

# STUDENT INFORMATION— RESEARCH

## Authority and Governance of Candidature

### SENATE

The Senate is the supreme academic advisory body in the University. Its role and duties oversee the academic life of the University. Council has delegated certain powers to Senate such as final approval of examination results and completion of requirements for the award of degrees. Senate recommends to Council the introduction of new programs of study and amendments to the rules and other matters which have been discussed and considered by Senate's various academic committees.

### HIGHER DEGREE RESEARCH COMMITTEE (HDRC)

The Higher Degree Research Committee (HDRC) is one of the academic committees of Senate entrusted with considering the detailed academic business of Senate and bringing forward recommendations on academic matters relating to Higher Degree Research commencement, progression and completion including new programs for research education; individual student progression matters; the appointment of examiners and the examination of theses. The Committee also reports to the Research Strategy and Policy Committee. The HDRC is chaired by the Deputy Vice-Chancellor (Research) and its membership includes the Deputy Vice-Chancellor (Provost), the Vice-President of Senate, the Dean of Higher Degree Research, and a representative member of the academic staff for each Division, as well as student representatives. The administration of the Committee's business is managed by the Higher Degree Research Office whose manager is secretary to the Committee. Further information is available at the Higher Degree Research Committee website: <http://www.research.mq.edu.au/students/hdrc/>.

### RESEARCH STRATEGY AND POLICY COMMITTEE (RSPC)

The Research Strategy and Policy Committee (RSPCC), chaired by the Deputy Vice-Chancellor (Research) is comprised of a group of leading Macquarie academic researchers and has responsibility for the strategic direction of Macquarie's research activities and for encouraging and overseeing all academic aspects of research

activities within the University. RSPC is responsible for the development and implementation of the university's research strategy; liaison with divisions over the implementation of this strategy and policy; the allocation of research funding in a manner consistent with Macquarie's research strategy and policy directions.

Further information is available at the Research Strategy and Policy Committee website:

[http://www.research.mq.edu.au/policy/committees\\_networks/research\\_committee/](http://www.research.mq.edu.au/policy/committees_networks/research_committee/).

### STRATEGIC DIRECTIONS

In 2014, Macquarie University will be 50 years old and aims to be ranked among the top eight research intensive universities in Australia and amongst the top 200 research intensive universities internationally.

The strategic directions for Macquarie's Research and Research Training are guided by the Macquarie University Strategic Plan 2006-2008. The mission of the University is to establish a pervasive research culture across all areas of the University, and in particular to achieve internationally and nationally leading research in selected concentrations of research excellence, by maximising the institution's intellectual and physical resources and by maintaining a continuous improvement framework.

This Research Strategic Plan has four major goals based on the vision and targets set out in the Vice-Chancellor's plan for Macquarie@50, which aims to enhance both the scale and quality of our research. The four goals are:

- To establish a pervasive research culture across all areas of Macquarie University.
- To achieve prominence in research in selected concentrations of research excellence internationally and nationally.
- To maximise research outcomes by increasing the number of high quality higher degree research (HDR) commencing candidates and completions.
- To be a significant contributor to the nation's economic, social and cultural well-being.

### OFFICE OF THE DEPUTY VICE- CHANCELLOR (RESEARCH)

The Deputy Vice-Chancellor (Research) has overall responsibility for all research matters in the University including academic and higher degree research candidature.

## THE RESEARCH OFFICE

The Research Office, attached to the Office of the Deputy Vice-Chancellor (Research) has responsibility for the administrative support of the University's research activities. It provides advice to students and staff together with secretarial and executive support to the University's Research Strategy and Policy Committee, Intellectual Property and Contracts Committee, Animal Care and Ethics Committee, Ethics Review Committee (Human Research), and Biosafety Committee. The Research Office manages the University's internal research funding schemes and external grants and research agreements. It has a supporting role in the development of policy documents and research initiatives undertaken by the Deputy Vice-Chancellor (Research). Higher Degree research students apply to this office for the Macquarie University Postgraduate Research Fund. The Research Office is located in The Research HUB, Building C5C, Level 3, Macquarie University. Further information is available at <http://www.research.mq.edu.au/researchers/>.

## HIGHER DEGREE RESEARCH OFFICE (HDRO)

The Higher Degree Research Office (HDRO) is part of the Office of the Deputy Vice-Chancellor (Research) and provides administrative support to the Higher Degree Research Committee. The HDRO is responsible for the administration and management of all aspects of research candidature for higher degree research students from advice to prospective applicants, admission, and progression to the final submission of thesis. The unit also manages scholarship applications and continuing student administration. The HDRO is responsible for the applications, admissions and enrolment of international students as well as local students. The HDRO is located in Cottage C4C. Further information is available at <http://www.research.mq.edu.au/students/>.

## HIGHER DEGREE RESEARCH GUIDE

The *Higher Degree Research Guide for Candidates and Supervisors* contains information for research candidates and their supervisors on all aspects of research study from commencement, through progression to completion of candidature. The Guide summarises information on current policies and procedures with general information about the University including relevant support, facilities and contacts. The Higher Degree Research Office website should be regularly consulted for the latest updated information and new or changed policies and procedures. See <http://www.research.mq.edu.au/students/>

## Policies for Higher Degree Research Candidates

### INTELLECTUAL PROPERTY

The University's Intellectual Property Policy Statement covers all intellectual property developed by staff and higher degree research students. The University's policy includes rights in respect of patents, copyrights, plant variety rights, registered designs, confidential information and trade secrets. The University recognises the rights of students to intellectual property (IP) generated by them during their course of study at the University. At enrolment new research students are requested to assign IP rights to the University and agree to the University managing on the student's behalf such intellectual property arising from the research programs for the benefit of all concerned. This means that intellectual property in the form of patentable material can be commercialised to the benefit of all inventors and gives the student equal rights with members of the academic staff. Further information is given to students with their enrolment package and the full University policy is available at <http://www.research.mq.edu.au/students/ipissues/>.

### Macquarie University Code of Higher Degree Research Practice including Code of Supervisory Practice

The Australian Vice-Chancellors' Committee's document *Universities and their Students: Principles for the Provision of Education by Australian Universities 2005* aims to provide "guidelines for maintaining and monitoring academic quality and standards in research higher degrees". This document provides a foundation for Macquarie's Code of Higher Degree Research (HDR) Practice.

Macquarie's Code of HDR Practice augments the Rules of the University, and the Intellectual Property, Ethics, Equity and Occupational, Health and Safety policies. The Code is incorporated in the *Higher Degree Research Guide for Candidates and Supervisors*.

Macquarie University offers the following postgraduate research degrees: Doctor of Philosophy, Professional doctorates and Master of Philosophy. The rules and specific entry requirements relating to each of these degrees are found in the *Calendar of Governance, Legislation and Rules 2008*.

### 1 Responsibilities of the University

**1.1** The entry requirements for candidates are contained within the University Degree Rules. Applicants for research degrees should have demonstrated a capacity for quality research through Honors programs, or a research component in a Master's program, or through post-graduate research preparation certificates, and/or through pre-

vicious publication activity. Details are set out in the relevant Degree Rules. International students have additional language requirements which are described in the Higher Degree Research Guide.

**1.2** In addition to the University's overall requirements, prospective candidates must also comply with Divisional and Departmental entry requirements. These may include prior experience in a specific discipline, the capacity of a Department to provide supervision in the topic area, the ability of the Division to provide access to equipment required for the specific research project etc.

**1.3** The University provides a Central Commencement Program (CCP) twice yearly and online where the University's expectations and candidacy policies are outlined. This program provides an orientation to research and support programs. Each Division provides a Divisional Commencement Program (DCP) which supplements the CCP with a program that outlines Divisional and Departmental expectations and support activities. Participation in both of these activities is mandatory for HDR candidates.

**1.4** All candidates receive the *Higher Degree Research Guide for Candidates and Supervisors* on enrolment. This provides information regarding the various stages of research candidacy from commencement to examination and details of the support infrastructure of the university. The Higher Degree Research Guide also contains information regarding grievance and appeals processes and harassment.

**1.5** The Research Office provides information regarding grant opportunities for HDR candidates, Intellectual Property, Ethics, and Research Management.

**1.6** The Higher Degree Research Office provides information regarding the examination process, including the appointment of examiners, and the criteria against which candidate's research activity is assessed. Doctoral research theses are assessed by three external examiners and MPhil theses by two external examiners.

**1.7** Macquarie provides support for the development of supervisory staff through the provision of the Colloquium on Research Supervision (CRS) program. Macquarie University is reviewing best practice on supervisor registration programs to build on the CRS program.

## 2 Divisional and Departmental Responsibilities

**2.1** Each Head of Department ensures that potential candidates fulfil Divisional and Departmental admission requirements. It is their responsibility to ensure that the potential candidate has sufficient research background to undertake the degree, that the Department has the space, facilities and resources to undertake the project satisfactorily, and that there is high quality supervision available for the candidate.

**2.2** Each research proposal should be considered carefully prior to the potential candidate's admission to ensure that the proposed project is of sufficient breadth and

entails high quality intellectual inquiry. The project should be sufficient for the completion of the degree undertaken and care should be taken that potential projects are not so large that they impede the possibility of successful completion within the period of enrolment. There must be a clear relationship between the potential candidate's project and the research interests and capacity of departmental staff.

**2.3** The Dean of Division will ensure that high quality supervision is provided to candidates throughout their candidature. Candidates should have at least a principal supervisor and one other supervisor (associate supervisor, adjunct supervisor or co-supervisor). The principal supervisor has overall responsibility for the candidate's progress, including where a candidate is involved in a large collaborative project with a large panel of supervisors, on or off campus.

**2.4** The Divisions and Departments are responsible for facilitating a supportive intellectual environment, eg through the provision of workshop/seminar series for candidates to develop their skills at presenting their work and to foster their integration into a cohesive research community.

**2.5** Opportunities should be developed for candidates to participate in the research life of the Division through interactions with other scholars, visiting scholars and each other.

**2.6** Each Department will ensure that conflicts that may arise between supervisor and candidate are quickly solved, or the advice and grievance resolution structure (above) is utilised.

**2.7** Departments and Divisions will implement the Ethics and OHS policies of the University. Departments and Divisions are required to supplement University Ethics and OHS information in regard to their specific contexts as appropriate and make this information available to their HDR candidates in written and online formats.

**2.8** Heads should ensure that the Divisional/Departmental workload formula appropriately acknowledges HDR supervisory activity.

## 3 Code of Supervisory Practice: HDR Supervisory Panel

**3.1** Each HDR candidate will have a supervisory panel of a principal supervisor and at least one other supervisor to support their research.

The **Principal Supervisor** has the main supervisory responsibility for the candidate. The person must be a full-time or part-time member of Macquarie's academic staff with an appointment of three years or longer and be research active. The Principal Supervisor is responsible for directing the work of the candidate and for ensuring that the candidate meets all administrative and academic requirements. The Principal Supervisor must be located in the same Department in which the candidate is registered. The Principal Supervisor co-ordinates the supervisory team, and is a mentor for any Co-supervisors.

An **Acting Supervisor** is appointed as a short term replacement for the Principal Supervisor for periods of up to six months only and as the need arises. The title is also applicable to a person who holds administrative supervisory responsibility before the research component of the research degree commences.

The **Associate Supervisor** has a lesser fractional supervisory load than the Principal Supervisor. The Associate Supervisor may be located in another Division or Department or may have specific research expertise which is required by the candidate. The Associate Supervisor must be a full-time or part-time member of Macquarie's academic staff with an appointment of three years or longer and be research active.

The **Co-supervisor** is an academic staff member new to supervision who is gaining experience in and knowledge of supervisory practices. Staff with appointments of less than three years, including Casual academic staff, may undertake this role.

The **Adjunct Supervisor** is an external supervisory appointment, including Honorary staff and Emeritus Professors. An Adjunct Supervisor has special expertise required for the candidate's project (eg as an Industry partner for an APAI candidate, or an overseas University partner). Adjunct Supervisors are entitled to remuneration for their supervisory contribution (see the Human Resources policy on Adjunct Supervision).

**3.2** All supervisors must be approved by the Dean of Division.

**3.3** Supervisors should have an understanding of the University's current HDR rules, policies and guidelines so that accurate advice and support is given to candidates. The supervisor's primary role is to provide academic support throughout the candidature to enable the candidate to achieve a high standard of research activity and output.

**3.4** The principal supervisor should support the candidate to complete a thesis through:

- Planning the research program;
- Project management strategies where transparent goals and expectations for the research are articulated;
- Exposition of relevant standards for the research;
- The identification of appropriate resources;
- Advice on authorship and co-authorship conventions especially as they relate to single author/co-authored papers for a thesis by publication, the University's preferred thesis model.

