OUA Studies
at
Macquarie University

2020

OUA Student Guide
Open Universities Australia at Macquarie University

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

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

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

Best wishes for your future studies.
## Undergraduate 2020

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## Postgraduate 2020

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<td>9 Jul</td>
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Many undergraduate units are offered in two sessions# and postgraduate units are normally offered in one session per year. To plan your unit selection in 2020, please see the OUA website at https://www.open.edu.au/courses/maq
(Note #: there are some exceptions to this rule for capstone and language units)

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<tr>
<th>*NSW Public Holidays</th>
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<th>2021</th>
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<td>New Year’s Day</td>
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<td>Boxing Day</td>
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<tr>
<td>Additional Day</td>
<td>Mon, 28 December</td>
<td>Mon, 27 December</td>
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Please note that staff at Macquarie University will not be available on these days.

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

For any student enquiries please call Student Connect on + 61 2 9850 6410 or lodge an enquiry at AskMQ (http://ask.mq.edu.au)

The AskMQ system contains a wide range of information on all aspects of studying at Macquarie University, which you can search at any time. You can also lodge an AskMQ request with Student Connect for any enquiries about your life at Macquarie.

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

If you experience serious and unavoidable difficulties at exam time or when assessment tasks are due, you can consider applying for Special Consideration by lodging a “Special Consideration” form via AskMQ. This must be submitted no later than five (5) working days after the assessment task date, examination or task date. Please refer to the Special Consideration webpage for more information.

Please refer to the unit guide for information on when results for each assessment task will be provided by your tutor/convenor. The results viewed in the Grade book in your iLearn unit are not official. Official final results for the unit are published on eStudent (via http://students.mq.edu.au) please refer to the table of dates on page 4.

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

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

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

Enrolling in Undergraduate Units

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

Prerequisite Waivers

Prerequisites may apply: it is recommended that you have studied a subject at 1000 level before taking a 2000 level unit. Units at 3000 level are normally taken after 1000 and 2000 level units in that field of study. Some 2000 and 3000 level units have hard pre-requisites.

If you have completed the equivalent of a mandatory prerequisite at another university, you can apply for a waiver by lodging an AskMQ enquiry via ask.mq.edu.au.

We recommend studying only one or two units per study session, especially if you have work, travel or family commitments. Please note that Session 3 is an intensive session (there are only 5 teaching weeks), students are advised not to enrol for more than 2 units in Session 3.

Enrolling in Postgraduate Units

You can now enrol in individual Macquarie University postgraduate units in Ancient History, Securities Studies, Criminology, Sociology or Education as long as you have met the entry requirements. The deadline for program application is 2 weeks prior to the close of enrolment for the session you are applying.

To apply to do Macquarie University postgraduate study via OUA, please go to the OUA website to complete your application.

Receiving login to your Online Unit

A Confirmation of Enrolment email will be sent to you by the beginning of the study session. This email contains details on how to access your online unit, and how to access University and OUA Support Services. Please inform OUA of any change of email or postal address as soon as possible.

Withdrawing from Units of Study

You can withdraw from units via the “My Study Area” page (‘My courses and units’/’Withdraw’) at http://www.open.edu.au. You should withdraw by:
• 19 March (Session 1), 20 Aug (Session 2) and 14 Dec (Session 3) (“financial census”) to obtain a refund of your unit fees (OUA Admin fees may apply); or
• 28 April (Session 1), 28 Sep (Session 2) and 21 Dec (Session 3) (“academic census”). After this date, withdrawal results in a Fail grade on your academic transcript.

If you believe there were special circumstances that forced you to withdraw after the census date, you can submit an application for special consideration:
• If you paid your fees with FeeHelp or an up-front payment, the application is made via the OUA website. Click on “special circumstances” at https://www.open.edu.au/your-studies/support
• If you are enrolled in a Commonwealth-Supported (HECS) place, please submit a Withdrawal without penalty application by logging into AskMQ. Please refer to the Withdrawal without Penalty webpage for more information.

UNDERGRADUATE PROGRAM INFORMATION

Registering for a Bachelor of Arts (OUA) or Bachelor of Security Studies (OUA)
You begin as a non-award student by enrolling in individual units of study. After successfully completing two OUA undergraduate units with any OUA provider with a weighted average mark (WAM) of 65 or above or successfully passing four OUA units, you can register for the Macquarie University Bachelor degrees via OUA.

