

MACQUARIE  
UNIVERSITY



# Campus Life

your guide to Macquarie University

# 2012



**Campus Life is produced by the Macquarie University Marketing Unit**

E: [communications@mq.edu.au](mailto:communications@mq.edu.au)

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**The information in this guide is designed to help you find out about the range of facilities and services available at Macquarie University.**

**You should bring it along with you to Academic Orientation, and keep it handy for reference throughout the session.**



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## Smoke-free campus

Smoking is restricted to six designated zones on campus, as part of our smoke-free campus policy. For more information, visit [mq.edu.au/smokefree](http://mq.edu.au/smokefree)

# 2012 key dates

## Session 1

Enrolment and orientation	6 – 24 February
Classes commence	27 February
Orientation	22 February - 1 March
O Week	27 February – 1 March
Mid-session break	9 – 20 April
Classes resume	23 April
Exams commence	12 June
Session ends	29 June

## Session 2

Enrolment and orientation	19 – 27 July
Classes commence	30 July
Diversity Week	30 July – 3 August
Conception Day	14 September
Mid-session break	17 – 28 September
Classes resume	2 October
Exams commence	12 November
Session ends	30 November

## Session 3

December – January; dates to be confirmed. See page 12 for more details.

# Getting started

Here are some of the things to do in your first few visits to campus.

## Find accommodation

Macquarie Accommodation Services have a dedicated office in the Campus Hub with staff who can give you information on your accommodation options in Sydney, including University, private and temporary accommodation.

[accommodation.mq.edu.au](http://accommodation.mq.edu.au)

## Get your campus card

Your campus card allows you to borrow books from the Library, use services at the student centre, make payments at Macquarie University retail outlets, and identify yourself during class tests and examinations. You will have your picture taken for your card during the on-campus enrolment period.



Also, if you are a full-time, internal, domestic student you are eligible for transport concession.

[www.student.mq.edu.au/ses/TransportConcessions.html](http://www.student.mq.edu.au/ses/TransportConcessions.html)

[mq.edu.au/campuscard](http://mq.edu.au/campuscard)

## Purchase a parking permit

If you drive to campus please note that on-campus parking is limited. Parking restrictions apply from 6am until 8pm, 7 days a week.

Periodical Entry Permits can be purchased from the Cashier's Office in the Lincoln Building or the Centre for Open Education (credit cards or EFTPOS only) in X5B.

Yearly, half-yearly and monthly parking permits are available to students and staff, and are issued upon presentation of your campus card.

[ofm.mq.edu.au/parking.html](http://ofm.mq.edu.au/parking.html)

## Pay your fees

See page 22 for details on how to check your fees online each session. There are many ways you can pay, including online via credit card, BPAY, cheque or in person at the Cashier's Office.

[ofs.mq.edu.au/student\\_finances](http://ofs.mq.edu.au/student_finances)



# Orientation

Welcome to Macquarie. Our orientation events and programs will help you adjust to life and study at university.

## Academic Orientation

You will receive the date and time of your Academic Orientation session when you register during the enrolment process.

Get an insider's head start to success at Academic Orientation and:

- » be welcomed to your faculty
- » meet your mentor
- » meet your lecturers
- » explore your major
- » find out about writing and numeracy intensive classes.

Register for orientation workshops and activities during enrolment 2012.

**[mq.edu.au/orientation](http://mq.edu.au/orientation)**

## Mentors@Macquarie

Meet your mentor at Academic Orientation! Mentors@Macquarie are student volunteers in your faculty or department who can help you with your adjustment to university life.

Mentors will give you advice on learning at university, help you find your way around campus and give you the best tips and tricks on settling in.

The program is run by students for students and is a fun, relaxed and enjoyable way to meet new people. Our mentors are from a wide range of backgrounds and are more than happy to answer your questions.

Throughout your first year, Mentors@Macquarie can help you develop the skills you need to get the most out of your time at Macquarie. Look out for their videos, blogs and workshops, or contact them at the Learning Help Desk in the Library if you ever need help. Their motto is 'Ask me' - and you should!

## Contact us

Learning Help Desk,  
Library C3C

Level 2 Foyer,  
T: (02) 9850 4386

E: [mentors@mq.edu.au](mailto:mentors@mq.edu.au)

**[www.mq.edu.au/orientation/mentors](http://www.mq.edu.au/orientation/mentors)**



## O Week

O Week is the first week of Session 1. This week is an introduction to all aspects of university life including services, facilities and more.

Examples of on-campus social events and activities held during O Week include:

- » stalls around the Central Courtyard representing student groups and sport clubs
- » health and fitness demonstrations
- » live performances, entertainment and bands
- » giant games and activities.

[campuslife.mq.edu.au/getinvolved](http://campuslife.mq.edu.au/getinvolved)



## Diversity Week

Diversity Week is the first week of Session 2. During the week, we encourage people to experience new things and challenge themselves, while celebrating the range of cultures and traditions on campus.

[mq.edu.au/diversityweek](http://mq.edu.au/diversityweek)



# Your **first weeks** at university

The first few weeks on campus are an exciting time: there's so much to do, see, learn and remember. You will find life at university very different from anything you might have experienced before, especially if you have come straight from high school.

## **Managing your study**

You may find that scheduled lectures and tutorials only take up a fraction of the time you would have spent studying or working in the past, but going to class is only part of the program. You are expected to research and write essays and assignments, prepare for classes and seminars and keep up to date with what is happening in your field of study.

You also need to know when your work is due. It's your responsibility to hand it in on time and very few tutors will remind you that an essay is due. Make sure you know when your deadlines are and plan your work to meet them.