**3.5** Supervisors are each responsible for ensuring that:

- The research project is planned appropriately with the candidate through an evaluation of the proposed research topic;
- The scope of the research is sufficient for the degree;
- The supervisory panel has the necessary theoretical, methodological and disciplinary knowledge to support the research.

**3.6** Supervisors should negotiate an agreement on meeting frequency with the candidate, both as a panel and individually, which is to be formally evaluated at six monthly intervals to reflect the changing priorities of the particular project and candidacy stages.

**3.7** The outcomes of formal supervisory meetings (such as the agreed aspects of work to be undertaken between sessions) should be recorded in a manner that facilitates the continuing progress of the candidate (eg email records).

**3.8** As a general guide, supervisors and candidates should meet at least fortnightly and more frequently in the first year of research, in addition to any laboratory or bench consultations.

**3.9** Supervisors should monitor carefully the performance of the student relative to the standard required for the degree, and ensure that inadequate progress or work below the standard generally expected is brought to the candidate's attention and documented, and the student is given an opportunity to improve the quality of the research. The supervisors should help with developing solutions to problems as they are identified. Continuing unsatisfactory progress should be reported to the Dean, and formally advised to the student.

**3.10** Supervisors should give timely feedback on written work, focusing on the content and style of the thesis drafts.

**3.11** At the time of submission supervisors should certify that the thesis is properly presented and conforms with the University's rules for submission of theses. Supervisors should confirm that the thesis is at a standard suitable for examination.

**3.12** The examination process—including the selection of examiners for the thesis—is outlined in the Higher Degree Research Guide. Supervisors should check the HDRO website regularly to familiarise themselves with the submission process.

**3.13** Supervisors should participate in the University staff development programs for research supervision.

## 4 Responsibilities of Higher Degree by Research Candidates

**4.1** Prior to an application for admission being made, prospective candidates should contact researchers in their area of interest to determine the feasibility of their research project. Admission into the degree is also dependent on the candidate's academic qualifications for post-graduate research, and the availability of quality supervision in the area supported by appropriate infrastructure and resources.

**4.2** HDR candidates should undertake research activity as agreed with their principal supervisor related to their research project.

**4.3** Candidates should become familiar with the HDR rules and expectations as set out in the Postgraduate Rules, the Higher Degree Research Guide and their Division and Departmental publications.

4.4 Candidates are responsible for:

- Being proactive in setting up meetings with their supervisory panel and individual supervisors (either face to face, or using electronic media);
- Becoming independent researchers with supervisory guidance resulting in the self-regulation of research activity;
- Regular formal and informal reviews of progress with supervisors;
- Providing formal progress reports as required, through the principal supervisor, at periods specified by the University;
- Research quality and practices, safety, personal ethical responsibility;
- Developing a research budget in consultation with their supervisor;
- Acquiring information about relevant research funding schemes.

4.5 Candidates should be aware of grievance resolution procedures for research related issues.

4.6 Candidates who are undertaking a thesis including published work should be aware of the authorship and co-authorship conventions of their discipline. In addition, candidates and their supervisors should adhere to the Vancouver Protocol which states that: "Authorship credit should be based only on substantial contributions to 1) conception and design, or analysis and interpretation of data; and to 2) drafting the article or revising it critically for important intellectual content; and on 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship."

4.7 Candidates should participate actively in the research life of the department and the division.

4.8 The primary responsibility of the candidate is to work in collaboration with their supervisors to produce a thesis which fulfills the degree requirements and is presentable according to the accepted practices of the University.

## PLAGIARISM

The Academic Senate in June 2001 approved policies and procedures to ensure that the University takes a consistent and equitable approach to plagiarism. The Senate adopted the following definition of plagiarism.

Plagiarism involves using the work of another person and presenting it as one's own. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged:

- copying out part(s) of any document or audio-visual material (including computer based material);
- using or extracting another person's concepts, experimental results, or conclusions;
- summarising another person's work;

- in an assignment where there was collaborative preparatory work, submitting substantially the same final version of any material as another student.

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism. Opportunities and temptations for plagiarism have increased with the spread of internet access. Plagiarism is a serious threat to the teaching and accreditation process and seriously undermines the collegial and ethical principles which underpin the work of a university.

Senate also approved a statement entitled "The Dangers of Plagiarism and How to Avoid It" which is as follows: "The integrity of learning and scholarship depends on a code of conduct governing good practice and acceptable academic behaviour. One of the most important elements of good practice involves acknowledging carefully the people whose ideas we have used, borrowed, or developed. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

Therefore, there is nothing wrong in a student using the work of others as a basis for their own work, nor is it evidence of inadequacy on the student's part, provided they do not attempt to pass off someone else's work as their own.

To maintain good academic practice, so that a student may be given credit for their own efforts, and so that their own contribution can be properly appreciated and evaluated, they should acknowledge their sources and they should ALWAYS:

- i) state clearly in the appropriate form where they found the material on which they have based their work, using the system of reference specified by the Division in which their assignment was set;
- ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed, or summarised, even if they put these ideas into their own words;
- iii) avoid excessive copying of passages by another author, even where the source is acknowledged.

Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.

If a student uses the work of another person without clearly stating or acknowledging their source, the result is falsely claiming that material as their own work and committing an act of PLAGIARISM. This is a very serious violation of good practice and an offence for which a student will be penalised.

A STUDENT WILL BE GUILTY OF PLAGIARISM if they do any of the following in an assignment, or in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:

- (a) copy out part(s) of any document or audio-visual material, including computer-based material;

- (b) use or extract someone else's concepts or experimental results or conclusions, even if they put them in their own words;
- (c) copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
- (d) submit substantially the same final version of any material as a fellow student. On occasions, a student may be encouraged to prepare their work with someone else, but the final form of the assignment must be their own independent endeavour."

A full outline of the revised University Policy on Plagiarism can be found at <http://www.student.mq.edu.au/plagiarism/>. The website includes a general discussion of plagiarism, definitions, examples drawn from concrete cases, procedures that will be followed by the University in cases of plagiarism, and recommended penalties. Students are expected to familiarise themselves with the website.

## Admission

### Restrictions on Admission

The University reserves the right to regulate the registration of candidates for higher degrees by research to ensure that the number of postgraduate students admitted will not exceed the number for which adequate supervision and facilities are available.

### Applications for Admission

Applicants for admission to candidature for higher degrees by research must satisfy the general conditions specified in the Rules set out in this *Handbook of Postgraduate Studies*. It should be noted that for admission to some professional Doctorates, applicants must have professional or other experience.

Further details of admission requirements for individual Higher Degree Research programs are given in the Programs of Study section of this Handbook. Enquiries should be directed to the relevant Department, Centre, or Graduate School.

### English Language Requirements

Applicants who are relying for admission on qualifications gained in countries where English is not the main spoken language are required to demonstrate proficiency in English. Applicants should arrange for their own test. For higher degrees by research the IELTS and TOEFL tests only are accepted as proof of English proficiency. The following scores have been approved as the minimum entry requirements for English proficiency for Higher Degree Research applicants:

IELTS (academic version) – a minimum score of 6.5 overall with a minimum of 6.0 in each band;

TOEFL (paper-based) – overall of 580 with 53 in Section 1, 51 in Section 2, 52 in Section 3 and TWE of 5.0;

TOEFL (computer-based) – overall of 237 with no less than 19 in each section and TWE of 5.0;

iBT (internet-based TOEFL) – overall score of 92 with 23 in Speaking, 18 in Listening, 22 in Writing and 17 in Reading.

Further information is available at:

[http://www.research.mq.edu.au/students/new\\_students/criteria](http://www.research.mq.edu.au/students/new_students/criteria).

**Please note:** Some Departments and Graduate Schools require higher than the above minimum scores for entry. Please check the admission information for the program you are applying for.

The National Centre for English Language Teaching and Research (NCELTR) at Macquarie is an IELTS test centre and IELTS tests are conducted on campus regularly throughout the year. NCELTR also conducts intensive English (ELICOS) programs for students who are preparing for university entry. For information about IELTS test schedules consult the NCELTR website <http://www.nceltr.mq.edu.au/>.

## International HDR Candidate

Persons who are not Australian or New Zealand citizens or permanent residents of Australia should consult the Higher Degree Research Office website at [http://www.research.mq.edu.au/students/new\\_students/criteria/](http://www.research.mq.edu.au/students/new_students/criteria/) for information and application forms for higher degree research programs. Applications from international students must be accompanied by documentary evidence confirming all educational qualifications. Documents not in English must be accompanied by certified translations into English. Proof of English proficiency is required for applicants whose academic qualifications were taken in a country where English is not the main spoken language. Applications for international students are processed continuously throughout the year.

Further detailed enquiries may be addressed to:

International Officer  
Higher Degree Research Office  
Macquarie University, NSW, 2109  
Telephone IDD: (612) STD (02) 9850 7275 or  
(612) STD (02) 9850 9784  
Facsimile IDD: (612) STD (02) 9850 6198  
email: [hdrint@vc.mq.edu.au](mailto:hdrint@vc.mq.edu.au)

## Key Dates for Prospective Students

Applications for admission to candidature are open throughout the year, however if you wish to be considered for a scholarship you must ensure your completed Application form and associated supporting documentation is submitted to the Higher Degree Research Office (HDRO) by the scholarship closing date. Please refer to the HDRO Scholarships website for scholarship closing dates: [www.research.mq.edu.au/students/scholarships](http://www.research.mq.edu.au/students/scholarships)

### 31 October 2007

Closing date for domestic applications for entry into higher degree research programs and for Australian Postgraduate Award scholarship applications commencing first half-year 2008

### 31 January 2008

Closing date for domestic applications for entry into higher degree research programs in first half-year 2008, in time to attend the Central Commencement Program on campus

### 21 February 2008

Orientation Program (on campus) for new international research candidates commencing in first half-year

### 22 February 2008

Central Commencement Program (on campus) for all new (domestic and international) research candidates commencing in first half-year

### 25 February 2008

Academic year commences for higher degree research candidates enrolled in first half-year coursework units

### 15 April 2008

Closing date for applications for entry into the Doctor of Applied Linguistics and Doctor of Professional Communication programs commencing in second half-year

### 31 May 2008

Closing date for applications for entry into the Doctor of Psychology and Combined PhD/Master Coursework in Psychology programs commencing in second half-year

### 31 July 2008

Orientation Program (on campus) for new international research candidates commencing in first half-year

### 1 August 2008

Central Commencement Program (on campus) for all new (domestic and international) research candidates commencing in first half-year

## Offers of Admission

Offers of admission for domestic applicants to candidature in research programs for first half-year, in most cases, will be made by the end of January 2008. Applicants who apply in October and November are generally notified by the end of December. Please note the key dates above. Further offers of admission to research programs may be made at other times at the discretion of the Departments and the Higher Degree Research Office. International students' applications and offers of enrolment are made throughout the year.

## Tuition Fees for Domestic Candidates

The University has approved tuition fees for local students enrolled in some higher degree research programs such as professional doctorates listed in Schedule 2 of the Fees Rules. The Schedule appears in Part 2 of this Handbook.

Domestic higher degree research candidates are usually not liable for tuition fees for their research program unless they are candidates enrolled in a fee paying professional doctorate. Domestic candidates have been granted places under the Government Research Training Scheme (RTS). Further information on the RTS is below.

Tuition fees for domestic students are currently charged for the Doctor of Business Administration, the Doctor of Applied Linguistics and Doctor of Professional Communication programs. Fees are calculated on a per credit point basis for the coursework component, and a per annum basis for the research component. Tuition fees are charged each half-year on the basis of the student load or when undertaking coursework, the number of postgraduate credit points registered for that half-year and include any repeated failed units.

## Research Training Scheme (RTS)

The Research Training Scheme (RTS) is a government scheme which funds universities for a varying number of student places each year and allows local students to undertake higher degree research programs without paying fees or HECS Liability. The RTS scheme applies to students who are Australian citizens, permanent residents and New Zealand citizens. It should be noted that these awards provide exemption only from fees for the course and do not provide a living allowance. RTS places or exemptions to cover any fee-paying liability for research candidates have been granted to all eligible Macquarie research students in recent years.

## Fee Help

This government loan program was introduced in 2005 to assist eligible fee-paying students (including postgraduate research students) to pay their tuition fees. Students repay their loan through the Australian Taxation Office once their income is above the minimum threshold for compulsory repayment. Fee Help is available to Australian citizens or holders of an Australian permanent humanitarian visa and who meet the Tax File Number (TFN) requirements and have not exceeded the Fee Help

limit. Students are required to enrol in approved unit(s) of study on or before the census date for the unit(s), and to have completed and submitted a Request for FEE-HELP Assistance form. An information booklet and the form is available with enrolment material for eligible research candidates. For further information consult <http://www.backingaustraliasfuture.gov.au>.

