

Next Step
Handbook 2017

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.

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WELCOME

We are pleased to introduce you to the *Next Step* pathway 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 *Next Step* pathway is an alternative pathway for students who have not been able to enter into a degree through conventional methods. Students enrolled in the program have a large selection of units to choose from and upon successful completion, will gain guaranteed entry into a degree with Macquarie University.

This book has two purposes – to assist you in making a *Next Step* pathway application and to provide you with a handbook to keep and refer to during your *Next Step* studies.

It covers areas such as eligibility for the *Next Step* program, how to apply and the 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 the University if there are any matters we can clarify for you. We look forward to welcoming you to Macquarie University in 2017.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

We are aware that for many *Next Step* students this is a new (and sometimes daunting) environment. We are always available to support *Next Step* 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:

Phone (02) 9850 6410

Online ask.mq.edu.au

[Ask a question](#)

2017 PRINCIPAL DATES

APPLICATION CLOSING DATES

3 February	On-time closing date for Session 1 <i>Next Step</i> applications (new applicants only).
17 February	Final closing date for Session 1 <i>Next Step</i> applications (new applicants only) with \$200 late fee. <i>Absolutely no applications will be accepted after this date.</i>
7 July	On-time closing date for <i>Next Step</i> applications for Session 2 (new applicants only).
21 July	Final closing date for Session 2 <i>Next Step</i> applications (new applicants only), with \$200 late fee. <i>Absolutely no applications will be accepted after this date.</i>

Current *Next Step* students (i.e. those who commenced in Session 1, 2017) wishing to add units for Session 2, 2017 simply needs to complete and submit a Change of Enrolment form .

- **For all continuing students who do not fall in the above category and still needs to study through the Next Step program must complete the new 2017 Session 2 application. The application fees and application closing dates will still apply to you.**

Academic Year

Session 1, 2017

24 February	Tuition fees due for Session 1 units
27 February – 14 April	Classes (7 weeks)
3 March	Last date to add and 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)
17 April – 28 April	Recess (2 weeks)
28 April	Last date to withdraw from Session 1 units without <i>academic</i> penalty (financial penalty applies)
1 May – 9 June	Classes (6 weeks)
12 June – 30 June	Examinations commence
30 June	Session 1 ends
13 July	Exam results released via eStudent

Session 2, 2017

28 July	Tuition fees due for Session 2 units
31 July – 15 September	Classes (7 weeks)
4 August	Last date to add and 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
18 September – 29 September	Recess (2 weeks)
28 September	Last date to withdraw from Session 2 units without <i>academic</i> penalty (financial penalty applies)
2 October – 10 November	Classes (6 weeks)
13 November	Examinations commence
1 December	Session 2 ends
14 December	Exam results released via eStudent

***NEXT STEP* PATHWAY**

The Macquarie University *Next Step* program is a pathway for students who have not been able to enter into a degree through conventional methods (i.e. through the Universities Admission Centre).

Alternative pathway into a bachelor degree

The *Next Step* program is suitable for students looking for an alternative pathway into a bachelor degree program with Macquarie University.

Students studying via the *Next Step* pathway have a large selection of units to choose from; four Faculties in the University are offering units to the pathway students. Units completed via the *Next Step* pathway will be credited towards the student's bachelor degree at Macquarie University.

Once enrolled, *Next Step* 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 '*General Coursework Rules*'. Please refer to the following link for more information:

<http://universitycouncil.mq.edu.au/legislation.html>

The *University Course Handbook* is available at: www.handbook.mq.edu.au

Students who meet the set criteria will be guaranteed a Commonwealth Supported Place (HECS) in one of the available pathway bachelor degrees once they articulate.

For more information see – [Degrees and Entry Requirements](#) (pages 18 - 43)

Eligibility for the *Next Step* pathway

Citizenship and residency requirements

To enrol into the *Next Step* pathway, you must either hold Australian citizenship or have an Australian permanent residency visa.

While students in some visa categories (e.g. provisional spouse visa) might be able to enrol into the *Next Step* program, they will be limited to a maximum of two units and will not be eligible to articulate to a bachelor degree while they still hold a temporary resident visa.

Educational Qualifications

To be accepted into the *Next Step* pathway, **recent high school leavers** (applicants who have completed the Higher School Certificate (HSC) or Year 12 equivalent within the last 2 years i.e. 2015 or 2016) will need a minimum ATAR of 50.00 to be considered. However, some units offered via the pathway require students having an ATAR of 55 or 60.00 (or 65.00 for LAW units). Please note that bonus points are **not considered** for acceptance into the *Next Step* pathway.

Students who have not completed the HSC or Year 12 equivalent, (i.e. completion of Year 10 studies only) and are under the age of 21 years old, may **not** be eligible to apply for the *Next Step* program. Please contact ask.mq.edu.au to discuss your options if you fall into this category.

Mature age students (students who have completed the HSC more than 2 years ago or are above 21 years of age) will have open entry into the *Next Step* program, that is, the ATAR score will not be used in the assessment of the application. Any other tertiary studies (diploma at TAFE or studies completed at another institution) however, will be utilised in the assessment.

Costs involved with *Next Step* study

The costs related to *Next Step* study are:

1. Application fees (and late fees)

An **application fee of \$75** is payable when the application is lodged to 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**.

There are two application intakes per year; Session 1 and Session 2 only. *Next Step* students have one academic year from time of admission to complete the pathway program. If the *Next Step* studies are carried across more than one academic year, a new application must be lodged, a new application fee of \$75 (non-refundable) will also apply.

For example, if your application is lodged on time for the Session 1, 2017 intake, you have one academic year (Session 1, Session 2 and Session 3) to complete the requirements of the *Next Step* pathway. If your studies carry across into Session 1 the following year (2017), you will be required to lodge a new application and be charged a non-refundable \$75 application fee. Likewise, if you commence the *Next Step* pathway in Session 2, 2017, you have one academic year (Session 2, Session 3 and Session 1, 2017) to complete the pathway. If your studies carry across to Session 2, 2017, you are required to lodge a new application with the non-refundable \$75 application fee.

If your application is lodged after the on-time closing dates (3 February 2017 for Session 1, 7 July 2017 for Session 2) a **\$200 late application fee applies in addition** to the \$75 application fee. The late application fee of \$200 is **non-refundable**.

2. Tuition fees

The *Next Step* 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*. Units offered via the *Next Step* pathway are worth 3 credit points and the tuition fees are charged according to the identified student contribution bands:

Student Contribution Band	Total cost per 3 credit point unit
Band 1	\$1252
Band 2	\$1783
Band 3	\$2089

You will find a list of the corresponding student contribution bands included in the *Summary of Units Available by Faculty* section of the handbook on pages 27-43.

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 any outstanding debts online via eStudent to see how much you owe (i.e. all subsequent sessions). Session 1 fees are due on 24 February 2017, Session 2 fees are due on 28 July 2017. **You will not be sent any more statements in the mail**, and you have to check your finances in eStudent.

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 *Next Step* tuition fees, please contact [Ask.MQ](#) *before the deadline for paying tuition fees***.**

For more information regarding tuition fees, please see [page 45](#).

How to apply

Please note: If your studies carry over one academic year from time of admission (e.g. Session 2, 2017 and are still continuing the program in Session 2, 2018) *a new application form must be lodged*. Please refer to page 4 '*Application fees (and late fees)*' for more information.

You will need to complete the application online, there is an online *2017 Next Step application form*, available from our website www.mq.edu.au/nextstep. Please follow the instructions on the website.

Email: nonaward@mq.edu.au

Closing dates

There are only two application intakes per year; Session 1 and Session 2.

The closing dates for **Session 1**:

On-time applications 3 February 2017

Late applications 17 February 2017 – 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 *Next Step* applications are:

On-time applications 7 July 2017

Late applications 21 July 2017 – if places remain available and with a **\$200 late fee** in addition to the \$75 application fee.

