

MACQUARIE  
UNIVERSITY



**Campus Life**  
your guide to Macquarie University

2010



# Welcome from the Vice-Chancellor



I joined Macquarie University as Vice-Chancellor in 2006 and remember how I felt when I arrived on campus. It was a daunting and exciting time, and I am sure you feel the same about your first days with us.

It is my privilege to lead the University and to congratulate you on your success. Your hard work and dedication have earned you the right to study here and you should feel justly proud of your achievements. We are proud to have you.

You are joining us at an exciting time. We are investing in developments across our campus to give you the best education and resources possible. This year we will complete our new library, with the most advanced technology in the world, and open the only training hospital on a university campus in Australia. Our teachers and researchers rank among the best. We truly are a world-class institution.

Your degree will challenge and develop you, but the contribution you make to our community will help to shape the University. The journey you are about to take will enrich us all, and we will build our future together.

Welcome to your University.

A handwritten signature in black ink that reads "Steven Schwartz". The signature is written in a cursive, flowing style.

Professor Steven Schwartz  
Vice-Chancellor

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# Your first weeks at university

## *Your first weeks at university*

The first few weeks on campus can be quite overwhelming: 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.

### Personal responsibility

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 complete essays and assignments, prepare for classes and keep up to date with what is happening in your chosen field of study. You also need to know when your work is due; it's your responsibility to hand it in on time. Most tutors will not remind you that an essay is due, so make sure you know when your deadlines are and plan your work to meet them. This doesn't mean that no one cares. There is always help available if you feel you need it: ask your tutor, lecturer, department or faculty for help and advice.

As an adult learner, 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 program of study in the University Handbook ([www.handbook.mq.edu.au](http://www.handbook.mq.edu.au)), but if you aren't sure about something, tell someone. We want you to finish your degree with the best result possible, and the best university experience we can provide.

### Managing your time

In your first weeks you will find that there are lots of demands on your time. Lectures and tutorials are a given, 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 catch your breath. Managing your time means you will need to prioritise your workload and decide when you should knuckle down and when you can relax. It's important to balance your work and social life. Your faculty's student centre will have more information on workshops that can help you develop your time management skills.

### 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, of course), but you can always get in touch with them outside lectures in person or via email.

### 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 [www.mq.edu.au/currentstudents/](http://www.mq.edu.au/currentstudents/). You can also find resources to help you manage your degree, and useful contacts if you need to talk to someone.



# Some uni essentials

## Some uni essentials

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

### 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 and many will run for longer.

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 speak up. Lectures are great but you can't ask any questions or meet any 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 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. You can work out where your strengths are and where you are

not so sure about something, which will help you to plan your revision for exams.

### 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.

Tutes 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 Faculties of Science or Business and Economics.

### 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 Blackboard or your unit outline for details.

### Unit outlines

You will receive a unit outline for every unit you study. The outline tells you what to expect from the unit, and what is expected from you in order to pass. It contains details of the core outcomes for the unit, any required reading, information on assignments and assessment criteria, and key dates and deadlines to put in your diary. It also tells you who to contact on the teaching staff if you have questions or problems. You should read every unit outline before the unit starts so you know what to expect.



### Contacting your tutor or lecturer

However 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 to discuss your query, 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. This can be hard, especially if you are asking about something you don't understand, but 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.

# Some uni essentials (cont)

## *Some uni essentials (cont)*

### 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. It's also a great way to make friends in your classes. Form a study group, share notes and take turns writing them up, discuss the main points of the lecture and work on questions for your tute together. You'll be surprised how much more you can learn.

### 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 8). 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 have 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.

### Plagiarism

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 for students caught 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. 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. This policy can be found at [www.student.mq.edu.au/plagiarism/](http://www.student.mq.edu.au/plagiarism/).

# IT and web resources

## *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, Blackboard and Gmail the most.

### eStudent

There is a link to eStudent from every page on the website. Your username is your student ID number, and your password is your date of birth (ddmmyyyy). You can change this once you have logged in for the first time. From here you can manage your unit enrolments, change your personal details, view your academic record, check your progress towards graduation and even change your graduation date.

### Blackboard

You can log in to Blackboard from the new and current student webpage using your student ID and myMQ password. From here you can access unit related information such as unit outlines, assessment tasks, iLectures, class results, lecture notes, notices and announcements and other resources.

### Gmail

Your student Gmail account is set up for you and accessible from the new and current student webpage. It is the main way we will communicate with you and you agree to access



your account at least weekly when you sign your enrolment agreement. If you don't keep an eye on this account you may miss important information. Most staff will only respond to queries from a Macquarie student email address, so make sure you use it.

### IT Help

There are computers all over campus you can use to access these services – in the library and at various points around the faculties. If you have any problems with computers or online services, contact IT help.

### Contact us

#### IT Help

#### Level 1, Library

t: 9850 HELP (4537) or freecall: 1800 063 191  
e: [ithelp@mq.edu.au](mailto:ithelp@mq.edu.au) (this address is also used on MSN messenger for chat)  
[www.lib.mq.edu.au/justask/](http://www.lib.mq.edu.au/justask/)



# The University Co-op bookshop

## *The University Co-op bookshop*

The University Co-op bookshop has all your text book and study aid requirements. It is located behind the library near the campus shop.

The main store is upstairs and the Co-op bookshop course notes store, where you can buy course notes and readers, reading bricks and books of readings, is downstairs. Your lecturer will tell you what texts you need in week 1, and details are available on the student portal with links to the Co-op bookshop webpage. (SIBT students should visit [www.sibt.nsw.edu.au](http://www.sibt.nsw.edu.au).)

You can visit the bookshop or shop online through the Co-op webpage, which is linked to the Macquarie student portal. We recommend you buy your books as early as possible. Most of your books are in the bookshop weeks before the start of semester. Queues can get long, so try to avoid busy times like lunch time. Take advantage of their

extended opening hours in the first two weeks of each semester. You can find details of extended hours on the Co-op bookshop webpage.

### **Trading Hours**

Note.: Extended hours apply in the first two weeks of semester. See websites for details

### **Main Store – Normal Hours**

Semester: Monday to Thursday 9am – 6pm,  
Friday 9.15am – 5pm  
Vacation: Monday to Thursday 9pm – 5pm,  
Friday 9.15am – 5pm

### **Course note store**

Standard: Monday to Thursday 10pm – 3pm,  
Friday Closed  
Vacation: Closed

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

# The library

## *The library*

Macquarie has one central library located in the middle of campus. It provides access to about 1.8 million items plus 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 semester. A new library is being built and will be completed in late 2010.

### **Contact us**

#### **Library C7A**

t: 9850 7500 or 1800 300 753  
f: 9850 7568  
[www.library.mq.edu.au](http://www.library.mq.edu.au)

#### **During semester, opening hours are:**

Monday to Thursday 8am – 10pm,  
Friday 8am – 6pm,  
Saturday and Sunday 9am – 5pm



# Student Enquiry Service

## Student Enquiry Service

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

The SES is responsible for providing information and administration support to current and prospective Macquarie University students. They deal mainly with the official records and requirements for your study at university, like:

- unit enrolment and re-enrolment
- credit for previous studies
- concurrent or discontinuation of studies
- course and degree transfers, and
- withdrawal from units 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. If you choose to withdraw after the census date, you will be charged for the unit and receive a fail mark. 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:

Semester one: 31 March

Semester two: 31 August

Some programs have different semester dates, so make sure you check your own program carefully. You can find a full list at [www.ofs.mq.edu.au/student\\_finances/due\\_dates\\_2010.htm](http://www.ofs.mq.edu.au/student_finances/due_dates_2010.htm).