## Tuition Fees for International Students

International research students are liable for a program fee at the international fee rate. Candidates commencing from 2007 will be required to pay annually indexed fees, invoiced in equal parts each enrolment period. Fees are payable for the entire period for which the student is enrolled including pro-rata fees for periods shorter than a full half-year.

New international students are required to pay a commencement fee which is usually equal to the tuition fees for the first half-year in advance of arrival and enrolment at Macquarie. If additional fees are required to be paid for any reason, students are routinely sent invoices after the enrolment period in each half-year.

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## Tuition fees for Domestic Students 2008

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Program	Annual Fee 2008 (AU\$)*	Candidature Length
<b>All Divisions</b>		
PhD	RTS§	4 years
MPhil	RTS§	2 years
<b>Linguistics</b>		
Doctor of Applied Linguistics		3 years
- coursework component (\$ per credit point)	480	
- research component (annual fee)	15000	
Doctor of Professional Communication		3 years
- coursework component (\$ per credit point)	480	
- research component (annual fee)	15000	
<b>Maquarie Graduate School of Management</b>		
Doctor of Business Administration (DBA)		3 years
- coursework component (\$ per credit point)	510	
- research component (annual fee)	16320	
<b>Psychology</b>		
Doctor of Psychology - all strands	RTS§	3 years
Combined PhD/Master in Psychology - all strands (coursework and research components)	RTS§	4 years

RTS§ = Commonwealth supported research training place. Domestic candidates are not liable for tuition fees.

\* Students should be aware that fees are indexed and are expected to change from year to year. The University reserves the right to vary, without notice, any information relating to fees applicable to enrolment in any course or unit of study.

## Tuition fees for International Students 2008

Program	CRICOS Code	Annual Fee 2008 (AU\$)*	Candidature Length
<b>Australian Centre for Educational Studies</b>			
PhD (annual fee)	037293K	19000	4 years
MPhil (annual fee)	056666F	19000	2 years
<b>Australian School of Advanced Medicine</b>			
PhD (annual fee)	060662J	25000	4 years
MPhil (annual fee)	061429K	25000	2 years
<b>Economic and Financial Studies</b>			
PhD (annual fee)	021502D	19000	4 years
MPhil (annual fee)	056664G	19000	2 years
<b>Environmental and Life Sciences</b>			
PhD (annual fee)	001404E	25000	4 years
MPhil (annual fee)	056670K	25000	2 years
<b>Humanities</b>			
PhD (annual fee)	001403F	19000	4 years
MPhil (annual fee)	056667E	19000	2 years
<b>Information and Communication Sciences</b>			
PhD (annual fee)	037299D	25000	4 years
MPhil (annual fee)	056671J	25000	2 years
<b>Law</b>			
PhD (annual fee)	037294J	19000	4 years
MPhil (annual fee)	056668D	19000	2 years
<b>Linguistics</b>			
Doctor of Applied Linguistics			3 years
- coursework component (\$ per credit point)		625	
- research component (annual fee)	037290B	19000	
Doctor of Professional Communication			3 years
- coursework component (\$ per credit point)		625	
- research component (annual fee)		19000	
PhD (annual fee)	016922D	19000	4 years
MPhil (annual fee)	056672G	19000	2 years
<b>Macquarie Graduate School of Management</b>			
Doctor of Business Administration (DBA)			3 years
- coursework component (\$ per credit point)		600	
- research component (annual fee)	027542C	19200	
PhD (annual fee)	037298E	25000	4 years
MPhil (annual fee)	056665G	25000	2 years
<b>Psychology</b>			
Doctor of Psychology - all strands (annual fee)	040616C	25000	3 years
Combined PhD/Master in Psychology			4 years
- coursework component - all strands (\$ per credit point)		750	
- research component Clinical Psychology (all strands)	027361G	25000	
- research component Clinical Neuropsychology (all strands)	027360J	25000	
- research component Organisational Psychology (all strands)	027363F	25000	
PhD (annual fee)	037295G	25000	4 years
MPhil (annual fee)	056673G	25000	2 years
<b>Society, Culture, Media and Philosophy</b>			
PhD (annual fee)	037292M	19000	4 years
MPhil (annual fee)	056669C	19000	2 years

\* Students should be aware that fees are indexed and are expected to change from year to year. The University reserves the right to vary, without notice, any information relating to fees applicable to enrolment in any course or unit of study.

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## Enrolment

### New Student Enrolment

New higher degree research candidates complete enrolment formalities at the beginning of candidature on an agreed commencement date. Enrolment information and instructions will be sent to all new candidates after acceptance of the offer of admission. International candidates on external study mode and domestic candidates may complete the enrolment process by mail. International candidates on internal study mode are required to attend Macquarie University in person to complete their enrolment registration, which is accompanied by an Orientation briefing. At enrolment, new research students are requested to assign intellectual property rights to the University and agree to the University managing on the student's behalf such intellectual property arising from the research programs for the benefit of all concerned.

### Campus Card

When enrolment is completed, all new candidates are issued with a photo-identity card, which should be carried during attendance at the University and shown on request. Candidates on external study mode may request for a campus card to be issued by submitting the Campus Card Application form. The application is included in the offer of admission package sent to the candidate at the time of enrolment. The card must be presented when borrowing books from the Library, applying for transport concessions, using the services of the Careers Development Office and, where appropriate, when sitting for examinations.

Continuing higher degree research candidates will be provided with an update for their student identity card early each year. Candidates should note that the number on the card is their University identification number, which must be quoted in all correspondence to the University. A candidate who loses or damages the identity card should complete an application form for a new card obtainable from the Library and pay the replacement charge of \$10 to the Cashier.

### Continuous Enrolment

Candidature in a higher degree research program is continuous after the initial enrolment. Continuing higher degree research candidates do not need to attend registration formalities to re-enrol in their program and research unit. Candidates enrolled in professional doctorates and combined coursework and research programs with a coursework component or candidates who are required to enrol in additional units, such as seminar units or specific coursework units will need to complete a Change of Program form to register in the coursework components of their program or in any additional units. Information will be forwarded in December to all higher degree research candidates concerning any required enrolment formalities.

### Re-admission after an Absence

A candidate who has previously withdrawn from a higher degree research program will be required to apply for re-admission to candidature. Application procedures for re-admission after an absence are the same as for admission for new candidates seeking their first higher degree research enrolment at Macquarie. Assessment of applications for re-admission after an absence will be made in accordance with the University admission policies at the time and the government Research Training Scheme guidelines, and will take account of the availability of adequate supervision. Candidates on official leave of absence will be automatically re-enrolled at the end of the period of approved leave.

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## Candidature Progression

### Progress

Candidates in higher degree research programs are expected to maintain satisfactory progress in their programs of study. A mandatory commencement program for new research candidates must be completed satisfactorily and an annual report for continuing students monitors academic progress. Under the Doctoral and Master by Research Rules, if a candidate's progress in the prescribed program of study is unsatisfactory, the Dean of Division will ask the candidate to show cause as to why candidature should not be terminated.

### Commencement Programs

The University's commencement program for newly enrolled higher degree research students consists of two compulsory components:

- The central commencement program for all new candidates, which is usually scheduled in the week before the commencement of classes, provides an introduction to important policies, facilities and services for research candidature. Information covered in the central program includes an outline of services and resources offered by the University, rights and duties as a research student and member of the University community, Intellectual Property, research ethics, progression and completion information.
- The second component is delivered within the Division or Department and will be assessed. The Divisional program will be structured according to the study discipline and may include training in skills relating to laboratory practice, statistical methods, information acquisition, research presentation and literature searches.

A full-time research candidate will be expected to satisfactorily complete the commencement program within the first six months of candidature and will then gain approval to continue on with the research program. For part-time candidates, satisfactory completion of this program within the first 12 months is required.

## Annual Progress Reports

The Annual Progress Report (APR) is an important and formal tool for the University and its Divisions to monitor and evaluate each research candidate's progress. Participating in the APR process and completion of the Report is a mandatory requirement of higher degree research (HDR) candidature.

The Annual Progress Report procedure is available from the HDRO website: [http://www.research.mq.edu.au/students/current\\_students/annual\\_reports](http://www.research.mq.edu.au/students/current_students/annual_reports).

The process should be viewed as a positive undertaking. It provides an opportunity for the candidate and supervisor(s) to critically reflect on the progress in the candidate's research degree program during the current year and on intended research directions in the year ahead so as to ensure a quality and timely completion to the research program.

The supervisor reports on the progress of a higher degree research candidate at least once a year in accordance with Rule 6(1) of the Doctoral and Masters by Research Degree Rules. The recommendation of progress made by the Division is reviewed and noted by the Higher Degree Research Committee. A recommendation of satisfactory progress will enable the research degree enrolment to continue. Some Divisions have instituted more frequent progress reviews. All enrolled candidates are notified in early October of the official commencement of the annual progress review. The Report must be completed by the candidate and returned to the Division by early November. The supervisor is required to comment on the candidate's progress and submit the report to the Dean of Division or nominee for a final recommendation. The report is expected to accurately reflect the candidate's progress and record any difficulties encountered which may necessitate a variation in the candidature. It should also record the frequency and type of contact between the candidate and supervisor. Completed reports are returned to the Higher Degree Research Office with recommendations regarding any follow-up action such as further review or show cause procedures according to Rule 6. Reports are retained on the central student file and a copy will be returned to the candidate for information at the end of the year.

## Termination

If candidates are reported as making unsatisfactory progress in the Annual Progress Report or at any other time deemed necessary the Dean of Division may recommend that the student be required to show cause as to why candidature should not be terminated. Under Rule 6 all cases to show cause will be considered and the Dean may then recommend conditions of continued enrolment or confirm the termination. Candidates excluded as a result of this process may appeal to the Higher Degree Research Committee which may dismiss the appeal or permit the student to re-enrol with conditions.

## Changes of Program of Study

All changes of program and details of candidature for higher degree research candidates should be discussed with the candidate's supervisor or the Divisional or Departmental research director or coordinator. All changes must be notified to the Higher Degree Research Office in writing by completing the appropriate form with any required supporting documentation and obtaining the required signatures from the Department and Division. The form entitled Change of Program Request for Higher Degree Research Candidates is required for the following changes:

- withdrawal from the program;
- change of attendance from full-time to part-time or vice versa;
- change from external study mode to internal/on-campus mode;
- addition or discontinuance of required coursework units and additional units;
- addition or change of tentative thesis title.

Separate forms for the following requests for changes to candidature are required:

- official leave of absence from candidature and suspension of award for scholarship holders;
- extensions of candidature;
- transfer of candidature from one degree to another or from one Division or Department to another;
- change to external attendance mode;
- temporary period of overseas research;
- addition or change of principal or acting supervisor, associate supervisor, adjunct supervisor or co-supervisor.

## Withdrawal from Candidature

Total withdrawal from a higher degree research program must be notified in writing on the Higher Degree Research Change of Program form with the appropriate signatures of supervisor and Dean of Division or nominee. The date of withdrawal from candidature is the date of receipt in the Higher Degree Research Office of the completed notification form. Candidates who discontinue or withdraw from their course after the census date (7 February or 7 August for continuing students OR individual census date for commencing students) will be liable for any fees due. "W" indicating "Withdrawn" from any units will be recorded on the academic transcript. Candidates who withdraw and then wish to return to complete their candidature and submit a thesis will need to lodge a new application for candidature.

Scholarship holders considering withdrawal are advised that the Higher Degree Research Office Scholarship Officer is available to discuss their enrolment options according to the scholarship conditions of award. Scholarship holders must notify HDRO in writing of their withdrawal from their Scholarship as well as completing the Change of Program form.

The census dates for coursework units or additional units required in the research program, except in the case of candidates enrolled in the coursework component of the

Doctor of Business Administration offered by the Graduate School of Management, will be 31 March and 31 August. If a higher degree research candidate discontinues a postgraduate coursework unit after the coursework census date, the candidate's academic record will record a "W" for the unit. It should be noted that withdrawal for fee paying candidates from coursework units after the census date may have implications for a student's liability for tuition fees.

Candidates are advised to consult the Postgraduate Research Fee Information website for information on fees and the University census dates at: [http://www.mq.edu.au/reforms/pgresearch\\_08.html](http://www.mq.edu.au/reforms/pgresearch_08.html).

## Change of Attendance

Candidates who wish to change from full-time candidature to part-time or from part-time to full-time candidature must request the change in writing on the appropriate form. Candidates should discuss the change with their supervisor and on the basis of their commitments outside of study a recommendation for change will be made to the Higher Degree Research Office. Changes will be recorded for half-year periods of candidature, ie from 1 January to 30 June or 1 July to 31 December.

Notification of changes to attendance must be received before the census date for each half-year for changes to candidature from the beginning of the half-year enrolment period.