Newly commencing *Next Step* students from Session 2, 2016 do not need to lodge another application for Session 1, 2017 – units may be added by using the online *Next Step Change of Unit Enrolment* form. Likewise, newly commencing *Next Step* students from Session 1, 2017 only need to complete the online *Next Step Change of Unit Enrolment* form for Session 2, 2017. New applications will need to be lodged if the *Next Step* studies carry over one academic year from the time of admission.

Under no circumstances will late applications be accepted after the final dates of 17 February and 21 July 2017.

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 there are any problems with your application, or if your application is not successful. Please remember that the application fee of \$75 and the late fee \$200 (if applicable) is **non-refundable**.

If you are accepted and enrolled, please note that you must email nonaward@mq.edu.au if you do not wish to proceed with this enrolment.

Please note: Classes commence on Monday 27 February (Session 1), Monday 31 July (Session 2).

Units (subjects) available to *Next Step* students

Units (subjects) available to *Next Step* students who meet the pre-requisites for entry are listed from pages 28-43. Whilst we try our best to secure you a place in the unit you would like to study, there are some units where there are great demands and places may fill up quickly. In such instances, you will be contacted to choose an alternative unit if the unit you would like to study is not available.

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 may be taught online, by correspondence. All external units are listed in the *Macquarie 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 *Macquarie 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 early March to early July and Session 2 runs from early August to early December. 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. Session 3 is not recommended for *Next Step* pathway students given that the session is shorter and that the results for Session 3 are not released in time for qualifying students to enter and be admitted into a degree on time in Session 1 the following 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. The content is 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?

You should remember that the units you are applying for are from the University's Schedule of Units, so they are at tertiary level. 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 9cp or 12cp workload is a full-time workload for a session and is not recommended for commencing Next Step students.*

Important: For students considering a full-time study load, an informal interview will be required before your application will be processed. Please complete the application with the units you would like to study and submit it online – you will then be contacted to arrange an interview time. Failure to attend the interview will result in your application being rejected unless a part-time study load has been nominated instead.

IMPORTANT INFORMATION FOR NEW *NEXT STEP* 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 60, 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).

Orientations for *Next Step* pathway students

At Macquarie University we recognise how important it is for you to be well prepared for the commencement of classes. To assist you, we have designed a special orientation program to help you make the transition to university life and study. You will receive full information about the orientation program with your confirmation of enrolment materials in mid February for new students commencing in Session 1, and mid July for new students commencing in Session 2.

You are **strongly encouraged to attend this program**, where you can ask questions about time management, learning skills, on-line skills, introduction to email accounts, student support services, library skills, writing university essays and where to access assistance if you need it. In addition, there will be tours of the campus and library. Most importantly you will also have the chance to meet other students enrolled in your subjects and be partnered with an experienced student mentor. Mentors can answer any of your questions about study and life at Macquarie, show you all the places and processes you'll need to know to help you settle in and feel confident, and they can stay in touch with you throughout the session.

Registration for Academic Orientation and further information is available on the website at www.mq.edu.au/transition, or you can contact the Macquarie Transition Program (02) 9850 4386 or email mentors@mq.edu.au with any questions.

Youth Allowance, Austudy and Abstudy

Please note: It is the student's responsibility to ensure that their workload each session meets the eligibility criteria for the benefit they are seeking to receive. If you are unsure of your status, please contact your nearest Centrelink office.

Centrelink is required to look at your workload on a per session basis. A student who enrolls in nine (9) or more credit points in a session is considered to have a full-time study load for that session. **If you enrol in six (6) credit points, as strongly advised (for academic reasons), you will have a part-time study load.** Full information about eligibility is available from Centrelink Offices, or from the web:

<http://www.humanservices.gov.au/>

You can also telephone to find out more:

Youth Allowance and Austudy – 13 24 90

ABSTUDY – 1800 13 23 17

You should take particular care to ensure that your program of study satisfies Centrelink's requirements, as changes to your program of study may affect your eligibility for benefits. Payment of benefits may be refused, or benefits already paid may need to be refunded if your program does not conform to the specifications laid down by Centrelink. *If you are in any doubt, please check with Centrelink.*

Travel Concession

Unfortunately, Next Step students are not eligible to apply for travel concession. However, you may be able to apply for discounted travel, please contact Student Connect for more information.

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. UniWISE provides information, activities and examples for all of the main areas of academic study, including:

- Time management and goal setting

- Critical reading and writing

- Researching and referencing

- Speaking and presentation skills

- Exam strategies

Visit 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

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.

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 support 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 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
- Relationships
- 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 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.

Government Information Public Access

The *Government Information (Public Access) Act 2009 (GIPAA)* replaced the *Freedom of Information Act 1989* on 1 July 2010.

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

DEGREES AND ENTRY REQUIREMENTS

Macquarie University has provision for articulation from the *Next Step* pathway to an award (degree) place in one of eighteen (18) bachelor degrees.

Standard articulation

To secure a *guaranteed* place into a bachelor degree, students are required to:

- i) successfully complete 4 units (12 credit points); *and*
- ii) for most degrees, receive an overall Grade Point Average (GPA) of either 2.0, 2.25 or 2.5; *and*
- iii) complete specific units outlined by the faculty offering the degree (if required);
- iv) complete an academic communications unit in your first session of study (if required).

Successful completion of 4 units:

- Bachelor of Arts
- Bachelor of Security Studies*

GPA of 2.0 (a 'Pass' average)

- Bachelor of Biodiversity and Conservation
- Bachelor of Commerce*
- Bachelor of Information Technology
- Bachelor of Information Technology - Games Design and Development
- Bachelor of Science
- Bachelor of Social Science
- Bachelor of Teaching (Early Childhood Education)*

GPA of 2.25

- Bachelor of Engineering*
- Bachelor of Environment

GPA of 2.5

- Bachelor of Arts – Media*
- Bachelor of Arts – Psychology
- Bachelor of Business Administration*
- Bachelor of Human Sciences
- Bachelor of International Studies
- Bachelor of Science – Psychology
- Bachelor of Speech, Hearing and Language Sciences

* To be eligible to apply for the above degrees, students must complete specific units identified by the relevant department offering the degree.

A student's GPA includes **ALL attempted units** (including failed and repeated units) – not just the 'best four'. Students who obtain fail grades (F, FA or FW), even in one unit, should be aware that it will be much more difficult to subsequently obtain a GPA of 2.0. Please note that credit points are NOT awarded for failed units. In

this instance, students will need to successfully complete *an additional unit* in order to meet the 12cp articulation requirement for the pathway.

If you meet the conditions outlined above for entry to one of the pathway degrees via the standard or accelerated articulation option, you must still apply online for admission through the University. After the examination results are released, if you meet the requirements for articulation, you will be invited by email to lodge the online application. **Articulation to a bachelor's degree upon completion of 12 credit points is not automatic.** Please see page 23 for more information.

Accelerated articulation - Get into your degree sooner

All *Next Step* students will be enrolled into the standard articulation program (students to successfully complete 4 units; and meet the GPA requirements of the degrees they wish to articulate into). High achieving students in the *Next Step* program are recognised and rewarded for their achievements. Students who complete two units (6 credit points) and receive an overall GPA of 3.0 or higher can accelerate and articulate into their chosen degree after one session of part time (2 units) study.

An email will be sent to eligible students to invite them to apply for the accelerated program online once the results are released for the session. An offer will then be made to the student by email (please check your Macquarie University email address) For students who qualify for the accelerated option, but do not wish to take up the offer, please contact nonaward@mq.edu.au once you receive your offer and advise us of this.

Please note: with the degrees that have specific units nominated by the faculty offering the degree (see list above noted with asterisk*) the two units (6 credit points) undertaken **must** be two of the faculty nominated units. Please see below for a list of the degrees with special requirements and the specific units that need to be completed.