### Checking and changing your units

Through eStudent you are able to check and change your enrolment in a unit, and it is your responsibility to ensure that you are correctly enrolled in all your units. These will form your formal records of study, so it is vital they are correct.

You can add a unit to your program of study until two weeks after classes in that unit have started. If you wish to add a unit after this period, you need special permission to do so. SES will advise you how to proceed. (For distance education students the cut off is one week into the unit.) You may withdraw from a unit at any time, but if you are withdrawing after the census date, you will have to pay for the unit and your withdrawal will be recorded as a fail mark.

### Special consideration and extenuating circumstances

Sometimes things happen that are beyond your control. If you feel you should be given special consideration for late withdrawal from a unit, or your studies have been affected in some other way, SES will help you complete the right paperwork. Special consideration applications are considered on a case-by-case basis, and the faculty will let you know if your application has been successful.

### Fees and loan schemes

Fee statements and due dates are available from eStudent, and you should check there regularly to make sure you pay all 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.

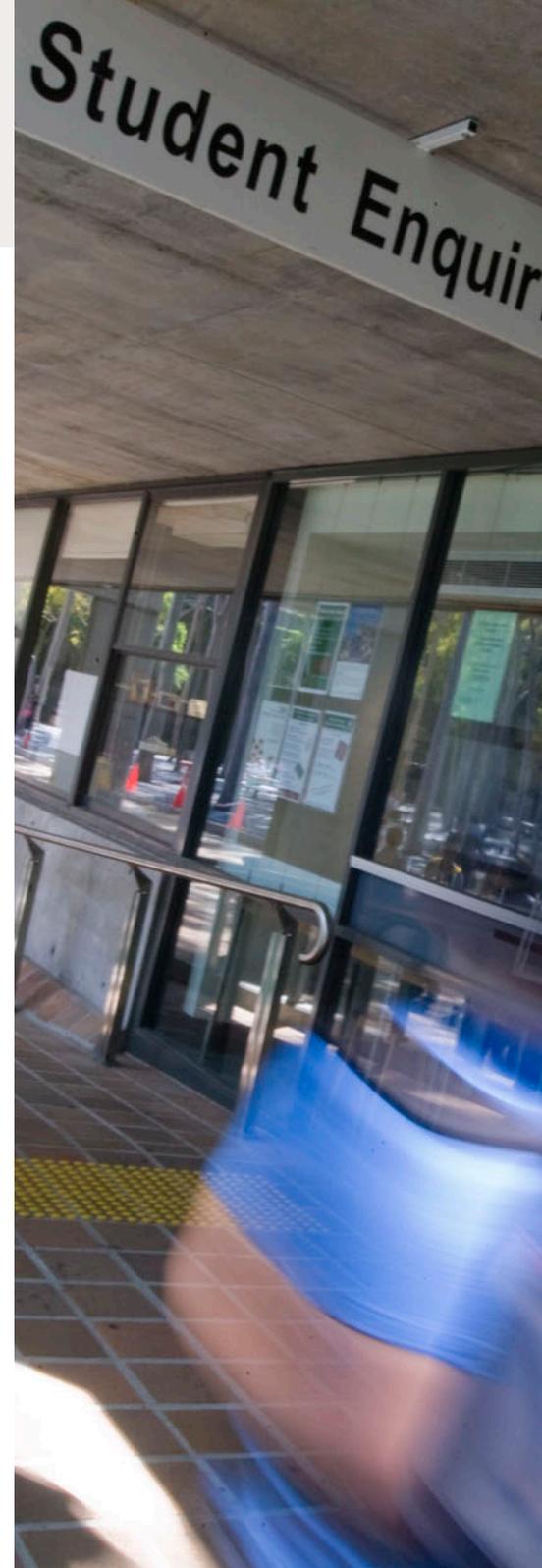
If you are a Commonwealth supported student you are entitled to government help with your fees. The SES website has more information on this and other government fee and loan schemes.

### Contact us

SES  
Level 1, Lincoln Building (C8A)  
t: 9850 6410  
f: 9850 6597  
e: [coursework@mq.edu.au](mailto:coursework@mq.edu.au)

### Opening hours:

Monday, Wednesday, Thursday 8.30am – 5.30pm,  
Tuesday 9.30am – 5.30pm,  
Friday 8.30am – 4.30pm



# Help and support

## *Help and support*

University study is serious stuff and you might feel overwhelmed with what is expected of you at first. Everyone has their ups and downs and it's perfectly normal, especially in your first semester.

In every case, talking to someone helps. This guide deals with some specific problems you might experience, but the advice is always the same: tell someone about it.

There are lots of people to talk to on campus about anything that is worrying you. If you feel like you need some support or advice, let someone know.

### Feeling overwhelmed?

Your faculty student centre will be able to help you with anything, so if you are feeling stressed out or need information about anything to do with the University, ask them. They are there to help. If it's an academic problem, ask to see the lecturer in charge of the unit. If it's something personal, ask for details about Campus Wellbeing, or see page 16 in this guide. If you are unhappy for any reason, don't stay quiet and hope it will go away: talking about it is always a good idea. You will probably find that you are not alone and often the solution is easier than you think.

### Thinking of dropping out?

The most successful people in the world wonder if they have done the right thing from time to time – it's common to question whether or not you have made the right choice. There are lots of reasons students consider ending their course before they graduate. If you are thinking about dropping out it's important to get help early and consider all your options before you make a decision.

Make an appointment with your student support officer to talk through where to go next (their contact details are listed in the faculty pages of this guide). You could also speak to a student counsellor, staff in your department or your favourite lecturer. You will never know if improving your study skills, managing your stress or changing your course could help you if you don't talk to someone first.

### Falling behind?

If you are worried you are falling behind in your studies, let someone know. Explain your problem to your friends, your lecturer, tutor, department or a student counsellor. Think about attending some study skills workshops. University study is very different to a lot of other study and sometimes all you need is some pointers on how to make it easier. Details of study skills workshops are online at [www.studyskillssupport.mq.edu.au](http://www.studyskillssupport.mq.edu.au).

### Not settling in?

Don't be too hard on yourself! This is all brand new and you're not the only student feeling a bit unnerved by it all. The University set up the mentor program because lots of students feel lost or intimidated in their first year. Mentors are students in their second year (or later) who have been through it all before and will help you settle in. They will help you meet other students, share experiences, listen to your worries and act as an alternative point of contact for questions and help.

Mentors are assigned during Academic Orientation, so it is important you attend those sessions. If you can't make it, you can still get a mentor. See page 24 for information on how to contact the Academic Orientation team.

### Course not what you were expecting?

It happens. You think you will be doing one thing and you find you're doing something else. Sometimes courses have to start in one place to lead you onto the things you would like to be doing, but if you really think you're not doing what you signed up for, talk to someone. Do it early, consider your options and then make the best decision for yourself. Speak to someone in your faculty student centre today.



# Study skills support

## Study skills support

### Study Skills Support Unit

We want to help you make the most of your learning. The Study Skills Support Unit provides academic and literacy support through regular workshops and one-on-one consultations in 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 the online resource centre at [www.mq.edu.au/studyskillssupport](http://www.mq.edu.au/studyskillssupport).