Candidates are advised to consult the Postgraduate Research Fee Information website for information about census dates at: [http://www.mq.edu.au/reforms/pgresearch\\_08.html](http://www.mq.edu.au/reforms/pgresearch_08.html).

## Changes to Candidature Requiring Special Approval

Applications from research candidates for the following changes to candidature require special approval and additional supporting documentation:

- extension to periods of candidature,
- leave of absence,
- transfers between degrees and Departments or Divisions,
- seeking to upgrade to a PhD degree, and
- change to external mode of attendance.

Full reasons for such applications must be submitted to the Higher Degree Research Office with the completed appropriate form, endorsement signatures and supporting documentation. Approval is granted after consideration of the individual case by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the candidate is registered.

## Out Of Time Candidature

Out of Time candidature occurs when a higher degree research candidate has reached or exceeded their maximum period of candidature according to the Doctoral Degree Rules or Rules for the Degree of Master by Research. Out of Time candidates should remain enrolled

until they submit their thesis, subject to academic progress requirements.

Out of Time candidates are expected to be either working towards submission of their thesis or to withdraw from the degree. Candidates who withdraw have no further rights to access the Library, Divisional research facilities or supervisory support.

Rule 3 of the Doctoral and Master by Research Rules provides that if a candidate withdraws, they must reapply for admission if they wish to return at a later date. If a candidate is re-admitted after withdrawal or discontinuance, a period of enrolment sufficient for satisfactory completion of the thesis and submission is to be determined by the Dean of Division.

Fee-paying candidates are liable for tuition fees as long as they remain enrolled and if re-admitted after withdrawal will pay the required fee for the additional period of candidature.

## Leave of Absence

Leave of Absence is a period of non-enrolment during which students are not able to access University facilities (such as laboratories or the University Library) or be covered under University insurance. Once the leave ends, candidates are automatically re-enrolled and any applicable tuition fees are charged at pro-rata rates.

Research candidates are required to submit the appropriate form together with supporting documentation when requesting Leave of Absence as it is not granted automatically and each application is individually assessed. These documents include a statement of the reasons for the request, a statement of research progress to date, and a supporting statement for the Leave of Absence from the Supervisor. Leave of Absence is only granted for periods of between two months and six months.

New procedures currently in place limit the availability of Leave of Absence, unless there are "exceptional circumstances" beyond the student's control. Cases for "exceptional circumstances" are assessed by the Higher Degree Research Committee. Leave of Absence may NOT be taken within the first twelve months of candidature, whether full-time or part-time.

Leave of Absence must be applied for in advance, unless in cases of "exceptional circumstances" where it may be impossible to advise of the need for such leave due to major illness or similar factors. The Higher Degree Research Office will advise applicants of the outcome of their application.

## Transfers

Higher degree research candidates must apply to transfer from one research degree, department or division to another by completing the Transfer Application form. Candidates who wish to change from internal to external attendance must complete a separate application on the Change to External Attendance form. Transfers between professional doctorates and PhD programs are not permitted.

Applications for transfers/conversions will be received for consideration at any time in the year but are effected from the commencement of the next half-year. Half years are from 1 January to 30 June and from 1 July to 31 December.

## Candidates Seeking to Upgrade to a PhD Degree

Students in a Master Degree by research may be permitted to upgrade their candidature to a Doctorate in some Departments of the University. Applicants applying to upgrade/transfer to a higher degree by research who do not meet the prescribed admission requirements for that program must have completed work at a level acceptable to the Higher Degree Research Committee normally extending over a period of one year full-time or two years part-time. The Committee requires an assurance that the candidate is producing work at the appropriate level. Candidates must have completed a minimum of one year full-time (or the equivalent part-time) and no longer than one and a half years full-time (or the equivalent part-time). Candidates who transfer or upgrade from a Master Degree by research to a Doctorate will be limited to a maximum of four years full-time study or eight years part-time study including the candidature for the Master Degree.

The final date for applications for transfer must be submitted by the census date of the half-year to be effected for that half-year period.

## Change to External Attendance

An external candidate is defined as being located either interstate within Australia (outside of NSW and the ACT), or overseas. An external international candidate who is located overseas does not require a student Visa for their program of study. The place of study, method of supervision, and periods of attendance for external attendance must be approved by the University and the requirements for such are outlined under Rule 5 in the Doctoral and Masters degree Rules. Higher degree research candidates may be permitted to change to external candidature in special circumstances. Candidates must apply on the Change to External Candidature form in advance of any proposed change. Applications will be considered by the Higher Degree Research Committee in light of the University's requirements for external candidature. Transfers to external attendance mode will only be approved when adequate supervision can be maintained and satisfactory arrangements made for a minimum period of attendance at Macquarie University. This must consist of one month per year of equivalent full-time attendance with a minimum of two months for a Masters degree and three months for a Doctorate, sufficient part of which must be during the final phase of thesis preparation.

The final date for applications for change to external candidature must be submitted by the census date of the half-year to be effected for that half-year period.

## Temporary Period of Overseas Research

Higher degree research candidates who wish to undertake field work, data collection or other research at an overseas location must seek approval on the appropriate form for periods longer than four weeks. Applications must be made four to six weeks prior to the departure date.

## Change or Name or Address

It is the responsibility of all students to maintain their contact details on the University student system. Candidates are required to notify the University of any change to their name or address as soon as possible. Failure to do so could lead to important correspondence or course information not reaching a candidate. The University cannot accept responsibility if official communications fail to reach a candidate who has not notified changes of address and contact details.

Facilities to change contact details are available for all students through eStudent at:  
<https://student1.mq.edu.au/t1tbtmain.asp>

Candidates who change their name during the period of candidature (for example, candidates who change their name on marriage) and who wish to have the University records amended should write to the Higher Degree Research Office providing a specimen of both former and current signatures and documentary evidence of the change of name. Candidates are advised to consult the Department of Foreign Affairs and Trade website for information on what documentary evidence is required: <https://www.passports.gov.au/Web/DocumentRequirements.aspx>.

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## Assessment

### Examinations for coursework units

Higher Degree research candidates who are required to sit for examinations for coursework components or additional coursework units are governed by the general Rules for the Conduct of Examinations for all students both undergraduate and postgraduate. Information on these policies is outlined in this Handbook in the section on Postgraduate Coursework Assessment and Examinations

### Thesis

Higher degree research candidates pursue an advanced program of study which culminates in a thesis that embodies the results of the candidate's original research and investigations. A summary of the procedures concerning the submission of theses is outlined below. Candidates are advised to consult the complete information before commencing to write their theses. Full information relating to the preparation and assessment of theses is available on the Higher Degree Research Office website: [http://www.research.mq.edu.au/students/thesis\\_examination/research\\_candidates](http://www.research.mq.edu.au/students/thesis_examination/research_candidates).

The appropriate extracts are also available in hardcopy from the Higher Degree Research Office in Cottage C4C.

## Thesis Preparation

The guidelines for thesis preparation include detailed information on the following:

- the prescribed maximum number of words depending on the discipline;
- general presentation including instructions for spacing, margins, inclusion of diagrams, figures and tables as well as information on the order of the preliminary pages including title, contents table, summary and the requisite signed statement that the work has not been previously submitted;
- suggestions on referencing; policies on copyright, acknowledgement and legal liability;
- detailed information on the binding of the thesis and the completion of the appropriate submission forms.

## Submission

The University requires that for doctoral degrees four copies of the thesis are submitted to the Higher Degree Research Office. Three thesis copies are required for a Masters degree examination. Candidates are strongly advised to arrange additional copies bound for their personal use, for examiners on request and as security against accidental non-return of the thesis during the examination process. A digital copy of the thesis must be accompanied by the required signed documentation, a copy of which is at: [http://www.research.mq.edu.au/students/pdf/Digital\\_Thesis\\_Submission\\_Form2.pdf/](http://www.research.mq.edu.au/students/pdf/Digital_Thesis_Submission_Form2.pdf/).

Two forms must accompany the thesis at submission:

- Author's Consent Form; and
- Submission of an HDR Thesis for Examination.

It is the candidate's responsibility to complete details of the program on these forms and obtain the appropriate signatures. In cases where a supervisor is unable or unwilling to sign the certificate, the thesis should still be submitted. A report of the circumstances should be submitted by the supervisor to the Higher Degree Research Committee, which will determine an appropriate course of action.

## Library Copy

The University regards as important that there should be ready access through the University Library to higher degree theses. One copy of each submitted thesis is stored in a locked area within the Library. Enquiries concerning requests for access to theses are made to the Library Information Desk.

The University in special cases may restrict access to any material which has been made available on the confidential basis for use in the conduct of the research work or the preparation of the thesis. A candidate may apply to the Higher Degree Research Committee for a moratorium on the use of the thesis until after the expiry of an agreed period (ordinarily no longer than one year).

## Procedures for Examination of a Thesis

Approximately three months before the expected date of submission of the thesis, the supervisor(s) and the candidate, together with the Dean of Division (or nominee), prepare a list of potential examiners.

After the Higher Degree Research Committee has determined the final selection from the nominations and the thesis has been submitted, the thesis is dispatched to the approved examiners. The examiners' reports with the supervisor's comments are referred to the Higher Degree Research Committee. The Committee may recommend to the next meeting of Academic Senate that the degree be awarded, that correction or revision is required, or that the degree not be awarded. Candidates are notified of Academic Senate's decision to award or not award the degree following the meeting of Academic Senate. Further information on the examination process is outlined on the Higher Degree Research Office website at [http://www.research.mq.edu.au/students/thesis\\_examination/research\\_candidates/](http://www.research.mq.edu.au/students/thesis_examination/research_candidates/).

## Revise and resubmit

Candidates may be required to resubmit their thesis for re-examination and must be enrolled while undertaking the revision. The enrolment period will begin three weeks after the decision of the Higher Degree Research Committee. Resubmission is required within one year from the date of the decision of the Higher Degree Research Committee. Candidates who choose not to proceed with the resubmission will be deemed to have failed to satisfy requirements for the award of the degree. Further information on the revision and resubmission of a thesis is available on the Higher Degree research Office website at [http://www.research.mq.edu.au/students/thesis\\_examination/research\\_candidates/](http://www.research.mq.edu.au/students/thesis_examination/research_candidates/).

## Appeals

As part of its commitment to quality in the provision of higher degree research training, Macquarie University offers appeal procedures for students dissatisfied with the outcomes of assessment, or of certain other processes.

Candidates enrolled in higher degree research programs (Doctorates and Master by Research degrees) have the opportunity to appeal to the Higher Degree Research Appeals Committee (HDRAC) against a range of determinations relevant to candidature, scholarships, and thesis examinations under the provisions in the Degree Rules and according to established protocols as described below. Appeals will only be considered if submitted within the time limits described and in the prescribed manner.

### Appeals by higher degree research students against grades in coursework units

Higher degree research candidates may appeal against grades in coursework units, where such units form part of

their program of study, to the Grading Appeals Committee. Refer to the procedures as described in the Postgraduate Coursework Section of this Handbook.

### Appeals on matters of candidature, scholarships and thesis examinations

The Higher Degree Research Appeals Committee is a standing committee of Academic Senate established to investigate cases referred to it to:

1. Determine appeals against decisions of Academic Senate in respect of thesis examinations. Such appeals can only be made by the higher degree research candidate the subject of that decision and must be restricted to claims of procedural irregularity in the conduct of the examination.
2. Determine appeals against decisions of the Higher Degree Research Committee which fall into the following academic and procedural areas:
  - i) admission to candidature;
  - ii) extensions of candidature;
  - iii) leave of absence;
  - iv) supervisory arrangements;
  - v) termination of candidature;
  - vi) ranking of scholarship applicants and the awarding of Australian Postgraduate Awards with stipend, and Macquarie University Postgraduate Research Awards;
  - vii) implementation of scholarship conditions.

Such appeals can only be made by the higher degree research candidate the subject of that decision and must be restricted to claims of procedural irregularity. In the case of 2(vi), where it can be demonstrated that there may have been procedural irregularities, appeals will be referred back to the Program and Scholarships Sub-Committee of the Higher Degree Research Committee.

3. Deal with any other matters referred to it by the Higher Degree Research Committee. HDRAC will only consider appeals made in writing and there shall be no provision for the personal appearance or representation of the parties involved in the appeal.

Candidates wishing to lodge an appeal against decisions of Academic Senate or the Higher Degree Research Committee should contact the Higher Degree Research Office, for further details of procedures and grounds for appeal.

### Appeals deadline

Appeals to the Higher Degree Research Appeals Committee on matters other than coursework grades: within one calendar month of the date of issue of the notice to the candidate of the matter at issue.

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## Graduation

Students who satisfy requirements for a Higher Degree on or before February 2008 will graduate in April 2008. All students graduating in April 2008 must have their qualification confirmed by Academic Senate at a meeting up to and including the February meeting. Students who qualify after February Senate will not be eligible to graduate until September 2008. If you are unsure of your graduation status, you must contact your Division or the Higher Degree Research Office before 15 February or 8 August 2008.