Bachelor of Securities Studies (BSS)

Entry criteria into the BBA pathway for recent high school leavers (HSC completed in 2015 or 2016) is a minimum **ATAR of 50.00**. This ATAR restriction does not apply to mature age applicants.

Students intending to articulate into the BSS are required to pass a minimum of 12cp (4 units) nominated by the Faculty of Arts. The nominated units form the foundation units for the pathway into the Bachelor of Securities Studies degree and can be used as credit for previous studies upon articulation.

The units available to students are detailed below:

Required: PICT110
 PICT111
 PICT112
 PICT113

Students who are interested in the accelerated articulation program will need to complete two units from the above list, and achieve an overall GPA of 3.0 or higher to be considered for accelerated articulation after one session of part time (2 units) study.

Bachelor of Arts - Media (BA - Media)

Entry criteria into the BA - Media pathway for recent high school leavers (HSC completed in 2015 or 2016) is a minimum **ATAR of 50.00**. This ATAR restriction does not apply to mature age applicants.

Students intending to articulate into the BA - Media are required to complete a minimum of 6cp (2 units)

nominated by the Faculty of Arts and 6cp (2 units) from the *Summary of Units Available by Faculty* on pages 27-43 with an overall GPA of 2.5. The nominated units form the foundation units for the pathway into the BA – Media degree and can be used as credit for previous studies upon articulation.

Students must choose 6cp (2 units) from:

Choice of: MAS104 or
 MAS105 or
 MAS110 or
 MMCS115

Students who are interested in the accelerated articulation program will need to complete two units from the selected list available, and achieve an overall GPA of 3.0 or higher to be considered for accelerated articulation after one session of part time (2 units) study.

Bachelor of Business Administration (BBA)

Entry criteria into the BBA pathway for recent high school leavers (HSC completed in 2015 or 2016) is a minimum **ATAR of 55.00**. This ATAR restriction does not apply to mature age applicants.

Students intending to articulate into the BBA are required to complete a minimum of 12cp (4 units) nominated by the Faculty of Business and Economics with an overall GPA of 2.5. The nominated units form the foundation units for the pathway into the Bachelor of Business Administration degree and can be used as credit for previous studies upon articulation.

The units available to students are detailed below:

Required: ACBE100

And 3 units from:

ACST101

ACCG106

BBA102

MKTG101

ECON111

Students who are interested in the accelerated articulation program will need to complete two units out of the four required, and achieve an overall GPA of 3.0 or higher to be considered for accelerated articulation after one session of part time (2 units) study.

Bachelor of Commerce (BCom)

Entry criteria into the BCom pathway for recent high school leavers (HSC completed in 2015 or 2016) is a minimum **ATAR of 55.00**. This ATAR restriction does not apply to mature age applicants.

Students intending to articulate into the BCom are required to complete a minimum of 12cp (4 units) nominated by the Faculty of Business and Economics with an overall GPA of 2.0. The nominated units form the foundation units for the pathway into the Bachelor of Commerce degree and can be used as credit for previous studies upon articulation.

The units available to students are detailed below:

Required: ACBE100

Required: ECON111

Required: ACCG106 (most majors) or
ACCG100 (accounting major) or
ACST101

Required: MKTG101 or
BBA102

Students who are interested in the accelerated articulation program will need to complete two units out of the four required, and achieve an overall GPA of 3.0 or higher to be considered for accelerated articulation after one session of part time (2 units) study.

Bachelor of Engineering (BE)

Entry criteria into the BE pathway for recent high school leavers (HSC completed in 2015 or 2016) is a minimum **ATAR of 60.00**. This ATAR restriction does not apply to mature age applicants.

Students intending to articulate into the BE are required to complete a minimum of 12cp (4 units) nominated by the Faculty of Science with an overall GPA of 2.25. The nominated units form the foundation units for the pathway into the Bachelor of Engineering degree and can be used as credit for previous studies upon articulation.

The units available to students are detailed below:

Required: MATH135* or MATH130

Required: PHYS140

Required: ENGG100

**Achievement of a HSC performance Band 4 or higher in Mathematics is required for entry to this unit.*

Students who are interested in the accelerated articulation program will need to complete two units out of the three required, and achieve an overall GPA of 3.0 or higher to be considered for accelerated articulation after one session of part time (2 units) study.

Bachelor of Teaching (Early Childhood Education)

Entry criteria into the BTeach (Early Childhood Education) pathway for recent high school leavers (HSC completed in 2015 or 2016) is a minimum **ATAR of 50.00**. This ATAR restriction does not apply to mature age applicants.

The degree will be available for articulation to two applicant cohorts – students with a completed TAFE Diploma of Children's Services and those without.

Each cohort will be required to complete a minimum of 12cp nominated by the Institute with an overall GPA of 2.0 in order to articulate to the BTeach (Early Childhood Education). The Institute of Early Childhood has identified specific units that each cohort must complete within the *Next Step* program, detailed below:

For school leavers:

Session 1:

ACSH100

ECHE120

Session 2:
Choose 2 from
ECH131
ECHE118
ABST100

Diploma of Children's Services Cohort:
Session 1:
ACSH100
ABST100

Session 2:
ECHE118
People or Planet unit

Students who are interested in the accelerated articulation program will need to complete two units out of the four required, and achieve an overall GPA of 3.0 or higher to be considered for accelerated articulation after one session of part time (2 units) study.

What is a Grade Point Average (GPA) and how is it calculated?

The Grade Point Average (GPA) of a student is a calculation that reflects the overall grades of a student and is based on undergraduate units completed at Macquarie University.

A student's GPA includes **ALL attempted units** (including failed and repeated units) – not just the 'best four'. A GPA of 2.0 could be achieved, for example, by obtaining Pass (P) grades in four units, each worth three credit points. A GPA of 2.5 would require two Pass (P) and two Credit (CR) grades. Students who obtain fail grades (F, FA or FW), even in one unit, should be aware that it will be much more difficult to subsequently obtain a GPA of 2.0.

For example, if a student receives 3 Passes and 1 Fail, they will need to achieve a minimum of 1 Distinction or 2 Credits in subsequent units to have an overall GPA of 2.0.

If you articulate (enter into a degree) from *Next Step* study into a bachelor degree, credit points and grades are transferred over to the degree. However, the GPA for the *Next Step* program 'resets' once in the bachelor degree and any subsequent units completed in the degree will contribute to a new GPA calculation.

For more information about how to calculate your GPA, please visit the GPA calculator website:
www.studentadmin.mq.edu.au/other/gpa.html

Recommended study load for Pathway students

All *Next Step* pathway students are **strongly** recommended to undertake a part-time study load, i.e. 1-2 unit(s) each session. Adjusting to university life and tertiary study can be quite challenging and studying full-time in your first session may be overwhelming.

You should remember that the units you are applying for are from the University's Schedule of Units, so they are at tertiary level. To estimate the time required each week 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.

Students considering a full-time study load

For students considering a full-time study load, an informal interview will be required before your application will be processed. Please complete the application with the units you would like to study and submit it online – you will then be contacted to arrange an interview time. Failure to attend the interview will result in your application being rejected unless a part-time study load has been nominated instead.

Academic Communications units

All *Next Step* students are recommended to undertake an Academic Communications unit as part of their study plan. The only exceptions are students who achieved a HSC performance Band 4 or higher in English, but it is recommended to include one in your study plan. Students who intend to articulate into a degree which has specific unit requirements nominated by the faculty offering the degree (i.e. BBA, BCom, BTeach(0-5)) must complete the specified Academic Communications unit even if you have achieved a HSC performance Band 4 or higher in English.