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

Please note that as from 2020, Commonwealth-Supported (HECS) places are not available for these degrees, but eligible students can apply for FEE-HELP.

Registering for a Bachelor of Psychology (OUA)
You begin as a non-award student by enrolling in individual units of study. After successfully completing PSYX1104 and PSYX1105 with a weighted average mark (WAM) of 65 or above; or successfully passing four OUA units including PSYX1104 and PSYX1105, you can register for the online degree via OUA.

Please note that Commonwealth-Supported (HECS) places are not available for this degree, but eligible students can apply for FEE-HELP.

Registering for a Bachelor of Science (Specialisation in Biology) (OUA)
You begin as a non-award student by enrolling in individual units of study. After
successfully completing two of the following units a **weighted average mark (WAM)** of 65 or above or successfully **passing four** OUA units including any two of the following units, you can register for the Macquarie University Bachelor degrees via OUA.

- BIOX1310 Organisms and Ecosystems
- BIOX1610 Biology in Practice
- BIOX1110 Genes to Organism
- CHEX1001 Foundations of Chemistry

Please note that Commonwealth-Supported (HECS) places are **not** available for this degree, but eligible students can apply for FEE-HELP.

**Degree requirements**

To graduate with a Bachelor of Arts (OUA), students MUST complete 16 Macquarie OUA units. The remaining 8 units (Flexible Zone) can be completed as units from any OUA provider (including Macquarie)

**CORE ZONE**

**Essential Subjects:** Complete the following 4 subjects:

- ABSX1000 Introducing Indigenous Australia
- ARTX1000 Humanities and the World
- PHIX1037 Critical Thinking
- ARTX3500 Arts Capstone*
  *Capstone Subject

- **Major:** 8 Subjects
  Choose a major from the course’s major schedule.

- **Minor:** 4 Subjects
  Choose a minor which corresponds to a major from the course’s major schedule. At least 2 of these subjects must be at 2000 level or above.

**FLEXIBLE ZONE**

- **Electives:** 8 Subjects
  You can use your flexible zone to enrol in any subject for which you meet the pre-requisites. You may also use your flexible zone to complete a second major or minor(s).

Students must complete no more than 100 credit points (10 subjects) at 1000 level.

**Total Subjects required:** 24
Students can choose to study from nine BA Majors:

- Ancient History
- Creative Writing
- English
- Indigenous Studies
- International Relations
- Modern History
- Philosophy
- Politics
- Sociology

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


To graduate with a Bachelor of Security Studies (OUA), Bachelor of Psychology and Bachelor of Science (Specialisation in Biology), students must ensure that they have satisfied all of the general requirements of the award.

The degree will normally be three years in duration for full-time students, but part-time students may take longer to complete subjects towards the degree.

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


**Recognition of Prior Learning (RPL)**

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

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

Applying for RPL

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

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

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

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

After having successfully completed two Macquarie University OUA units with a **WAM of 65 or above**; or successfully passing four Macquarie units, Australian citizens and permanent residents can apply direct to the university for a HECS place in an on-campus or distance Bachelor of Arts degree; or Bachelor of Securities Studies. [http://www.uac.edu.au](http://www.uac.edu.au)

After having successfully completed **PSYX1104 and PSYX1105** with a **WAM of 65 or above**; or successfully passing four Macquarie units including PSYX1104 and PSYX1105, Australian citizens and permanent residents can apply direct to the university for a HECS place in an on-campus Bachelor of Psychology degree. [http://www.uac.edu.au](http://www.uac.edu.au)

After having successfully completed **two of the following subjects**

- BIOX1310 Organisms and Ecosystems
- BIOX1610 Biology in Practice
- BIOX1110 Genes to Organism
- CHEX1001 Foundations of Chemistry

with a **WAM of 65 or above**; or successfully passing four Macquarie units including any two of the above four subjects, Australian citizens and permanent residents can apply direct to the university for a HECS place in an on-campus Bachelor of Psychology degree

If you transfer to an on-campus or distance degree, you may be granted credit for your previous OUA and non-OUA study. This will depend if they are applicable to your new Macquarie degree. Details of how to apply for RPL are at: [https://students.mq.edu.au/study/getting-started/recognition-of-prior-learning](https://students.mq.edu.au/study/getting-started/recognition-of-prior-learning)
International students wishing to transfer to an on-campus place must apply to the International Office at Macquarie University. See MQ International Website for application details.