### Contact us

**C8A 321**  
t: 9850 7338  
e: [studyskillssupport@mq.edu.au](mailto:studyskillssupport@mq.edu.au)  
[www.mq.edu.au/studyskillssupport](http://www.mq.edu.au/studyskillssupport)

### Numeracy Centre

The Numeracy Centre offers you free help with the maths component of any first year course. The centre works on a drop in basis and has tutors who can help you with the mathematics in:

- ▶ statistics, economics, physics, computing, accounting, actuarial studies, electronics, biology, chemistry, maths

The centre has two major aims:

- ▶ to improve your access to mathematics and numeracy-based courses, such as statistics, at undergraduate and postgraduate level
- ▶ to improve your completion rates of mathematics and numeracy-based courses

In striving to achieve these aims the centre offers a free drop-in service, weekly workshops for some first year courses, bridging programs, preparatory courses and some online resources.

The centre has two permanent members of staff: the director of the centre, Carolyn Kennett and a part time lecturer, Dilshara Hill. The Centre also employs a number of casual tutors who work on a roster basis and teach some of the workshops.

### Contact us

**C5A 225**  
t: 9850 8924 or 8797  
e: [numeracy@ics.mq.edu.au](mailto:numeracy@ics.mq.edu.au)  
[www.maths.mq.edu.au/numeracy](http://www.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.

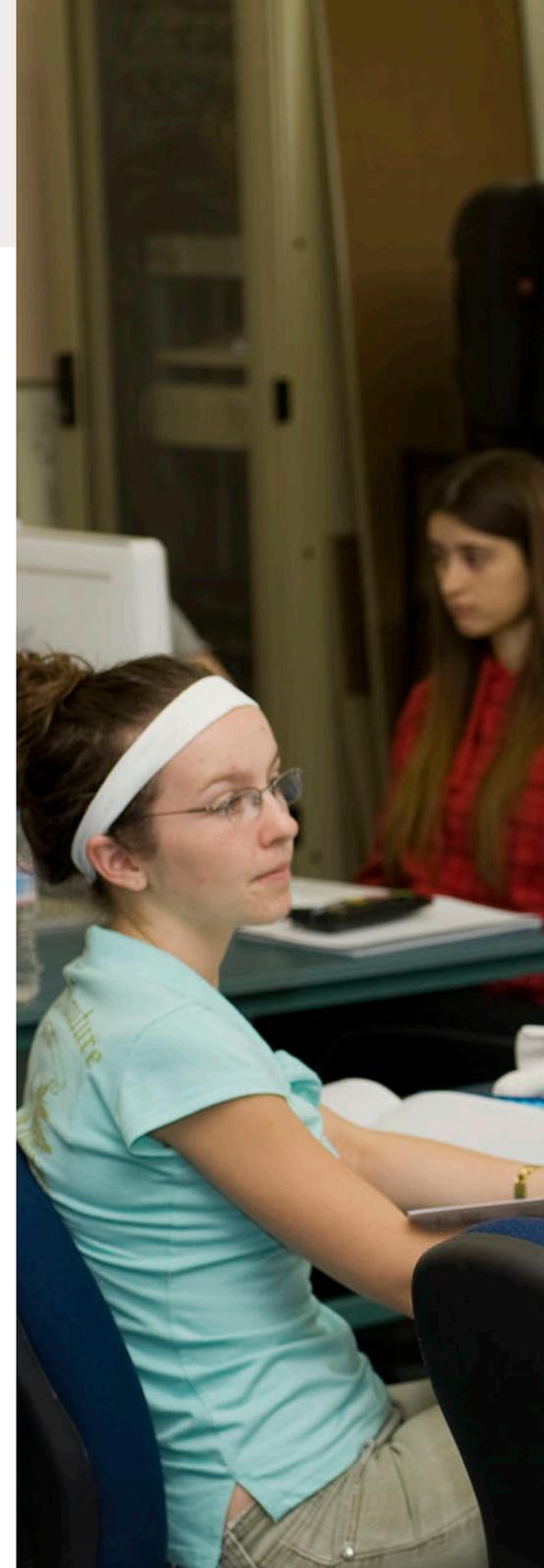
The program includes:

- ▶ preliminary seminars before the beginning of classes in February
- ▶ short courses in several different aspects of essay writing
- ▶ individual consultations by appointment via the Centre for Open Education (COE), X5B level 1, t: 98507470

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

**C5A 508**  
Brooke Moses  
t: 9850 8740  
e: [lingadmin@ling.mq.edu.au](mailto:lingadmin@ling.mq.edu.au)



# Campus wellbeing

*Campus wellbeing*

## Counselling service

The counselling service is free and provides a range of personal and educational support services to students of Macquarie University. 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: 9850 7497/7498  
e: [counselling@mq.edu.au](mailto:counselling@mq.edu.au)  
[www.sss.mq.edu.au/counselling](http://www.sss.mq.edu.au/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 we bill the insurers direct saving you time and money.

We 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.

## Contact us

### Level 2, Lincoln Building

t: 9850 7497  
f: 9850 7750  
[www.sss.mq.edu.au/medical](http://www.sss.mq.edu.au/medical)



## Disability Support Unit

The Disability Support Unit (DSU) 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 DSU

Students are encouraged to make contact with the DSU at their earliest opportunity on enrolling at Macquarie University. To register, download an Advice of Disability/Health Condition form from the forms section of the new and current students webpage (click 'undergraduate' then follow the links). This form should be completed irrespective of whether a disability/health condition is temporary, long-term or permanent.

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

## Contact us

### Level 2, Lincoln Building (C8A)

t: 9850 6494/7497 or TTY: 9850 6493  
e: [disability@mq.edu.au](mailto:disability@mq.edu.au)  
[www.sss.mq.edu.au/equity](http://www.sss.mq.edu.au/equity)

## 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 (i.e. sexuality, drugs and/or alcohol, mental health support)

## Contact us

### Level 2, Lincoln Building (C8A)

t: 9850 6496 or 9850 7497 (for appointments or to check drop-in availability)  
e: [welfare@mq.edu.au](mailto:welfare@mq.edu.au)  
[www.sss.mq.edu.au/welfare](http://www.sss.mq.edu.au/welfare)

## Indigenous students support

Warawara offers support to Indigenous students across the University.

## Contact us

### W3A 309

t: 9850 8036  
e: [casie.gambrel@mq.edu.au](mailto:casie.gambrel@mq.edu.au)  
[www.warawara.mq.edu.au](http://www.warawara.mq.edu.au)

# Sustainability

## 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.

The sustainability team works with students, faculties and departments to help make us a greener organisation, and help us all become more socially and environmentally responsible. There are lots of activities to get involved in on campus and plenty of opportunities to learn more as part of your degree. Day to day you can help to reduce waste and use less energy at home or university by:

- reviewing documents online rather than printing – you can still add comments by using the reviewing toolbar
- printing double-sided and trying to print two or more pages per sheet
- 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
- travelling to university on public transport, by bike or even walking!



- 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
- working with your lecturers and tutors to come up with the least resource intensive way of distributing class materials and assessment submission
- reporting water leaks and faulty toilets to the Office of Facilities Management on 9850 7176
- and finally, getting active – joining a sports team, hitting the gym or just enjoying the campus green spaces

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

# Campus Experience

## Campus Experience

We are committed to creating a fun and healthy university experience for students and staff on campus.

