-university-bachelor-of-arts--maq-art-deg-2017>

To graduate with a Bachelor of Security Studies (OUA), you must follow the structure  
Students must complete 24 units of study, comprised of

- 12 core units
- 3 specified electives
- 1 People and 1 Planet unit (from two different faculties)
- 7 open electives (4 of these 7 open elective units must come from 200 or 300 level units. The other 3 electives can come from any level)



With:

- No more than 10 units at 100 level  
A minimum of 14 units  
at 200 level or above A
- minimum of 6 units at
- 300 level

The degree will normally be of three years' duration for full-time students, but part-time students may take up to 10 years of continuous study to complete units towards the degree.

For full details of the current degree structure please see the OUA website at:

[https://www.open.edu.au/courses/law/macquarie-university-bachelor-of-security-studies--maq-bss-deg-2017#panel-section\\_AWARD](https://www.open.edu.au/courses/law/macquarie-university-bachelor-of-security-studies--maq-bss-deg-2017#panel-section_AWARD)



## Recognition of Prior Learning (RPL)

The University will assess prior learning for the purpose of granting credit towards your study program. To be eligible for RPL, prior learning must be current, relevant and meet the learning outcomes of your program. RPL is applicable to both undergraduate and postgraduate programs.

Please note that Tertiary Preparation and high school level courses do not meet the requirements for RPL, to be granted credits towards a bachelor's or postgraduate study program.

Detailed information on Recognition of Prior Learning is available in the Macquarie University [RPL Webpage](#).

## Applying for RPL

Apply for RPL at the [RPL Application Webpage](#). If your previous study was not taken at Macquarie University, you will need your previous transcripts, course outlines and similar documentation to support your application.

You will also need your Macquarie OneID to login when applying for RPL. Your OneID is created when you commence a study program offered by Macquarie University.

You should apply in time to allow your RPL request to be assessed and processed before you commence your studies. In general, the RPL process will take up to 10 business days. Once your RPL is finalised, you will be notified of the credit granted towards your program.

## Transferring from OUA studies to a HECS on-campus or distance place at Macquarie

After having successfully completed **two** Macquarie University OUA units with a **credit average**; or successfully passing four Macquarie units, Australian citizens and permanent residents can apply via the Universities Admission Centre (UAC) for a HECS place in an on-campus or distance Bachelor of Arts degree; or Bachelor of Securities Studies <http://www.uac.edu.au>

**It is not possible** to transfer from OUA study to other on-campus degrees at Macquarie University such as Commerce or Psychology.

If you transfer to an on-campus or distance degree, you may be granted credit for your previous OUA and non-OUA study. This will depend if they are applicable to your new Macquarie degree. Details of how to apply for RPL are at:

[http://www.mq.edu.au/study/undergraduate/getting\\_in/applying/recognition\\_of\\_prior\\_learning/](http://www.mq.edu.au/study/undergraduate/getting_in/applying/recognition_of_prior_learning/)

International students wishing to transfer to an on-campus place must apply to the International Office at Macquarie University. See MQ International [Website](#) for application details.

## POSTGRADUATE

### Application process for all Postgraduate Programs

- Postgraduate courses are restricted. Students are required to apply and be approved by Macquarie University before they can enrol in units through OUA.
- Applications close 2 weeks prior to the close of enrolment for the session you are applying
- Students will need to submit either an Application for Postgraduate Studies form **by email** to [admission@mq.edu.au](mailto:admission@mq.edu.au) or for MTEACH apply online via the OUA website. Please include originals or certified copies and evidence of your previous degrees and academic transcripts.
- Where applicable, English language competence will be assessed in accordance with the University's English Language requirements which can be viewed 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)
- Application form can be downloaded from: [http://www.mq.edu.au/courses/open\\_universities\\_australia/download\\_forms/](http://www.mq.edu.au/courses/open_universities_australia/download_forms/)  
or  
<https://www.open.edu.au/file/2017-macquarie-postgraduate-application-form.pdf>

### Eligibility criteria for Policy & Applied Social Research and Ancient History

- Applicants must hold an Australian Bachelor's degree from a recognised tertiary institution or recognised equivalent.
- International students need Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band