POSTGRADUATE

Application process for all Postgraduate Programs

- Postgraduate courses are restricted. Students are required to apply and be approved by Macquarie University before they can enrol in units through OUA.
- Students can also apply for individual units if they meet the entry requirements.
- Applications close 2 weeks prior to the close of enrolment for the session you are applying
- Students will need to apply direct to OUA.
- Where applicable, English language competence will be assessed in accordance with the University’s English Language requirements which can be viewed at: http://www.mq.edu.au/study/international/how_to_apply/english_language_requirements
- Create a student profile and enroll online at: https://www.open.edu.au/online-courses/postgraduate-macquarie-university

Eligibility criteria for Master of Public and Social Policy

Students have to complete the Core Zone : 8 subjects

- AQF level 8 bachelor honours or graduate diploma qualification in a related field or recognised equivalent, or
- Meet two of the following three criteria:
  - AQF level 7 bachelor's qualification in a related field or recognised equivalent
  - Approved work experience, professional certification or other recognised prior learning
  - AQF level 7 bachelor's qualification or recognised equivalent with a WAM of 65
- International students need Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band

Eligibility criteria for Master of Teaching (Birth to Five Years)

Students have to complete the Foundation and Core Zones : 16 subjects

- AQF level 7 bachelor's qualification or recognised equivalent with a WAM of 55.
- Minimum English Language Proficiency: IELTS or IELTS equivalent overall of 7.5, with a minimum 7.0 in Reading and Writing, and minimum 8.0 in Listening and Speaking.
• Students will need to submit an **application via the online form on the OUA website** one month before the start of Session 1. **No new applications are accepted in Session 2**

**Eligibility criteria for Security Studies and Criminology**

**Masters eligibility criteria:**

Students admitted to the **Core and Flexible Zones**: must complete 12 subjects:

- AQF level 7 bachelor’s qualification in a related field or recognised equivalent, or
- AQF level 7 bachelor's qualification or recognised equivalent, and approved work experience, professional certification or other recognised prior learning, or
- AQF level 7 bachelor's qualification or recognised equivalent with a WAM of 65
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.

Students exempted from the Flexible Zone: must complete 8 subjects from the **Core Zone**:

- AQF level 8 bachelor honours or graduate diploma qualification in a related field or recognised equivalent, or
- Meet two of the following three criteria:
  - AQF level 7 bachelor's qualification in a related field or recognised equivalent
  - Minimum two years relevant approved work experience at senior management level, professional certification or other recognised prior learning
  - AQF level 7 bachelor's qualification or recognised equivalent with a WAM of 65
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.

**Graduate Certificate eligibility criteria:**

Students have to complete 4 subjects

- AQF level 7 bachelor's qualification or recognised equivalent
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band
  OR
- Students will need to submit an Application via the online form on the OUA website one month before the start of the session.
Articulating to a higher course in Security Studies and Criminology

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

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

Eligibility criteria for Ancient History

Masters eligibility criteria:

Students admitted to the **Core and Foundation Zones**: must complete **12** subjects:

- AQF level 7 bachelor's qualification in a related field or recognised equivalent, or
- AQF level 7 bachelor's qualification or recognised equivalent, and approved work experience, professional certification or other recognised prior learning, or
- AQF level 7 bachelor's qualification or recognised equivalent with a WAM of 65
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.

Students exempted from the Foundation Zone must complete **8** subjects from the **Core Zone**

- AQF level 8 bachelor honours or graduate diploma qualification in a related field or recognised equivalent, or
- Meet two of the following three criteria:
  - AQF level 7 bachelor's qualification in a related field or recognised equivalent
  - Approved work experience, professional certification or other recognised prior learning
  - AQF level 7 bachelor's qualification or recognised equivalent with a WAM of 65
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.

Graduate Certificate eligibility criteria:

Students have to complete **4** subjects

- AQF level 7 bachelor’s qualification or recognised equivalent
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.
Please note

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

Eligibility criteria for Creative Writing

- AQF level 8 bachelor honours or graduate diploma qualification in a related field or recognised equivalent, or
- Meet two of the following three criteria:
  o AQF level 7 bachelor's qualification in a related field or recognised equivalent
  o Approved work experience, professional certification or other recognised prior learning
  o AQF level 7 bachelor's qualification or recognised equivalent with a WAM of 65
- Minimum English Language Proficiency: IELTS or IELTS equivalent of 6.5 overall, with minimum 6.0 in each band.