You have to make sure that you are meeting the requirements for your degree. You can find out what you need to know about your degree and program of study in the University Handbook ([handbook.mq.edu.au](http://handbook.mq.edu.au)).

You should spend some time exploring the online handbook, as it will give you an idea of the subjects required to complete your degree, as well as descriptions and unit codes. If you aren't sure about something in your program of study, ask someone.

We want you to finish your degree with the best result possible, and the best university experience we can provide.







There is always help available if you feel you need it: ask your mentor, tutor, lecturer, department or faculty for help and advice, or contact the Learning Help Desk in the Library (see page 14).

## Managing your time

In your first weeks you will find that there are lots of demands on your time. You will have lectures and tutorials, but clubs, societies, your social life and a job will all compete with your study time. It can be easy to commit to lots of things and before you know it you haven't got a moment to think.

It's important to balance your work and social life. Managing your time means you will need to prioritise your workload and decide when you should knuckle down and when you can relax.

Look for workshops on managing time during orientation and in early semester at [mq.edu.au/learningskills](https://mq.edu.au/learningskills), or visit the Learning Help Desk in the Library.

## Talking to academic staff

Academics are regular people, just like you. It's their job to help you understand your course, so if you have a question or you're not sure about something, don't be afraid to ask.

Often you can grab staff at the end of a lecture (providing they aren't rushing away to another lecture), but all staff have regular appointment times when you can visit them to talk one-on-one. Check your unit outline for their contact details and times.

## Staying up-to-date

We use the website to keep you informed about what's going on around campus.

Check the new and current students webpage regularly at [students.mq.edu.au](https://students.mq.edu.au)

You can also find resources to help you manage your degree, and useful contacts if you need to talk to someone.

# Some uni essentials

Every course is different, but they all run the same way.  
Once you get to know the basics, you'll find the rest is easy.

## Your timetable

The Macquarie University timetable site, [timetables.mq.edu.au](http://timetables.mq.edu.au), helps you plan your classes for the next session/year. It is also where you will find exam timetables.

## Lectures

Lectures are where you will learn most of the content of a unit. The length of a lecture will vary from unit to unit but most run for at least an hour. You may find yourself in a very large lecture theatre with several hundred students, or in a smaller room with a handful of others. To get the most out of your lectures:

- » Show up and listen up. Lecture recordings are great but you can't ask any questions or meet students. Going to lectures is the best way to make the most of your time at university.
- » Sit somewhere you can see the lecturer's presentation and take notes. Most

lecturers will use PowerPoint so it's important that you can easily see what they are showing you.

- » Read the unit outline before the start of the unit, and do the required reading for each lecture before you arrive. Lecturers assume you have done the reading, so it will make it much easier for you to follow what's going on if you have.
- » Talk to the other students in your lecture. Once you start talking to people you will find it easier to discuss ideas and go through what you have learned.

## Tutorials

'Tutes' are smaller classes where you can expand and discuss the content of your lecture. They are usually held in smaller classrooms after your lecture in groups of 10 or 20 students. Tutes are much more like traditional high school classes: you can ask your tutor questions about the lecture content, discuss the material, and



you may be asked to complete weekly assignments and exercises, or present a paper to your group.

Tutorials normally start in week 2 and the tutor takes a record of who has attended. For most units, there is a minimum attendance level in order to pass. Many units also require proof of active participation in the discussion, so speak up and get involved.

## Practicals

'Pracs' are similar to tutes, but students look at the practical applications of the lecture content. Not all units have practicals – they are more common in the Faculty of Business and Economics and the Faculty of Science.

## Consultation hours

One of the best learning resources is one-on-one time with your teachers. Consultation hours are specific times each week when your tutors and lecturers are available to answer questions in person. Don't be afraid to visit your tutor or lecturer during consultation hours. Lecturers are happy to answer questions and it shows that you are interested! You can even go with a friend or a small group if you like. Check your unit outline for details.

## Unit guide

You will receive a unit guide for every unit you study, telling you what to expect from the unit, and what is expected from you to pass. It contains the core outcomes for the unit, any required reading, information on assignments and assessment criteria, key dates and deadlines to put in your diary. It also tells you who to contact on the teaching staff for questions or problems.

## Contacting your tutor or lecturer

When you get in touch with your tutor or lecturer, remember:

- » Introduce yourself: tell them your name and what course you are studying.
- » Check that you have chosen a convenient time, especially if you are dropping in without an appointment. Lecturers are extremely busy people!
- » If you are sending an email, always use your Macquarie University student email address. The University spam and junk filters block email from sources that don't look official, so sending something from chunderbus69@hotmail.com is not likely to reach them.
- » Be clear in your query. If you think about what you want to ask, you will get a better answer. If you are emailing your question, make sure it is clearly written and makes sense. Read it through before you send it. Remember to use proper English and avoid using 'txtspk' – you'll get a better response if you talk plainly.



## Study groups

Study groups are a great way to improve your understanding of the lecture material.

You may understand something that another student doesn't, and they will be able to help you with parts of the course where you aren't so confident. They are also a great way to make friends in your classes.

You'll be surprised how much more you can learn. Contact the Learning Help Desk or your mentor if you would like to join a study group.

## Text books

Listen out in week 1 as your lecturer will tell you which core texts you will need for the unit. You can buy your texts on campus at the Co-op Bookshop (see page 15). You might need to buy course notes from the Course Notes Bookshop (downstairs from the Co-op Bookshop, opposite NAB). Many students sell their books after they are finished with them. You will find posters all over campus from students selling their second-hand texts and notes. There are also websites and a second-hand bookstore on campus to assist in the sale and purchase of used texts. This can be a great way to save money, but make sure you get the correct edition.

