

# GLOSSARY OF TERMS

## Academic year

The academic year consists of two half-years, each consisting of thirteen weeks of teaching and an examination period of several weeks. Refer to page 12 of this Handbook for the dates of the 2009 academic year.

## Area of study

A subject area (such as economics, mathematics) from which you can choose your major.

## Assumed knowledge

A level of achievement in the Higher School Certificate Examination (or its equivalent) considered desirable for successful study in a first-year unit.

## Census dates

These are dates by which you must discontinue enrolment in a unit to avoid being liable for student contribution charges or tuition fees for that unit and consuming Student Learning Entitlement. For first half-year 2009 units the census date is 31 March; for second half-year units 31 August. Other census dates apply to other study periods and units. See page 38 of this Handbook and [www.mq.edu.au/reforms](http://www.mq.edu.au/reforms).

## Coherent study

A coherent study represents a particular stream of study, and consists of a specific set of units you have to complete at 300 level or higher (generally speaking, in your final year). It will have to be preceded by other units at 100 level and 200 level, but these are generally not listed as part of the coherent study – they are either prerequisites for your 300-level units or part of the general requirements for your degree, given in the section of the Handbook entitled General Requirements for Bachelor Degree Awards. A small number of coherent studies have some prescribed units also listed.

## Commonwealth Supported Place

A Commonwealth Supported Place (CSP) is a higher education place for which the Australian Government makes a contribution to your education provider towards the cost of your education. If you are enrolled in a unit as a Commonwealth supported student you will be required to contribute to the cost of your education through a student contribution. For eligible students, student contribution amounts can be paid through HECS-HELP. For more information see page 28 of this Handbook and [www.reg.mq.edu.au/undergrad/current/feescharges](http://www.reg.mq.edu.au/undergrad/current/feescharges).

## Composite mode

A unit of study which is offered in composite mode has some components which require on-campus attendance and other components which are available by external study. Arrangements for these units vary considerably, and students should consult the unit description and/or the staff in charge of the unit for full details.

## Concurrent enrolment

If you have approval to undertake a unit of study at another university as part of your program, you may be granted credit for that unit. For more information see [www.reg.mq.edu.au/undergrad/current/currentstudents](http://www.reg.mq.edu.au/undergrad/current/currentstudents).

## Corequisite

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

## Credit

You are doing units for credit if you are doing them to count towards an award, such as a degree or diploma. This is normally the case unless you are a non-award student or unless the unit cannot be taken for credit with (NCCW) one that you have previously passed either at Macquarie or elsewhere.

## Credit for previous studies

If you have studied at another academic institution, you may be eligible for credit towards your degree at Macquarie. This credit is called credit for previous studies and is expressed in the form of Macquarie credit points. If you are eligible for credit for previous studies you should request advice about credit when accepting the offer of admission. Students who receive some credit will also be advised of any areas in which exemptions may apply. For more information see page 24 of this Handbook and [www.reg.mq.edu.au/undergrad/current/currentstudents](http://www.reg.mq.edu.au/undergrad/current/currentstudents).

## Credit point

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

## CSP

See Commonwealth Supported Place.

## Degree

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

## Department

Each of the Faculties of the University is divided into Departments, the name of which usually, but not always, reflects the discipline being studied, eg the subject of English is in the Faculty of Arts, Department of English.

## Discontinue

If you decide to discontinue, or abandon, your enrolment in a unit, you must have the change entered on the student system either via the web or a change of program form. The date by which you do this is important. You must discontinue by the census date in order to be 'not effectively enrolled' (NE) and to be not liable for student contribution charges or tuition fees. If you withdraw after the census date, your official transcript will show a Fail grade for the unit. For further information see page 38 of this Handbook and [www.reg.mq.edu.au/undergrad/current/currentstudents](http://www.reg.mq.edu.au/undergrad/current/currentstudents).

## Distance education

Certain units of study are offered on a distance education (or external) basis; these units are identified with an X code in the Schedule of Undergraduate Units. Students who are otherwise doing their course by internal study may apply for enrolment in these units (other than law units). For more information see [www.coe.mq.edu.au](http://www.coe.mq.edu.au).

## Elective units

Most undergraduate study patterns do not specify all the units you need to complete to finish your degree; they allow room for elective units (or electives) to make up the total number of credit points required. You can choose your elective units from anywhere in the Schedule of Undergraduate Units, so long as you satisfy the appropriate prerequisites.

## Exclusion

Exclusion from the University means that you are barred from re-enrolling for a set period. You may be excluded for taking an unduly long time to complete your degree, for failing to pay fees or charges by the due date, or for disciplinary reasons.

## Exemptions

An exemption is a decision made by a member of the academic staff that you may not take a particular unit at Macquarie University because you have studied and passed a similar unit at another institution. These exemptions are determined on the basis of overlap of content, and only apply to students who have been granted credit for previous studies. The number of credit points from

which a student is exempted is related to the amount of credit for previous studies given. You will be advised of the areas in which exemptions may apply at the same time as credit is notified. If you are exempted from a unit which is a prerequisite for another unit, you are considered to have satisfied that prerequisite.

## Faculty

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

## Full-time

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

## GPA

See Grade Point Average.

