

STUDENT INFORMATION— COURSEWORK

Admission and Enrolment

ADMISSION

Restrictions on Admission

The University reserves the right to regulate the registration of candidates for masters by coursework, 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 Faculty. 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 Faculty 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—Coursework section in this part of 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 2009 Schedule of Coursework Programs at www.postgrad.mq.edu.au/documents/CWK_SCHED.pdf 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 to access an electronic copy of Macquarie's application form or contact the Student Enquiry Service for application information on +61 2 9850 6410.

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

To obtain application material for the following areas please go to the following websites:

Graduate School of Management:
www.mgsm.edu.au

Applied Finance Centre:
www.mafo.mq.edu.au

Centre for Policing, Intelligence and Counter Terrorism:
www.pict.mq.edu.au

Postgraduate Diploma in Accounting and Master of Accounting:
www.accg.mq.edu.au/Accg_docs/pdf/postgraduate_coursework/ACCG_APP_015.pdf

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.

Contact: Macquarie International
Phone: +61 2 9850 7346
Fax: +61 2 9850 7733
Email: iso@mq.edu.au

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 12 December 2008 for transfer in the first half-year 2009 and 9 July 2009 for transfer in the second half-year 2009. Transfer forms are available at 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 disregard this information and instead contact Macquarie International on +61 2 9850 6320.

English Language Proficiency

Applicants whose first language was not English will need to provide evidence of English proficiency. Visit www.postgrad.mq.edu.au/admissioninfo.htm for specific details regarding proficiency, including recognised tests acceptable for English proficiency.

Closing Dates for Applications

First half-year admission

31 October 2008 — first closing date for postgraduate coursework programs (internal and external/distance)

12 December 2008 — final closing date for all postgraduate external/distance coursework programs

9 January 2009 — final closing date for all postgraduate internal coursework programs

9 January 2009 — final closing date for transfer from a double degree to either of the component single degrees

Second half-year admission

29 May 2009 — first closing date for postgraduate internal coursework programs and FINAL closing date for all postgraduate external/distance coursework programs

30 June 2009 — final closing date for postgraduate internal coursework programs

9 July 2009 — final closing date for transfer from a double degree to either of the component single degrees

Not all courses have a second half-year intake. Applicants should contact the Student Enquiry Service on +61 2 9850 6410 or visit: www.postgrad.mq.edu.au/documents/CWK_SCHED.pdf from April 2009 for details of mid-year admission.

The Macquarie 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 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 2008 to January 2009.

Offers of admission to candidature for second half-year coursework programs will be made in June/July 2009.

Offers will be accompanied by a link advising how to accept the offer and enrolment information. All candidates must enrol online by the date specified in the enrolment instructions (excluding Postgraduate Diploma and Masters in Accounting, PICT).

ENROLMENT

New internal and external students must enrol via the web unless advised otherwise. You are a new student if you are enrolling in a course for the first time. This includes changing or upgrading your degree, e.g. from a Diploma in 2008 to a Masters in 2009.

Students who do not complete their enrolment within the allocated time due to extenuating circumstances must send an email to coursework@mq.edu.au if they wish to request late enrolment. The request should set out the extenuating circumstances. If the request is approved, a late enrolment fee of \$200 may apply.

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 notification.

Deferment

It is not possible to defer enrolment at postgraduate level. A candidate wishing to defer study until a later date must re-apply by the relevant closing date.

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 Centre 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.

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.

CREDIT FOR PREVIOUS STUDY

Candidates who have completed an award at postgraduate level at Macquarie University or another tertiary institution may receive credit up to one-quarter of the total credit points for the course. Those who have completed one or more units at postgraduate level at another tertiary institution, where the units do not form part a complete

course, may receive credit up to one-half of the total credit points for the course.

Credit cannot be granted for units completed elsewhere unless they correspond to units in the Macquarie study pattern (program).

Credit for previous studies is only granted if the studies have been completed within the previous ten years. Undergraduate units, professional qualifications and work experience do not attract credit.

Where Macquarie University offers a set of articulated coursework awards (degree/diploma/certificate), candidates who are enrolled in and who have 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. If the lesser awards lead to several higher awards, the credit from the lesser awards in the pathway can only be used once.