### Eligibility criteria for Early Childhood Education

- Applicants must hold an Australian Bachelor's degree from a recognised tertiary institution or recognised equivalent, with a GPA of not less than 2.0 out of 4.0
- Achievement of a minimum Grade Point Average (GPA) of 2.50 (out of 4.00) or equivalent
- Minimum English Language Proficiency: IELTS or IELTS equivalent overall of 7.5, with a minimum 7.0 in Reading and Writing, and minimum 8.0 in Listening and Speaking.
- Students will need to submit an **application via the online form on the OUA website** one month before the start of Session 1. **No new applications are accepted in Session 2**

### Eligibility criteria for PICT and ISS

#### Masters and Diploma eligibility criteria:

- Applicants must hold an Australian Bachelor degree or recognised equivalent in a cognate discipline, for example, but not limited to, security studies, international relations, politics, law, sociology, anthropology, psychology, history, cultural studies, international studies, economics, computer science; with a GPA of not less than 2.0 out of 4.0 or 4 out of 7.0
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.



### **Certificate eligibility criteria:**

- Australian Bachelor degree or recognised equivalent ; with a GPA of not less than 2.0 out of 4.0 or 4 out of 7.0
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band  
OR
- A minimum of 18 months full-time equivalent work experience in a setting relevant to the field, including evidence of relevant and academically significant formal professional education • Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.
- Students will need to submit an *Application for Postgraduate Studies* form by mail, a month before the start of the Session. Please include originals or certified copies and evidence of your work experience, previous degrees and academic transcripts.

### **Articulating to a higher course in PICT and ISS**

- Students enrolled in the Graduate Certificate must submit a fresh application at completion if they wish to articulate to the Graduate Diploma.
- Similarly, students enrolled in the Graduate Diploma need to submit a fresh application at completion to articulate to the Masters course.

If you have provided supporting documents previously, you do not need to submit the documents at each articulation stage.

### **Please note**

- The degree structure may change each year and you must follow the degree structure set in the year of your admission to the postgraduate program.
- The Masters program **must be completed within 7 years of continuous enrolment from admission to the program**. The Double degree MPICT/MISS must be completed within 10 years of continuous enrolment from admission.
- The Graduate Diploma/Certificate program **must be completed within 4 years of admission to the program**.
- In no case shall the award be conferred more than once on the same candidate.

### **Recognition for Prior Learning (Postgraduate)**

If you have completed requirements for the nested Macquarie University course - Policy and Applied Social Research, you will receive credit towards the higher Macquarie University award - Graduate Diploma of Policy and Applied Social Research. In the case of Policing Intelligence and Counter Terrorism and International Security Studies, credit will only be transferred from Graduate Diploma to the relevant Masters degree. Credit can only be used once.

If you wish to apply for academic credit for OUA postgraduate studies at Macquarie University, refer to [RPL application](#) and complete online. Details of the University's policy can be found on the same webpage.



## COMPLETION AND GRADUATION

### Bachelor of Arts and Bachelor of Security Studies

Once you have completed the 24 units required in your degree structure please log on to [ask.mq.edu.au](http://ask.mq.edu.au) to lodge an "[I Expect to Complete](#)" form; attaching a transcript of completed units from OUA. To arrange for your OUA transcript, please log in to your 'My Study' area on the OUA website ([www.open.edu.au](http://www.open.edu.au)) to generate your Statement of Attainment.

As soon as we receive both your OUA statement and the completed "I Expect to Complete" form, we can begin processing your completion. Students who qualify for an award from 27 February to 12 August will graduate at the September ceremony. Students who qualify for an award by 17 February 2017 will graduate at the April ceremony. A transcript can be requested before the ceremony if needed for application to further studies. Refer to [http://www.students.mq.edu.au/student\\_admin/student\\_connect/transcript\\_request/](http://www.students.mq.edu.au/student_admin/student_connect/transcript_request/)

Please note that we cannot process your completion until your results for your final units are released (see table on page 4 for results release dates).

### Postgraduate

To graduate with a Macquarie postgraduate qualification, you must log on to [ask.mq.edu.au](http://ask.mq.edu.au) to submit a Expect to Complete form.

Postgraduate students (P/G Diploma and Masters degrees only) who qualify for an award from 27 February to 12 August will graduate at the September ceremony. Students who qualify for an award by 17 February 2017 will graduate at the April ceremony. Postgraduate Certificates are conferred 'in absentia' and mailed to your after the next graduation ceremony. Please ensure your address details are up to date on the Macquarie system.

The completion/graduation process can take several weeks and includes the following steps:

- Macquarie will send you email acknowledgement of your degree completion;
- Your completion paperwork is sent to the Qualifications Section for checking and then submitted to the Academic Senate for a formal decision to award your qualification;
- The Graduations Unit does the final processing and arranges your graduation ceremony.

