

# How to use the handbook

This handbook contains the 2011 Macquarie University undergraduate teaching program. It is a guide for your studies and a source of information about your enrolment. It is updated throughout the year in its online format at [www.handbook.mq.edu.au](http://www.handbook.mq.edu.au). You should consult the handbook every time you change your enrolment. If at any time you do not understand the terminology in the handbook, refer to the glossary on page 11.

## Rules and policies

Undergraduate courses are governed by the Undergraduate Rules, found on page 427.

The University also has policies and procedures which direct the day-to-day implementation of these rules, see [www.mq.edu.au/policy/](http://www.mq.edu.au/policy/) for more information.

## Components of your degree

### Units

A unit is the basic building block of your degree. Each unit covers a subject or topic and is worth a certain number of credit points.

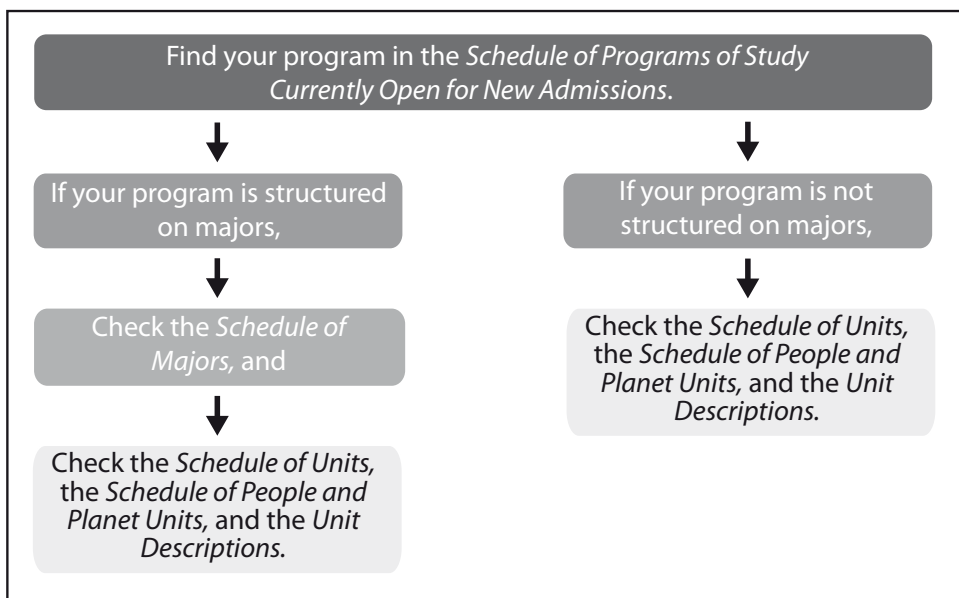
### Majors

A major is a sequence of units in a particular discipline or subject area. It represents a particular focus of your study.

### Programs

A program is the combination of units and/or research work which you must complete for your degree.

## Quick guide to using the handbook



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### Step 1: programs

All programs are listed in the 'schedule of programs of study currently open for new admissions'. Each program is named after the degree to which it relates.

Programs are divided into two sections: general requirements and specific minimum requirements. The general requirements are the over-arching criteria of the program, for example the total number of credit points you need to complete. The specific minimum requirements are a subset of the general requirements: they spell out the detail of what you need to study, for example a particular unit of study you need to complete.

For many programs the sum of the specific minimum requirements account for only part of the total credit points you must complete. The difference between the two is represented on the program as 'the balance of credit points required'. You may choose units to make up this difference: these units are your electives.

For instance in the Bachelor of Actuarial Studies you need to complete a minimum of 68 credit points. The total of the specific minimum requirements is 45 credit points, leaving you 23 credit points for electives.

The main features of a program are highlighted in the following diagram.

### How to use the schedule of programs of study

The diagram illustrates the layout of a program entry in the schedule of programs of study, using the Bachelor of Actuarial Studies (ACTS01) as an example. Callouts highlight key information:

- Program name:** Bachelor of Actuarial Studies
- Program code:** ACTS01
- General requirements:**
  - Minimum number of credit points for the degree: 68
  - Minimum number of credit points at 200 level or above: 38
  - Minimum number of credit points at 300 level or above: 18
  - Completion of a designated People unit
  - Completion of a designated Planet unit
  - Completion of other specific minimum requirements as set out below
- Unit codes:** ACST101, ACST152, MATH133, STAT171, MATH132, MATH135
- Unit names:** Techniques and Elements of Finance (Introduction to Actuarial Studies), Mathematics IB (Advanced), Statistical Data Analysis, Mathematics IA (Advanced), Mathematics IA
- 100 level is generally first year. Use these levels as a guide for enrolment.**
- Balance of credit points required:** Electives (23)
- TOTAL CREDIT POINTS REQUIRED FOR THE DEGREE:** 68
- Any additional information about the program will appear here**

**See the Schedule of People and Planet Units for a list of these units**

**In some programs you may need to choose electives that count towards your general requirements**

## Step 2: majors

Much like programs, each major lists details of what you need to study in the 'schedule of majors'.

If your program requires that you complete a major (known in this instance as a qualifying major) your options are listed at the end of the program. You can find the details of each of these majors in the schedule of majors.