Recognition for Prior Learning (Postgraduate)

If you have completed requirements for the nested Macquarie University course - you will receive credit towards the higher Macquarie University. Credit can only be used once.

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

COMPLETION AND GRADUATION

Bachelor of Arts
Bachelor of Security Studies
Bachelor of Psychology
Bachelor of Science (Specialisation in Biology)

Once you have completed the 24 units required in your degree structure please log on to ask.mq.edu.au to lodge an I Expect to Complete form; attaching a transcript of completed units from OUA. To arrange for your OUA transcript, please log in to your 'My Study' area on the OUA website (www.open.edu.au) to generate your Statement of Attainment.
As soon as we receive both your OUA statement and the completed “I Expect to Complete” form, we can begin processing your completion. Students who complete their studies and submit the I Expect to Complete form in Semester 1 may be able to graduate at the following September ceremony. Students who complete and submit the form in Semester 2 or Semester 3 may be able to graduate at the following April ceremony.

A transcript can be requested before the ceremony if needed for application to further studies. Refer to https://students.mq.edu.au/admin/other-resources/academic-transcripts

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

**Postgraduate**

To graduate with a Macquarie postgraduate qualification, you must log on to ask.mq.edu.au to submit the I Expect to Complete form.

Postgraduate students (P/G Diploma and Masters degrees only) who qualify for an award in Semester 1 will graduate at the September ceremony. Students who qualify for an award in Semester 2 will graduate at the April ceremony. Postgraduate Certificates are conferred ‘in absentia’ and mailed to your after the next graduation ceremony. Please ensure your address details are up to date on the Macquarie system.

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

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

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

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

To access your iLearn unit through the Macquarie University website:
http://students.mq.edu.au
click on “Online Units” or access directly via ilearn.mq.edu.au

A welcome email is sent to you before the start of the Study Session and will contain:
- Your Macquarie University student number
- Instructions for setting your password and accessing your online unit.
- Information about registering for the Macquarie University Disability Support if applicable.

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

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

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

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

Accessing the Online Learning Facility
You will be allocated an MQ student ID number when your first enrolment is processed. You use this ID number as your username to set your own password via the First-Time Login process in order to access your unit/s and other online resources. These resources include access to the Learning Management System (iLearn), student e-mail, library databases and MultiSearch.
Username: Your Macquarie Student ID Number (an 8-digit number) found in the welcome email.
First time login is a procedure for new students to setup their student password for the first time.
You only have 5 attempts to setup your initial password. You will be locked out after 5 attempts. Wait 20 minutes and try again. Once you have a password you will not be able to follow this procedure again. The IT Help Desk handles all issues with first time login process. Please call the IT Help Desk on (02) 9850 4357 or 1800 674 357.

Reset your password
You can reset your password for your online units, Library MultiSearch and student email all in one place at https://mypassword.mq.edu.au/index.php?screen=forgotpass
If you have any problems, please contact the IT Help Desk on 1800 67 4357.

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

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

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

Macquarie student email
All Macquarie students are issued with an official University student email account. It is university policy that this email account is used for official University communication. All students are required to access their University email account frequently. For convenience, this email account can be forwarded to your personal email account. Instructions to forward at: https://wiki.mq.edu.au/display/gmail/How+to+forward+email+from+Gmail+to+another+account, You can access the Student email from http://students.mq.edu.au
To sign on to your email account, click on ‘Student Email’. Login using your student
email address as username and your password set up during the first-time login process. The student email format is first.last@students.mq.edu.au Each student is responsible for the information sent to a non-Macquarie account and for managing mailbox size (and checking spam/junk folder) to ensure that account remains active.

Student Resource Websites:
- Macquarie University http://www.mq.edu.au
- eStudent https://student1.mq.edu.au
- Student Webpage http://students.mq.edu.au/
- iLearn https://ilearn.mq.edu.au
- Email: http://students.mq.edu.au

IT Policies
All students should fully understand their responsibilities to ensure the integrity, availability and confidentiality of Macquarie’s information assets by reading the Information Technology Security Policy and Rules. Compliance with this Policy and supporting standards and procedures is mandatory for all students and staff. An Information Technology Usage Rules has been developed to assist you in understanding your responsibilities.