April graduation information will be posted in late January with a return date of 29 February 2008. September graduation information will be posted in late July with a return date of 22 August 2008. Graduating students must ensure that their mailing and email details are kept current at all times. All name changes, requests to defer graduation and requests to graduate at one of our overseas ceremonies must be made in writing and received by the Graduation Unit by the relevant deadline. Incomplete or late requests will not be processed.

All graduation communication is conducted by mail and email. Therefore you must update your mail and email details via eStudent before the end of your final examination period. This is particularly important for international students returning to their home country at the end of semester.

### Outstanding debts

In accordance with University Council Fee Rule 12(c) students who are indebted to the University shall not be permitted to graduate until such debt is cleared. Students with outstanding financial liabilities will not be allocated to a graduation ceremony. All debts must be paid prior to the closing date for the relevant graduation series. Students who pay after the closing date will be allocated to the next available ceremony.

For more information regarding graduation please visit the Graduation Unit website at:  
[www.graduation.mq.edu.au](http://www.graduation.mq.edu.au)

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## Scholarships and Awards

Macquarie has generous scholarship schemes for applicants with a proven capacity for research. Our higher degree research candidates are an integral part of our research community and Macquarie provides a wide range of prestigious scholarships that provide for annual living allowance, supplementary scholarships, tuition fee costs and travel allowance to support them.

In addition to scholarships listed below there are many other internally and externally funded scholarships which become available from time to time. Higher degree research candidates are encouraged to contact the HDR administrator in their Division or Department to enquire about awards specific to that discipline.

Information on scholarships available for HDR study at Macquarie, including application forms, is available at: <http://www.research.mq.edu.au/students/scholarships>.

## Government Funded Scholarships/Awards

The number of government awards on offer varies from year to year. In 2007, Macquarie was able to offer 30 full domestic government awards, two industry awards and six international tuition only scholarships. These highly competitive awards attract many applicants each year.

### *Australian Postgraduate Award (APA)*

These awards are for full-time study towards higher degrees by research (some part-time awards are available in special circumstances). Maximum tenure of award is two years for a Masters and three years for a PhD, subject to satisfactory progress. In 2007, the full-time stipend was: \$19616 per annum, currently tax exempt; and part-time: \$10480 per annum taxable. The stipends increase by a small index annually. Applicants must be Australian or New Zealand citizens, or granted Australian permanent residency status by the application closing date. To receive an offer, an applicant would need to provide evidence of a four-year Australian Bachelor degree with high Class I Honours, or equivalent achievement. The closing date for applications is 31 October.

### *Australian Postgraduate Award (Industry) (APAI)*

These awards are won by the University and an industry partner for a project in an area of common research interest. The award funds a Masters or PhD scholarship in that area. Conditions are similar to those of the Australian Postgraduate Awards, but a slightly higher stipend applies. In 2007, the full-time stipend was: \$25627 per annum, currently tax exempt; part-time: \$13997 per annum taxable for scholarship holders commencing from 2004 onwards. Applicants require a minimum of Honours Class II Division 1, or evidence of equivalent achievement. Students are encouraged to contact academic staff in their area of research interest to enquire about the possibility of awards. APAI awards are normally advertised from December onwards on the HDRO website: <https://www.research.mq.edu.au/students/>.

### *Endeavour International Postgraduate Research Scholarship (E-IPRS)*

These awards aim to attract exceptional international postgraduate students to study in areas of research strength at Australian higher education institutions and to support Australia's research efforts. Maximum tenure of award is two years for a Masters and three years for a PhD, subject to satisfactory progress. The award only covers tuition fees and basic medical insurance. Applications are open to international citizens (except New Zealand citizens and permanent residents of Australia) wanting to study full-time at Macquarie

University. Successful applicants are chosen on academic merit and will provide evidence of research experience equivalent to an Australian Bachelor degree with high Class I Honours. The closing date for applications is 31 August.

## Macquarie Funded Scholarships/Awards

The scholarships/awards detailed below are a selection of those offered for study at Macquarie University and may not be offered every year.

### *Macquarie University Research Excellence Scholarships (MQRES) and International Macquarie University Research Excellence Scholarships (iMQRES)*

The Macquarie University Research Excellence Scholarship scheme was introduced in 2006 to attract high quality domestic and international research candidates to undertake research at a doctoral level in the University's identified concentrations of research excellence (CORES) and in many other areas.

Scholarships are awarded to eligible applicants, on the basis of academic merit, through a highly competitive process. The scholarship conditions and stipend amount are generally the same as those of the Australian Postgraduate Awards, with the international version offering tuition fees and compulsory health cover for the scholarship tenure. Domestic students receive tuition fees under the Australian Government Research Training Scheme. Applicants must provide evidence of an Australian Bachelor degree with high Class I Honours or equivalent research qualifications.

Prior to applying, applicants should contact academic staff in their area of research interest to discuss their project proposal and to see what funding is available. Further information on the University research CORES is available at <http://www.research.mq.edu.au/excellence>.

### *Applied Finance Scholarships*

These awards are offered in the Macquarie University Applied Finance Centre to assist postgraduate students studying in the area of applied finance. The conditions of award generally follow those of the Australian Postgraduate Awards, but attract a higher stipend: currently \$35,000 per annum tax exempt. There are usually two rounds per year, closing 31 March and 30 September.

### *Macquarie Graduate School of Management Scholarships*

These scholarships are offered in conjunction with the Australian Postgraduate Award (APA) round to full-time students enrolled at the Macquarie Graduate School of Management to assist with their postgraduate studies. There are two awards. The first offers the highest ranked MGSM APA recipient a top-up of their stipend to

\$25,000 per annum tax exempt. The second offers an APA equivalent scholarship to the highest University ranked MGSM applicant who missed out on an APA offer. Applications close 31 October.

## **Other Financial Support**

Information on various external scholarships/awards for research at Macquarie, or for overseas study, are circulated regularly to the Research Administrators in each Division on campus for general distribution.

### *Department and Divisional Scholarships*

Divisional funding to support research candidates is available and varies according to the Division and the Department or Centre. Candidates may apply for financial aid for travel costs for conferences, field work and basic research needs. Divisions have an allowance for consumables and minor equipment including printing, chemicals, photocopying costs and specific software and generally provide financial support for the candidate to undertake their research. Further details of these scholarships and application forms are available by contacting the Divisional Research Administrator and are displayed regularly on the HDRO website at:  
<http://www.research.mq.edu.au/students/scholarships/>.

### *Postgraduate Research Fund (PGRF)*

The Postgraduate Research Fund is the main source of central funding for enrolled research candidates in addition to the substantial Divisional funding. It is an internal fund and aims to encourage high quality research in all areas of the University through assistance to research candidates. Applications are considered on a competitive basis taking into account the individual merit and need, as outlined in the applicant's case. The Fund is designed to assist in covering costs including:

- attendance at an international/national research conference to present a paper/poster,
- archival and resource visits supplementary to the essential research, and
- access to specialised instruments or equipment.

The limit of a PGRF grant is currently \$4,000 and it is available once only during the period of candidature. Funding applications are generally made towards the end rather than at the beginning of candidature. Full details and forms are available at <http://www.research.mq.edu.au/researchers/funding/internal/>.

# STUDENT INFORMATION— COURSEWORK

## Admission and Enrolment

### Restrictions on admission

The University reserves the right to regulate the registration of candidates for higher degrees by postgraduate coursework masters degrees, postgraduate diplomas and postgraduate certificates to ensure that the number of postgraduate students admitted will not exceed the number for which adequate supervision, accommodation and facilities are available.

### Applications for admission: entry requirements

Applicants for admission to candidature for masters by coursework, postgraduate diplomas and postgraduate certificates must satisfy the general conditions specified in the Rules section set out in this Part of this Handbook.

The basic admission qualification for postgraduate courses is completion of a recognised Bachelor degree. Admission is competitive and applicants will be considered on academic merit and any other criteria as specified by the Division. Details of admission qualifications and any additional requirements such as work experience, supplementary forms or interviews are listed in the information for each course.

In exceptional cases, an applicant may be admitted as a candidate for a specific course if the applicant submits other evidence of academic and/or professional attainments and the admission is approved by the Division for the course in which the applicant seeks to enrol.

Further details of admission requirements for individual programs are given in the Programs of Study section in this Handbook.

Enquiries should be directed to the relevant Department, Centre or Graduate School.

### How to apply

Applications for some programs must be lodged through the Universities Admission Centre (UAC) while applications for other programs are lodged directly with Macquarie University. The 2008 Schedule of Coursework Programs at [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html) sets out the method of application. Please ensure that you lodge your application at the correct location as incorrectly lodged applications will not be processed.

If the Schedule indicates that you must apply directly to Macquarie University, go to [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html) to access an electronic copy of Macquarie's application form or contact the Student Enquiry Service for application information.

If the Schedule indicated that you must apply through UAC, go to [www.uac.edu/postgraduate.html](http://www.uac.edu/postgraduate.html) to access UAC's Apply-By-Web facility.

To obtain application material for the following areas please contact the telephone number shown:

Graduate School of Management:	(02) 9850 9017
Applied Finance Centre:	(02) 9223 6231
Centre for Policing, Intelligence and Counter Terrorism:	(02) 9850 1421
Postgraduate Diploma in Accounting and Master of Accounting:	(02) 9850 8539

### Course transfer / Change of course

Students who wish to change from one Macquarie postgraduate course to another (except for transferring from a double degree to one of the component single degrees as described below) are required to lodge a new admission application form. Refer to the application form for closing dates.

Students in a double degree can transfer automatically to either of the component single degrees. The closing dates for transfers are 14 December 2007 for transfer in the first half-year 2008 and 12 July 2008 for transfer in the second half-year 2008. Transfer forms are available at [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html) or from the Student Enquiry Service, Level 1, Lincoln Building. Please note that not all units completed in the double degree will necessarily count towards the requirements of the single degree. Only those units which are part of the study pattern for the single degree will count towards the single degree.

International students wishing to transfer course should contact Macquarie International.

### English Language Proficiency

All international students at Macquarie are required to provide evidence of proficiency in English. There are three ways that you can fulfil the English requirements for admission to a postgraduate degree at Macquarie University.

1. *Complete an approved English language test as follows*

IELTS (Academic English only) – a minimum score of 6.5 overall, with a minimum of 6.0 in each section\*

TOEFL (paper based test) – a minimum score of 580 overall, with a minimum of 53 in Listening; 52 in Reading; 59 in Structure/Written Expression; 5.0 in TWE

TOEFL (computer based test) – a minimum score of 237 overall, with a minimum of 19 in Listening; 19 in Reading; 25 in Structure/Writing

Combined Universities Language Test (CULT) – a minimum score of 70% overall, with a minimum of 17 in each section

Cambridge English Test (CET) – a minimum C+ grade in Advanced English

**\*Please note:** students applying for the following post-graduate degrees must achieve a higher level of English proficiency:

- Translating and Interpreting, and Editing and Publishing, programs: IELTS minimums of 7.0 overall, with 6.0 in Listening; 6.0 in Speaking; 7.0 in Reading; 7.0 in Writing.
  - Education programs: IELTS minimums of 7.0 overall, with 6.5 in each section
  - Australian School of Advanced Medicine programs: IELTS minimums of 7.0 overall, with 6.5 in each section
  - Master of Clinical Audiology: IELTS minimums of 7.0 overall, with 7.0 in each section
- For more information and equivalent TOEFL scores, visit:

[www.international.mq.edu.au/study/apply/english.aspx](http://www.international.mq.edu.au/study/apply/english.aspx).

2. *Study English at an approved Australian ELICOS college*

To confirm if your college is approved by Macquarie University visit:

[www.international.mq.edu.au/study/apply/english.aspx](http://www.international.mq.edu.au/study/apply/english.aspx)

3. *Study at a secondary or tertiary level (for at least one year's duration) in Australia or another country where English is the language of instruction.*

This study must have been completed within two years of when you plan to commence your degree at Macquarie. In some cases, you may also be required to submit an approved English language test in order to qualify for admission.

**Please Note:** According to Australian visa requirements IELTS is now the only English Language proficiency test accepted by Australian Immigration Officials in certain assessment levels. Even with an offer from a university, an IELTS test result which meets the visa requirements may need to be shown before a student visa is issued.

**Need help with English?**

If you don't meet Macquarie's English Language Requirements, you may be given a 'Package Offer'. This offer will require you to complete an English course before you commence your Macquarie University program.

Located on campus at Macquarie University, the National Centre for English Language Teaching and Research

(NCELTR) at Macquarie offers discipline-specific direct entry English courses. NCELTR is also an IELTS test centre and IELTS tests are conducted on campus regularly throughout the year.