With over 100 student groups and sporting clubs as well as regular entertainment and events such as O Week and Conception Day, we offer an array of ways to get involved including:

- support services
- places to eat, drink and shop
- student groups and sporting clubs
- entertainment
- sport and recreation services and facilities
- scholarships
- a student publication
- events and catering services
- children's services

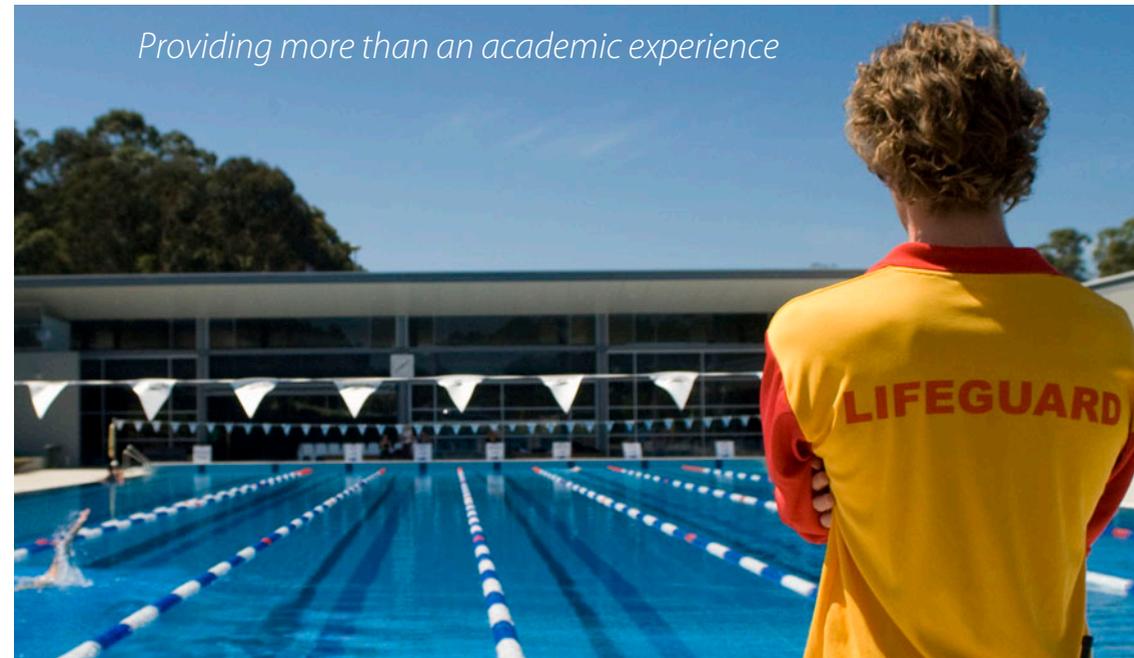
- employment services
- student engagement
- Women's Room

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

For more information, please turn to page 16 of this guide or visit: [www.campuslife.edu.au](http://www.campuslife.edu.au).



*Providing more than an academic experience*



# Career Development Centre

## Career Development Centre

The Career Development Centre provides information, advice and guidance for students. Careers staff can help you to research your options, evaluate and gain employable skills, find and apply for jobs or work experience opportunities, and manage your career.

Careers staff work closely with local and international graduate recruiters, and manage

programs and events dedicated to helping students connect with employers. They also collaborate with Macquarie staff on teaching and learning projects to embed career education through the curriculum.

### Contact us

**Level 2, Lincoln Building (C8A)**

t: 9850 7372

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

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



# Macquarie International

## Macquarie International

Macquarie International provides support for all international students studying at Macquarie University, and coordinates various services and programs.

### 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 us for advice on matters such as student visas, university policies and procedures, academic support services, social activities and much more.

#### **E3A level 1**

t: 9850 7965/6449

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

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

Open: Monday to Thursday 8.30am – 5.30pm,  
Friday 8.30am – 4pm

### Inbound Programs

If you are a study abroad and exchange student studying at Macquarie for one or two semesters, please refer to the Study Abroad/Exchange Student Survival Guide. This will be provided to you during your allocated orientation. Contact your advisor for more information.

#### **Exchange Office, Campus Hub bldg**

e: [edabroad@mq.edu.au](mailto:edabroad@mq.edu.au)

### Outbound Programs

Macquarie International also provides services for students wishing to go abroad. Students have the opportunity to study on exchange for periods from a few weeks to a year, with generous travel grants for all eligible students and over 250 partners in 60 countries to choose from.

#### **Exchange Office, Campus Hub bldg**

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

### Accommodation Office

The Accommodation Office provides information on a range of options to meet your needs, including details of different accommodation available both on and off campus. We also offer international students a free airport pick-up service from Sydney International Airport to pre-arranged

accommodation. Visit the website below for more information about the different ways we can help you.

#### **E3A Level 1**

e: [housing@io.mq.edu.au](mailto:housing@io.mq.edu.au)

t: 9850 7965

f: 9850 7733

Open: Monday to Friday 9am to 5pm

# Security service

## *Security service*

The security service operates 24 hours a day, seven days a week throughout the year.

Well marked help points are strategically placed across the University. Help points should only be used in an emergency. Each help point has a direct dial telephone line to the security control room. When you activate the help point by pressing the red button, it connects to the security control centre emergency line and initiates a CCTV recording of the site.

A free night-time shuttle bus service for staff and students operates during semesters. Buses are in constant two-way radio contact with the security office. The bus route covers the campus

(car parks, colleges, libraries, bus interchanges and railway station) and Culloden Road accommodation site.

A security escort service is available for students and staff between 6pm and 6am, 7 days a week, all year. The escort service can be requested via the Macquarie University security office. It is recommended that you call in advance (if possible) because sometimes security are unable to come immediately.

### **Contact us**

**C1A**

t: 9850 9999

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



# Academic Orientation

welcome to study at Macquarie

## *Academic Orientation*

To help you adjust to life and study at university, all new students are invited to attend Academic Orientation.

This orientation is staffed by Macquarie Mentors - students in their second and third years who will guide you through your first six weeks on campus. Mentors will give you an insider's guide to life at university, help to build your confidence and set you off on the right foot for success. Whatever your age or background, there will be a mentor to answer all your questions.

### How we help you

Academic Orientation sessions take place during enrolment week. You will receive the date and time of your session when you register during the enrolment process. Each session includes a series of mentor presentations on various topics followed by a tour of the campus. Afterward, there is a chance for you to talk to mentors and get to know your fellow students.

### Mentor Program

During the session you will be introduced to your mentor. Mentors are students in your faculty or department who can help you adjust to the new demands of teaching and learning at university. They will also help you find your way around and keep you up to date with social

events going on at the Campus Hub and around campus. They will answer any questions you have so if you're shy about asking someone official, run it by your mentor first - they're always happy to help. (If you miss out on your welcome session, contact the Academic Orientation team and they'll assign a mentor for you.)

### Contact us

t: 9850 4386

e: [transition@mq.edu.au](mailto:transition@mq.edu.au)

[www.mq.edu.au/transition](http://www.mq.edu.au/transition)





## Welcome from the Dean

I want to extend a warm welcome to you as you begin your studies here in the Faculty of Arts at Macquarie University.