Applicants should request credit at the time of application for admission or before enrolment. Applicants for admission through UAC should complete the *Postgraduate Request for Credit Form* which is available at 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. Direct entry applicants can request credit as part of their application.

FEES AND CHARGES

This information applies to Australian and new Zealand citizens and Australian permanent residents. International students should refer to the Macquarie International website: www.international.mq.edu.au.

Postgraduate coursework programs are either fee-paying programs or they have Commonwealth supported places for which the Australian Government makes a contribution to the University towards the cost of a student's education.

Fee-paying (tuition fees) programs

Tuition fees are calculated on a per credit point basis. Students are charged on the basis of the number of postgraduate credit points attempted and not for the number successfully completed. Tuition fees are payable each half-year on the basis of the student load for that half-year.

Commonwealth supported places (CSP)

A Commonwealth supported place (prior to 2005 known as a HECS place) is a higher education place for which the Australian Government makes a contribution to the University towards the cost of a student's education and the student also makes a contribution. This is called your

student contribution. For eligible students, student contribution amounts can be paid through HECS-HELP: visit www.goingtouni.gov.au for further information about HECS-HELP.

Commonwealth supported places are available to:

1. Australian citizens;
2. New Zealand citizens or holders of an Australian permanent visa, who are enrolled in unit/s of study that are Commonwealth supported and who are resident in Australia for the duration of the unit/s of study.

Where it has been stated that a program has Commonwealth supported places, it is expected that, based on current enrolment numbers, all new students in that program will be given a CSP. If it is necessary to limit numbers, the CSP will be awarded on academic merit.

The availability of Commonwealth supported places may change from year to year and the University reserves the right to vary, without notice, any information relating to fees applicable to enrolment in any course or unit of study.

Financial assistance: FEE-HELP

FEE-HELP is a loan scheme that assists eligible students to pay their tuition fees. FEE-HELP can cover all or part of a student's tuition fees. Over their lifetime a student may borrow through FEE-HELP an amount up to the FEE-HELP limit to pay their tuition fees.

A FEE-HELP loan is repaid through the Australian Taxation Office. You must provide your Tax File Number to the University on the FEE-HELP application by the census date. Repayment will commence once your income is above the minimum threshold for compulsory payment. For 2009 the threshold is \$41,594.

You are eligible for FEE-HELP assistance for a unit of study if you:

- have received an offer of a domestic tuition fee-paying place for your course of study;
- enrol in the unit on or before the census date and remain enrolled at the end of the census date;
- meet the citizenship or residency requirements which means you are either:
 - an Australian Citizen, or
 - the holder of a permanent humanitarian visa who will be resident in Australia for duration of the unit;
- are not Commonwealth supported in relation to that unit;
- submit your tax file number (TFN) to the higher education provider;
- have completed, signed and submitted a valid Request for Fee-Help assistance (CAF) form; and
- have not exceeded the FEE-HELP limit.

For further information on FEE-HELP, visit the Department of Education, Employment and Workplace Relations website at www.goingtouni.gov.au.

PAYMENT OF FEES

Tax invoices are not mailed to students. Your Statement of Outstanding Charges is available online on completion of enrolment at eStudent: <https://student1.mq.edu.au>.

estudent/Check My Finances/Outstanding Debt/View my Current Debts/View my Statement of Outstanding Charges

In special circumstances tax invoices are available on request by email to: student_fees@mq.edu.au.

Due Dates

The due date for the payment of fees for first half-year is 20 February 2009.

The due date for the payment of fees for second half-year is 31 July 2009.

For other due dates please visit www.ofs.mq.edu.au/student_finances/index.htm.

Note: If you add a unit after the University's due date in accordance with University rules and regulations, then the due date for the added unit/s only, is the day you add the unit/s.

Late Payment Penalties

Payments received after the due date will incur a \$200 late payment fee.

