

GLOSSARY OF TERMS

Academic Adviser

A staff member available to give specific advice related to your program of study and enrolment options.

Academic Honesty

A fundamental principle that all staff and students act with integrity in the creation, development, application and use of ideas and information.

Refer to the Academic Honesty Policy www.mq.edu.au/policy/docs/academic_honesty/policy.htm.

Academic Record

Your academic record is an official document outlining your enrolment and the grades you have been awarded. It can include other useful information such as your grade point average and the credit point requirements for your degree.

Academic Transcript

Your academic transcript is the official and certified version of your academic record. This is the copy you would show to prospective employers or to other educational institutions.

The Academic Transcript lists the units and programs you have enrolled in and all units that you have attempted, and the grades received. An official transcript is always printed on watermarked University paper. Most universities require that you pay an administrative fee to have this printed.

A certified copy means that a Justice of the Peace (JP) has sighted the original document and identified that the photocopy is a true copy of the original.

Academic Year

The academic year for most courses consists of two half-years (semesters), each consisting of 13 weeks of teaching and an examination period of several weeks. The University also offers courses with other types of academic year including Trimesters, Terms, Summer Session and Winter Vacation.

Advanced Standing

See Credit for Previous Studies.

Assessment

The activities, tasks and/or performances that support learning and are required of a student in order to complete a unit of study.

Assumed Knowledge

Some 100-level units, while not having prerequisites, assume that you will have certain knowledge and skills from previous study (such as the HSC). This information is listed in the UAC Guide each year, and also in the Handbook of Undergraduate Studies.

Bachelor Degree

The term commonly used to describe the award issued by all higher education institutions on completion of a set program of undergraduate units that confirms successful completion.

Bachelor Degree Rules

These are the formal rules which define and set conditions for all aspects of a student's enrolment. They also specify the requirements for the award of the different degrees offered by the University.

Capstone Unit

A final unit of study which integrates the material presented across the major or program of study.

Census Date

This is the date by which you must discontinue your enrolment if you do not want to be liable for HECS charges or tuition fees for a unit. If you remain enrolled after the census date, you will be liable for all associated HECS charges or tuition fees for that unit. The census dates for 2010 are 31 March (first half-year) and 31 August (second half-year). Other census dates apply to other study periods and units. See www.mq.edu.au/unifees/census_10.html.

Certified Documents

Are documents that have been certified as a true copy of the original by a Justice of the Peace (JP). JPs must sign and place their JP number on the photocopied documents. For applications to Macquarie University, any member of staff at the Student Enquiry Centre is able to confirm your copies. You will need to provide both the original documentation and a photocopy of this documentation to the member of staff who will check, stamp and then accept your application.

Coherent Study (pre-2010)

A particular stream of study that consists of a specific set of units that must be completed at 300 level or higher. It will have to be preceded by other units at 100 level and 200 level, but these are generally not listed as part of the coherent study—they are either prerequisites for your 300-level units or part of the general requirements for your degree.

Commerce Unit

See Designated Unit.

Commonwealth Supported Place (CSP)

A Commonwealth Supported Place (CSP) is a higher education place for which the Australian Government makes a contribution to your education provider (in this case, Macquarie University) towards the cost of your education. If you are enrolled in a unit as a Commonwealth supported student, you will be required to contribute to the cost of your education through a student contribution. For eligible students, student contribution amounts can be paid through HECS-HELP. For more information see www.mq.edu.au/unifees/.

Composite Mode

A unit of study that requires both on campus attendance and external study. Arrangements for these units vary considerably, and students should consult the unit description and/or the staff in charge of the unit for full details.

Concurrent Studies (Enrolment)

Study at another Australian university that may count towards the requirements for a Macquarie degree. Credit for such studies may be granted as credit for previous studies on satisfactory completion of the unit or units. Students must be aware that there are detailed conditions and procedures which apply to such studies.

Corequisite

A corequisite is a unit of study which has to be completed prior to or concurrently with another. Prerequisites and corequisites are listed in the Schedule of Undergraduate Units in Part 3 of this Handbook.

Course

A course is the program of study you undertake, such as a degree or diploma. Also called course of study.

Credit

Each unit of study is worth a specific number of credit points (starting at zero). The details are included in the Schedule of Undergraduate Units in Part 3 of this Handbook.