Starting uni can be overwhelming – we know, we've all been there! But don't let yourself get overwhelmed, we're here to help.

Please make use of the Arts enquiries facilities – the office in W6A Level 1 and the website – and get to know your lecturers and tutors. Let us know what's going on – especially if you've got concerns. This is a big place and it's easy to slip through the cracks so we need you to make sure you don't!

It is important to remember that you are not alone. Of course, some of you will take to uni life readily, but others will need time to adjust and that's perfectly normal. If you feel on the outer, reach out and make contact – we can't read minds, but we can certainly act once we know what's going on.

Macquarie is well-known for its flexibility and nowhere more so than in Arts. Try something new, experiment with some units you've never considered before along with those you know you love. Now's the time to expand your view of the world, don't get yourself bogged down in just one area.

Most importantly, enjoy your time at university. Make the most of what's on offer socially. A well-rounded, socially engaged person doesn't just emerge from the classroom – you've got to get out and get involved. In the same way as with your choice of units, you don't have to get this right from the start, so approach both with the same open-mindedness and be prepared to stretch yourself.

Ultimately what you put in will determine what you get out, so give it your all. This will be the time of your life.

Best wishes

Professor John Simons  
Executive Dean  
Faculty of Arts

## Faculty Student Centre

### The Arts Student Centre

#### W6A Level 1

t: 9850 6783

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

Opening hours: Monday to Tuesday 9am – 6pm,  
Friday to Wednesday 9am – 5pm

The student centre is the place 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
- general enquiries about the Faculty of Arts
- advice on what to do if you are sick during the semester or during exams
- information about services across the university

For specific advice on a particular course or assignment, the staff in the Arts student centre will be able to direct you to the right person to speak to, be it a lecturer, tutor or department administrator.

If you need to speak to someone about something personal or complicated, we also have a private room where you can sit and chat.

## Get to know your faculty

The Faculty of Arts looks after nine departments, two centres, the Indigenous student support centre – Warawara – and the Macquarie Law School. An administrator in each department or school can answer any of your questions about the units they offer. Their contact details can be found on the following pages.

We are home to both the Ancient Cultures Museum and the Australian History Museum, which house between them thousands of artefacts, documents, images and references that could help your study in many disciplines, not just Modern or Ancient History. Take some time to visit these vital centres. The Museum of Ancient Cultures is on Level 3 of X5B and the Australian History Museum is on Level 1 of W6A.

To find out what is happening in the Faculty of Arts visit the website at [arts.mq.edu.au](http://arts.mq.edu.au).

Check the new and current students page of the faculty website for information on the new Macquarie curriculum, assignment sheet templates, forms for every situation and contact details for the people who can give you the right advice.

You can also keep up to date with our many educational and social events via the news and events pages of the website or on the faculty's Facebook page.

## Departmental contacts

### Department of Ancient History

Roslyn Kos  
W6A 540  
t: 02 9850 8833  
e: ancienthistory@mq.edu.au

### Department of Anthropology

Payel Ray  
C3A 607  
t: 02 9850 8077  
e: anthropology@mq.edu.au

### Department of English

Frances Thompson  
W6A 641  
t: 02 9850 8739  
e: english@mq.edu.au

### Department of Indigenous Studies and Warawara

Casie Gambrel  
W3A 306  
t: 02 9850 4209  
e: indigenous.studies@mq.edu.au

### Department of International Studies

#### European Languages enquiries

Jennifer Heward  
W6A 217  
t: 02 9850 7005  
e: european.languages@mq.edu.au

#### Asian Languages enquiries

Tina Kong  
W6A 225  
t: 02 9850 7008  
e: asian.languages@mq.edu.au

### Macquarie Law School

Wendy Calvert  
Executive Assistant to the Dean of Law  
W3A 530  
t: 02 9850 7096  
e: lawinfo@mq.edu.au

### Department of Media, Music and Cultural Studies

Lisa Cuffe  
Y3A 255  
t: 02 9850 2257  
e: mmcs@mq.edu.au

### Department of Modern History, Politics and International Relations

#### Modern History enquiries

Jackie Anker  
W6A 400  
t: 02 9850 8879  
e: modernhistory@mq.edu.au

#### Politics enquiries

Kelli-Lee Drake  
W6A 440  
t: 02 9850 8869  
e: politics@mq.edu.au

### Department of Philosophy

Clara Wong  
W6A 739  
t: 02 9850 8837  
e: philosophy@mq.edu.au

### Department of Sociology

Vicki Worthington  
C3B 519  
t: 02 9850 8078  
e: sociology@mq.edu.au

### Centre for Policing, Intelligence and Counter Terrorism

Louise Hutchence  
Student Services Administrator  
Y3A Level 2  
t: 02 9850 1421

Matt Weddis  
Learning & Teaching Support  
Y3A Level 2  
t: 02 9850 1420  
e: info@pict.mq.edu.au





## Welcome from the Dean

A warm welcome to the Faculty of Business and Economics.

Thank you for choosing us to be a part of your education and career development – you have made a great choice. Macquarie is a university on the move with a vision to be among the top eight research universities in Australia and among the top 200 in the world. What this means for you is that the academics you come into contact with are actively researching current problems and trends and contributing to theory development within their disciplines. It also means that this work is incorporated in the teaching and materials that you engage with during your studies. That will ensure you are up to date with global business activity and fully conversant with the latest debate across the business and economics disciplines.

We have a fantastic information centre for students, called BESS, and you should make it your first port of call for assistance. They can tell you what you need to know, who to contact and how to find the right advice and information to make starting university easier than you expected.

BESS is in building E4B room 106. The peer advisers there are experienced and friendly Faculty of Business and Economics students who understand what you are going through and will know how to guide you towards the solutions or resources you need.

Remember, university isn't just about study so I would encourage you to get involved with activities outside classes – it's a great way to make friends and feel more 'at home'. Give yourself time to settle in, and make the most of your university experience by balancing study with campus life.

I wish you a successful and enjoyable time in the Faculty of Business and Economics.

Professor Mark Gabbott  
Executive Dean  
Faculty of Business and Economics  
[www.businessand economics.mq.edu.au](http://www.businessand economics.mq.edu.au)

## Faculty Student Centre

### Business and Economics Student Services (BESS)

**Coordinator: Neta Keyes**

**E4B 106**

t: 9850 8450

f: 9850 9958

e: [bess@mq.edu.au](mailto:bess@mq.edu.au)

[www.businessand economics.mq.edu.au/current/undergraduate/bess](http://www.businessand economics.mq.edu.au/current/undergraduate/bess)

### Hours during semester:

Monday to Thursday 9am – 7.30pm,  
Friday 9am – 5pm

### Hours during mid-semester breaks and exam periods:

Monday to Thursday 9am – 6pm,  
Friday 9am – 5pm

### Hours out of semester:

Monday to Friday 9am – 5pm

## Business and Economics Student Services – BESS

The Business and Economics Student Services, or BESS, as it is commonly known, is the faculty's student support hub – the HQ for all sorts of information for students who are taking units in the Faculty of Business and Economics. BESS is staffed by peer advisers – current students selected for their experience and helpful attitude. Anything you want to ask is OK, even if it is about how to catch a bus to uni or make sense of your timetable.