Information Technology Conditions of Use rules:
Users of the University’s IT facilities must ensure they use computing resources ethically, observe academic and professional integrity, respect intellectual property and the ownership of data and software, and respect the rights of other users to privacy, freedom from intimidation, harassment and annoyance.
Please refer to the policies related to Information Technology for further information.

Online tutorials and Netiquette
Your unit has an online discussion forum and your lecturer will inform you of any special participation guidelines. You should be aware of the general guidelines for online communication ie. ‘netiquette’.
Netiquette:
- Ensure your comments are relevant to the topic under discussion
- Be polite and avoid the use of bad language;
- Respect other’s point of view;
• Be aware of cultural differences; and
• Be careful with humour and sarcasm.

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

The rules of copyright and plagiarism apply to electronic discussion groups just as they do elsewhere. If you use someone else’s ideas, cite them appropriately.
If your online behaviour is deemed inappropriate by the tutor, convenor or web coordinator you will be subject to the following action:
1. In the first instance, the offending comment/material will be deleted from the discussion forum and you will receive an email warning from the course convenor.
2. A repeated offence may result in exclusion from the discussion forum for the remainder of the course, with the forfeit of any/all marks that discussion participation entailed, and a note on your record.
3. Serious offences may result in action under the University’s Student Misconduct and Discipline Rules.

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

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

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

Library
As an OUA student undertaking a Macquarie University unit of study, you can access set reading materials and resources for your unit through the Library’s MultiSearch. For help with finding library materials, developing search strategies, database searching and research on the Internet, see the following websites:
• Researching your assignment https://www.mq.edu.au/about/campus-services-and-facilities/library/research/researching-your-assignment
• Contact a Librarian: https://www.mq.edu.au/about/campus-services-and-facilities/library/contact-us

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

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

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

For information about referencing, go to https://students.mq.edu.au/support/study/skills-development/research-skills

Technical Support
For problems with accessing the Learning Management System (iLearn) or Macquarie University websites, contact the IT Help Desk at Macquarie University.
The IT Help Desk provides:
- 24 hour e-mail service with a 1 hour turnaround available for online form-based help requests: help@mq.edu.au
- Telephone support is available on: (02) 9850 4357 (in Sydney), or 1800 674357 (outside Sydney).

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

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

**STUDENTS WITH SPECIFIC ACCESS NEEDS**

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

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

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

Documentation is to be provided by:
A suitably qualified medical practitioner
- An allied health professional e.g. social worker, physiotherapist
- An educational professional e.g. educational psychologist

And must:
- Confirm the existence of a disability/health condition
- Outline the impact on academic performance and contain recommendations for support
- Meet the criteria of the University. The Disability Support Unit reserves the right not to accept documentation and to require additional documentation where necessary.
You need to **register once in each calendar year**. Your registration will remain current until the next year.

Contact the Disability Service
Phone: +61 2 9850 7497 or +61 2 9850 6494
Email: campuswellbeing@mq.edu.au
https://students.mq.edu.au/support/wellbeing/disability-services

**Assessment**

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

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

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

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

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

**Submission of Assignments**

Do not send assignments directly to the Unit Convenor or Tutor, unless specifically requested to do so. Please refer to the instructions in your unit guide about submitting your assignment. All units are submitted via the ‘Turnitin’ link or the iLearn upload function within your iLearn unit.

Assignments will generally be marked and feedback returned within three weeks of the due date.
The results viewed in the Grade book in your iLearn unit are not official. Official final result are published on e-Student (via http://students.mq.edu.au) (please refer to the table on page 4.)

**Plagiarism**

Plagiarism includes, but is not limited to, false indication of group contribution, false indication of assignment submission, collusion, submission of your own work previously submitted, creating a new article out of an existing article by rewriting (laundering), using the same data to form the same arguments and conclusion, presenting collaborative work as one’s own without acknowledging others’ contributions, cheating in an examination or using others to write material for examination. Plagiarism involves using the work of another person and presenting it as one’s own. Plagiarism represents the most serious form of academic misconduct, and can result in serious consequences for a student who is accused of plagiarism. Please refer to the Academic Integrity Policy. You must acknowledge the people whose concepts, experiments or results have been extracted, developed or summarised, even if their ideas have been put into your own words. Ensure that any work referred to, or quoted, is consistently referenced, as in-text referencing and footnotes, with appropriate bibliographic detail.