## Sessions

From 2012, we will have three study periods throughout the year: Sessions 1, 2 and 3.

Sessions 1 and 2 will make up the bulk of the academic year (see page 4 for key dates). Session 3 will typically run from December to January, during which you can take a maximum of two subjects in a shorter, more intensive study period.

## Academic honesty

Some students may be tempted to submit someone else's work and claim it is their own. This is plagiarism.

The University takes this very seriously and the penalties can be severe. Departments use electronic plagiarism software as well as checking your references and research documentation. Many staff members are experts in their field and will recognise if you have copied someone else.

There are penalties if you plagiarise, or if you encourage someone else to plagiarise. The University's plagiarism policy explains the process followed to determine the appropriate penalty.

[mq.edu.au/academichonesty/](http://mq.edu.au/academichonesty/)



## **PACE (Participation and Community Engagement) -- an exciting new initiative**

As a student you have the opportunity to develop skills potential employers value.

Through PACE you can apply these skills and your academic learning to real-world situations and make a contribution to local, regional and international communities.

There are two ways to engage with the community through the PACE initiative – by enrolling in a participation unit or through PACE International.

### **PARTICIPATION UNITS**

From 2012, participation units will be embedded in many undergraduate degree programs. Depending on which program you are studying, a participation unit may be a requirement, an option or an elective.

Participation units allow you to engage with the community, learn through participation and develop your capabilities.

The type of experience will vary depending on the unit and the learning outcomes may include internships, work-integrated learning, practicums, community service and learning.

When you successfully complete a participation unit (including assessment tasks) you also gain academic credit towards your degree.

Depending on the unit, the activity might be undertaken locally, regionally or internationally.

Full details are available from the University Handbook. For further information about PACE, visit [pace.mq.edu.au](http://pace.mq.edu.au) or email [pace@mq.edu.au](mailto:pace@mq.edu.au)



### **PARTICIPATION THROUGH PACE INTERNATIONAL**

PACE International is run in partnership with Australian Volunteers International (AVI).

Our international partners develop projects that respond to local needs identified by the community. By participating in a PACE International project you will:

- » assist local communities to meet their own goals
- » experience what it's like to live and work in a developing community
- » share knowledge and skills with others
- » contribute to positive change
- » become a global citizen.

Programs depart throughout the year to the Pacific, South East Asia and Latin America.

For more information about PACE International, visit [pace.mq.edu.au/students/international](http://pace.mq.edu.au/students/international) or email us at: [paceinternational@mq.edu.au](mailto:paceinternational@mq.edu.au)

# The Library



Macquarie University Library is the most advanced academic library in Australia. It's an inspiring place to study and meet with friends.

Macquarie's Library provides access to about 1.8 million items and online resources including 250 databases, 130,000 e-books and 67,000 electronic journals.

All online resources are accessible 24 hours a day, seven days a week. Other services include computer and photocopying facilities, and study spaces for groups and individuals. The 'Ask a Librarian' service lets you email, chat or phone for research assistance. Tours of the Library are conducted at the start of each session.

## Contact us

Library C3C

T: (02) 9850 7500 or 1800 300 753

[library.mq.edu.au](http://library.mq.edu.au)

### During session, opening hours are:

Monday to Friday 8am – 10pm,

Saturday and Sunday 10am – 6pm

## Library features

- » high-tech personal and collaborative learning spaces
- » café
- » emphasis on sustainability, natural light and living courtyards
- » Automated Storage and Retrieval System which retrieves and holds Library items for you.

## Learning Help Desk

Run by the Mentors@Macquarie, the Learning Help Desk is located in the Library foyer on level 2 and is open for you to drop-in and access advice and guidance on how to access help with learning skills, wellbeing and careers.

## Contact us

T: (02) 9850 4386

E: [mentors@mq.edu.au](mailto:mentors@mq.edu.au)

# The University Co-op Bookshop

The University Co-op Bookshop has all your text book and study aid requirements. It is located behind the old library, near the campus shop in Building C9A.

The main store is upstairs and the course note store, with your course notes and books of readings, is downstairs.

Once you are enrolled your textbooks can be found at **<https://mypassword.mq.edu.au/?screen=MyUnits>**.

Log in and click 'books' to display your text list, which is linked to the Co-op Bookshop webpage. Buy online with free domestic postage or from the bookshop on campus.

Alternatively, you can visit **[www.coop-bookshop.com.au/bookshop/action/DataSubjSelect](http://www.coop-bookshop.com.au/bookshop/action/DataSubjSelect)** and follow instructions for Macquarie University. Note: SIBT students should visit **[sibt.nsw.edu.au](http://sibt.nsw.edu.au)**

We recommend that you buy your books as early as possible. For assistance ring (02) 8986 4000 or email our helpdesk at: [macquarie@coop-bookshop.com.au](mailto:macquarie@coop-bookshop.com.au)

## Trading hours

Please refer to the store or to the Co-op Bookshop website for current trading hours:

**[www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)** (click on store location, Macquarie University)

The University Co-op Bookshop is a not-for-profit organisation started by University of Sydney students over 50 years ago.

It is now the largest provider of educational and professional learning resources in Australia and has been helping Macquarie students with their book needs for more than 40 years. Become a life member and enjoy member savings.



# IT and web resources

Just like any modern organisation, we rely on technology for much of our day-to-day work. There are several systems you will need to understand, but in the first few weeks you will use eStudent, iLearn and Gmail the most.

## **Students homepage: students.mq.edu.au**

The students homepage is your gateway to system logins, popular links, administrative information, notices and events, as well as our social media presences on Facebook, Twitter and YouTube. We recommend that you bookmark this webpage.