Credit for Previous Studies

If you have studied at another academic institution, you may be eligible for credit towards your degree at Macquarie. This credit is called Credit for Previous Studies and is expressed in the form of Macquarie credit points. If you are eligible for Credit for Previous Studies, you should request advice when accepting the offer of admission. Students who receive some credit may also be eligible for exemption from one or more units. For more information see page 518 of this Handbook.

See also Exemption.

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).

Cross-institution

A student who undertakes a unit of study at Macquarie while enrolled at another institution.

CSP

See Commonwealth Supported Place.

Deferment

This is where a person, who has been offered an undergraduate place at Macquarie University through UAC, decides to delay the commencement of their studies by one (1) year, or if eligible by up to two (2) years.

Degree

A degree is the major qualification awarded by a university. It is awarded either for successful work at undergraduate (bachelor degree) or postgraduate (higher degree) level, or as an honorary recognition (honorary degree) of achievement.

Department

The four faculties of the University are divided into Departments reflecting the discipline being studied.

Designated Unit

A unit which is accredited by the University for the purposes of the Bachelor Degree Rules. Some courses require a specific number of credit points to be completed in specific unit designations. The Unit Designation is identified in the Schedule of Undergraduate Units in the Unit Designation column. Refer to Part 3 of this Handbook.

Discipline

A discipline is a subject area e.g. English, Ancient History, Biology.

Discontinue

Where you decide to discontinue, or abandon, your course enrolment. The date by which you do this is important. 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 you discontinue after the census date, you will be liable for student contribution charges or tuition fees and your official transcript will show a Fail grade for the enrolment. For further information see page 519 of this Handbook.

Distance Education

A unit of study offered on a fully external basis. These are identified with an 'X' code in the Schedule of Undergraduate Units in Part 3 of this Handbook.

Double Major

In addition to completing the required qualifying major for a degree, it may be possible for students to complete the requirements of a second major. A second major may be taken from the approved majors offered by any of the Faculties.

Economics Unit

See Designated Unit.

EFTSL

EFTSL stands for the Equivalent Full-Time Student Load. It is the measure of study load for a year of a student undertaking a full-time course of study.

EFTSU

See Equivalent Full-Time Student Unit.

Electives

Units that students can decide to enrol in if they have the appropriate prerequisite.

Engineering Unit

See Designated Unit.

Enrolment Process

This is the process that new students must follow after accepting their offer of admission. It can involve attending the University on a specified date before the beginning of teaching, receiving academic advice on planning your study, being formally admitted to your degree, enrolling in units and choosing tutorial classes.

Enrolment

This is where a student informs the University which units they want to study in a particular study period (e.g. first half-year, second half-year). Enrolment is generally undertaken online directly by the student, although some students might need to attend the University to enrol. Enrolment may also involve choosing your timetable (e.g. tutorials, seminars, practical classes). Academic advisers are available to help you with enrolment decisions.

Equivalent Full-Time Student Unit (EFTSU)

Used as a standard measure of student load across the University for statistical and budgeting purposes.

eStudent

This is the electronic system used at Macquarie University to manage enrolments and other student processes.

Examination

A time-limited and individual assessment task conducted under supervision and within a specified examination period that is defined by the University.

Exclusion

Exclusion means that you are barred from re-enrolling for a set period, from a program or from a unit of study. Reasons for exclusion may include taking an unduly long time to complete your degree, poor academic performance, non-payment of fees or charges and/ or for disciplinary reasons.

Exemption

An exemption is recognition that you have completed a similar unit of study or content at another institution. If you are given an exemption, you will be able to receive credit for the corresponding unit at Macquarie University. If you are exempted from a unit which is a prerequisite for another unit, you are considered to have satisfied that prerequisite. An exemption is only available if you have been granted sufficient credit, at the appropriate level (e.g. 100 level, 200 level), through Credit for Previous Studies.

External

Study not conducted on campus. The symbol designating the external mode of study is 'X' (eg. X1).

Faculty

There are four Faculties in the University. All undergraduate students will be registered in a Faculty.

FEE-HELP

FEE-HELP is a loan scheme that assists eligible students to pay their tuition fees. FEE-HELP can cover all or part of a student's tuition fees.

Full-time

You are classified as a full-time undergraduate student if you are enrolled for the year in 17 or more credit points for the full year or 9 credit points for the half-year.

GPA

See Grade Point Average.