Students sometimes wish to complete a second major. This is possible in some degrees but requires planning; you will need to check your program to ensure that you can fit the units required for the major in with the rest of your requirements.

If there is not a list of majors at the end of your program then you are not required to complete a major. Instead you should consult the schedule of undergraduate units in conjunction with your program of study.

The main features of a major are highlighted in the following diagram.

### How to use the schedule of majors

The diagram illustrates the layout of a major's schedule of majors page. It features a table with the following content:

<b>Major name</b>	<b>Major code</b>
Linguistics	LIN01
Faculty: Department:	Faculty of Human Sciences Department of Linguistics
This major must be completed as part of a degree. The general requirements for the degree must be satisfied in order to graduate.	
<b>Unit codes</b>	
Requirements for the major: Completion of a minimum of 24 credit points including the following prescribed units:	
<b>100 level</b>	<b>Credit points</b>
Required	LING110 Language: Its Structure and Use 3
<b>100 or 200 level</b>	
Required	3cp from 100 level LING units 3
<b>200 level</b>	
Required	6cp from LING210 - LING240 6
<b>300 level</b>	
Capstone	LING399 Language as Evidence 3
Required	9cp from 300 level units from LING, SPH units 9
<b>TOTAL CREDIT POINTS REQUIRED TO SATISFY THIS MAJOR</b> 24	
Any additional information about the major will appear here	

### Step 3: units

Every unit on offer has been assigned a name and alphanumeric identification code. The code is three or four letters to represent the subject area of the unit; followed by one digit to represent the level of the unit (1 = 100 level, 2 = 200 level, 3 = 300 level, 4 = 400 level) and two further digits to distinguish the particular unit. For example COMP115 is a computing unit at the 100 level.

The schedule of undergraduate units lists designations, prerequisites, corequisites, NCCWs and gives details about when the units are run. Please see the glossary for explanations of these terms.

The 'when offered' column identifies in which half-year a unit is offered and the time it is offered eg D1 indicates a unit is offered with day time classes in the first half-year, E2 indicates a unit is offered with evening classes in the second half-year.

The following is a list of all the abbreviations used.

#### *Prefixes*

D	day, classes begin before 6pm
E	evening, classes begin after 6pm
NHS2	Northern Hemisphere study period 2
Summer Session	January – February 2010 as part of the Summer School program
TBD	the offering is to be determined
V2	vacation study December 2010 – February 2011
WV	indicates Winter vacation session
X	external study
Xc	composite mode

#### *Suffixes*

1	first half-year
2	second half-year
3	full year

#### *On campus sessions*

Some units offer an on campus session; voluntary attendance is indicated by (V), field work by (F).

Please note that the handbook does not contain the timetable for scheduling of individual classes; that information is available from the timetable website [www.timetables.mq.edu.au](http://www.timetables.mq.edu.au) or your eStudent account.

The schedule of people and planet units lists all units which have been designated as either a people or planet unit.

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

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

You need to complete a people unit and a planet unit to meet the requirements of your program. One of these units needs to be a unit offered outside of your department and the other outside of your faculty. Your department is either the department responsible for your qualifying major or, in the case you do not have a qualifying major, the department responsible for your degree.

The unit descriptions give a brief overview of the content of each unit. This section also includes the staff contact, class contact hours and the department offering each unit.

If you have read through this handbook and are still unsure about your program of study – or simply want to make sure that you have understood all of your options – then please seek academic advice.

### How to use the schedule of units

Code	Name	Credit Points	Unit Designation	Prerequisites	Corequisites	NCCW	When Offered	Session Dates
AHIS222	Byzantium, East and West	4		12cp PHYS201(P) and PHYS202(P)		AHIS322, AHST235, AHST335	D2 X2 D1	8 October
ASTR377	Astrophysics I	3	Science		MATH235	PHYS377		

<p>This column lists the dates of any lecture, tutorial, block practical session or fieldwork for the unit.</p> <p><i>Eg: AHIS222 has an on campus session on 8 October.</i></p>
<p>This column lists when classes for the unit are available.</p> <p><i>Eg: AHIS222 is run in the second half-year during day classes and externally.</i></p>
<p>This column lists any units you may not count towards your degree with the unit.</p> <p><i>Eg: if you study ASTR377 you may not also count PHYS377 towards your degree.</i></p>
<p>This column lists any units you may not count towards your degree with the unit.</p> <p><i>Eg: if you study ASTR377 you may not also count PHYS377 towards your degree.</i></p>
<p>This column lists any units or requirements you must complete before you may enrol in the unit.</p> <p><i>Eg: '12 cp' means that you must have completed at least 12 credit points before enrolling; PHYS201(P) and PHYS202(P) means you must have received at least a pass in PHYS201 and PHYS202 before enrolling.</i></p>
<p>This column lists the unit's designation/s.</p> <p><i>Eg: ASTR377 is a science unit.</i></p>
<p>This column lists the credit point value of the unit.</p>
<p>This column lists the unit name.</p>
<p>This column lists the unit's alphanumeric code: three or four letters followed by three digits. The letters represent the subject area, and numbers the level.</p> <p><i>Eg: AHIS222 is an Ancient History unit at 200 level.</i></p>