## **eStudent**

eStudent is where you manage your unit enrolments and class registrations, update your personal details, view your financial information, pay your fees, as well as see your unit results, academic record and graduation ceremony details.

You can access eStudent from any page on the students website. To log in to eStudent your username is your OneID – and your initial password is your date of birth (ddmmyyyy). You must change your password during your first eStudent session, at which point we recommend you change your eStudent password to match the one associated with your OneID.

## **iLearn**

iLearn is our learning management system through which you can access unit-related information such as unit outlines, assessment tasks, lecture recordings, class results, lecture notes and notices. Use your OneID to log in to iLearn.

## **Gmail**

Gmail powers your student email account which is set up for you and accessible from any page on the students website.

Your account is the main channel through which we communicate with you. If you do not keep an eye on your account you will miss important information. Most staff will only respond to student enquiries sent from a Macquarie University email address so make sure you use it for correspondence and check it regularly. Use your OneID to log in to your student email account.

## **Computer resources**

There are computers located all over campus – in the Library, in the CSC Student Computer Laboratories and throughout the faculties – you can use to access these services and more.



## Internet access

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There are two high-speed Wi-Fi networks on campus:

- » Macquarie OneNet – the most convenient way for you to connect wirelessly to our network and the internet with a set-and-forget personal connection
- » Macquarie Public – a service that enables casual campus visitors to access Macquarie University websites without requiring an account.

You can set up your connection to OneNet after you have got your OneID from **[students.mq.edu.au/enrol](https://students.mq.edu.au/enrol)**. Learn how to connect and find out more about OneNet at **[products.mq.edu.au/wifi](https://products.mq.edu.au/wifi)**

## Acceptable Use Policy

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We provide you with unlimited access to the internet to ensure you have the online resources you need. Our Information and Communications Technology Acceptable Use Policy ensures services are only used for authorised activity so we can dedicate our bandwidth to supporting your studies.

You must consent to our ICT Acceptable Use Policy before using our technology. There is nothing surprising in the policy. Its key points are:

- » you are responsible for all activity on your accounts, and you may not share your access with anyone, including usernames and passwords.
- » you must not create or transmit anything that:
  - could be considered offensive, obscene or indecent
  - is likely to harass, intimidate or distress
  - is defamatory
  - is confidential or commercial in confidence unless authorised to do so.
  - is illegal under State or Federal law.





You can still use ICT equipment for personal or social things but your personal use must not be excessive in our opinion; breach our policies, state or federal laws; violate intellectual property rights; interfere with the use or access of other users; damage our reputation or impose unreasonable or excessive additional costs on us.

We take our ICT Acceptable Use Policy seriously. Breach the policy and you may lose access to our technology resources and, in serious cases, find yourself facing disciplinary procedures.

We will take action, limit or suspend accounts where users fail to meet the terms of the policy.

If you suspect someone has breached the policy, report them immediately to an appropriate person.

### **Tips on accessing the system**

- » Never share your password with anyone.
- » Don't do anything illegal. If in doubt, ask someone or contact OneHelp.
- » Log off when you are finished.
- » Think before you send anything online or in an email.
- » If you are on a shared computer, be sure to log out of things like Facebook etc, clear your browser history and so on.
- » Never share personal or financial information online.



### **Contact us**

IT Help Level 1, C5C  
T: (02) 9850 HELP (4537) option #1 or  
freecall 1800 67 4357 (1800 MQ HELP)  
E: [ithelp@mq.edu.au](mailto:ithelp@mq.edu.au)

# Campus safety

We take every measure to ensure that our campus is a safe environment where you can work, study and relax.

University security operates 24 hours a day, seven days a week throughout the year. For your safety, they provide a range of services:

- » Help points, strategically placed across the University.
- » A security escort service, requested through the security office.

- » A free night-time shuttle bus service, covering the campus (car parks, colleges, libraries, bus interchanges and railway station) and Culloden Road accommodation site. A map of the bus route is available at the security website below.

## **Contact us**

C1A

T: (02) 98507112

[ofm.mq.edu.au/security.html](http://ofm.mq.edu.au/security.html)



# Your student centre

Student centres are a hub of student administrative support, with staff available to answer your questions or direct you to the place where you can find answers.

Visit your student centre for:

- » assignment submission and collection\*
- » questions about degree structure, core units, credit points and advice on what you need to do to complete your degree
- » waivers, transfers and other forms
- » information and help with rules and processes
- » questions about transcripts and grades
- » advice on what to do if you are sick during the session or during exams
- » noticeboards with important information, including student events like BBQs and morning teas
- » Peer assisted learning (PAL) – see opposite page

\*NB: some units have separate locations for assignment submission

## **The Arts Student Centre**

W6A Level 1

T: (02) 9850 6783

E: [artsenquiries@mq.edu.au](mailto:artsenquiries@mq.edu.au)

**[arts.mq.edu.au](http://arts.mq.edu.au)**

## **Business and Economics Student Services (BESS)**

E4B 106

T: (02) 9850 1050

E: [fbe-bess@mq.edu.au](mailto:fbe-bess@mq.edu.au)

**[businessandeconomics.mq.edu.au](http://businessandeconomics.mq.edu.au)**

## **The Faculty of Human Sciences Undergraduate Student Services Centre**

C3A – Ground Floor

T: (02) 9850 9898

E: [humansciences@mq.edu.au](mailto:humansciences@mq.edu.au)

**[humansciences.mq.edu.au](http://humansciences.mq.edu.au)**

## **The Science Centre**

E7A Level 1

T: (02) 9850 6000

E: [scienceenquiries@mq.edu.au](mailto:scienceenquiries@mq.edu.au)

**[science.mq.edu.au](http://science.mq.edu.au)**

## **Macquarie Law School**

W3A 530

T: (02) 9850 7096

E: [law@mq.edu.au](mailto:law@mq.edu.au)

**[law.mq.edu.au](http://law.mq.edu.au)**





## Peer Assisted Learning

Peer Assisted Learning, or 'PAL', is offered through student centres across the University.