For information about IELTS test schedules contact NCELTR, E3B, level 3, Macquarie University, tel: +61 2 9850 6337, email: [elpinfo@nceltr.mq.edu.au](mailto:elpinfo@nceltr.mq.edu.au) or web: [www.nceltr.mq.edu.au/elp](http://www.nceltr.mq.edu.au/elp)

**International students: how to apply**

Applicants who are not Australian or New Zealand citizens or permanent residents of Australia should apply through Macquarie International. For more information and application forms visit [www.international.mq.edu.au/study/apply/postgraduate.aspx](http://www.international.mq.edu.au/study/apply/postgraduate.aspx)

Macquarie International, tel: +61-2-9850 7346, fax: +61-2-9850 7733 or email: [iso@mq.edu.au](mailto:iso@mq.edu.au).

**Closing Dates for Applications**

*First half-year admission*

**31 October 2007** — first closing date for postgraduate coursework programs (internal and external/distance)

**14 December 2007** — final closing date for all postgraduate external/distance coursework programs

**11 January 2008** — final closing date for all postgraduate internal coursework programs

*Second half-year admission*

**31 May 2008** — first closing date for postgraduate internal coursework programs and FINAL closing date for all postgraduate external/distance coursework programs.

**30 June 2008** — final closing date for postgraduate internal coursework programs

Not all courses have a second half-year intake. Applicants should contact the Student Enquiry Service on (02) 9850 6410 or visit: [www.postgrad.mq.edu.au/PDFs/CWK\\_SCHED.pdf](http://www.postgrad.mq.edu.au/PDFs/CWK_SCHED.pdf) from April for details of mid-year admission.

The Macquarie Graduate School of Management, Applied Finance Centre, Centre for Policing, Intelligence and Counter Terrorism, and the Postgraduate Diploma in Accounting and Master of Accounting programs have different closing dates. Please contact the relevant Department for further information.

**Offers of admission**

Offers of admission for first half-year, for most coursework programs, will be made during the period November 2007 to January 2008.

Offers of admission to candidature for second half-year coursework programs will be made in June/July 2008.

Offers will be accompanied by a link to enrolment information. All candidates must enrol online by the date specified in the enrolment instructions.

Candidates wishing to enrol after the specified date must request permission from the Postgraduate Enrolment Officer. Enrolment after the specified date, if approved, may incur a late fee.

## ENROLMENT

All new students will be sent an offer letter in the mail with a link to enrolment information. New internal and external students must enrol via the web. You are a new student if you are enrolling in a course for the first time. This includes changing or upgrading your degree, eg from a Diploma in 2007 to a Masters in 2008.

The Graduate School of Management, Applied Finance Centre, Centre for Policing, Intelligence and Counter Terrorism (PICT), and the Postgraduate Diploma in Accounting and Master of Accounting programs have non-standard enrolment dates which will be advised to applicants with their offer letter.

## Deferment

It is not possible to defer enrolment. A candidate wishing to defer study until a later date must re-apply at the appropriate time.

## Campus Card

When enrolment is completed, all new candidates are issued with a photo-identity card, which should be carried during attendance at the University and shown on request. The card must be presented when borrowing books from the Library, applying for transport concessions, using the services of the Career Development Office and when sitting for examinations.

The campus card for postgraduate coursework students must be validated each year.

The number on the card is your University identification number, which should be quoted in all correspondence to the University. A candidate who loses or damages the campus card should complete an application form for a new card obtainable from the Library and pay the replacement charge of \$10 to the Cashier.

## STUDENT CONTRIBUTION OR TUITION FEES

The University has approved tuition fees for postgraduate coursework programs listed in Schedule 2 of the Fees Rules. The Schedule appears at the end of this Part of this Handbook.

The fees are charged in line with Government guidelines which provide for institutions to charge fees for postgraduate courses. Postgraduate fees paid by a student may, in certain cases, be claimable for taxation purposes as 'expenses of self-education'.

International students are charged tuition fees. Specific details can be obtained from Macquarie International.

Domestic students who undertake a postgraduate coursework program will be liable for either:

- a) tuition fees; or
- b) a student contribution if they accept a Commonwealth supported place.

Tuition fees means that the student pays fees that cover the full cost for the program. Eligible students may apply for FEE-HELP to assist them to pay their tuition fees.

A Commonwealth supported place means that both the Commonwealth and the student contribute towards the cost of the program.

## Commonwealth Supported Places

Students enrolled as a Commonwealth-supported (CSP) student are required to pay a set amount towards the cost of their course (known as a student contribution), with the Australian Government paying the remainder.

A student is eligible to be Commonwealth supported for a unit of study if they:

- have received an offer of a Commonwealth Supported place for your course of study; and
- enrol in the unit on or before the census date and remain enrolled at the end of the census date; and
- submit a completed Request for Commonwealth Support and HECS-HELP form (CAF Form); and
- have a residency status of either an Australian Citizen or a New Zealand citizen who will be a resident in Australia for the duration of the unit; or
- the holder of a permanent visa who will be resident in Australia for the duration of the unit; and
- have sufficient Student Learning Entitlement to cover the unit in which they are enrolling.

A student is eligible for a HECS-HELP loan to pay some or all of their student contribution if they:

- are enrolled in a unit of study as a Commonwealth supported student; and
- meet the citizenship or residency requirements (must be an Australian citizen or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit or a New Zealand citizen or the holder of a permanent visa (other than a permanent humanitarian visa) who is a pre-2005 HECS student and who meets the citizenship eligibility requirements that were in place under HECS.

If a student is not eligible for HECS-HELP they must pay their student contribution in full by the census date. Eligible students who pay their student contribution up front are eligible for a 20% discount.

## Tuition fee students

Students enrolled as tuition fee paying students must pay the entire cost of their course (known as tuition fees).

If you are an Australian citizen or the holder of an Australian permanent humanitarian visa, you can pay your tuition fees up front or you may apply for a FEE-HELP loan to pay some or all of your tuition fees. If you are a New Zealand citizen or the holder of an Australian permanent visa (other than an Australian permanent humanitarian visa) you do not have access to a HELP loan and must pay your tuition fees up front.

FEE-HELP loans can cover up to the full amount of your tuition fees. However, the maximum you are able to borrow in your lifetime is \$81,600 for all courses except medicine, dentistry and veterinary science. The maximum amount for these courses is \$102,000. There is no loan fee attached to FEE-HELP loans for postgraduate students.

Repayments for all HELP loans are based on income and are made through the taxation system. You do not have to start repaying your HELP loan until your income reaches \$39,825 in 2007–08.

The following website will enable domestic students to determine the cost of undertaking a postgraduate coursework program: [www.mq.edu.au/reforms](http://www.mq.edu.au/reforms)

## CREDIT FOR PREVIOUS STUDY

The policy for the granting of credit for units completed at postgraduate level at a recognised tertiary institution is as follows:

- Where Macquarie University offers a set of articulated coursework awards (degree/diploma/certificate), candidates who have been enrolled in and completed requirements for one of the lesser courses in the set may have that award conferred and also receive full credit towards the higher award for relevant studies completed.
- But, if the lesser awards lead to several higher awards, the credit from the lesser awards in the pathway can only be used once.
- Otherwise, candidates who have completed relevant postgraduate studies at Macquarie University or another university may receive up to a total credit of 25% towards a Macquarie award. Those who have only partially completed a postgraduate award may be granted credit of up to 50%.
- Units which are deemed to be relevant to the program of study and which are part of a completed course may only count towards core and option requirements, but not towards electives. Generally, credit should not be granted for electives and instead different electives should be substituted wherever possible.
- Generally, advanced standing for previous studies is only granted if the studies have been completed within the previous ten years.
- Applicants should request credit at the time of application for admission or before enrolment. Applicants

for admission through the Universities Admissions Centre (UAC) should complete the Postgraduate Request for Credit Form which is available at [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html). Certified full official transcripts (not result slips) of your previous tertiary studies, and a description of all subjects completed taken from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence, should be submitted along with your application.

- Credit for previous studies is not granted for professional qualifications or work experience.
- Credit cannot be granted for units completed elsewhere unless they correspond to units in the Macquarie University study pattern (program).
- Applicants for admission for programs through Macquarie University can apply for credit for previous study on the admission application form.

## STUDENT EMAIL

Macquarie students are issued with an official University email account. It is University policy that the University email account will be used for official University communication. All students must access their University accounts at least weekly.

## Progress During Candidature

### Progress

Postgraduate candidates in coursework programs are expected to maintain satisfactory progress in their program of study. Under the master by coursework, postgraduate diploma and postgraduate certificate Rules if a candidate's progress in the prescribed program of study is unsatisfactory, the Dean of Division will ask the candidate to show cause why candidature should not be terminated.

### Re-admission

Previous Macquarie University students returning to the SAME program (and who were not enrolled in 2007) should use the re-admission application form. An electronic copy of the form is available at: [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html) or you can obtain a form by contacting the Student Enquiry Service on (02) 9850 6410 or at [sesinfo@mq.edu.au](mailto:sesinfo@mq.edu.au)

International students should contact Macquarie International.

If your request for re-admission is successful you will be admitted into the current version of your course and you will be liable for the current year's fees for your course.

If you are applying to return to a program in which you were given early withdrawn results for all units, you should not complete a re-admission application but should complete a new admission application form.

## Re-enrolment

Continuing\* internal and external students re-enrol online via eStudent from 16 January to 25 January 2008.

\*If you are changing your program in 2008 eg moving from a Diploma to a Masters, you are considered to be a new student for fees and enrolment purposes and will need to lodge a new admission application.

Candidates completing a preliminary/qualifying program for entry to an award program **must** apply for entry to the award program by the specified closing dates and on the relevant application form.

## CHANGE OF UNIT ENROLMENT

### Addition or Discontinuance of a Unit

#### *On-Campus Coursework Students*

Postgraduate students can add or withdraw from units online via eStudent at <https://student1.mq.edu.au>.

#### *External Coursework Students*

External Postgraduate students can add or withdraw from units online via eStudent at <https://student1.mq.edu.au>.

Alternatively, external students can add or withdraw from a unit via email to the Centre for Open Education at [coecop@reg.mq.edu.au](mailto:coecop@reg.mq.edu.au).

#### *Deadline for Adding Units*

Internal units	up to the end of week 2 (7 March 2008)
External units	up to the end of week 1 (29 February 2008)

## Census Dates

Students should refer to the Macquarie University website [www.mq.edu.au/reforms](http://www.mq.edu.au/reforms) to check the census date for the units in which they are enrolled.

Discontinuance refers to the formal withdrawal from a unit online via eStudent OR via email through the Centre for Open Education if you are an external student.

**Note: Non-attendance** at classes does **NOT** constitute discontinuance.

#### *Census Dates for Standard Semester Units*

First half-year	Second half-year	Full year
31 March 2008	31 August 2008	30 April 2008

#### *Census Dates for Postgraduate Diploma and Master of Accounting Trimesters*

Trimester 1	Trimester 2	Trimester 3
11 February 2008	26 May 2008	18 September 2008

#### *Other Unit Census Dates*

Courses conducted by the Macquarie Graduate School of Management and the Applied Finance Centre have various cut off dates to add or delete units without academic or monetary penalty.

Units of enrolment in other courses may also have individual census dates according to when the unit commences. Refer to the University website [www.mq.edu.au/reforms](http://www.mq.edu.au/reforms) for unit census dates.

### *Discontinuance of a Unit before the Census Date*

If you discontinue a unit/s by the relevant Census date, you will not be liable for the relevant fees and you will be eligible to receive a refund of the relevant fees already paid.

### *Discontinuance of a Unit after the Census Date*

If you discontinue a unit after the relevant Census Date for the unit you will incur fees for the unit. If you discontinue from a unit after the relevant census date in a semester but not later than 4 weeks after the unit census date your Academic Record will show "W" denoting "withdrawn". If you discontinue later than 4 weeks after the Census date your Academic Record will show "F" denoting "fail".

## CHANGE OF NAME

Candidates are required to notify the Academic Registrar's Office of any change to their name as soon as possible.

Candidates who change their name during the period of candidature (for example, candidates who change their name on marriage) and who wish to have the University records amended should write to the Student Enquiry Service providing a specimen of both former and current signatures and documentary evidence (such as the marriage certificate or deed poll) of the change of name.

## CHANGE OF ADDRESS

All students are responsible for updating their contact details via eStudent. Failure to do so could lead to important correspondence or course information not reaching a candidate. The University cannot accept responsibility if official correspondence fails to reach a candidate who has not notified of a change of address.

## INTELLECTUAL PROPERTY

The University's policy on intellectual property (IP) includes rights in respect of patents, copyrights, plant variety rights, registered designs, confidential information and trade secrets.