**Assignment Extensions**

If you experience serious and unavoidable difficulties at exam time or when assessment tasks are due, you can consider applying for Special Consideration, you should apply via AskMQ at https://ask.mq.edu.au. This must be submitted no later than five (5) working days after the assessment task date, examination or task date. Please refer to the Special Consideration webpage for more information. Extensions are only granted for disruption to studies with appropriate supporting documentation (eg Medical Certificate). Unless otherwise specified in the Assessment section of your unit, late submission of written work will result in a mark deduction awarded for each week or part of a week beyond the due date, please refer to the unit guide for details.

**Examinations**

Each Macquarie unit has its own assessment pattern, and examination requirements are set out on the iLearn page. Most Macquarie OUA units do not have invigilated exam. Instead, units may require an online examination or essay completed at home. Final assessments are usually due in Week 13, except for Session 3, which is an intensive session.

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

In 2020, there are twenty three Macquarie units that require an invigilated exam held during the examination period.

AHIX6100 Ancient Languages Foundation
AHIX6200 Ancient Historical Studies: Foundation
BIOX1310 Organisms to Ecosystems
BIOX1610 Biology in Practice
BIOX1210 Human Biology
BIOX1110 Genes to Organisms
CHEX1001 Foundations in Chemistry
FOSX1025 Scientific Computing
BIOX1320 Biological Basis of Behaviour
PSYX1104 Introduction to Psychology I
PSYX1105 Introduction to Psychology II
PSYX2234 Social and Personality Psychology
PSYX2235 Developmental Psychology
PSYX2236 Biopsychology and Learning
PSYX2246 Cognitive Processes I
PSYX2247 Perception
PSYX2248 Design and Statistics II
PSYX3332 Principles of Psychological Assessment
PSYX3336 Personality and its Disorders
PSYX3337 Psychopathology
PSYX3338 Organisational Psychology
PSYX3350 Psychology of Human Relationships
PSYX3999 Psychological Science: Putting Theory into Practice

Invigilated exam procedures for these units can be found at: https://www.open.edu.au/your-studies/getting-started/exams

Exam venue selection is open in week 7 and the deadline to nominate a venue is week 9.

Students should check their unit exam requirements at the beginning of the study session.

Students who need to defer an invigilated exam should contact ask.mq.edu.au at Macquarie University the latest by week 9 with supporting documentation as an alternative exam arrangement needs to be made with OUA Exam Services on your behalf.
It is not possible to undertake other OUA provider's exams on the Macquarie University campus.

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

**Final Results**
Macquarie University grades are defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85-100</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75-84</td>
</tr>
<tr>
<td>Cr</td>
<td>Credit</td>
<td>65-74</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50-64</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0-49</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (without academic penalty)</td>
<td></td>
</tr>
</tbody>
</table>

Should you need to repeat a unit of study, you will be required to pay the full tuition fee for any subsequent registrations in that unit, and re-attempt the entire unit, including assessment tasks and examinations that you may have previously passed.

**Submission of your own work previously submitted is against the Academic Integrity Policy.**

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

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

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

**You can request a Macquarie University academic transcript at:**
[https://students.mq.edu.au/admin/other-resources/academic-transcripts](https://students.mq.edu.au/admin/other-resources/academic-transcripts)
Review of Marks, Grade Review and Appeals Against Grade Review Decisions

instructions on Individual Assessment Grade Review, Unit Final Grade Review, Appeals Against Grades and Special Circumstances can be found at:
https://students.mq.edu.au/study/my-study-program/appeals and
https://students.mq.edu.au/study/my-study-program/special-consideration

CONTACT DETAILS

Open Universities Australia
GPO Box 5387
Melbourne Victoria 3001

Student Advisors are available 7 days a week via phone or live chat:
Telephone: 1300 363 652
International: +61 3 8628 2971
Fax: +61 3 9498 1100
Monday to Friday: 8am-8pm AEST/AEDT
Saturday and Sunday: 9am-5pm AEST/AEDT

Email: OUA https://www.open.edu.au/account/student/sign-in
Allow two working days for a response
Web: http://www.open.edu.au

Macquarie University
Student Connect
18 Wally’s Walk, Level 2 MUSE
Macquarie University NSW 2109
Phone: +61 2 9850 6410
Online: http://ask.mq.edu.au
Web: mq.edu.au/oua