PAL workshops are unit-specific, and led by trained students who have excelled in those particular units. The weekly workshops are open to all enrolled students in these units and are free!

Visit your student centre or talk to your unit convenor for more information on PAL workshops.

## Faculty student club/ society activities

There are active faculty-based clubs across campus, including the Faculty of Business and Economics student club, and MULS, the Macquarie University Law Society.

## Participation and Community Engagement (PACE) advice

Each Faculty has a specific contact to help you get involved in the University's PACE initiative (see page 13). You can find out more about specific opportunities within your faculty to contribute to the community and receive academic credit.

## So many ways to get involved

Your faculty may also offer opportunities such as conversation groups, internship programs and more – visit your student centre to get started!

# Student Enquiry Service

Your student centre is usually a good place to start if you have a problem or question, but there are some queries that may need to be handled by the Student Enquiry Service (SES).

The SES provides information and administrative support to current and prospective students. They are the first point of contact for the Coursework Studies Section, dealing with enquiries such as:

- » application procedures, including alternate pathways and bonus points
- » deferment and discontinuance of studies
- » credit for previous studies
- » course transfer
- » on-campus enrolment days, unit enrolment, and re-enrolment
- » concurrent and cross-institutional studies
- » Commonwealth support
- » unit withdrawal after the census date.

## Census dates

Census dates are key points in the University calendar. On the census date your student contribution charge and student loan entitlement (or tuition fee if you are a fee-paying student) are calculated.

Before the census date you can withdraw from units in your program of study without financial or academic penalties. It is very important that you make any changes to your enrolled units and program of study before the census date or it may affect your student funding, personal finances, formal student

record and course qualification. For most students, census dates are:

Session 1: 31 March  
Session 2: 31 August

Some programs have different session dates, so make sure you check your own program carefully. You can find a full list at [ofs.mq.edu.au/student\\_finances/due\\_dates\\_2012.htm](http://ofs.mq.edu.au/student_finances/due_dates_2012.htm)

## Checking and changing your units

Through eStudent you are able to check and change your enrolment in a unit; it is your responsibility to ensure that you are correctly enrolled in all of your units.

You can enrol in an external unit until the Friday of week 1 of the session, and in an internal unit until the Friday of week 2 of the session. You may withdraw from a unit at any time, however please ensure you are aware of the penalties at different times in the session. If you withdraw:

- » on or before the census date there is no academic or financial penalty
- » in the four weeks following census date you will be regarded as Withdrawn (W): you will remain financially liable for the unit, however will not incur academic penalty.



- » after the four weeks following census date: you will be regarded as Fail Withdrawn (FW): you will remain financially liable for the unit, and incur academic penalty.

## **Disruption to studies: Withdrawal without penalty and special consideration**

Sometimes things happen that are beyond our control. If you need to withdraw from a unit after the census date, and feel the associated penalties should be considered in light of an unavoidable disruption, SES can assist you with information about the withdrawal without penalty process.

Similarly, if you experience unavoidable disruption during the session and wish to continue with your studies, SES can guide you through the special consideration process. This process aims to support students in reaching their usual demonstrated performance level.

## **Fees and loan schemes**

Fee statements and due dates are available from eStudent, and you should check these regularly to make sure you pay all of your fees on time. There is a \$200 charge for late payment, and you may be removed from

a unit if you have not paid for it. If you are a Commonwealth supported student you may be entitled to government help with your fees. For more information on this and other government fee and loan schemes, see [studentadmin.mq.edu.au/fees/csp.html](http://studentadmin.mq.edu.au/fees/csp.html)

## **Contact us**

Lincoln Building, Level 1 (C8A)  
[ask.mq.edu.au](mailto:ask.mq.edu.au)

### **Opening hours:**

Mon, Wed, Thurs: 8.30am – 5.30pm,

Tues: 9.30am – 5.30pm, Fri: 8.30am – 4.30pm

## **International student services (ISS)**

ISS provides advice and information to all full degree international students relating to all aspects of studying at Macquarie University. Contact ISS for advice on matters such as student visas, university policies and procedures, academic and personal support service referrals, social activities and more.

T: (02) 9850 6320/6449

E: [iss@mq.edu.au](mailto:iss@mq.edu.au)

[international.mq.edu.au/  
studentsservices](http://international.mq.edu.au/studentsservices)

# Learning Skills

We want to help you make the most of your learning.

Learning Skills provides academic and literacy support through regular workshops and one-to-one consultations on a range of topics.

You can get help with anything from how to handle an assignment to improving your memory for revision and exams.

If you are an international student, you can get help to develop your language skills and support with studying in a new country.

Workshops include:

- » getting started in university
- » time management
- » making and taking notes
- » learning academic vocabulary
- » critical thinking
- » researching and referencing assignments
- » effective presentations
- » memory techniques
- » examination strategies.

You can also get help any time by visiting our online resource centre

## **Contact us**

C8A 321  
T: (02) 9850 4386  
E: [learningskills@mq.edu.au](mailto:learningskills@mq.edu.au)  
[mq.edu.au/learningskills](http://mq.edu.au/learningskills)

## **Numeracy Centre**

The Numeracy Centre offers you free help with the maths component of any first year units. The centre offers a free drop-in service, weekly workshops for some first year units, bridging programs, preparatory units and online resources.