Full details of the policy are available on the University's Research Office website at: [www.research.mq.edu.au/policy/](http://www.research.mq.edu.au/policy/)

# Assessment

## Requirements

### *To complete a Postgraduate Unit*

Rule 6(2) of the postgraduate coursework rules prescribes in general what a student needs to do to complete a unit of study satisfactorily. Academic Senate has resolved that students are to be advised, in writing within two weeks of the beginning of each unit, the work required to complete it satisfactorily and the date for completion of each component. Rule 8(1) of the postgraduate coursework rules empowers Deans of Division to exclude from the examination a student who has not complied with the prescribed requirements of that unit.

## Examinations

### *Examination Timetables*

Approximately eight weeks before the mid-year and end-of-year examination periods a draft examination timetable is available on the Macquarie home page at <http://www.timetables.mq.edu.au/exam>. A copy of the timetable is also placed outside the Academic Program Section on Level 4 of the Lincoln Student Services Building. Students enrolled in one or more distance education units will be advised in writing of the date and time of their examinations.

You should check the timetable carefully. If you have any clashing examination times it is your responsibility to notify the Examinations Officer, Academic Program Section, immediately.

The final examination timetable (incorporating any amendments that have been made to the draft timetable) will be available on the Macquarie home page at <http://www.timetables.mq.edu.au/exam> approximately four weeks before the commencement of examinations. Details of the date and time of final examinations, together with information regarding the location of external examination centres will be sent to all students enrolled in distance education units. Distance education students sitting examinations at the North Ryde campus will be advised of their seat number and room location in writing. Final seat number and room location information for all students sitting examinations at the North Ryde campus can be obtained from the Macquarie home page at <http://www.timetables.mq.edu.au/exam>.

### *Conduct of Examinations*

Students sitting for examinations at the University are allotted a seat number for each unit. Details of seat number and room location information for all students sitting examinations at the North Ryde campus can be obtained from the Macquarie home page at <http://www.timetables.mq.edu.au/exam>.

Candidates are not permitted to take bags or briefcases of any description into an examination area, but they may take in small money purses. **NO MOBILE PHONES OR OTHER UNAUTHORISED ELECTRONIC DEVICES SUCH AS MP3 PLAYERS AND IPODS MAY BE BROUGHT INTO EXAMINATION ROOMS.** Candidates may, if they wish, deposit bags or briefcases or other property in an area provided for this purpose or in the cloakroom in the SAM building. Such bags, briefcases or other property are deposited at the owner's risk. The University will not be responsible for loss or damage of any description to property so deposited.

Candidates must present their University ID card to gain entry to an examination and must display the card on their tables for the duration of the examination.

**NOTE: Mobile phones or other unauthorised electronic devices are not permitted in the examination rooms. Students found in possession of a mobile phone or other unauthorised electronic devices in an examination room may be expelled from the University.**

### *Student Conduct in Examinations*

The Rules governing the conduct of students in examinations are:

- (a) Candidates are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.
- (b) No bag, writing paper, manuscript or book, other than a specified aid, is to be brought into or removed from an examination room.
- (c) No candidate shall be admitted to an examination after one hour from the time of commencement of the examination. No candidate shall be permitted to leave an examination room before the expiry of one hour from the time the examination commences. Where in special cases this rule is varied an appropriate announcement will be made.
- (d) No candidate shall be readmitted to an examination room after he or she has left it unless during the full period of the absence the candidate has been under approved supervision.
- (e) A candidate shall not by any improper means obtain, or endeavour to obtain, assistance in his or her work, or give, or endeavour to give, assistance to any other candidate.
- (f) There must be no communication of any kind between candidates in the examination rooms except where laid down in the rules for a specific examination.

## Special Consideration

Students who are prevented by unavoidable disruption from completing any of the work required to complete a unit should report the circumstances in writing (supported by a Professional Authority Form or other proper evidence) to the Academic Registrar's Office. The information supplied will then be referred to the Dean of the Division in which the unit is offered, to take into account when assessing the student's performance (see Rule 6 of the Postgraduate Coursework Rules). Where students were prevented by unavoidable disruption from attending an examination or prior to or during an examination were affected by unavoidable disruption which they believe prejudiced their performance, they should report the circumstances in writing to the Academic Registrar's Office. The report (supported by an original Professional Authority Form or other proper evidence) should reach the Academic Program Section of the Academic Registrar's Office by no later than five days after the date of the examination for the unit, and in any case not later than the day following the final day of the examination period. Requests for special consideration in Vacation or Summer Course Program units must be lodged within two working days after the date of the examination for the unit or the date of the submission of the final assignment/take home examination. The information supplied will then be referred to the Dean of the Division in which the unit is offered who may, after considering the information, recommend that Academic Senate grant a special examination.

## Assessment of Group Work

Academic Senate has adopted the following policies on assessment of students' work prepared and presented as a single entity by a group.

1. Work prepared and presented as a single entity, and in which contributions of individual students cannot be identified\* should
    - (a) be graded only on a pass/fail basis; and
    - (b) count for not more than 30% of the total assessment if the grading of the unit is still to be on a graded basis unless the prior approval of Academic Senate has been given under Postgraduate Coursework Rule 7(3).
- \* Note that individual contributions must be proved by individual log-books or other identifiable evidence.
2. Senate has also determined that where resubmission of assignments is permitted for a unit of study there should be only one resubmission and the resubmission should make possible an improvement of assessment from grade F to grade P but not to higher grades.

## Grades

### Grading System

Under the authority granted to the Academic Senate, pursuant to Rule 7(2), the following range of standardised numerical grades applies as follows:

HD	High Distinction – 85-100
D	Distinction – 75-84
Cr	Credit – 65-74
P	Pass – 50-64
PC	Conceded Pass – 45-49
F	Fail – 0-44
S	Satisfactory (used for units where grading is on a pass or fail basis only)

Raw marks are given on each assessment task. The scaled marks are then derived from raw marks.

The student's grade of achievement in a unit is based on an assessment of all relevant work in the unit including performance at examinations.

The University does not issue paper-based result notifications except for students who qualify for an award. Unit results and details of eligibility to graduate can be found at: <https://student1.mq.edu.au>. There is no formal provision made for remarking of examination papers.

Senate has resolved that students with a query or difficulty about final results in a unit of study may discuss the matter with their teachers in, or the lecturer in charge of, that unit and, in the event of continuing difficulty, with the Head of Department or with the Dean of Division.

### Grade Point Average

The Grade Point Average (GPA) of a student is a calculation which reflects the overall grades of a student. It is based on units completed at Macquarie University and does not take into account credit points granted for credit for previous studies.

The GPA is printed on all academic records. It is used in academic advising in the following areas: for unit prerequisites for transfer from one degree program to another and for admission to restricted areas of study.

#### Calculation of Grade Point Average

Grades obtained prior to 2001:

The grade point average (GPA) for grades obtained prior to 2001 is calculated as follows:

$$\text{GPA} = (4a + 3b + 2c + 1cq + 0f) \text{ divided by } e$$

where

- a is the number of credit points gained at A grade,
- b is the number of credit points gained at B grade,
- c is the number of credit points gained at C grade,
- cq is the number of credit points gained at CQ grade,

- e is the **total number of credit points** for which a student is effectively enrolled (excluding units with W or P),
- f is the number of credit points gained with an F grade.

#### *Grades obtained from 2001:*

The grade point average (GPA) for grades obtained from 2001 is calculated as follows:

$GPA = (4w + 3x + 2y + 1z + 0f)$  divided by e

where

- w is the number of credit points gained at HD and D,
- x is the number of credit points gained at Cr,
- y is the number of credit points gained at P,
- z is the number of credit points gained at PC,
- e is the **total number of credit points** for which a student is effectively enrolled (excluding units with W or S),
- f is the number of credit points gained with an F grade.

The grade point average of an applicant of a student who has been enrolled in any combined or double degree program will be calculated on the basis of the entire program.

## Appeals

### APPEALS AGAINST GRADES

A formal system enabling students to appeal against grades for units of study has been established.

#### *Step 1: Consultation*

The student should discuss problems arising from the final unit grade with the academic staff member in charge of the unit. This should be in writing on the *Appeals Against Grades Form* unless otherwise advised, before the deadline specified in the Handbook for the submission of formal appeals.

In addition to addressing the specific enquiries and concerns of the student, the staff member should check and if requested report to the student in writing that the final examination paper has been marked in its entirety, and also that the various components of the unit assessment have been incorporated into the grade. Students are entitled to view their examination scripts. The academic staff member in charge of the unit is entitled to determine reasonable arrangements for viewing examination scripts.

If it is not possible to respond to the student's enquiry within 10 working days of the student's contact, an acknowledgement of the contact and an explanation for the delay should be made.

#### *Step 2: Formal appeal to the Dean of the Division*

If the student is unsatisfied with the response from the staff member, and wishes to initiate the formal appeal process, then the student must:

- put in writing the specific reasons why the grade is being questioned and include a copy of the correspondence with the academic member in charge of the unit, and
- submit this written request for a review of the grade awarded to the Dean of Division or nominee. A candidate can only appeal against the award of a grade where:
  1. the unit coordinator did not provide a unit outline as required; or
  2. the assessment requirements as specified in the unit outline were varied in an unreasonable way; or
  3. examiners judgement was not objectively applied because of prejudice against the individual candidate; or
  4. a candidate is of the view that a clerical error has occurred in the computation of the grade; or
  5. due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date
  6. a candidate is of the view that they have been disadvantaged in some way due to the conduct of their final examination.

At this point the Dean of Division or nominee may discuss the matter with both the student and the staff member in attendance. At the completion of these discussions, the Dean of Division or nominee will notify the outcome of the appeal to the Academic Registrar and the student in writing.

### *Step 3: Formal appeal to Grading Appeals Committee via the Academic Registrar*

If difficulties continue and a mutually agreeable result is not reached, the student may, before the expiration of 5 working days after the meeting with the Dean of Division or nominee, lodge an appeal with the Academic Registrar which details and makes explicit the grounds for claiming that the conclusion reached in Step 2 is unfair or unjust. Students contemplating such an appeal may wish to consult the Dean of Students before lodging an appeal with the Academic Registrar.

The Academic Registrar will then refer the matter together with all relevant documents to the Grading Appeals Committee, which will recommend a course of action to Academic Senate. Appeals against grades at this level are based on procedural matters only.

### *Appeals deadlines*

The appeals procedure is subject to strict deadlines that will not be varied. Appeals not received within the time scale set out below will not be considered:

#### **(i) 2008 Summer Course Program**

- Lodgement of formal appeal with Dean of Division: 29 February 2008
- Notification of grade recommendation from Dean of Division to student and Academic Registrar: 7 March 2008
- Lodgement of appeal with Academic Registrar: within five working days of notification of Dean of Division's recommendation.

#### **(ii) Mid-year examinations**

- Lodgement of formal appeal with Dean of Division: 28 July 2008
- Notification of grade recommendation from Dean of Division to student and Academic Registrar: 11 August 2008
- Lodgement of appeal with Academic Registrar: within five working days of notification of Dean of Division's recommendation.

#### **(iii) End-of-year examinations**

- Lodgement of formal appeal with Dean of Division: 15 January 2009
- Notification of grade recommendation from Dean of Division to student and Academic Registrar: 29 January 2009
- Lodgement of appeal with Academic Registrar: within five working days of notification of Dean of Division's recommendation.

#### **(iv) 2009 Summer Course Program**

- Lodgement of formal appeal with Dean of Division: 27 February 2009
- Notification of grade recommendation from Dean of Division to student and Academic Registrar: 6 March 2009
- Lodgement of appeal with Academic Registrar: within five working days of notification of Dean of Division's recommendation.

Students permitted by a Dean of Division to enter a unit for which a previous unit grade that is subject to appeal is a prerequisite, do so at their own risk.

### *Grading Appeals Committee*

All student appeals to the Grading Appeals Committee must be in writing. The written submission must specify and make explicit the grounds for the appeal. The Committee will also request a written submission from the Dean of the Division. When the information is returned from the Division, the Grading Appeals Committee will meet to consider the issues raised.

The Grading Appeals Committee may, as it sees fit,

- a. disallow the appeal;
- b. disallow the appeal, but recommend modifications to the grading procedures of the Division;
- c. allow the appeal and report the changed grade to the Dean of Division and Senate; or
- d. allow the appeal as in (c) and recommend that the Dean of Division review the grades of all students in a similar situation to the appellant.

In exceptional cases, a Dean of Division may challenge the grade determined by the Grading Appeals Committee. In that case, the points of disagreement will be presented for determination at Academic Senate.

## Plagiarism

The Academic Senate in June 2001 approved policies and procedures to ensure that the University takes a consistent and equitable approach to plagiarism. The Senate adopted the following definition of plagiarism.