The Academic Communications units are specifically designed to prepare students for academic requirements at a tertiary level. The Academic Communication units focus mainly on forming a solid foundation to assist students in developing critical and analytical skills in communication through reading, writing and the discussion of issues in their related area of study. Full detail of the unit description can be found below:

ACBE100 Academic Communication in Business and Economics

ACSC100 Academic Communication in Science

ACSH100 Academic Communication in the Social Sciences and Humanities

These units are designated People units (please see page 27 for information on People and Planet units). They are designed to support students in their transition to university by enabling them to understand and achieve standards of performance required in an academic environment. These units provide a three-level focus, which is initiated by facilitating the development of academic practices, behaviours and values. They foster a level of familiarity with the disciplinary language, texts and conventions used when studying in programs offered by the Faculty of Business and Economics / Faculty of Science / Faculty of Arts and Faculty of Human Sciences.

ACBE100 applies the people unit focus by examining global social inclusion issues (e.g. health, education, equality and law) through the lens of economic impact and developing substantiated and informed recommendations to respond to these issues.

ACSC100 applies the people unit focus by examining the ethical questions surrounding a scientific or technological advancement, developing a substantiated and informed recommendation to respond to these questions.

ACSH100 applies the people unit focus by examining an aspect of social inclusion through the lens of human rights and developing substantiated and informed recommendations to respond to the issue.

Learning and assessment activities are designed to assist students to become independent and collaborative learners. Students are guided to develop their academic strategies for reading, thinking and expressing ideas effectively and critically in order to achieve academic success.

* Please note students can only undertake **one** of the above Academic Communications units as these units are *Not to Count for Credit With (NCCW)* each other.

Admission to a degree using the *Next Step* pathway

If you meet the conditions outlined above for entry to one of the pathway degrees, you must still apply for admission through Macquarie University. ***Articulation to a bachelor's degree upon completion of 12/6 credit points is not automatic.*** Applications must still be lodged by the published dates. More information is available in “*When and how do I transfer to a degree?*” on page 24.

For students who achieve an overall GPA of 3.0 or higher after 6cp (2 units) of study, will be considered for the accelerated articulation option (page 17) and can articulate into their chosen degree after one session of part time (2 units) study.

If you intend to apply for the Bachelor of Security Studies, you must complete specific units nominated by the Faculty of Arts listed on page 17. Students who do not follow the required study plan will not be eligible to apply to articulate into the Bachelor of Security Studies.

If you intend to apply for the Bachelor of Arts - Media you must complete specific units nominated by the Faculty of Arts listed on page 17. Students who do not follow the required study plan will not be eligible to apply to articulate into the Bachelor of Arts - Media.

If you intend to apply for the Bachelor of Business Administration you must complete specific units nominated by the Faculty of Business and Economics listed on page 18. Students who do not follow the required study plan will not be eligible to apply to articulate into the Bachelor of Business Administration.

If you intend to apply for the Bachelor of Commerce you must complete specific units nominated by the Faculty of Business and Economics listed on page 18. Students who do not follow the required study plan will not be eligible to apply to articulate into the Bachelor of Commerce.

If you intend to apply for the Bachelor of Engineering you must complete specific units nominated by the Faculty of Science listed on page 19. Students who do not follow the required study plan will not be eligible to apply to articulate into the Bachelor of Engineering.

If you intend to apply for the Bachelor of Teaching (Birth to Five Years) you must complete specific units nominated by the Institute of Early Childhood listed on page 20. Students who do not follow the required study plan will not be eligible to apply to articulate into the Bachelor of Teaching (Birth to Five Years).

Entry to other bachelor degrees

It is not possible to articulate directly from the *Next Step* pathway to other degrees in areas such as Law or Education. However, the University has internal transfer policies set out on the Student Administration website (<http://studentadmin.mq.edu.au/undergrad/currentstudents/coursetransfer.html>), which permit students to transfer from one degree to another. The credit points you have gained through the *Next Step* pathway may be counted for transfer purposes, *but the GPA will be calculated only on the units you have attempted in your bachelor degree.* Students must complete studies for at least one session before they will be eligible to apply for an internal course transfer. Please consult the Internal Course Transfer policy for details of transfer criteria.

If you intend to transfer to another degree using the Internal Course Transfer policy, it is strongly recommended that you apply for either a Bachelor of Arts or Bachelor of Science degree via the pathway, as these provide the greatest flexibility for students.

When and how do I transfer to a degree?

For **Session 2 applications** (i.e. you will finish your *Next Step* studies at the end of Session 1 and intend to

commence your degree in Session 2), you must complete an online application form at www.studentadmin.mq.edu.au. Applications will **open after the examination results are released and eligible students will be sent the link for the online application form by email**. (please check your official MQ email). **No late applications will be accepted**. If you require assistance, or have any questions, please contact the Student Enquiry Service on (02) 9850 6410 or via ask.mq.edu.au.

For **Session 1 applications** (i.e. you will finish your *Next Step* studies at the end of Session 2 or Session 3 and intend to commence your degree in Session 1), you must complete an online application. Applications will **open after the examination results are released and eligible students will be advised of the link to the online application by email**. **No late applications will be accepted**. ***For students whose application is dependent upon your Session 3 examination results, you will need to submit an online application after you have received your results.*** Once your application has been submitted, the Admissions Team can then assess your application and provide you with an offer from mid to late February. For students that fall into this category, please send an email to nonaward@mq.edu.au to advise us of your intention to articulate to ensure your application will be processed in time for the Session 1 intake.

Next Step students applying through UAC for admission into a bachelor degree via the pathway may also include other degrees offered by Macquarie in their preference list, however *no guarantee of a place can be made* and selection is extremely competitive. As part of the selection process through UAC, one or more of the following will be taken into account when considering your application: secondary studies, tertiary studies, post-secondary studies and other relevant factors, such as special circumstances (please refer to Section 3 of the 2017 UAC Guide).

It is strongly recommended that you include at least one of the pathway degrees (e.g. BA or BSc) in your preference list when applying through UAC.

For more information on how and when to apply to enter a degree, please contact the Student Enquiry Service, Level 1, Lincoln Building or call (02) 9850 6410, either in early April 2017 (for Session 2, 2017 commencement) or early August (for commencement in Session 1, 2017).

Units available to *Next Step* students

To assist you in putting together a program, we have listed the 100-level (first-year) units which are potentially available for *Next Step* pathway students.

This is not a complete list of all the 100-level units offered, but the units omitted from the list in this book are unlikely to be available to you unless you have previous studies or previous language experience that would satisfy pre-requisites. Nevertheless, if you feel that you may be eligible to enter a unit above commencement level, you should consult the Schedule of Units in the *Macquarie University Course Handbook* (www.handbook.mq.edu.au).

Many departments have set an ATAR cut-off for entry to their units. These cut-offs will apply to ***all 2015 and 2016 HSC applicants***. Where there is a Faculty or Department with a set ATAR cut-off, it is stated in the following list of available 100-level units. Please be sure to check these cut-offs and choose your units accordingly. Bonus points will not be considered in the assessment of acceptance into a unit.

Applicants who do not meet the minimum ATAR cut-off required for unit enrolment: consideration may be given if an applicant can demonstrate strong performance in an associated discipline of study with supporting documentation.

Students who completed their HSC or equivalent more than 2 years ago (pre-2015) are not affected by the ATAR cut-offs. They may choose any unit listed in the pathways list.

For students considering a full-time study load, an informal interview will be required before your application will be processed. Please complete the application with the units you would like to study and submit it to nonaward@mq.edu.au – you will then be contacted to arrange an interview time. Failure to attend the interview will result in your application being rejected unless a part-time study load has been nominated instead.

Students intending to articulate into a degree via the *Next Step* pathway are **required** to undertake an Academic Communications unit as part of their study plan. Students who achieved a HSC performance Band 4 or higher in English are not required to undertake an Academic Communications unit, but are recommended to include one in their study plan. Students who intend to articulate into a degree which has specific units nominated by the faculty offering the degree (i.e. BBA, BCom, BE, BTeach(Early Childhood Education)) must complete the specified Academic Communications unit even if you have achieved a HSC performance Band 4 or higher in English.