## **Contact us**

C5A 225  
T: (02) 9850 8924 or 8797  
E: [numeracy@ics.mq.edu.au](mailto:numeracy@ics.mq.edu.au)  
[maths.mq.edu.au/numeracy](http://maths.mq.edu.au/numeracy)

## **Writing Skills Program**

The Writing Skills Program will help you become a successful academic writer in the various types of assignments you need to tackle in your course. The program includes:

- » preliminary seminars before the beginning of classes in February
- » short courses in several different aspects of essay writing.

The Writing Skills Program is funded by the Macquarie University Access and Equity budget and managed by the Department of Linguistics. It is a vital part of our commitment to seeking a 'level playing field' for all our students.

## **Contact us**

Learning Help Desk  
Library Ground Floor  
T: (02) 9850 4386  
E: [writingskills@mq.edu.au](mailto:writingskills@mq.edu.au)

# Campus Experience

We are committed to providing a fun, healthy and engaging university experience.

Along with regular entertainment and special events such as O Week and Conception Day, we offer an array of ways to get involved, including:

- » places to eat, drink and shop
- » sport, recreation and fitness services and facilities
- » entertainment
- » over 120 student groups and over 15 sport clubs

- » support services
- » a student publication
- » events and catering services
- » employment services.

We also offer free and confidential support, disability, medical and welfare services on campus.

For more information on these services, see the following pages of this guide or visit [campuslife.mq.edu.au](http://campuslife.mq.edu.au)





# Campus Wellbeing

## Counselling Service

The Counselling Service is free and provides a range of personal and educational support services to students. All our counsellors are experienced, professional psychologists.

Counsellors are skilled in dealing with a wide range of problems and issues that can affect your academic, personal and work life and overall wellbeing. They can provide telephone or face-to-face counselling and have a lot of helpful information on our website. Some of the common issues that students seek counselling for are:

- » exam stress
- » procrastination
- » relationship problems
- » difficulties adjusting to university life
- » anxiety
- » depression
- » grief and loss
- » general stress
- » alcohol and drug problems.

## Contact us

Level 2, Building C8A  
T: (02) 9850 7497/7498  
E: [counselling@mq.edu.au](mailto:counselling@mq.edu.au)  
**[campuslife.mq.edu.au/campus-wellbeing/counselling](http://campuslife.mq.edu.au/campus-wellbeing/counselling)**



## Medical Service

The Medical Service provides a comprehensive general practitioner service to all members of the University community at Medicare bulk billing rates. For overseas students with valid OSHC Worldcare or Medibank Private Cards they bill the insurers direct, saving you time and money.

They provide a wide range of GP services including general practice, sexual health, preventative medicine, women's health, travel and health vaccinations (at competitive prices), and acupuncture.

Located in the Macquarie University Clinic, next to the Macquarie University Hospital, the service is also close to medical specialists including imaging and pathology, and a pharmacy.

## Contact us

Suite 305, Level 3  
Macquarie University Clinic  
2 Technology Place  
Macquarie University  
T: (02) 9812 3944  
F: (02) 9812 3945  
**[campuslife.mq.edu.au/campus-wellbeing/medical-service](http://campuslife.mq.edu.au/campus-wellbeing/medical-service)**



## Disability Service

The Disability Service provides support, assistance and advice to students with a disability or health condition. We aim to ensure that you do not experience disadvantage in reaching your academic potential.

Service provision is determined on a case-by-case basis following an assessment of your needs and the provision of supporting documentation.

The DSU offers support where a disability or health condition affects:

- » vision
- » hearing
- » mobility
- » learning
- » mental health
- » neurological functioning
- » study resulting from chronic medical conditions
- » study resulting from temporary disability.

### Register with the Disability Service

Students are encouraged to make contact with the DSU at their earliest opportunity on enrolling and to register with the unit. A registration form can be downloaded from the disability website. This form should be completed irrespective of whether a disability/health condition is temporary, long-term or permanent.

Students requiring ongoing support from the Disability Service are required to register with the service each year of study. Service provision is reviewed on a session/ study period basis to ensure that services in place are relevant for that particular study period.

## Contact us

Level 2, Lincoln Building (C8A)  
T: (02) 9850 6494/7497 or  
TTY: (02) 9850 6493  
E: [disability@mq.edu.au](mailto:disability@mq.edu.au)  
[campuslife.mq.edu.au/campus-wellbeing/disability-support-unit](https://campuslife.mq.edu.au/campus-wellbeing/disability-support-unit)

## Welfare Service

The Welfare Service provides information, support, advocacy and referral for welfare-related issues such as:

- » tenancy issues /accommodation options
- » financial issues /student loans/ Centrelink entitlements/ scholarships
- » access to legal services
- » health and wellbeing (ie sexuality, drugs and/or alcohol, mental health support).

## Contact us

Level 2, Lincoln Building (C8A)  
T: (02) 9850 6496 / 7497 (for appointments or to check drop-in availability)  
E: [welfare@mq.edu.au](mailto:welfare@mq.edu.au)  
[campuslife.mq.edu.au/campus-wellbeing/welfare-service](https://campuslife.mq.edu.au/campus-wellbeing/welfare-service)

## Indigenous student support

Warawara offers support to Indigenous students across the University.

## Contact us

W3A 309  
T: (02) 9850 8036  
E: [casie.gambrel@mq.edu.au](mailto:casie.gambrel@mq.edu.au)  
[warawara.mq.edu.au](https://warawara.mq.edu.au)

# Overseas opportunities

Our University has a global perspective. We want you to experience international culture, education and travel first-hand.

## International Exchange Program

Macquarie has an extensive network of exchange partners, offering you a huge range of international study choices. We partner with over 300 universities world wide.