Payment Methods

- Credit card on the web
Visa, Mastercard or American Express
Pay via <http://onlinepayments.mq.edu.au/>
- Credit card over the phone
Visa, MasterCard or American Express
Phone 1300 301 043
- BPay
Biller Code 50443, Reference Number = Student Number
Contact your bank, Credit Union or Building Society
- Post BillPay
Bill Pay Code 2156, Reference Number per your Statement of Outstanding Charges
Pay at any Post Office or phone 13 1816
- Cheque or Money Order payable to Macquarie University
Mail to: Revenue Services, Lincoln Building, Macquarie University, NSW 2109
- In person
Cashiers Office, Lincoln Building
Monday-Friday 9am to 5pm

Progress During Candidature

Progress

Postgraduate candidates in coursework programs are expected to maintain satisfactory progress in their program of study. Under the Rules for the Degree of Master by Coursework, Postgraduate Diploma Rules and Postgraduate Certificate Rules if a candidate's progress in the prescribed program of study is unsatisfactory, the Dean of the Faculty 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 2008) should use the re-admission application form. The form is available at www.postgrad.mq.edu.au/forms.html or by contacting the Student Enquiry Service on +61 2 9850 6410 or at coursework@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 12 January to 23 January 2009.

*If you are changing your program in 2009 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 cocop@reg.mq.edu.au.

Deadline for Adding Units

Internal units	up to the end of week 2 (6 March 2009)
External units	up to the end of week 1 (27 February 2009)

Census Dates

Students should refer to the Macquarie University website 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 2009	31 August 2009	30 April 2009

Census Dates for Postgraduate Diploma and Master of Accounting Trimesters

Trimester 1	Trimester 2	Trimester 3
9 February 2009	25 May 2009	7 September 2009

Census Dates for Master of Accounting CPA Extension units ACCG901 – ACCG912

First half-year	Second half-year
6 March 2009	31 August 2009

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 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 four weeks after the unit census date your Academic Record will show "W" denoting "withdrawn". If you discontinue later than four 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.

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. The unit convenor is required to provide students with a unit outline in either printed or electronic form no later than the first officially scheduled class, or in the case of students studying online or externally, the date of commencement of the unit, whichever is the earlier. The unit outline will include details of the assessment tasks students must undertake to achieve and demonstrate their learning. The unit outline will also include information about all requirements in respect of the style of academic referencing and acknowledgements such as footnotes and bibliographies in assignments. Rule 8(1) of the postgraduate coursework rules empowers Executive Deans of Faculty 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 at 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 Building. Students enrolled in one or more distance education units will be advised in writing of the date and time of their examinations. It is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period.

Students should check the timetable carefully. It is the student's responsibility to notify the Examinations Officer, Academic Program Section, immediately of any clashes in examination times.

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 at 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 numbers and room location information for all students sitting examinations at the North Ryde campus can be obtained from the 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 U@MQ 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

Special consideration is intended for a student who is prevented by serious and unavoidable disruption from completing any unit requirements. Conditions existing prior to commencing a unit of study are not grounds for special consideration. Students are responsible for managing their workload in light of any known or anticipated problems. The University's definition of serious and unavoidable disruption explicitly excludes acute problems, except where the disruption affects completion of a formal examination. Acute problems are defined as those involving no more than three (3) consecutive days within a study period. In these cases, a student is responsible for contacting the relevant Unit Convenor so that a local solution may be discussed.

Special consideration circumstances must be of at least three (3) consecutive days duration, within a study period, and/or prevent completion of the formal examination. The deadline for receipt by the University of an application for special consideration is five (5) days after the due date of the associated assessment task/formal examination. The request for special consideration, supported by evidence to demonstrate the severity of the circumstance(s) and that substantial disruption has been caused to the student's capacity for effective study, should reach the Student Enquiry Service of the Academic Registrar's

Office by no later than 5pm on the due date. The information supplied will then be referred to the Executive Dean of the Faculty in which the unit is offered, to take into account when assessing the student's performance (see Rule 6 of the Postgraduate Coursework Rules).

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 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) of the Postgraduate Coursework Rules, 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 Executive Dean of Faculty.

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 from 2001:

The GPA for grades obtained from 2001 is calculated as follows:

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

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.

Grades obtained prior to 2001:

The GPA for grades obtained prior to 2001 is calculated as follows:

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

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.