Before the graduation date, the graduation office will contact you. You will be asked if you wish to attend the graduation ceremony. This is held at the North Ryde, Sydney campus. If you choose to graduate 'in absentia', your testamur and transcript will be posted to you after the ceremony. Please ensure all contact information is up to date.



## STUDYING ONLINE

### Teaching materials

Teaching and learning is conducted online. Broadband Internet connection is required. Course materials are within each online unit. **No Hardcopies materials are provided.** Your unit(s) of study will be accessible on a web based Learning Management System (known as iLearn).

To access your iLearn unit through the Macquarie University website:

<http://students.mq.edu.au>

click on “Online Units” or access directly via [ilearn.mq.edu.au](http://ilearn.mq.edu.au)

A welcome email is sent to you before the start of the Study Session and will contain:

- Your Macquarie University student number
- Instructions for setting your password and accessing your online unit.
- Information about registering for the Macquarie University Disability Support if applicable.

If you do not receive an email confirming your enrolment before each session please contact [AskMQ](mailto:AskMQ) (Ph: 02 9850 6410) without delay.

Some audio lecturer may have introductory information that is relevant for on-campus students, but is not relevant for OUA students. Please disregard this information. All textbook, readings or articles required for OUA units are listed in the Unit Guide or weekly content within the iLearn unit.

Co-op Bookshop will stock all texts for OUA study. To check if your unit has a compulsory textbook, go to Co-op Bookshop at <http://www.coop.com.au/>.

Books can be ordered online via the Coop website: <http://www.coop.com.au/>.

### Accessing the Online Learning Facility

You will be allocated an MQ student ID number when your first enrolment is processed. You use this ID number as your username to set your own password via the First-Time Login process in order to access your unit/s and other online resources. These resources include access to the Learning Management System (iLearn), student e-mail, library databases and MultiSearch.

**Username: Your Macquarie Student ID Number (an 8-digit number) found in the welcome email.**

### First Time Login

[First time login](#) is a procedure for new students to setup their student password for the first





time.

You only have 5 attempts to setup your initial password. You will be locked out after 5 attempts. Wait 20 minutes and try again. Once you have a password you will not be able to follow this procedure again. The IT Help Desk handles all issues with first time login process. Please call the IT Help Desk on (02) 9850 4357 or 1800 674 357.

### **Reset your password**

You can reset your password for your online units, Library MutliSearch and student email all in one place at <https://mypassword.mq.edu.au/index.php?screen=forgotpass>

If you have any problems, please contact the IT Help Desk on 1800 67 4357.

One week prior to the start of a study period or session, OUA students have read only access to their online unit/s directly login at: <https://ilearn.mq.edu.au> You have full access to the unit/s from the first day of the study session.

Once you have logged in, it is important that you take the time to go through the orientation materials prepared for you in the “Online Learning Support” section. Simply click on the link and you will be taken to demonstrations on how to use your online unit and other important information for successful study online.

### **Macquarie Student Page**

<http://students.mq.edu.au>

The Student Portal has been designed to bring all student resources into one location for easy access to all university resources. The portal contains links to Student Email, Calendar, iLearn Units, Library systems, e-Student, unit guides, and many other student and university resources.

### **Macquarie student email**

All Macquarie students are issued with an official University student email account. It is university policy that this email account is used for official University communication. All students are required to access their University email account frequently. For convenience, this email account can be forwarded to your personal email account. Instructions to forward at: <https://wiki.mq.edu.au/display/gmail/How+to+forward+email+from+Gmail+to+another+account> .You can access the Student email from <http://students.mq.edu.au>

To sign on to your email account, click on 'Student Email'. Login using your student email address as username and your password set up during the first-time login process.

The student email format is first.last@students.mq.edu.au

Each student is responsible for the information sent to a non-Macquarie account and for managing mailbox size (and checking spam/junk folder) to ensure that account remains active.





Student Resource Websites:

**Macquarie University** <http://www.mq.edu.au>

**eStudent** <https://student1.mq.edu.au>

**Student Webpage** <http://students.mq.edu.au/>

**iLearn** <https://ilearn.mq.edu.au>

**Library MultiSearch** <http://www.mq.edu.au/on-campus/library>

**Email:** <http://students.mq.edu.au>

## IT Policies

All students should fully understand their responsibilities to ensure the integrity, availability and confidentiality of Macquarie's information assets by reading the [Information Security Policy](#). Compliance with this Policy and supporting standards and procedures is mandatory for all students and staff. A student guide to the Security Policy has been developed to assist you in understanding your responsibilities.