You can study for just a few weeks, a whole session, or even a year – the choice is yours. You can also apply for a mobility scholarship to help support your overseas experience.

[international.mq.edu.au/goingabroad](http://international.mq.edu.au/goingabroad)

## Global Leadership Program

The Macquarie Global Leadership Program aims to develop student leadership, cross-cultural understanding and international awareness. This extracurricular program is fully funded by the University and is open to all Macquarie University students, from any discipline or degree.

Successful completion of the Global Leadership Program is officially recognised on your academic transcript and provides a competitive edge in the global employment market.

[international.mq.edu.au/glp](http://international.mq.edu.au/glp)

## PACE International

PACE International is an integral part of Macquarie University's Participation and Community Engagement (PACE) initiative (more on page 13). Run in partnership with Australian Volunteers International (AVI), PACE International offers you a unique opportunity to work and learn in partnership with communities overseas.

You will be able to practice classroom learning, theories and research in a real world situation, and develop capabilities to actively contribute to a more just, inclusive and sustainable world.

[pace.mq.edu.au/students/international](http://pace.mq.edu.au/students/international)



# Careers

The Career Service is focused on helping develop your capabilities so you can achieve your career and employment aspirations.

You can make the most of centralised career resources and best practice knowledge and expertise, combined with faculty aligned Career Development Officers who understand specific industries, career needs and options for your degree.

Whatever stage you're at in your study, the Career Service can help you:

- » identify and explore career options
- » clarify and plan how to get the skills and experience you need to reach your career goals
- » prepare and apply for work.

The Career Service works closely with local and international graduate recruiters, and manages programs and events dedicated to helping you connect with employers. They also collaborate with lecturers on teaching and learning projects to support your career education in your degree program.

## Contact us

Level 2, Lincoln Building (C8A)

T: (02) 9850 7372

E: [careers@mq.edu.au](mailto:careers@mq.edu.au)

[mq.edu.au/careers](http://mq.edu.au/careers)



# Sustainability

As a university we are aware of our impact on the social and physical environment. We are proud of our beautiful campus, and work with students to make it something we can all enjoy.

We have a dedicated sustainability team working with students, faculties and departments to help us become more socially and environmentally responsible.

Our new Student Sustainability Network is a great example of an initiative where you can gain practical experience and professional development opportunities, as well as assisting in making real change towards sustainability.

One of the most important decisions you can make in your day-to-day activities is to consider utilising the many train or bus services that regularly run to campus, or even cycle in and use one of our self-contained Bike Hubs with shower and locker facilities.

You can also help us become more sustainable by:

- » printing double-sided and trying to print two or more pages per sheet, or better still, review online and don't print at all
- » bringing your own mug for coffee and tea – it saves money and the environment
- » using reusable containers for your lunch instead of aluminium foil or plastic wrap

- » throwing all your rubbish in the University bins. We have an easy one-bin system where all the waste gets sorted to minimise the amount of waste going to landfill
- » car-pooling with other students and making sure that your tyres are inflated to the correct pressure
- » bringing a green bag and a reusable water bottle to cut down on plastic
- » recycling batteries, mobile phones and printer cartridges, drop them off at the Library
- » signing up to receive our regular e-newsletters.

Check out the website for more tips and info:  
**[mq.edu.au/sustainability](http://mq.edu.au/sustainability)**.





# Glossary

## Academic adviser

A staff member available to give specific advice related to a program of study and enrolment options. Academic advisers are available at enrolment and throughout the year. Ask your faculty student centre for information on how to contact them.

## Academic honesty

A fundamental principle that all staff and students act with integrity in the creation, development, application and use of ideas and information. Further information can be found at [mq.edu.au/academichonesty/](http://mq.edu.au/academichonesty/)

## Academic year

The academic year is divided into three sessions, each consisting of a teaching period and an examination period. The University also offers courses with other types of academic year including trimesters, terms and semesters.

## Alumni

People who have graduated from the University.

## Bachelor degree

The first degree you can study towards at university.

## Census date

Your student contribution charge and Student Loan Entitlement (or tuition fee if you are a fee-paying student) are calculated on this date. If you withdraw after the census date, your withdrawal will cost you money and result in a fail mark.

## Chancellor

The ceremonial head of the University. The Chancellor confers degrees at graduation, chairs the University Council, and serves as the most senior public face of the University. The current Chancellor is The Hon. Michael Egan.

## Code of behaviour

Faculties and departments have codes of behaviour (also known as 'codes of conduct') that students are expected to follow. These

codes cover inappropriate behaviour, bullying, harassment and discrimination. Your faculty's code is available on their web site.

## Code of conduct

See code of behaviour

## Conception Day

Traditional celebration of the opening of the University. Since 1969 students have celebrated with live music, fairground rides, cultural events and food.

## Credit point

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

## Discontinue

Where you decide to discontinue, or abandon, your course enrolment. If you formally discontinue from all your enrolled units on or before the census date you will be considered 'not effectively enrolled' (NE) and will not be liable for student contribution charges or tuition fees for these units. If, however, you discontinue after the census date, you will be liable for student contribution charges or tuition fees and the units will be recorded on your official transcript.

## Dean

The head of a faculty. There are four Executive Deans (one for each faculty), supported by Associate Deans with specific responsibilities. The Dean of Students is responsible for all students at the University and helps to resolve issues that fall above the faculty level.

## Electives

Units you can enrol into in addition to your required units. Depending on your course you can choose your electives from a wide range offered across the University.

### **Faculty**

An academic and administrative division within the University. There are four faculties: Arts, Business and Economics, Human Sciences, and Science. Departments are assigned to a specific faculty according to their area of study.