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 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 below 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 five 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 Executive Dean of the Faculty

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 Executive Dean of Faculty or nominee. A candidate can only appeal against the award of a grade where:
 - (a) the unit coordinator did not provide a unit outline as required; or
 - (b) the assessment requirements as specified in the unit outline were varied in an unreasonable way; or
 - (c) examiners judgement was not objectively applied because of prejudice against the individual candidate; or
 - (d) a candidate is of the view that a clerical error has occurred in the computation of the grade; or
 - (e) due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date
 - (f) 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 Executive Dean of Faculty or nominee may discuss the matter with both the student and the staff member in attendance. At the completion of these discussions, the Executive Dean of Faculty 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 Executive Dean of Faculty 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) 2009 Summer Course Program

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

(ii) Mid-year examinations

- Lodgement of formal appeal with Executive Dean of Faculty: 27 July 2009
- Notification of grade recommendation from Executive Dean of Faculty to student and Academic Registrar: 10 August 2009
- Lodgement of appeal with Academic Registrar: within five working days of notification of Executive Dean of Faculty's recommendation.

(iii) End-of-year examinations

- Lodgement of formal appeal with Executive Dean of Faculty: 14 January 2010
- Notification of grade recommendation from Executive Dean of Faculty to student and Academic Registrar: 28 January 2010
- Lodgement of appeal with Academic Registrar: within five working days of notification of Executive Dean of Faculty's recommendation.

(iv) 2010 Summer Course Program

- Lodgement of formal appeal with Executive Dean of Faculty: 26 February 2010
- Notification of grade recommendation from Executive Dean of Faculty to student and Academic Registrar: 5 March 2010

- Lodgement of appeal with Academic Registrar: within five working days of notification of Executive Dean of Faculty's recommendation.

Students permitted by an Executive Dean of Faculty 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 Executive Dean of the Faculty. When the information is returned from the Faculty, the Grading Appeals Committee will meet to consider the issues raised.

The Grading Appeals Committee may, as it sees fit,

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

In exceptional cases, the Executive Dean of Faculty 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.

Assisting another person to commit plagiarism 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 Dangers of Plagiarism and How to Avoid It

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 Faculty 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 University policy on plagiarism can be found on at 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) 2009 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 18 December 2008 or 17 February 2009 will be eligible to graduate in April 2009. If you are unsure of your April qualification and graduation status, you must contact the Academic Program Section before 13 February 2009.

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 23 May 2009.

Students who satisfy requirements for a postgraduate award at the meetings of Academic Senate held on 10 July and 11 August 2009 will be eligible to graduate in September 2009. If you are unsure of your September graduation status, you must contact the Academic Program Section before 7 August 2009.

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 17 February

2009 and the last qualification Senate for September graduation will be held on 11 August 2009. Students qualifying after 11 August 2009 will not graduate until 2010 (Hong Kong and Beijing 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 or graduation@mq.edu.au within the time frames advertised.

Graduation

April graduation information will be posted in late January with a return date of late February 2009.

September graduation information will be posted in late July with a return date of mid August 2009. 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. 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

Macquarie Higher Study Scholarships (MAHS)

This scholarship is designed to enable recipients to continue their studies to an Honours level or postgraduate coursework program. All successful students will be able to demonstrate financial hardship. Students must be eligible to study at the Honours or postgraduate coursework level in a Commonwealth Supported place or tuition fee place (domestic students only).

Students can supplement their application by providing details regarding the following areas: capacity to triumph over hardship, Indigenous background, carer responsibilities, geographic disadvantage, non English speaking background, long term medical condition or, ongoing effects of abuse. Academic merit will also be considered.

MAHS is valued up to \$8830 per annum for the normal duration of your program. For further information about this scholarship please contact the Coursework Scholarship and Prizes unit on +61 2 9850 7337.

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 +61 2 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 per cent 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.

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 per cent 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 \$2500 scholarship may be awarded each year and shall be tenable for that year.

For further information on this scholarship please contact the Alumni Relations Office on +61 2 9850 7310 or visit 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, ACES on +61 2 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 program. The successful applicant must be an Australian citizen or permanent resident.

There is one scholarship to the value of 50 per cent 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 per cent 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 +61 2 9977 0333 or at 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 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 per cent 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.

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 program. The successful applicant must be a citizen of a country other than Australia. There is one scholarship to the value of 50 per cent 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 or Master of Management 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.