### What happens at BESS?

- assignment submission and collection
- general enquiries and referrals
- information about rules and processes
- noticeboards with important information
- information about services across the University
- PAL Program
- conversation groups
- student events like BBQs and morning teas
- Faculty of Business and Economics student club/society activities

### PAL Program

Peer Assisted Learning or 'PAL', as it is more affectionately known, are unit specific workshops 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!

### Conversation groups

Conversation groups are designed for international students to practise their spoken English. It's a very social, fun and relaxed setting where everyone is encouraged to talk about a wide range of topics. These can vary from your experiences on campus to getting a job, Australian colloquialisms and slang, Hollywood gossip and games. We also occasionally delve into deep and meaningful world and social issues.

## Get to know your faculty

Many students don't realise that as a student in the Faculty of Business and Economics they also belong to one of the departments below.

Before seeking advice from department offices first check out the website. You may find the answer to your question quickly online at [www.businessandconomics.mq.edu.au](http://www.businessandconomics.mq.edu.au)

Most of your general questions will be answered by the administrative staff contacts in each department, as listed below. You can ask them about administrative policy/processes including exemptions, degree progression, confirmation of enrolment, exchange program approval, assignment submission and so on.

## Departmental contacts

### Department of Accounting and Finance

Jan Fourro  
E4A 325  
t: 9850 8535  
e: [accounting@mq.edu.au](mailto:accounting@mq.edu.au)

Iris Chung  
E4A 324  
t: 9850 8511  
e: [accounting@mq.edu.au](mailto:accounting@mq.edu.au)  
[www.accg.mq.edu.au](http://www.accg.mq.edu.au)

### Department of Actuarial Studies

Alison Petto-Hamilton  
E4A 619  
t: 9850 9987  
e: [alison.petto-hamilton@mq.edu.au](mailto:alison.petto-hamilton@mq.edu.au)  
[www.acst.mq.edu.au](http://www.acst.mq.edu.au)

### Department of Business (including Business Administration, Demography, HR, International Business and Marketing)

Margaret Wiseman  
E4A 644  
t: 9850 8468  
e: [margaret.wiseman@mq.edu.au](mailto:margaret.wiseman@mq.edu.au)

Kelvin Phe  
E4A 624  
t: 9850 8583  
e: [business@mq.edu.au](mailto:business@mq.edu.au)  
[www.bus.mq.edu.au](http://www.bus.mq.edu.au)

### Department of Business Law

Alma Urbiztondo  
W3A 438  
t: 9850 8452  
e: [alma.urbiztondo@mq.edu.au](mailto:alma.urbiztondo@mq.edu.au)  
[www.buslaw.mq.edu.au](http://www.buslaw.mq.edu.au)

### Department of Economics (including Applied Finance)

Helen Boneham  
E4A 410  
t: 9850 8488  
e: [helen.boneham@mq.edu.au](mailto:helen.boneham@mq.edu.au)  
For Economics e: [economics@mq.edu.au](mailto:economics@mq.edu.au)  
For Applied Finance e: [finance@mq.edu.au](mailto:finance@mq.edu.au)  
[www.econ.mq.edu.au](http://www.econ.mq.edu.au)





## Welcome from the Dean

Welcome to Macquarie University, and congratulations on being awarded a place in the new Faculty of Human Sciences. Our programs are socially relevant and aim to make a positive contribution to society by preparing our graduates for worthwhile and fulfilling careers in fields such as teaching, early childhood, psychology, speech and hearing sciences, and linguistics. Your choice of a course in this faculty suggests you are someone looking for a career working with people and that you would like to make a real difference.

We are here to help you find your path through university and into a career and lifestyle that best suit your personal interest, and professional skills.

As a new student you will have lots of questions. Don't be afraid to ask them. There are many people who are here to help including staff in student services, your lecturers, and other students who have recently experienced what you are going through now.

University life is an opportunity to extend yourself, personally as well as professionally. Take advantage of the opportunities to meet and study with people from many different countries. Consider studying overseas for a semester or a year through study abroad programs.

Make your time at university memorable and exciting. Study hard but also take part in the wide range of other activities available at Macquarie – extend yourself, embrace the values of Macquarie University and you may be surprised at how much you can achieve.

I extend a very warm welcome from all the staff and students in the Faculty of Human Sciences. We all look forward to working and studying with you over the coming months and years, and wish you all the very best in your academic and other life pursuits while at Macquarie.

Professor Janet Greeley  
Executive Dean  
Faculty of Human Sciences

## Faculty Student Centres

The Faculty of Human Sciences has student services embedded within its departments. Student service staff in each department provide general advice as well as specific information about your programs of study and day to day activities to support you in your student life.

The student support centres in each department perform the following services:

- ▶ give general advice about studying at university
- ▶ answer questions about degree structures, rules, units and credit points and other things you need to know to complete your degree
- ▶ give advice about process and procedures you need to follow
- ▶ process waivers, transfers and other forms
- ▶ receive assignments from students
- ▶ give advice about what to do if you've been sick during semester or during examinations
- ▶ answer questions about transcripts and grades
- ▶ refer you to the right academic or support staff for advice
- ▶ answer general inquiries about the Faculty and the University
- ▶ also, notice boards outside these offices provide important information about things you need know and where to get help.

For any other general enquires, contact the Faculty on

t: 9850 9898  
e: [humansciences@mq.edu.au](mailto:humansciences@mq.edu.au)  
[humansciences.mq.edu.au](http://humansciences.mq.edu.au)

## Get to know your Faculty

The Faculty of Human Sciences is an exciting new combination of fields of study. It provides high quality teaching and cutting edge research in the sciences involved in the helping professions of early childhood studies, education, linguistics (which includes speech pathology and audiology) and psychology. It also contains the Australian School of Advanced Medicine which offers post fellowship sub-specialty training for doctors (graduate studies only).

Human sciences offers flexible undergraduate degrees and more specialised degrees which prepare students for successful and rewarding careers, and postgraduate studies. Human sciences is a large and diverse Faculty with over 3100 undergraduate students from over 54 different countries.

The faculty has centres of excellence in linguistics (translating and interpreting research, language in social life, language sciences, and applied linguistics and language in education), education (research in mathematics and science education, special education) and psychology (emotional health), as well as several centres which are interdisciplinary (cognitive science, e-learning, children and families).

Our aim is to provide graduates with discipline-specific skills as well as transferable skills including

communication and problem solving, for different types of career paths in Australia and overseas. We value excellence and innovation in teaching and research and many of our faculty members have received national and local teaching and research awards. Our excellent teachers are supported by guest lectures from clinicians, professional leaders and other research 'stars' from across the faculty.

## Departmental contacts

Many of the student support staff have university degrees so they are well prepared to understand your questions and concerns. Before seeking advice from department offices first check out the website. You may find the answer to many of your questions quickly online.

**VERY IMPORTANT :** You must see the lecturer-in-charge about unit-specific details relating to your program of study like course content, assessment and understanding your performance. A great place to start is the unit guide for each unit on Blackboard.