These units are specifically designed to prepare students for academic requirements at a tertiary level. The Academic Communication units focus mainly on forming a solid foundation to assist students in developing critical and analytical skills in communication through reading, writing and the discussion of issues in their related area of study.

Students are also strongly encouraged to discuss their unit selection with an academic advisor (located in each Faculty). Please refer to page 11, *Faculty Student Enquiry Centres* for further details.

People and Planet units

You will notice in the *Summary of Units available by Faculty* (pages 27-43) that certain units have been designated as People or Planet units. People and Planet units are a unique feature of Macquarie's undergraduate curriculum. They enable students to achieve the breadth of understanding required by today's graduates by requiring them to study outside their primary discipline. People and Planet units enable students to understand the challenges and issues facing the world at present and develop the capacity to be engaged and ethical local and global citizens. In essence, People units are designed to give students an understanding of what it means to live in the social world, and to develop cultural or social literacy. Planet units enable students to develop scientific literacy and to understand what it means to live in the physical world.

To complete your degree once you transfer, you will have to complete one People and one Planet unit. A schedule of People and Planet units is available in the online Course Handbook, and identifies the Faculties and Departments offering the units.

Criteria for selection of people units and planet units

1. To satisfy the requirements a [Program of Study](#) for a single [Award](#) must include:
 1. one unit taken from the Schedule of People Units and one unit taken from the Schedule of Planet units, and
 2. those units must be taken in two different Faculties.
2. Where any additional criteria for selection of People units and/or Planet units are stipulated in the Schedule of Programs of Study Currently Open For New Admissions, these criteria supersede the criteria in this Schedule of People units and Planet units in relation to the Programs of Study in which they appear, and only do so to the extent that they are inconsistent with this Schedule of People units and Planet units.
3. The following units may not be credited to satisfy the People unit or Planet unit requirements of an award:
 1. units listed as part of the specific minimum requirements or foundation units for that award in the Schedule of Programs of Study Currently Open For New Admissions, and
 2. units listed as part of the student's qualifying major for the award in the Schedule of Majors.
4. A student may apply for Credit for Previous Study with regard to satisfying the requirements for a People unit or Planet unit.

5. Unless it contravenes criterion (2) in this Schedule, the Academic Senate may deem a unit to be substantially the same in content to a specific People unit or Planet unit, and in that case that unit may be credited towards the People unit or Planet unit requirement, as appropriate, in the Program of Study which the student is admitted to.

For more information about People and Planet units, please visit:

www.handbook.mq.edu.au/2017/Units/People or

www.handbook.mq.edu.au/2017/Units/Planet

Description of units

Please consult the online *Course Handbook* for all unit details, including brief description and when offered:

www.handbook.mq.edu.au

Key to unit availabilities

Day	Day unit (on campus), classes begin before 6pm
Evening	Evening unit (on campus), classes begin after 6pm
External	External (distance) unit
S1	Session 1
S2	Session 2
Winter Vcn	Winter Vacation - held during the mid-year break between Session 1 and Session 2
S3	Session 3, December 2016-February 2017

Unit cost

Each unit (subject) offered via the *Next Step* pathway are charged according to the identified student contribution bands below:

Student Contribution Band	Total cost per 3 credit point unit
Band 1	\$1252
Band 2	\$1783
Band 3	\$2089

Please select your unit carefully and refer to the above table for the individual unit cost.

Summary of units available by Faculty

Faculty of Arts

Department of Ancient History

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
AHIS100	Ancient Greece Tyranny and Democracy 800-399 BC	S2 Day S2 External	1
AHIS110	Rome: From Republic to Empire	S1 Day S1 Evening S1 External	1
AHIS140	Myth in the Ancient World (Designated PEOPLE unit)	S2 Day S2 External S3 External	1
AHIS150	The Archaeology of Ancient Israel and the Near East	S1 Day S1 External	1
AHIS170	Egyptian Archaeology: An Introduction	S1 Day S1 External	1
AHMG10 1	Greek Heroes and Heroines: From Achilles to Zorba (Designated PEOPLE unit)	S1 Day S1 External	1

Department of Anthropology

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
ANTH106	Drugs Across Cultures (Designated PLANET unit)	S1 Day S1 External S3 External	1
ANTH107	Saints, Shamans, Cults and Demons: The Anthropology of Contemporary Religions	S1 Day	1
ANTH150	Identity and Difference: Introduction to Anthropology	S2 Day	1
ANTH151	Human Evolution and Diversity (Designated PEOPLE unit)	S2 Day S2 External	1

Department of English

Entry to the unit offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students and require Departmental approval.

Code	Unit Name	Offering	Band
ENGL120	Approaches to English Literature	S1 Day	1

Department of Indigenous Studies – WALANGA MURU OFFICE

Entry to the unit offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
ABST100	Introducing Indigenous Australia (Designated PEOPLE unit)	S1 Day S1 External S2 Day S2 External	1

Department of International Studies: Languages and Cultures

The Department of International Studies: Languages and Cultures offers students a choice of ten languages.

All languages offer introductory units, which require no previous knowledge.

Applicants should refer to the unit entry in the online *Course Handbook*, as there are some restrictions on some units. Background speakers are generally not eligible to take introductory units, but may take more advanced units. Applicants who have studied a language subject in their HSC may be eligible to undertake more advanced units.

Students should contact the Department (Building W6A Room 217, tel. (02) 9850 7005 or Room 201, tel. (02) 9850 7008) to organise an assessment with the relevant discipline to ensure they enrol in the appropriate level. Students with previous studies in a language cannot enrol into an introductory level unit of that language.

Entry to the Asian languages units offered by the Department of International Studies is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Students interested in Chinese require an assessment before they are admitted, *except* for CHN112, CHN156 and CHN157.

Students interested in Japanese language (except JPS101 and JPS113) must contact Dr Mio Bryce (email: mio.bryce@mq.edu.au) for assessment. There are some general education JPS units at higher levels available.

Session 1, 2017

Code	Unit Name	Offering	Band
CHN104	Introductory Chinese I	S1 Day	1
CHN112	Chinese Calligraphy	S2 Day	1

CHN148	Chinese for Heritage Learners I	S1 Day	1
CHN156	Introduction to Chinese Culture (Background speakers)	S2 Day	1
CHN157	Contemporary China	S1 Day	1
CRO108	Croatian Culture and Civilisation	S1 Evening S1 External S2 External	1
CRO150	Introductory Croatian I	S1 Evening S1 External S2 External	1
INTS104	Societies of Europe (Designated PEOPLE unit)	S2 Day	1
FRN119	Basic Spoken French	S2 Day	1
FRN122	Introductory French I	S1 Day S1 External	1
GMN104	Introductory German I	S1 Day S1 External	1
INTS102	China in World History	S2 Day	1
ITL102	Introductory Italian I	S1 Day S1 External	1
JPS 101	Introductory Japanese I	S1 Day S1 External	1
JPS111	Introductory Spoken Japanese I	S1 Day	1
JPS113	Japanese Writing in Context for Non Kanji Background Learners	Offered in 2017	1
JPS121	Japan - Past and Present	S1 Day	1
JPS124	Manga and Japanese Contemporary Culture	S2 Day S2 External	1
MGK101	Introductory Modern Greek I	S1 Day S1 External	1

MGK121	Modern Greek History and Culture	S2 Day S2 External	1
PLH 120	Introductory Polish I	S1 External S2 External	1
RSN105	Russian Society and Culture	S1 Day S1 External	1
RSN150	Introductory Russian I	S1 Day S1 External	1
SPN 101	Introductory Spanish I	S1 Day S1 Evening S1 External	1

Admission to all Session 2 and 3 language units depends on passing the corresponding Session 1 or 2 units, or in special cases, on permission from the Unit Convenor or Head of Department.