Grade

This is the statement of a student's overall performance in meeting the learning outcomes of a unit of study. At the University it is referred to as a Standardised Numerical Grade (SNG). Examples include High Distinction (HD); Distinction (D); Credit (Cr); Pass (P); Pass Conceded (PC); Fail (F).

Grade Appeal

It is possible to appeal against a grade you have been awarded in a unit. Refer to the Grade Appeal Policy www.mq.edu.au/policy/docs/grade_appeal/policy.htm.

Grade Point Average (GPA)

The grade point average (GPA) of a student is a calculation which reflects the overall grades of a student. It is based on undergraduate units completed at Macquarie University and does not take into account credit points granted for advanced standing or non-award study. It is printed on a student's academic record. The GPA is a calculation out of 4, ie the highest GPA that can be achieved is 4. Such a GPA would indicate that a student's grades are Distinction or High Distinction. For further information see page 521 of this Handbook.

Graduand

A graduand is someone who has completed all the requirements for a degree but who has not yet had the degree conferred at a Graduation Ceremony.

Graduate

A graduate is someone who has been awarded a degree.

Graduate Diploma

Graduate diplomas are available to students who have already completed a bachelor degree in any field and who now wish to complete the equivalent of a major study in another field without attempting a second undergraduate degree. Graduate diplomas consist wholly of undergraduate units in a particular discipline.

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 by-laws, conferred or awarded: a) by the University, b) by or on behalf of any former institution that has, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, or (c) by any predecessor of any such institution.

Grouped Period

A Grouped Period is used to define groups of Study Periods for use in results processing and reporting. Examples are 2004_Exam_Endyear which includes the 2004 SHFYR (Second Half Full Year) and 2004 FULYR (Full Year) Study Periods.

Half-year

See Academic Year.

HECS

Higher Education Contribution Scheme.

HECS-HELP

Higher Education Contribution Scheme – Higher Education Loan Program

Higher Degree

A higher degree is any degree that requires you to have passed a Bachelor degree first.

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.

Information Technology Unit

See Designated Unit.

Internal

Classes (e.g. lectures, tutorials) conducted on campus. The symbol designating the internal mode of study is 'D' (e.g. D1).

Lecture

A session where an academic presents to students enrolled in a unit of study, generally in a lecture theatre.

Level

The level at which a unit is taught indicates the amount of prior knowledge required to study it successfully. For example, 100-level units may be entered in the first year of study and often do not have any prerequisite units, while 200-level units generally have 100-level prerequisites.

Major

A structured sequence of units in a particular discipline or subject area which is approved by the University.

Mark

The numerical result achieved by a student in a unit of study that corresponds to a particular grade (e.g HD, D, Cr).

Mature Age

A student who is 21 years old or over on 1 March of the academic year they commence their study. Mature Age students who have not previously enrolled at a university are eligible to apply under Macquarie University's Jubilee Admission Scheme.

Medical Sciences Unit

See Designated Unit

Minor

In general terms, a minor requires completion of half of the requirements of an approved major. In practice, a minor requires completion of 12 credit points taken from an approved major, including 6 credit points at 300 level.

Misadventure

See Special Consideration.

Misconduct

Misconduct occurs when a student does not follow the By-Laws, Rules or policies set down by the University. Punishment for misconduct or breach of discipline may include suspension from classes, payment of fines, or exclusion from the University.

Mode of offering

The mode of offering for a unit of study indicates whether it is a day (D), evening (E), distance education (external, X), composite mode (Xc), vacation or field work (V2) unit or winter vacation (WV) unit.

NCCW

See Not to Count for Credit With.

Non-award

Enrolment in a unit of study without being currently enrolled for an award.

Non-degree

Non-degree enrolment is enrolment by a current Macquarie degree student in a unit which will not be counted for credit towards the degree. Such a unit may be a Not to Count for Credit With (NCCW) unit.

Not effectively enrolled

You are not effectively enrolled if you withdraw from a unit of study before the unit census date. Your enrolment in that unit will not be permanently recorded and you will not be liable for student contribution charges or tuition fees for that unit or consume any Student Learning Entitlement (SLE).

Not to Count for Credit With (NCCW)

In the Schedule of Undergraduate Units in Part 3 of this Handbook, a unit labelled NCCW may Not Count for Credit With another specified unit.

On campus session

An on campus session is a lecture, tutorial, block practical session held on the University campus for students who are studying in distance education (external) mode.

Part-time

You are regarded as a part-time undergraduate student if you are enrolled in fewer than 17 credit points in a year or less than 9 credit points in a half-year.