### Department of Education

Shyam Howlin  
Administrative Assistant  
C3A 828  
t: 9850 8679  
f: 9850 8674  
e: [education@mq.edu.au](mailto:education@mq.edu.au)  
[www.educ.mq.edu.au](http://www.educ.mq.edu.au)

### Department of Linguistics

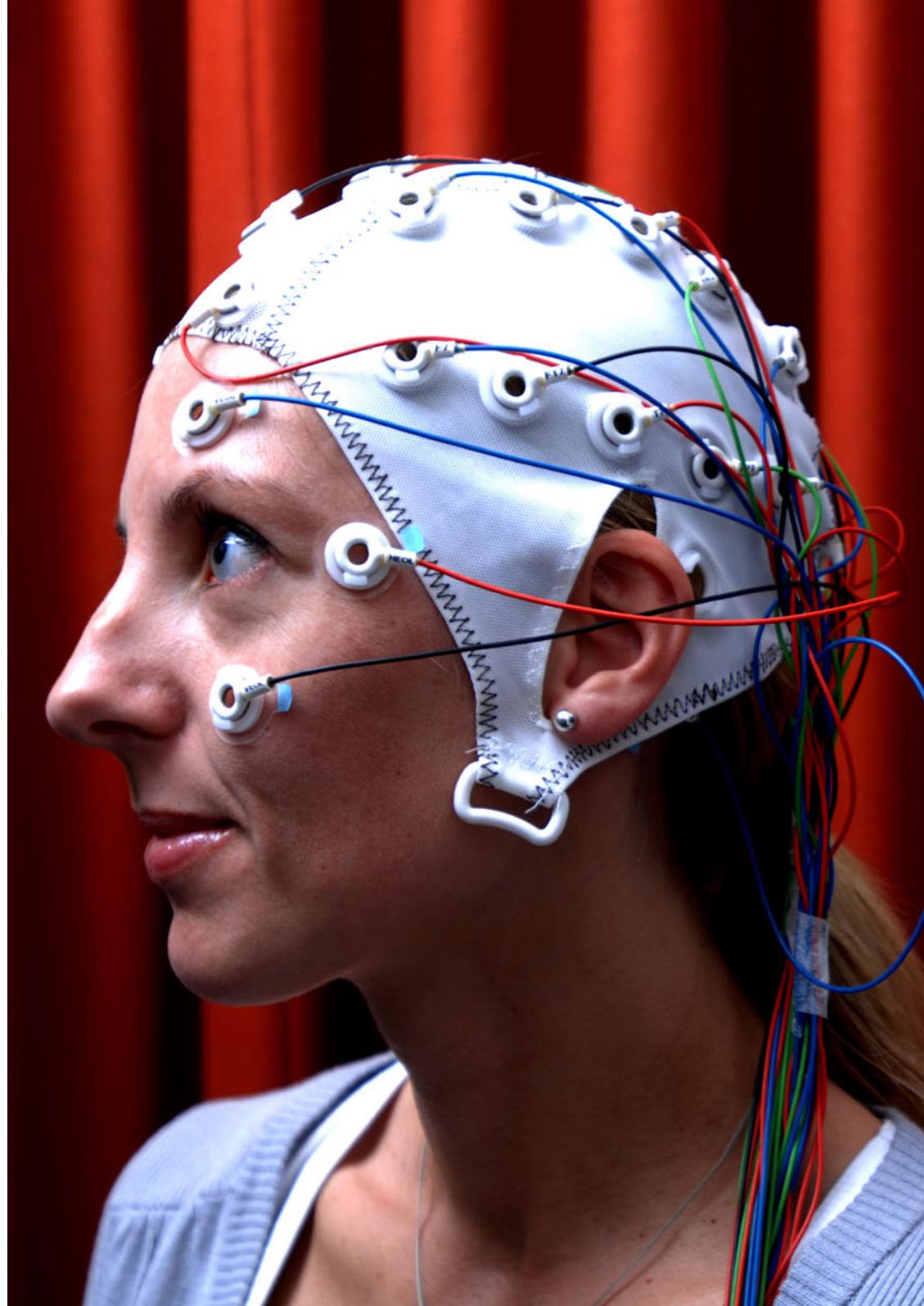
Brooke Moses  
Student Liaison Officer  
C5A 508  
t: 9850 8740  
f: 9850 9199  
e: [lingadmin@mq.edu.au](mailto:lingadmin@mq.edu.au)  
[www.ling.mq.edu.au](http://www.ling.mq.edu.au)

### Department of Psychology

Radha Pathy  
Student Liaison Officer  
C3A 334  
t: 9850 8050  
f: 9850 9911  
e: [radha.pathy@mq.edu.au](mailto:radha.pathy@mq.edu.au)  
or [psy\\_off@mq.edu.au](mailto:psy_off@mq.edu.au)  
[www.psy.mq.edu.au](http://www.psy.mq.edu.au)

### Institute of Early Childhood

Celise Hill  
Student Services Officer  
X5B 351  
t: 9850 9824  
f: 9850 9820  
e: [celise.hill@mq.edu.au](mailto:celise.hill@mq.edu.au)  
[www.iec.mq.edu.au](http://www.iec.mq.edu.au)





## Welcome from the Dean

Welcome to the Faculty of Science and congratulations on choosing to study in a field of science at Macquarie University. Today, more than ever, science is important to all our futures. Through a career in science you can contribute to bettering our world. We in the Faculty of Science are committed to supporting your career development through exploring the frontiers of science and technology. Our goal is to ignite in you, a lifelong interest in learning, research and discovery.

We live in times of great innovation, opportunity and challenge. Our world is changing at an unprecedented rate. We are faced with great complexity as we move forward to meet challenges such as environmental degradation and climate change. Science is likely to provide the basis of solutions to these problems. Beyond that, science will continue to generate great opportunities and rewards.

The Faculty of Science is investing time, energy and money in teaching and research across broad areas of science. Some of our research, such as climate change and environmental management is aimed at giving insight into the global challenges that face us. Other areas of research such as lasers and photonics, wireless applications and biomolecular sciences are aimed at improving what we can do with science. We also have a strong, internationally significant research program in basic science.

The Faculty of Science has recently opened its new science teaching laboratories, offering young scientists one of the finest learning and teaching environments in our region.

As a student at Macquarie University, apart from classroom activities, you will be provided with opportunities to experience the practical application of your chosen area of study through clinical placements, internships, field study and work experience.

The Faculty of Science is leading the way for those with imagination, curiosity, genius and innovation, to come together and make a real difference.

I look forward to a rewarding journey together and wish you great success in your studies.

Professor Stephen Thurgate,  
Executive Dean,

## Faculty Student Centre

### The Science Centre E7A Level 1

t: 9850 6000

f: 9850 6565

e: [enquiries@science.mq.edu.au](mailto:enquiries@science.mq.edu.au)

The Faculty of Science is a large multi-disciplinary faculty providing ample opportunity for science students to undertake a broad range of science subjects in their degree. You should make yourself familiar with the faculty and its programs and services by visiting the Faculty of Science website [www.science.mq.edu.au](http://www.science.mq.edu.au).

The Science Centre is a drop-in information centre for all students who are taking units in the Faculty of Science and is the administrative hub for the Faculty of Science. The Centre is located on the ground floor of building E7A. It is open from Monday to Friday from 9am to 5pm and staff are always available during these hours to answer your questions or direct you to the place where you can find answers. Please feel free to visit us in person, send us an email or call us for:

- assignment submission and collection (except computing)
- general enquiries and referrals to staff for academic or other advice
- help with rules and processes
- noticeboards with important information you need to know
- information about services across the University

- advice if you have been sick during semester or during exams
- help with problems and need advice
- help with questions about your degree and/or progress

## Getting down to work

It can be easy to be lulled into a false sense of security in the first week or two of the semester. If you have come from high school where you are in class from 9am – 3pm, 5 days a week and getting homework on a nightly or even weekly basis, university can look like a bit of a breeze! Don't be fooled – you need to get down to work from week 1. Use a semester planner or diary to write in when assignments and essays are due. You can get semester planners from the Science Centre. A sample planner is shown on the next page, and one 'unit' has been written in as an example. Notice the arrows that show how long before an assignment is due that you should start work on it.