Session 2 & Session 3 2017

Code	Unit Name	Offering	Band
CHN 105	Introductory Chinese II	S2 Day	1
CHN 110	Introductory Chinese III	TBD	1
CHN 149	Chinese for Heritage Learners II	S2 Day	1
CRO 155	Introductory Croatian II	S1 External S2 Evening S2 External	1
CRO 161	Introductory Croatian III	S2 External	1
FRN 123	Introductory French II	S2 Day S2 External	1
FRN 125	Introductory French III	S3 External	1
GMN 105	Introductory German II	S2 Day S2 External	1
GMN 133	Introductory German III	S3 External	1

ITL 103	Introductory Italian II	S2 Day S2 External	1
ITL 106	Introductory Italian III	S3 External	1
JPS 102	Introductory Japanese II	S2 Day S2 External	1
JPS 114	Introductory Japanese Reading Unit	S3 External	1
MGK 102	Introductory Modern Greek II	S2 Day S2 External	1
PLH 121	Introductory Polish II	S1 External S2 External	1
PLH 125	Introductory Polish III	S2 External S3 External	1
RSN 155	Introductory Russian II	S2 Day S2 External	1
RSN 160	Introductory Russian III	S3 External	1
SPN 102	Introductory Spanish II	S2 Day S2 External	1
SPN 103	Introductory Spanish III	S3 External	1

Department of Media, Music, Communication and Cultural Studies

Entry to the unit offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
CUL 120	Living Culture	S1 Day	1
CUL 121	Seeing Culture: Politics of Visual Representation	S2 Day	1
DANC101	Movement and Dance in the 21st Century (Designated PEOPLE unit)	S1 Day	1

ICOM100	Introduction to International Communication	S1 Day	1
ICOM101	Intercultural Relations	S2 Day	1
MAS 104	Australian Media	S1 Day	1
MAS 105	Media Cultures	S2 Day	1
MAS 110	Introduction to Digital Media	S1 Day S2 Day	1
MAS 111	Introduction to Video Games (Not to Count for Credit With COMP111 or INFO111)	S2 Day	2
MMCS115	Academic Cultures and Communication	S1 Day	1
MMCS120	Curating Artistic Creativity	S1 Day	1
MUS 100	Experiencing Popular Music	S1 Day	1
MUS 102	Passion, Rebellion and Identity in Popular Music	S2 Day	1

Department of Modern History, Politics and International Relations

Modern History

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
MHIS101	Screening the Past: History on Film and Television	S2 Day S2 External	1
MHIS114	The World Since 1945: An Australian Perspective	S2 Day S2 External	1
MHIS115	An Introduction to Big History (Designated PEOPLE unit)	S1 Day S1 External	1
MHIS121	After The Black Death: Europe 1348 - 1789	S1 Day S1 External	1

Politics and International Relations

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
POL 101	Australian Politics in Global Context	S1 Day S1 External	1
POL 107	Thinking Politically (Designated PEOPLE unit)	S2 Day S2 External	1
POL 108	Introduction to Global Politics (Designated PEOPLE unit)	S1 Day S1 External	1

Department of Philosophy

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
PHL 131	Mind and World	S1 Day S1 External	1
PHL 132	Happiness, Goodness and Justice (Designated PEOPLE unit)	S2 Day S2 External S3 Day	1
PHL 134	Formal Logic	S2 Day S2 External	1
PHL 137	Critical Thinking (Designated PEOPLE unit)	S1 Day S1 External S3 Day	1

Department of Geography and Planning

Code	Unit Name	Offering	Band
GEOP111	Geographies of Global Change (Designated PEOPLE unit)	S1 Day S1 External	1
GEOP181	Urban Planet: Cities and Planning in the Anthropocene	S2 Day S2 External	1

Department of Security Studies and Criminology

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
PICT110	Introduction to Security Studies	S1 Day S1 External	1
PICT111	Security in an Age of Risk	S2 Day S2 External	1
PICT112	Strategy and Security in the Indo-Pacific	S2 Day S2 External	1
PICT113	Terrorism in the 21st Century	S1 Day S1 External	1

Department of Sociology

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
GEN 110	Foundations in Gender Studies (Designated PEOPLE unit)	S1 Day S1 External	1

		S3 External	
SOC 175	Australian Society (Designated PEOPLE unit)	S1 Day S1 External S3 External	1
SOC 180	Sociology of Everyday Life	S2 Day S2 Evening	1
SOC 182	Economy and Society (Designated PEOPLE unit)	S2 Day S2 External	1

Macquarie Law School

Entry to the units offered below by the Law School is subject to a minimum ATAR of **65.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
LEX 101	Law, Human Rights and Global Governance	S2 Day S2 External	1
LEX 102	Sustainability, Science and the Law	S1 Day S1 External	1

Faculty of Business and Economics

Department of Accounting and Corporate Governance

Entry to the units offered below by this Department is subject to a minimum ATAR of **55.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
ACCG100	Accounting in Society	S1 Day S1 Evening S2 Day S2 Evening	3

Department of Applied Finance and Actuarial Studies

Entry to the units offered below by this Department is subject to a minimum ATAR of **55.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
ACST101	Finance 1A	S1 Day S1 Evening S2 Day S2 Evening S3 Day	3

ACST101 is recommended only to students with a strong mathematical background.

Department of Economics

Entry to the units offered below by this Department is subject to a minimum ATAR of **55.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
ECON111	Microeconomic Principles	S1 Day S2 Day S2 Evening S3 Day	3
ECON131	Quantitative Methods in Economics, Business and Finance (Designated PLANET unit)	S1 Day S2 Evening	3

Department of Marketing and Management

Entry to the units offered below by this Department is subject to a minimum ATAR of **55.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
BBA 102	Principles of Management	S1 Day S1 Evening S2 Day S2 Evening S3 Day	3

MKTG101	Marketing Fundamentals	S1 Day S1 Evening S2 Day S2 Evening S3 Day	3
HRM107	Introduction to Human Resources	S1 Day S1 Evening S2 Day S2 Evening S3 Day	3

Faculty of Human Sciences

Department of Education

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
EDUC105	Education: The Psychological Context	S1 Day S1 External S2 External	1
EDUC106	Education: The Social and Historical Context	S2 Day S2 External	1
EDUC109	Science: Today and Tomorrow (Designated PLANET unit)	S2 Day S3 External	1

Department of Linguistics

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
ACBE100*	Academic Communication in Business and Economics (Designated PEOPLE unit)	S1 Day S1 Evening S2 Day S2 Evening	1
ACSC100*	Academic Communication in Science (Designated PEOPLE unit)	S1 Day S2 Day	1

ACSH100*	Academic Communication in the Social Sciences and Humanities (Designated PEOPLE unit)	S1 Day S1 Evening S1 External S2 Day S2 Evening	1
LING109	Language, Culture and Communication (Designated PEOPLE unit)	S2 Day S2 Evening S2 External	1
LING111	Language: Its Structure and Use	S2 Day	1
LING120	Exploring English (Designated PEOPLE unit)	S1 Day	1

*Please note students can only undertake one Academic Communications unit. These units are *Not to Count for Credit With* each other.

Institute of Early Childhood

Entry to the units offered below by this Department is subject to a minimum ATAR of **50.00** for 2015 and 2016 HSC students.

Code	Unit Name	Offering	Band
ECH 113	Play and Inquiry in Early Childhood (Designated PEOPLE unit)	S1 Day S1 External S2 Day S2 External	1
ECHE 120	History and Philosophy of Early Childhood	S1 Day S1 External	1
ECHE 118	Infancy and Early Development	S2 Day S2 External	1
ECH 130	Health and Wellbeing (Designated PEOPLE unit)	S1 Day S1 External S3 External	1
ECH 131	The Arts in Early Childhood Contexts	S2 Day S2 External S3 External	1

Please note: ECHE120 is only offered to students in Next Step or in the B.Ed (ECE), B. Teaching (ECE) programs.