Information Technology Conditions of Use rules:

Users of the University's IT facilities must ensure they use computing resources ethically, observe academic and professional integrity, respect intellectual property and the ownership of data and software, and respect the rights of other users to privacy, freedom from intimidation, harassment and annoyance.

Please refer to the [Acceptable Use Policy](#) for further information.

## Online tutorials and Netiquette

Your unit has an online discussion forum and your lecturer will inform you of any special participation guidelines. You should be aware of the [general guidelines for online communication](#) ie. 'netiquette'.

Netiquette:

- Ensure your comments are relevant to the topic under discussion
- Be polite and avoid the use of bad language;
- Respect other's point of view;
- Be aware of cultural differences; and
- Be careful with humour and sarcasm.

Hints for new users:

- Make a regular commitment to log on and check the discussion forum, so you can remain in touch with the group.
- Only use capitals for specific purposes, eg: headings, otherwise it can seem like SHOUTING.
- As a general rule, try to keep your messages reasonably short.
- When contributing to discussions try to move the conversation forward rather than making statements that could stop the conversation.



The rules of copyright and plagiarism apply to electronic discussion groups just as they do elsewhere. If you use someone else's ideas, cite them appropriately.

If your online behaviour is deemed inappropriate by the tutor, convenor or web coordinator you will be subject to the following action:

1. In the first instance, the offending comment/material will be deleted from the discussion forum and you will receive an email warning from the course convenor.
2. A repeated offence may result in exclusion from the discussion forum for the remainder of the course, with the forfeit of any/all marks that discussion participation entailed, and a note on your record.
3. Serious offences may result in action under the University's Student Misconduct and Discipline Rules.

### **Study routines**

Try to do some study nearly every day and get into the habit of using short half-hour blocks as well as longer spells. You can do a lot of background reading, or preliminary scanning, on a train journey or in a lunch-break. It is important to tackle your toughest work at times when you are at your best, whether this is first thing in the morning, later in the day, or even the middle of the night.

Do not expect every piece of text to make sense the first time you read it. You may have to go through it several times. Several rapid readings will probably give you greater understanding, and take less time, than a single, painstaking perusal trying to make sense of all points made.

While you are reading:

- Look for the author's framework of ideas, or the plan upon which the material was constructed.
- Select the main idea in each paragraph, which is usually contained in the first or last sentence.
- Look for important details that support the main ideas.
- Do not ignore the author's diagrams and illustrations because they may make important concepts clearer.
- Be skeptical. Do not take the author's word on trust. Look for justification of each statement.
- Do not be afraid to skip paragraphs and whole sections if you can see that they are not relevant to your purpose.

### **Library**

As an OUA student undertaking a Macquarie University unit of study, you can access set reading materials and resources for your unit through the Library's MultiSearch. For help with finding library materials, developing search strategies, database searching and research on the Internet, see the following websites:

- Research Skills <http://www.mq.edu.au/on-campus/library/research>
- Contact a Librarian: [http://www.mq.edu.au/on-campus/library/contact\\_us](http://www.mq.edu.au/on-campus/library/contact_us)



As Macquarie OUA units are taught online, we've ensured that all essential readings are available through Macquarie's MultiSearch or within your set texts. Should you wish to read more broadly, you can make contact with a library in your region and arrange borrowing rights. Most university libraries have an agreement to allow students of other universities to borrow from them for a small annual fee.

While you are enrolled in Macquarie OUA units you may borrow books from the university Library free of charge if you are able to come on campus in person. If you are an OUA student not currently enrolled in Macquarie units, you can apply to join the library as an Associate borrower for a fee. Those students registered in a Macquarie undergraduate or postgraduate OUA degree only, living outside the Sydney metropolitan areas are eligible for [Distance Education Document Delivery services](#).

### **Learning Skills Support**

OUA students undertaking Macquarie undergraduate units of study can access academic support through [StudyWISE](#). This online unit is designed for students who are new to university study. It will provide valuable information on academic writing, referencing techniques, researching and avoiding plagiarism.

For postgraduate students, the online writing resource '[ALPS](#)' provides guidance and models of postgraduate academic writing, as well as various tasks for self-assessment.