## Grade 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 undergraduate units completed at Macquarie University and does not take into account credit points granted for advanced standing or non-award study. It is printed on a student's academic record. The GPA is a calculation out of 4, ie the highest GPA that can be achieved is 4. Such a GPA would indicate that a student's grades are Distinction or High Distinction. For further information see page 43.

## Graduand

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

## Graduate

A graduate is someone who has been awarded a degree.

## Graduate diploma

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

## HECS-HELP

Higher Education Contribution Scheme. The booklet *HECS – Your Questions Answered* is available from the Student Enquiry Service.

## Honours

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

## Level

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

## Major

A major is a structured sequence of units, represented either by a coherent study or by a particular study pattern. Some majors are represented by only one such program, others by several.

## Misconduct

Misconduct occurs when a student does not follow the Bylaws or rules set down by the University. A student may be punished for misconduct or breach of discipline by suspension from classes, payment of fines, or exclusion from the University.

## Mode of offering

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

## NCCW

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

## Non-award

Non-award enrolment, available (with departmental approval) in most undergraduate and some postgraduate units, lets you enrol in units without being enrolled in a degree or diploma. It is not available to you if you are currently enrolled in a Macquarie degree or if you have failed two non-award units since 1 January 2005.

## Non-degree

Non-degree enrolment is enrolment by a current Macquarie degree student in a unit which will not be counted for credit towards the degree. Such a unit may be an NCCW unit.

## Not effectively enrolled

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

## On-campus session

An on-campus session is a lecture, tutorial or practical session held on the University campus for students who are studying in distance education mode.

## Part-time

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

## Pass degree

A pass degree is the normal form of a bachelor degree or a master degree, when an honours program has not been undertaken.

## Pink form

The *Application for Special Approval (Waiver)* form is commonly known as a Pink Form.

## 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.

Assisting another person to commit plagiarism may attract the same penalties which apply to plagiarism. For further information see page 46 of this Handbook.

## Practical

Practical work or practical sessions are usually a compulsory component in the scientific subjects of the University. They are often carried out in a laboratory or in the field and involve 'hands-on' techniques.

## Prerequisite

A prerequisite is a unit of study which must be completed or a requirement which must be satisfied before you enrol in a particular unit. Prerequisites and corequisites are listed in the Schedule of Undergraduate Units.

## Prescribed unit

Units which are compulsory for completion of a degree have been specified by the Academic Senate and are referred to as prescribed units.

## Program code

An individual code has been allocated to each Program of Study, whether it is a coherent study or a study pattern. Coherent studies have a code which consists of three letters followed by two numerals (for example, LNG01). Study patterns have four letters followed by two numerals (for example, LING01)

## Program of study

Your program of study is the combination of units or research work required to satisfy your major and to enable you to qualify for the degree for which you are enrolled. All programs of study available at Macquarie are detailed in the Schedule of Programs of Study in Part 3 of this Handbook.

See also Coherent study and Study pattern.

## Remission or re-crediting

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

## Schedule of Undergraduate Units

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

## Special examination

If you were unable to attend a compulsory examination because of illness or misadventure, you may apply to the Academic Program Section to sit a special examination at a later date. The temporary grade awarded is 'IS' (Incomplete - Special Examination).

## Student Learning Entitlement (SLE)

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

## Study pattern

A study pattern is a particular way of representing a major, which is a structured sequence of units taken to satisfy the relevant degree requirements. It consists of core units at each level (unlike a coherency which specifies only 300-level units) and usually a number of elective units to make up the total number of credit points required for the degree.

## TEP – Teacher Education Program

Students intending to teach must consult advisors with the Teacher Education Program and ensure that they comply with requirements as specified in the *Teacher Education Program Student Guide* available from the Macquarie University Department of Education.

## Testamur

Your testamur is the official document with the University's seal on it which certifies that you have been awarded your degree or diploma.

## UAC

See Universities Admissions Centre.

## Unavoidable disruption

Unavoidable disruption is the result of a set of circumstances beyond normal expectation and over which you have no control. Documentary evidence of such disruption may be accepted as reason for withdrawal from a unit or for the award of a special examination. For the Academic Senate policy on unavoidable disruption see page 40 of this Handbook.

## Unit code

An individual code has been allotted to each unit of study. The code is three or four letters to represent the subject area followed by one digit to represent the level of the unit: 1 = 100 level, 2 = 200 level, 3 = 300 level etc followed by two further digits to distinguish the particular unit. For example, the unit code for Bilingualism is LING312, indicating that it is a Linguistics unit at 300 level.

## Unit of study

Your Program of Study, whether it is for a degree or diploma, is made up of a number of units of study (generally referred to as units, and sometimes informally called subjects), each worth a fixed number of credit points. For instance, if studying for the Bachelor of Arts, the student must complete units totalling at least 68 credit points; you might do as many as 20 or 25 units, worth 2 to 6 credit points each. A unit of study may be a half-year or full-year unit of instruction, involving lectures, assignments, practical sessions and tutorials or on-campus sessions.

A list of units offered for undergraduate students is found in the Schedule of Undergraduate Units in Part 3 of this Handbook.

## Universities Admission Centre

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

## Waiver

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

## Withdrawal Without Penalty (W)

'W' (withdrawal) is a grade given for a unit of study which indicates that you have withdrawn from the unit without academic penalty and is awarded when a Fail grade is converted to a W. 'W' withdrawn grades are still a financial liability.