## Semester Planner Assignments and Exams

Week: Start Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	Exam (% and Date)
Sample Unit: FYR101		Begin Work! Library	Write plan & draft essay	Re- work draft essay	Essay 20% Study for test		Mid year Test (15%)	Begin Work! Library	Write plan & draft essay	Rework draft essay	Essay 20% Study for Exam			Final Exam (45%)
Unit														

## Writing practical reports

Your unit outline/lecturer/tutor will let you know what is expected if you are required to hand in a written report on your practical or laboratory work. You should also make yourself familiar with your subject department webpages.

A good sample of a written lab report in physics can be found [www.physics.mq.edu.au/undergrad/index.htm](http://www.physics.mq.edu.au/undergrad/index.htm).

### Writing essays/assignments

Free writing courses are available on campus. Sign up from week 3 of each semester: Level 5, Building C5A. To find out more contact Brooke Walker on 9850 8740, email [brooke.walker@mq.edu.au](mailto:brooke.walker@mq.edu.au) or see [www.ling.mq.edu.au/support/writing\\_skills](http://www.ling.mq.edu.au/support/writing_skills).

Always start collecting material for your essay early. Books go from the library quickly so don't leave it until the last minute – essay planning and research always take longer than you think!

TIP – If you are making notes from books or journals always record the title, author, publisher, date, page number etc so you can reference it properly. This can save you a lot of time and also helps you avoid plagiarising.

Plagiarism will be discussed in your unit outline. Make sure you read it!

For an essay you will be expected to read widely about the topic, select the best references and then write a careful critical analysis. Your essay should introduce the topic, discuss it, and lead to a logical conclusion. The essay should have a title page, introduction, body with appropriate section headings, conclusion and list of references. If you have a case study or series of quotes to read as part of your assignment question, identify the issue(s) or theme(s) common throughout.

## Writing a science essay

Your unit outline will have information regarding any essays you are required to do in that unit. You should also refer to the writing gateway which you can access from the student portal or at <http://writinggateway.mq.edu.au/>. This online writing assistance is extremely helpful and you should refer to it if you are at all unsure about writing at university level. Part 3 has some marked, sample biology essays that will help you understand the expectations of university-level writing.



# Glossary

## ACADEMIC ADVISER

A full-time member of the teaching staff who can give you help and advice on your course and other academic matters. Academic advisers are available at enrolment and throughout the year. Ask your faculty student centre for information on how to contact them.

## ALUMNI

Graduates of the University. Once you are awarded your degree you become an alumnus of Macquarie University.

## BACHELOR DEGREE

The first degree you can study towards at university.

## BLACKBOARD

The University's online learning environment. Unit outlines, assessments, iLectures, lecture notes, resource materials and course announcements are all available through Blackboard.

## CENSUS DATE

The last date you can change or withdraw from a unit without having to pay for it. Withdrawal after this date will cost you money and result in a fail mark. Your student contribution charge and Student Loan Entitlement (or tuition fee if you are a fee-paying student) are calculated on this date.

## CHANCELLOR

The ceremonial head of the University. The Chancellor confers degrees at graduation, chairs the University Court, 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 website.

## CODE OF CONDUCT

See Code of Behaviour.

## CONCEPTION DAY

Traditional celebration of the opening of the University. Classes after 1pm are cancelled. Since 1969 students have celebrated with live music, fairground rides, cultural events and food.

## CREDIT POINT

Each unit of study is worth a specific number of credit points. They reflect the workload for each unit and are accrued to complete your degree.

## DISCONTINUE

Official withdrawal from a unit or series of units. Further information on discontinuing study can be found on the Registrar's website: [www.reg.mq.edu.au/undergrad/current/currentstudents/](http://www.reg.mq.edu.au/undergrad/current/currentstudents/).

## 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 beyond the faculty level.

## ELECTIVES

Units that make up your degree in addition to your required units. You can choose your electives from a wide range offered across the University.

## FACULTY

An academic and administrative division within the University. Departments are assigned to a specific faculty according to their area of study.

There are four faculties: Arts, Business and Economics, Human Sciences, and Science.

## FACULTY 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 (pages 26 – 40).

## FULL-TIME

A student enrolled in units with a combined annual credit value of 17 or more. Different rules apply for International Student Visa holders.

## GRADE POINT AVERAGE (GPA)

The average grade you achieve in your units studied at Macquarie University. The maximum achievable GPA is 4.0. Your GPA is printed on your academic record and reflects the quality of your grades throughout your studies.

## GRADUATE

See Alumni.

## GRADUATION

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

## HONOURS

Awarded after an additional year of study following completion of your Bachelor degree. Students must apply for an honours year and achieve a specified GPA.

## ILECTURE

Digital recordings of lectures. Lecturers may provide video, audio and PowerPoint presentations which can be accessed through Blackboard. iLectures do not replace attendance at lectures, but are a useful addition.

## MENTORS

Second year (or higher) students who attend Orientation days to answer questions, lead

campus tours and support new students in their first weeks at university.

## ORIENTATION WEEK ("O WEEK")

The first week of the academic year. This week is an introduction to university life with social events and activities held around the campus.

## PART-TIME

A student enrolled in units with a combined annual credit value of 17 or lower. 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. For more information, the University's policy on plagiarism can be found at [www.student.mq.edu.au/plagiarism/](http://www.student.mq.edu.au/plagiarism/).

## POSTGRADUATE

A student who has already completed one degree and is studying toward a higher degree

## PREREQUISITE

Skills, qualifications or experience required for enrolment on a particular unit of study. Failure to meet prerequisites may mean you cannot study that particular unit. Waivers may be available in some circumstances.

## PROGRAM OF STUDY

The combination of units or research work required for your degree. Your program of study may also refer to the combination of units that you are taking in any one year.



# Schedule of key dates

## *Schedule of key dates*

### REQUIRED UNITS

Mandatory units for your degree. You must study all the core units specified for your course.

### STUDY ABROAD

A student exchange program with over 300 partner institutions in 60 countries worldwide. There is also a generous travel scholarship program.

### TRANSCRIPT

A record of every unit you have attempted and the results achieved.

### UNDERGRADUATE

A student studying towards their first degree.

### UNIT

A subject of study. Your degree program is made up of a number of units. Credit points are awarded when you complete a unit of study.

### 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

Approval to enrol in a unit for which you may not meet the specified pre or corequisites. This is also known as a "pink form".

## Semester one

Orientation and enrolment	11 – 20 February 2010
Classes commence	22 February 2010
O-Week at Campus Experience	22 – 25 February 2010
Mid-semester break	5 – 16 April 2010
Classes resume	19 April 2010
Exams commence	7 June 2010
Semester ends	28 June 2010

## Semester two

Orientation and enrolment	22 – 30 July 2010
Classes commence	2 August 2010
Diversity Week	2 – 6 August 2010
Conception Day	17 September 2010
Mid-semester break	20 September – 1 October 2010
Classes resume	4 October 2010
Exams commence	15 November 2010
Semester ends	6 December 2010



# Notes