For information about referencing, go to

[http://www.students.mq.edu.au/support/learning\\_skills/undergraduate/academic\\_skills\\_guides/](http://www.students.mq.edu.au/support/learning_skills/undergraduate/academic_skills_guides/) and click on 'Writing'

### **Technical Support**

For problems with accessing the Learning Management System (iLearn) or Macquarie University websites, contact the IT Help Desk at Macquarie University.

The IT Help Desk provides:

- 24 hour e-mail service with a 1 hour turnaround available for online form-based help requests: [help@mq.edu.au](mailto:help@mq.edu.au)
- Telephone support is available on: (02) 9850 4357 (in Sydney), or 1800 674357 (outside Sydney).

If you leave a telephone message, don't forget to include your STD area code (e.g. 03 for Victoria), along with your name and telephone number.

**Please note:** Should you have difficulty opening the pop-up boxes in the unit, you may need to change your browser settings to allow pop up boxes.



## STUDENTS WITH SPECIFIC ACCESS NEEDS

Students with disabilities/health conditions requiring assistance are recommended to contact Disability Services at Macquarie University, well in advance of the study period in which they wish to enrol. The Disability Service recommends at least one study period in advance.

Service provision is dependent on assessment of a student's needs, provision of supporting documentation and the availability of resources. This will be discussed during your initial phone interview with a Case Manager. Students need to submit a '[Disability Service Registration](#)' form.

Once this form has been submitted, a Disability Service staff member will contact you. All documentation must be dated within the last 12 months, be legible, signed and on letterhead. Students seeking assistance on the basis of a learning disability must provide a report from an educational psychologist based on an assessment conducted within the last three years.

Documentation is to be provided by:

A suitably qualified medical practitioner

- An allied health professional e.g. social worker, physiotherapist
- An educational professional e.g. educational psychologist

And must:

- Confirm the existence of a disability/health condition
- Outline the impact on academic performance and contain recommendations for support
- Meet the criteria of the University. The Disability Support Unit reserves the right not to accept documentation and to require additional documentation where necessary.

You need to **register once in each calendar year**. Your registration will remain current until the next year.

Contact the Disability Service

Phone: +61 2 9850 7497 or :+61 2 9850 6494

Email: [campuswellbeing@mq.edu.au](mailto:campuswellbeing@mq.edu.au)

Web: [www.campuslife.mq.edu.au/disability](http://www.campuslife.mq.edu.au/disability)



## ASSESSMENT

Your assignments should be submitted no later than the due date and time. Please note that where a due time is specified, it refers to Australian Eastern Standard Time (EST) or Australian Eastern Daylight Savings Time (EDST) in the appropriate months.

Eastern Standard Time (EST)	First Sunday in April, to the First Sunday in October
Eastern Daylight Savings Time	First Sunday in October, to the First Sunday in April

Assessments items submitted after the due date and time may be subject to an academic penalty or may not be accepted at all, unless an extension of time has been previously approved.

Please ensure that you retain an electronic back-up copy of each assignment. While care is taken, the University accepts no responsibility for lost assignments. Problems with the retrieval of work produced on a computer or failure to submit your assignment correctly will not be accepted as an excuse for the late submission of an assignment.

**Overseas students** should make it known to the tutor that they reside overseas and, if not done, ask them to record any assessment feedback electronically. Most assignments are marked online and are able to receive the tutor's comments and feedback from within your unit.

### Submission of Assignments

Do not send assignments directly to the Unit Convenor or Tutor, unless specifically requested to do so. Please refer to the instructions in your unit about submitting your assignment. All units are submitted via the 'Turnitin' link or the iLearn upload function within your iLearn unit. Assignments will generally be marked and feedback returned within three weeks of the due date.

The results viewed in the Grade book in your iLearn unit are **not official**. Official final result are published on e-Student (via <http://students.mq.edu.au>) (please refer to the table on page 4.)

### Plagiarism

Plagiarism includes, but is not limited to, false indication of group contribution, false indication of assignment submission, collusion, submission of your own work previously submitted, creating a new article out of an existing article by rewriting (laundering), using the same data to form the same arguments and conclusion, presenting collaborative work as one's own without acknowledging others' contributions, cheating in an examination or using others to



write material for examination. Plagiarism involves using the work of another person and presenting it as one's own. Plagiarism represents the most serious form of academic misconduct, and can result in serious consequences for a student who is accused of plagiarism. Please refer to the [Macquarie Academic Honest Policy](#). You must acknowledge the people whose concepts, experiments or results have been extracted, developed or summarised, even if their ideas have been put into your own words. Ensure that any work referred to, or quoted, is consistently referenced, as in-text referencing and footnotes, with appropriate bibliographic detail.