Pass degree

A pass degree is a Bachelor degree or a Master degree, when an honours program has not been undertaken.

People Unit

People units focus on the challenges of contemporary society and on what it means to be ethical local and global citizens.

Plagiarism

See Academic Honesty.

Planet Unit

Planet units help students to understand the nature of science and the challenges and issues facing the planet, with a particular focus on sustainability.

Postgraduate

A course of academic study higher than a bachelor degree.

Practical

Practical work or practical sessions are a component of some University units (and programs) that require laboratory, in the field or 'hands-on' techniques.

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. Prerequisites are listed in the Schedule of Undergraduate Units in Part 3 of this Handbook.

Program Code

An individual code has been allocated to each Program of Study.

Program of Study

The combination of units and/or research work that must be satisfactorily completed to qualify for the degree. All programs of study available at Macquarie are detailed in the Schedule of Programs of Study in Part 2 of this Handbook.

Qualifying Major

Degrees that allow a choice of the particular subject area to be studied (such as the Bachelor of Arts, the Bachelor of Science and the Bachelor of Commerce) require the completion of a major. This major is called the qualifying major. The list of approved qualifying majors for a degree is included in the program of study.

Remission or Re-crediting

A practice where a student's FEE-Help balance or Student Learning Entitlement (SLE) (including any HECS-HELP debt) is re-credited because of special circumstances.

Residential School

See On Campus Session.

Rules

See Bachelor Degree Rules, Graduate Diploma Rules.

Schedule of Undergraduate Units

The official list of units offered, specifying time of offering, credit points, corequisites and prerequisites, and so on. The Schedule can be found in Part 3 of this Handbook.

Science unit

See Designated Unit.

Semester

An unofficial term for half-year (see Academic Year).

Social Science Unit

See Designated Unit.

Special Consideration

Intended for a student who is prevented by serious and unavoidable disruption from completing any unit requirements in accordance with their ability.

Standardised Numerical Grade (SNG)

It is the number that is associated with the Grade (High Distinction, Distinction, Credit and so on) that a student is awarded. It is called a grade as it does not represent the raw marks, it reflects where within the grading structure the student sits.

Student Learning Entitlement (SLE)

An entitlement that gives eligible students access to a Commonwealth Supported Place. All eligible students start with an SLE of seven effective full-time years.

Subject

See Unit.

Testamur

The official document with the University's seal on it which certifies that you have been awarded your degree or diploma (see also Academic Transcript).

Transcript

See Academic Transcript.

Tutorial

A session with a small group of students who meet with an academic to discuss topics within a unit of study.

UAC

See Universities Admissions Centre.

Unavoidable Disruption

An event or set of circumstances that meets all the following:

- (a) could not have reasonably been anticipated, avoided or guarded against by the student;
- (b) was beyond the student's control;
- (c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work;
- (d) substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements;
- (e) was of at least three (3) consecutive days duration within a study period and/or prevented completion of the formal examination.

See also Special Consideration and Withdrawal Without Penalty.

Undergraduate

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

Unit

A unit is another name for a subject.

Unit Code

The individual code that has been allotted to each unit of study. The code is three or four letters to represent the subject area followed by one digit to represent the level of the unit: 1 = 100 level, 2 = 200 level, 3 = 300 level, followed by two further digits to distinguish the particular unit. For example, the unit code for Global Climates is GEOS301, indicating that it is a 300 level unit in Geosciences.

Unit of Study

A course, whether it is for a degree or diploma, is made up of a number of units of study (sometimes informally called subjects), each worth a fixed number of credit points.

Universities Admission Centre

The Universities Admissions Centre (UAC) is a joint office for assessing and processing applications for enrolment in undergraduate and postgraduate degree courses at Macquarie University and other universities in New South Wales and the Australian Capital Territory. See www.uac.edu.au.

University Medal

University medals recognise exceptional achievement by students.

Waiver

To seek a waiver of prerequisites and corequisites for a particular unit, students must use the Application for Special Approval form, available at www.reg.mq.edu.au/Forms/USSWaiver.pdf.

Withdrawal Without Penalty (W)

A grade that is given for a unit of study that indicates you have withdrawn from the unit without academic penalty. Units with 'W' grades still incur a financial liability.

Workload

Your workload in your program of study is defined by the number of credit points you enrol for during the academic year. Full-time students generally study about 24 credit points a year, and part-time students about 12.