### **Full-time**

A student is classified as a full-time undergraduate student if they are enrolled for the year in 17 or more credit points for the full year or 9 credit points for the half-year. Different rules apply for International Student Visa Holders.

### **Grade Point Average (GPA)**

Your grade point average is a calculation which reflects your overall grades in a coursework program. It is based on the units completed towards that program at Macquarie University and does not take into account any credit points granted for advanced standing or non-award study. It is printed on your academic record. The GPA is a calculation out of four, ie the highest GPA that can be achieved is 4.0. Such a GPA would indicate that a student's grades are Distinction or High Distinction.

### **Graduate of the University**

A person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the University's By-Laws.

### **Graduation**

A formal ceremony at which your degree is conferred. This usually takes place at a graduation ceremony after the completion of your course.

### **Honours**

An honours year is usually completed at the conclusion of a bachelor degree program. A high level of achievement is usually considered necessary before being invited to complete an honours year.

### **iLearn**

iLearn is our learning management system through which you can access unit-related information such as unit outlines, assessment tasks, lecture recordings, class results, lecture notes and notices. Use your OneID to log in to iLearn.

### **Mentors**

Second year (or higher) students who attend orientation days to answer questions, lead campus tours and support students in their transition to university studies.

### **Orientation**

This fortnight covers academic, social and wellbeing events. It is the opportunity to meet your lecturers and peers, attend introductory courses, participate in social events, tour the uni, get a mentor, join a club and learn more about university life.

### **Part-time**

A student is regarded as a part-time undergraduate student if they are enrolled in fewer than 17 credit points in a year or less than 9 credit points in a half-year. Different rules apply for International Student Visa Holders.

### **Pink form**

See Waiver

### **Plagiarism**

Using the work of another person and presenting it as your own. The University treats plagiarism very seriously and there are severe penalties if you are caught. Proper referencing of sources and documentation of research will help you to avoid plagiarism.

See academic honesty.

### **Postgraduate degree**

A course of academic study higher than a bachelor degree.

### **Prerequisite**

A prerequisite is a statement of the required knowledge or conditions that must be satisfied before enrolment in a particular unit of study is permitted.

### **Program of study**

The combination of units and/or research work required for your degree. All programs of study available at Macquarie are detailed in the schedule of programs of study in the handbook.

### **Required units**

You must study all the required units specified for your program of study.

### **Session 1**

The first division of the academic year, generally occurring between February and June.

### **Session 2**

The second division of the academic year, generally occurring between August and November.

### **Session 3**

The third division of the academic year, generally occurring between December and February.

### **Student Centre**

The main point of contact for students in their faculty. Details of your Faculty Student Centre and how to contact them can be found in the faculty pages of this guide (page 20).

### **Study abroad**

A student exchange program with partner universities in countries worldwide. Studies completed at another institution outside Australia. Students must obtain academic advice beforehand if they want the study abroad to count towards their Macquarie degree.

### **Transcript**

The academic transcript is the official and certified version of your academic record. The academic

transcript lists the units and programs you have enrolled in and all units you have attempted, and the grades received.

### **Undergraduate degree**

A course of academic study for a bachelor degree is regarded as an undergraduate course.

### **Unit**

(also known as subject)

A program of study is made up of a number of units of study (sometimes informally called subjects), each worth a fixed number of credit points.

### **Vice-Chancellor**

The University's chief executive and academic leader. The Vice-Chancellor is supported by Deputy Vice-Chancellors with specific responsibilities. The current Vice-Chancellor is Professor Steven Schwartz.

### **Waiver**

(also known as a pink form)

A waiver is given to students who have not completed the prerequisites and corequisites for a particular unit but who have sufficient knowledge to successfully complete the unit. Students must apply for waivers and if successful, they are permitted to enrol in a unit for which they do not meet the relevant prerequisite.

# Keep in touch

Stay up-to-date with everything happening at Macquarie University.

Check your student email (Gmail, page 16) regularly, for important updates from the University.



**Follow us on Twitter:**  
**@macquarie\_uni**



**Find us on Facebook:**  
**facebook.com/macquarieuni**

For international news, student exchange stories and more, subscribe to the

**Macquarie Globe:**  
**international.mq.edu.au/globe**

Once you're on campus, check your student email regularly for updates and students. mq.edu.au for important dates and notices.

## Ask MQ

Do you have questions about studying at Macquarie? Find answers at **ask.mq.edu.au** (also accessible from the students website).

Ask.MQ lets you search for commonly asked questions and answers and easily lodge an online enquiry if you can't find what you're looking for.

## 1800 CARE MQ

We care about your health and wellbeing. If you need help at night or on the weekends call 1800 227 367 (1800 CARE MQ).

1800 CARE MQ is free, anytime, any day and connects you with information and referral to services that address:

- » health and medical concerns, including emergency help
- » psychological health and counselling
- » security and safety
- » emergency accommodation.

We care about you all the time, not just when you are on campus, and offer this service free of charge to all domestic, international, distance, study abroad and City Campus students.

## Emergency contacts

**For emergency on campus call 9999**  
**For emergency off campus call 000**



## Building names

Macquarie's buildings are roughly named based on their location:

C = Centre, usually located around the 'centre' of the University near the Library

E = East, towards the eastern side of the University, towards Macquarie Centre

F = Far East, even further east and closer to Macquarie Centre

W = West, towards western side of the University

X = Far West, it marks the end of the main walkway on the Western side of the University

Y = Located near the entrance off Epping Road







The information in this guide is designed to help you find out about the range of facilities and services available at Macquarie University.

You should bring it along with you to Academic Orientation, and keep it handy for reference throughout the session.