Faculty of Science

Entry to units offered by **all** Departments within this Faculty is subject to a minimum ATAR of **60.00** for 2015 and 2016 HSC students.

Department of Biological Sciences

Code	Unit Name	Offering	Band
BIOL108	Human Biology (Designated PLANET unit)	S1 Day S1 External	2
BIOL115	Genes to Organisms	S2 Day S2 External	2
BIOL116	Biology in Practice	S1 Day	2
BIOL122	Biological Basis of Behaviour	S2 Day	2

Department of Chemistry and Biomolecular Sciences

Code	Unit Name	Offering	Band
CBMS107	Foundations of Chemical and Biomolecular Sciences 1	S1 Day S2 External	2
CBMS108#	Foundations of Chemical and Biomolecular Sciences 2	S2 Day	2
CBMS123	Alchemy, Drugs and the Quest for Immortality (Designated PLANET unit)	S2 External	2

Prerequisites: CMBS107 or HSC Chemistry Band 5

Department of Chiropractic

Code	Unit Name	Offering	Band
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HLTH108	Introduction to Anatomy	S1 Day S2 External	3
HLTH109*	Anatomy of Limbs and Back	S2 Day	3

* Prerequisites: HLTH108

Department of Computing

Code	Unit Name	Offering	Band
COMP111	Introduction to Video Games (Not to Count for Credit With INFO111 or MAS111)	S2 Day	2
COMP115	Introduction to Computer Programming	S1 Day S1 Evening S3 Day	2
ISYS100	IT & Society (Designated PLANET unit)	S1 Day S1 Evening S2 Day S2 Evening	2
ISYS104	Introduction to Business Information Systems	S1 Day S1 Evening S3 Day	2
ISYS114	Introduction to Database Design and Management	S2 Day S2 Evening	2

Department of Environmental Sciences

Code	Unit Name	Offering	Band
ENV 118	Environmental Management for a Changing World	S2 Day S2 External	2
ENVS117	Biophysical Environments	S1 Day S1 External	2
GEOS112	The Planet Earth (Designated PLANET unit)	S1 Day S1 External	2

Department of Earth and Planetary Sciences

Code	Unit Name	Offering	Band
GEOS112	The Planet Earth (Designated PLANET unit)	S1 Day S1 External	2
GEOS125	Earth Dynamics	S2 Day S2 External	2
GEOS126	Marine Geoscience (Designated PLANET unit)	S2 Day	2
GEOS226*	Introduction to Field Geology	S3 External	2

* Pre-requisites for GEOS226 are the completion of 12cp, *including* one of either GEOS112, GEOS125 or GEOS126.

Department of Engineering

Code	Unit Name	Offering	Band
ENGG100	Introduction to Engineering	S1 Day S2 Day	2
ENGG150*	Electrical and Mechanical Principles	S2 Day	2

*Pre-requisites for ENGG150 are the completion of MATH132 or MATH135 and PHYS140 or PHYS106

Department of Mathematics

Code	Unit Name	Offering	Band
MATH106*	A View of Mathematics	S2 Day S2 External	2
MATH111	Quantitative Methods for Science	S1 Day	2
MATH123	Mathematics 123 (Designated PLANET Unit)	S1 Day S2 Day	2
MATH130	Mathematics IE	S1 Day S2 Day	2

*Please note: MATH106 is only suitable for students intending to enrol in BEd(ECE) or BTeach (Early Childhood Education)

Note:

1. Students may enrol in *no more than one MATH unit (listed above) per session.*
2. These units are not available to students with HSC Mathematics Band 5, HSC Mathematics Extension 1 Band E3 or HSC Mathematics Extension 2 Band E2. Applicants with this level of Mathematics should consider enrolling in:

MATH135	Mathematics IA	S1 Day S2 Day	2
MATH136	Mathematics IB	S1 Day S2 Day	2

Please note: MATH136 is only available after MATH135 has been passed in Session 1.

Department of Physics and Astronomy

Code	Unit Name	Offering	Band
ASTR170	Introductory Astronomy: Our Place in the Universe (Designated PLANET unit)	S1 Day	2
ASTR178	Other Worlds: Planets and Planetary Systems (Designated PLANET unit)	S2 Day S2 External	2

Applicants with:

HSC Mathematics Band 4 or HSC Mathematics Extension 1 Band E2 or HSC

Mathematics Extension 2

are eligible to enrol into:

Code	Unit Name	Offering	Band
PHYS130	Foundations of Physics	S2 Day	2
PHYS140	Physics IA	S1 Day	2
PHYS143	Physics IB	S2 Day	2
PHYS149	Physics for Life Sciences	S1 Day	2

Please note: PHYS149 is Not to Count for Credit With PHYS140, PHYS143, PHYS107, and PHYS106.

Department of Statistics

Code	Unit Name	Offering	Band
STAT150	Business Statistics	S1 Day S1 Evening S2 Day S3 Day	2
STAT170	Introductory Statistics (Designated PLANET unit)	S1 Day S1 External S2 Day	2
STAT175	Gambling, Sport and Medicine (Designated PLANET unit)	S1 Evening S2 Day	2

FEE INFORMATION

The *Next Step* 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*. Units offered via the *Next Step* pathway are worth 3 credit points and the tuition fees are charged according to the identified student contribution bands:

Student Contribution Band	Total cost per 3 credit point unit
Band 1	\$1252
Band 2	\$1783
Band 3	\$2089

You will find a list of the corresponding student contribution bands included in the *Summary of Units Available by Faculty* section of the handbook on pages 27-43.

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 24 February 2017

Session 2 Friday 28 July 2017

Go to eStudent once enrolment is processed.
Select 'My Finances'

Session 3 Friday 1 December 2017

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

If you add a unit to your program after the tuition 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 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 send an email to nonaward@mq.edu.au **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

ENROLMENT INFORMATION

Adding, Dropping and Changing Units

Please read this section carefully. If you do not understand something, please contact [Ask.Mq](#).

All changes of enrolment, including complete discontinuance of studies, **must be notified in writing**, and emailed to nonaward@mq.edu.au. This cannot be done over the phone under **any** circumstances. We would prefer that you use the online [Next Step Change of Enrolment form](#), but if necessary you may email nonaward@mq.edu.au.

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 email nonaward@mq.edu.au the unit(s) they wish to add by completing the online [Change of Enrolment form](#). Please note that units cannot be added over the phone under **any** circumstances.

No additions can or will be accepted under any circumstances after Friday 3 March (Session 1), Friday 4 August (Session 2) or Friday 8 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 hand in your *Change of Enrolment form* to the Centre). **Late payment will incur a \$200 late payment fine.**

Please note that all *Next Step* students have one academic year from time of admission to complete the program (add or change units) in which they complete a [Next Step Change of Enrolment form](#). Students who continue the *Next Step* program after one academic year are required to lodge a new *Next Step* application form (and

application fee) to continue their enrolment in the program.

Dropping a unit, or discontinuing studies

If you want to drop a unit from your program of study, you can withdraw from the unit via eStudent but please be mindful of the Census dates and the last day to withdraw (please see below) to avoid academic and financial penalty.

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 studies within 12 months from time of initial admission into the program, you are only required to complete a [Change of 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, given the importance of the GPA for articulation into a bachelor's degree.

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

18 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, your request **must** be received 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 online at www.ofs.mq.edu.au/student_finances/refund.htm

What happens if I fail a unit?

If you fail a unit, it will be recorded on your academic transcript, and you will **not** be awarded the credit points for that unit; however, the grade **will** be included in the calculation of your GPA.