### **Assignment Extensions**

Should it become necessary to seek an extension for the submission of your assignment, you should contact the unit convenor. **This must be done 24 business hours prior to the due date.** Such extensions, if granted, will be limited to one week. Extensions are only granted for disruption to studies with appropriate supporting documentation (eg Medical Certificate). Unless otherwise specified in the Assessment section of your unit, **late submission** of written work will result in a deduction of 10% of the mark awarded for each week or part of a week beyond the due date.

It will be at the discretion of the unit convenor if work submitted beyond 3 weeks of the due date, or extension date, will be accepted for marking. If you are having problems completing an assignment, please contact [ouainfo@mq.edu.au](mailto:ouainfo@mq.edu.au) **as soon as possible.**

### **Examinations**

Each Macquarie unit has its own assessment pattern, and examination requirements are set out on the iLearn page. Most Macquarie OUA units **do not** have invigilated exam. Instead, units may require an online examination or essay completed at home. Final assessments are usually due in Week 13.

It is important to note that some units will have their assessment tasks and examinations set to appear on the unit web page during a specified period only. It is important to be vigilant in checking your online unit to see what the convenor expects you to do in any one week.

There is one Macquarie unit that requires an invigilated exam held during the examination period.

BIOX122      Biological Basis of Behaviour

Invigilated exam procedures for this unit can be found at:

<http://www.open.edu.au/student-admin-and-support/exams-and-results/exam-policies-and-procedures/>

Exam venue selection is open in **week 7** and the deadline to nominate a venue is **week 9**. Students should check their unit exam requirements at the beginning of the study session.



Students who need to defer an invigilated exam should contact [ouainfo@mq.edu.au](mailto:ouainfo@mq.edu.au) at Macquarie University by week 9 with supporting documentation as an alternative exam arrangement needs to be made with OUA Exam Services on your behalf.

**It is not possible to undertake other OUA provider's exams on the Macquarie University campus.**

### **Effective examination preparation**

- Study systematically from the time you begin each unit.
- Begin revising at the end of the first week. Every time you attempt to recall what you have learned you will be making future learning easier.
- Space your revision so that you do a little each week.

### **Final Results**

Macquarie University grades are defined as follows:

HD	High Distinction	85-100
D	Distinction	75-84
Cr	Credit	65-74
P	Pass	50-64
F	Fail	0-49
W	Withdrawal (without academic penalty)	

Should you need to repeat a unit of study, you will be required to pay the full tuition fee for any subsequent registrations in that unit, and re-attempt the entire unit, including assessment tasks and examinations that you may have previously passed. **Submission of your own work previously submitted is against the Academic Honesty policy**

Official Results from Macquarie units of study will be available on the Macquarie University website from the release date: (see table page 4)

1. Go to <https://student1.mq.edu.au>
2. Login using your MQ student ID number and your date of birth (ddmmyyyy) as your password (first-time only) you will be asked to change your password.

An academic statement of OUA units completed at all universities may be obtained from OUA. It can be downloaded, simply log in to My Study Centre, select Completed units and select the link for the kind of statement you require. As well as downloading a copy of your record of results from the site, you can request that OUA directly email a copy to a third party. This may be useful in situations where you need to provide evidence of your academic results.

**You can request a Macquarie University academic transcript at:**

<http://www.student.mq.edu.au/ses/academictranscript.html>



## **Review of Marks, Grade Review and Appeals Against Grade Review Decisions**

instructions on Individual Assessment Grade Review, Unit Final Grade Review, Appeals Against Grades and Special Circumstances can be found at:

[http://students.mq.edu.au/support/complaints\\_appeals/appeals/grade\\_appeals/](http://students.mq.edu.au/support/complaints_appeals/appeals/grade_appeals/)

### **CONTACT DETAILS**

#### **Macquarie University**

Student Connect

NSW 2109

Phone: +61 2 9850 6410

Online: <http://ask.mq.edu.au>

Web: [mq.edu.au/oua](http://mq.edu.au/oua)

#### **Open Universities Australia**

GPO Box 5387

Melbourne Victoria 3001

Telephone: 1300 363 652

International: +61 3 8628 2971

Fax: +61 3 8628 2955

Email: OUA [Online Enquiry Form](#). Allow two working days for a response

Web: <http://www.open.edu.au>