Plagiarism involves using the work of another person and presenting it as one's own. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged.

- (a) copying out part(s) of any document or audio-visual material (including computer based material);
- (b) using or extracting another person's concepts, experimental results, or conclusions;
- (c) summarising another person's work;
- (d) in an assignment where there was collaborative preparatory work, submitting substantially the same final version of any material as another student.

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.

Senate also approved a statement entitled *The Dangers of Plagiarism and How to Avoid it* which is as follows:

The integrity of learning and scholarship depends on a code of conduct governing good practice and acceptable academic behaviour. One of the most important elements of good practice involves acknowledging carefully the people whose ideas we have used, borrowed, or developed. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

Therefore, there is nothing wrong in a student using the work of others as a basis for their own work, nor is it evidence of inadequacy on the student's part, provided they do not attempt to pass off someone else's work as their own.

To maintain good academic practice, so that a student may be given credit for their own efforts, and so that their own contribution can be properly appreciated and evaluated, they should acknowledge their sources and they should ALWAYS:

- i) state clearly in the appropriate form where they found the material on which they have based their work, using the system of reference specified by the Division in which their assignment was set;
- ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed, or summarised, even if they put these ideas into their own words;
- iii) avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.

If a student uses the work of another person without clearly stating or acknowledging their source, the result is falsely claiming that material as their own work and committing an act of PLAGIARISM. This is a very serious violation of good practice and an offence for which a student will be penalised.

A STUDENT WILL BE GUILTY OF PLAGIARISM if they do any of the following in an assignment, or in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:

- (a) copy out part(s) of any document or audio-visual material, including computer-based material;
- (b) use or extract someone else's concepts or experimental results or conclusions, even if they put them in their own words;
- (c) copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
- (d) submit substantially the same final version of any material as a fellow student. On occasions, a student may be encouraged to prepare their work with someone else, but the final form of the assignment must be their own independent endeavour.

Opportunities and temptations for plagiarism have increased with the spread of internet access. Plagiarism is a serious threat to the teaching and accreditation process, and seriously undermines the collegial and ethical principles which underpin the work of a University.

A full outline of the revised University Policy on Plagiarism can be found on the official Student @ Macquarie website at [www.student.mq.edu.au/plagiarism/](http://www.student.mq.edu.au/plagiarism/). The website includes a general discussion of plagiarism, definitions, examples drawn from concrete cases, procedures that will be followed by the University in cases of plagiarism, and recommended penalties. Students are expected to familiarise themselves with the website.

## Graduation

### Qualification — expectation to complete

Postgraduate coursework qualifications are administered by the Academic Program Section. Students who expect to satisfy requirements in July (first half) or December (second half) 2008 must ensure that an expectation to complete has been entered on their student record. This is normally done during the enrolment periods in January/February or in July. This information can be viewed on your eStudent login site: My Results/I Expect to Complete. If this information is not visible, follow the instructions contained on the website or visit the Student Enquiry Service, Level 1, Lincoln Student Services Building.

Students who satisfy requirements for a postgraduate award at the meetings of Academic Senate held on 13 December 2007 or 19 February 2008 will be eligible to graduate in April 2008. If you are unsure of your April qualification and graduation status, you must contact the Academic Program Section before 15 February 2008.

**Note:** Students completing Summer Session or Vacation Program units and students with late resolution of results or qualifications will not be eligible to graduate until Saturday 24 May 2008.

Students who satisfy requirements for a postgraduate award at the meetings of Academic Senate held on 11 July and 12 August 2008 will be eligible to graduate in September 2008. If you are unsure of your September graduation status, you must contact the Academic Program Section before 8 August 2008.

### Qualification — results

Macquarie University adheres to a formal qualification and graduation process. Students are not eligible to graduate until their award (qualification) has been approved at a meeting of Academic Senate. The last qualification Senate for April graduation will be held on 19 February 2008 and the last qualification Senate for September graduation will be held on 12 August 2008. Students qualifying after 12 August 2008 will not graduate until 2009 (Hong Kong students excepted). Qualified students will be able to view their award (qualification) and graduation allocation details on eStudent after the examination results are released. If you have viewed your results and are not sure of your qualification or graduation status, please email [apsinfo@mq.edu.au](mailto:apsinfo@mq.edu.au) or [graduation@mq.edu.au](mailto:graduation@mq.edu.au) within the time frames advertised.

### Graduation

April graduation information will be posted in late January with a return date of 29 February 2008.

September graduation information will be posted in late July with a return date of 22 August 2008. When you

receive your graduation information, you must check the name of your award carefully as it may not be possible to alter the award after it has been conferred at a graduation ceremony. If the award shown on the Conferring of Degrees Form is incorrect, please contact the Academic Program Section immediately. Graduating students must ensure that their mailing and email details are kept current at all times. All name changes, requests to defer graduation and requests to graduate at one of our overseas ceremonies must be made in writing and received by the Graduation Unit by the relevant deadline. Incomplete or late requests will not be processed.

All graduation communication is conducted by mail and email. Therefore you must update your mail and email details via eStudent before the end of your final examination period. This is particularly important for international students returning to their home country at the end of semester.

### Overseas graduation

The University conducts graduations at various locations overseas. Information regarding overseas graduations will be made available on the Graduation Unit website, [www.graduation.mq.edu.au](http://www.graduation.mq.edu.au). Local students intending to graduate overseas must submit the Request to Change Graduation Date or Venue form, available on the website, by the relevant deadline.

### Outstanding debts

In accordance with University Council Fee Rule 12(c) students who are indebted to the University shall not be permitted to graduate until such debt is cleared. Students with outstanding financial liabilities will not be allocated to a graduation ceremony. All debts must be paid prior to the closing date for the relevant graduation series. Students who pay after the closing date will be allocated to the next available ceremony.

# Scholarships and Awards

## Alex Mitchell Scholarship in Educational Leadership

The purpose of the scholarship is to assist the holder in pursuing a program of study leading to the Postgraduate Certificate in Educational Leadership (School Education). The scholarship is available only to applicants who have completed an award in Education at Macquarie University. The successful candidate will be currently involved in educational management and leadership activities, and looking to further their skills and knowledge in these areas. The scholarship covers tuition fees for this program. Additional costs, such as text books, are the student's own responsibility. Further information is available from the Academic Support Manager, ACES on phone (02) 9850 8649.

## Allan Moyes Scholarship

The purpose of the scholarship is to assist highly talented individuals in undertaking the full-time or part-time Master of Management (MMgt) program. The successful applicant must have a Bachelor degree and be a citizen of a country other than Australia.

There is one scholarship to the value of 50% of tuition fees over a one year period. In making the decision, the following criteria will be considered: career achievements, personal achievements, goals and ambitions, community activities, expectations and perceived value of the program to their career, motivation and desire to achieve in a program, scholastic achievements and leadership roles.

Applications should be made on the relevant application form available from the Graduate School of Management.

## Equity Scholarships

Macquarie University has a scheme for a limited number of eligible students to enrol in a tuition fee course at a reduced rate. Eligibility for the Equity Scholarships will be based on receipt of a means and assets tested living allowance from Centrelink and will also be subject to certain other conditions. Application forms and details of the requirements for the scholarship are available from <http://www.postgrad.mq.edu.au/fees.htm#equityschol/>.

## Frederick Hall Scholarship

The purpose of the scholarship is to assist highly talented individuals in undertaking the full-time or part-time Postgraduate Diploma in Management (PGD) program. The successful applicant must be an Australian citizen or permanent resident.

There is one scholarship to the value of 50% of tuition fees over a one year period. In making the decision, the following criteria will be considered: career achievements, personal achievements, goals and ambitions, community activities, expectations and perceived value of the program to their career, motivation and desire to achieve

in a program, scholastic achievements and leadership roles.

Applications should be made on the relevant application form available from the Graduate School of Management.

## Garrawi Indigenous Scholarship

(Supported by the University's Alumni)

The scholarship shall be awarded to an Aboriginal and/or Torres Strait Islander person, enrolled in a Postgraduate program, on the basis of academic merit and demonstrated commitment to Indigenous community advancement.

This \$2,500 scholarship may be awarded each year and shall be tenable for that year.

For further information contact the Alumni Office on (02) 850 7310 or visit the Web: [www.alumni.mq.edu.au/](http://www.alumni.mq.edu.au/)

## George Cooney Scholarship

The purpose of this scholarship is to assist the holder in pursuing a program of study leading to the Postgraduate Certificate in Education Studies. The eligible applicant must have a Bachelor degree (or equivalent), be a graduate of Macquarie University and commenced in the teaching service in the last five years. The recipient of the scholarship will receive a waiver of tuition fees relating to this program of study. Further information is available from the Academic Support Manager, Australian Centre for Educational Studies on phone (02) 9850 8649.

## James Frank Kirk Scholarship

The purpose of the scholarship is to assist highly talented individuals in undertaking the full-time or part-time Master of Management (MMgt) program. The successful applicant must be an Australian citizen or permanent resident.

There is one scholarship to the value of 50% of tuition fees over a one year period. In making the decision, the following criteria will be considered: career achievements, personal achievements, goals and ambitions, community activities, expectations and perceived value of the program to their career, motivation and desire to achieve in a program, scholastic achievements and leadership roles.

Applications should be made on the relevant application form available from the Graduate School of Management.

## Karen Lynch Memorial Award: Grant-in-Aid

This grant-in-aid of \$10,000 per annum, is offered to an indigenous student to assist in postgraduate studies. These studies should be seen to have positive community outcomes. Candidates are nominated by Warawara at Macquarie University and compete for the award with students from other universities.

### **Malcolm Irving Scholarship**

The purpose of the scholarship is to assist highly talented individuals in undertaking the full-time or part-time Postgraduate Diploma in Management program. The successful applicant must be a citizen of a country other than Australia.

There is one scholarship to the value of 50% of tuition fees over a one year period. In making the decision, the following criteria will be considered: career achievements, personal achievements, goals and ambitions, community activities, expectations and perceived value of the program to their career, motivation and desire to achieve in a program, scholastic achievements and leadership roles.

Applications should be made on the relevant application form available from the Graduate School of Management.

### **Master of International Business Scholarship**

The purpose of these scholarships is to provide assistance towards the tuition fees for the Master of International Business course for the three students with the highest cumulative GPAs in the Bachelor of Business Hospitality and Tourism. The students will receive tuition fee waivers for all or some of their units in the Master of International Business. Details can be obtained from the Office of the Registrar, International College of Management, Sydney (ICMS) on 9977 0333 or email: [info@icms.edu.au](mailto:info@icms.edu.au)

### **MGSM Alumni Scholarship**

The purpose of the scholarship is to assist highly talented individuals in undertaking the full-time or part-time Master of Business Administration (MBA) program. The successful applicant must have a Bachelor degree and be an Australian citizen or permanent resident.

There is one scholarship to the value of 50% of tuition fees over a one year period. In making the decision, the following criteria will apply: career achievements, personal achievements, goals and ambitions, community activities, expectations and perceived value of the program to their career, motivation and desire to achieve in a program, scholastic achievements and leadership roles.

Applications should be made on the relevant application form available from the Graduate School of Management.

### **Unisys Scholarship**

The purpose of this scholarship is to assist talented women with potential for future leadership in the IT Services sector in undertaking the full-time or part-time Master of Business Administration (MBA) program. The successful applicant must be a female Australian citizen or permanent resident, have gained entry into the part-time or full-time MGSM Master of Business Administration program, have a Bachelor degree in a related field, or equivalent qualifications. The applicant must have either achieved or demonstrated previous professional experience in the IT services industry and/or a

demonstrated commitment to a career in that industry, high potential in their chosen field or industry, thought, leadership and vision, leadership and integrity as a role model for women.

There will be three scholarships to the value of \$10,000 each for tuition fees over a one year period.

Applications should be made on the relevant application form available from the Graduate School of Management.

### **The Vice-Chancellor's Scholarship**

The purpose of the scholarship is to assist highly talented individuals in undertaking the full-time or part-time Master of Business Administration (MBA) program. The successful applicant must be a citizen of a country other than Australia. There is one scholarship to the value of 50% of tuition fees over a one year period. In making the decision, the following criteria will be considered: career achievements, personal achievements, goals and ambitions, community activities, expectations and perceived value of the program to their career, motivation and desire to achieve in a program, scholastic achievements and leadership roles.

Applications should be made on the relevant application form available from the Graduate School of Management.

### **Woolworth's Scholarship**

The purpose of this scholarship is to provide assistance towards the tuition fees of either the Master of Business Administration (MBA) or Master of Management (MMgt) in the Graduate School of Management. The scholarship holder, prior to commencing the award, shall be currently employed in a permanent (full or part-time) position in the Australian retail industry and have demonstrated commitment to a career in that industry. Applications should be made on the relevant application form available from the Graduate School of Management.