Receiving a fail grade will make it more difficult to achieve the minimum overall GPA of 2.0 ('Pass' average) required for articulation. For example, if a student receives 3 Passes and 1 Fail, they will need to achieve a minimum of either 1 Distinction or 2 Credits in subsequent *Next Step* units to attain an overall GPA of 2.0.

If you are concerned about your studies, it is strongly recommended that you contact Campus Wellbeing (http://students.mq.edu.au/campus_life/campus_wellbeing_support_services/) for advice and support.

Repeating a *Next Step* Unit

Units where a pass grade (PC, P, Cr, D, HD) was awarded

Students can only count the credit points of a successfully completed unit **once**. Any student who chooses to re-enrol into a previously completed unit will have both grades included in their GPA calculation, but only one set of credit points will be awarded for the unit. Both attempts will also appear on the student's academic transcript.

It is not recommended that students repeat a unit in which they have previously received a pass grade, unless there is a specific reason for doing so.

Units where a fail grade (F, FW or FA) was awarded

When a student fails a unit, no credit points are awarded for that attempt, and the fail grade is included in the GPA calculation. If the decision is made to re-attempt the unit, **both** grades will count towards the GPA calculation and both attempts will appear on the student's academic transcript. You cannot 'overwrite' or remove any grades from your academic record or transcript. Credit points for the unit will be awarded upon receiving a pass grade.

Units where Withdrawn (W) status has been granted

If a student has been granted Withdrawn (W) status for a unit, no credit points are awarded and the attempt will not be included in the GPA calculation. If the student decides to re-enrol into the unit, both attempts will appear on the student's academic transcript, however only the attempt with a final grade will be included in the GPA calculation.

Definition of disruption to studies

The University recognises that students may experience disruptions that adversely affect their academic performance in assessment activities. Support Services are provided by the University to assist students through their studies. Whilst advice and recommendations may be made to a student, it is ultimately the student's responsibility to access these services as appropriate.

The Disruption to Studies Policy applies only to serious and unavoidable disruptions that arise after a study period has commenced. Please refer to the following link for the full Disruption to Studies Policy : http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Serious and Unavoidable Disruption:

The University classifies a disruption as **serious and unavoidable** if it:

- 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 completion of required work; and
- occurred during an event critical study period and was at least three (3) consecutive days duration, and / or
- prevented completion of a final examination.

Students with a pre-existing disability/health condition or prolonged adverse circumstances may be eligible for ongoing assistance and support. Such support is governed by other policies and may be sought and coordinated through [Campus Wellbeing and Support Services](#).

How to submit a Disruption to Studies Notification?

NOTIFICATION

The Disruption to Studies Notification must be completed and submitted online through www.ask.mq.edu.au within five (5) working days of the commencement of the disruption. In the situation where a student requires a proxy to submit it on their behalf, this will be taken into account on submission of appropriate evidence as detailed below.

In submitting a Disruption to Studies Notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessable work as a result of a Disruption to Studies Notification is not negotiable. Further, in submitting a Disruption to Studies Notification, a student is agreeing to make themselves available so that they can complete any extra work as required.

VALIDITY

Supporting documentation must be submitted within five (5) working days of submitting the Disruption to Studies Notification. Refer to the [Disruption to Studies: Supporting Evidence Schedule](#) for information/examples of supporting documentary evidence relevant to the disruption event(s).

Once supporting documentation has been supplied, a determination of whether the disruption meets the Serious and Unavoidable criteria will commence.

All original documentation submitted regarding the disruption must be retained by the student as this may be requested by the University at any time. In this event, students will be provided 10 business days to submit the original documentation.

WITHDRAWAL OF NOTICE OF DISRUPTION

A student may withdraw their Disruption to Studies Notification up to the point where the determination of whether it is Serious and Unavoidable has been made. After this determination, the student may not withdraw the Disruption to Studies Notification and must submit themselves to partake in the assessment activities organised by the Unit Convenor.

Disruptions relating to medical circumstances

Where the particular circumstances pertaining to the disruption are medical in nature, a completed *Professional Authority Form* is required to be submitted with the Disruption to Studies Notification. Medical certificates will not be accepted as supporting documentation.

Refer to the [Disruption to Studies: Supporting Evidence Schedule](#) for details regarding the Professional Authority that is relevant to the disruption event. Students can contact staff in [Campus Wellbeing and Support Services](#) for professional guidance on medical circumstances relating to a disruption event or to the completion of a Professional Authority Form.

The University may contact the Registered Health Professional or their practice to verify the authenticity of any *Professional Authority Form* or other supporting information provided or to obtain further information from the Registered Health Professional regarding the impact of the medical condition on the student's ability to complete the assessment task and/or final examination.

Prior conditions

Conditions existing prior to commencing a unit of study are covered by other policies, except in the event of deterioration or exacerbation of the condition. The student is responsible for managing their workload in light of any known or anticipated problems. Students with a pre-existing disability/health condition may contact [Campus Wellbeing and Support Services](#) for information on available support.

Disruptions relating to non-medical circumstances

Where the particular circumstances pertaining to the disruption to studies are non-medical in nature, appropriate supporting evidence indicating the severity (serious / not serious) and impact of the circumstances must be included with the Disruption to Studies Notification as set out in the [Disruption to Studies: Supporting Evidence Schedule](#). Details of the actual circumstances are not required to be included if the supporting evidence provides the severity impact of the circumstances.

Academic Performance

Academic performance is not a consideration for the determination of whether a disruption is classified as Serious and Unavoidable.

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 fulfillment 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 policy and procedure.

Go to:

www.mq.edu.au/policy/docs/special_consideration/policy.html

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** to ask.mq 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).

Exclusion from the *Next Step* pathway

Students who accumulate two or more failures in the Next Step (previous Non-award pathway) program will not be permitted to continue their Next Step (Non-award) studies. This policy applies to units undertaken in first half-year 2005 and in all subsequent half-years/sessions. Fail grades received before 1 January 2005 will not be counted for the purposes of this policy, however if a student returns to *Next Step/* Non-award study, the fail grade will remain on their academic transcript and the exclusion policy will apply if one or more fails are received after their return.

Students remain eligible to apply for other programs and pathways at Macquarie University, however your *Next Step/* Non-award studies may be taken into consideration.

ASSESSMENTS AND EXAMINATIONS

Internal (on-campus) Students

This information applies to all *Next Step* 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/. 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/ 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 centers, 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. 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.students.mq.edu.au/support/complaints_appeals/appeals

You can find information about how to do this, including due dates, by consulting your Faculty website:

<http://www.mq.edu.au/about/faculties.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/.

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

Unfortunately, Next Step students are not eligible to apply for travel concession. However, you may be able to apply for discounted travel, please contact Student Connect for more information.

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 MUSE.

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 **finer are applicable**. Parking permits may be purchased from the Cashier or MUSE; 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

DO NOT PARK AT THE UNIVERSITY WITHOUT A PARKING PERMIT OR A SHORT TERM PARKING TICKET.

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

Next Step 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.mq.edu.au/on_campus/childcare/

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.

Change of enrolment

A change of 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 [Next Step Change of Enrolment form](#). Failure to do so will result in the student remaining in the unit and incurring academic and financial penalty. The date on which the online form is received advising 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 2016 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:

$GPA = (4a + 3b + 2c + 1cq + 0f)$ divided by 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,

cq 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:

<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/>

People unit

A unit designated to help your understanding of the world through learning about the challenges of modern society.

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

A member of academic staff responsible for a unit. Also known as lecturer in charge.

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 guides are available from the iLearn portal and from units.mq.edu.au

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 nonaward@mq.edu.au or submit a [change of unit enrolment form](#) of your withdrawal from a unit

before 28 April 2017 (Session 1 units) or 28 September (Session 2 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 [ask.mq](#) for withdrawn status. Please see page 50 for more information about this process.