

satisfy the relevant degree requirements. It consists of core units at each level and usually a number of elective units to make up the total number of credit points required for the degree.

Supplementary Schedule of Units

The Supplementary Schedule of Units is the list of units offered by other institutions which you may take as part of your degree here.

TEP

Teacher Education Program

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

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 or illness may be accepted as reason for withdrawal from a unit or for the award of a special examination.

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 Language and Social Life is LING312, indicating that it is a Linguistics unit and 300 level.

Unit of study

A course, whether it is for a degree or diploma, is made up of a number of units of study (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. 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.

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“W” (withdrawal) is a grade given for a unit of study which indicates that you have withdrawn from the unit without academic penalty and is awarded when a Fail grade is converted to a W. “W” withdrawn grades are still a financial liability.

Application for Admission

Application through the Universities Admissions Centre

The Universities Admissions Centre (UAC) is a joint office for processing applications for enrolment in undergraduate and postgraduate degree courses at Macquarie University and all other universities in NSW and the ACT. Those seeking admission to one or more of the participating institutions must lodge with the Centre a single application form on which they will be able to indicate preferences for courses available in any of the institutions. Application forms are enclosed within the UAC Guide available from nearly all newsagents at a cost of \$15.00 (2005 UAC entry).

The important application dates for UAC 2005 Admissions are set out below:

- 30 September 2004 last day to lodge an ‘on-time’ application.
- 1 October – 29 October 2004 \$82.00 late processing fee
- 1 November – 30 November 2004 \$92.00 late processing fee
- 1 December 2004 – 4 February 2005 \$102.00 late processing fee

IMPORTANT: Late applications will be accepted by UAC up until early February 2005 provided the appropriate late fee is paid, however applicants should be aware that applications lodged through UAC for Macquarie preferences after 10 December 2004 may not be processed in time for inclusion in the main round of offers. This applies in particular to the Bachelor of Human Resource Management which **must** be selected as a preference through UAC by **6 January 2005** (see *UAC 2005 Guide* for details)

NOTE: Applicants wishing to apply for the distance education degrees (other than those aged under 21 as at 1 March in 2005), graduate diploma programs (other than the Graduate Diploma in Education — see below), or former Macquarie University students returning to the same degree program, who have not studied at a tertiary institution during their absence, DO NOT apply through UAC, but should make application directly to the University as outlined below.

Previous Macquarie Students Returning After an Absence

Previous Macquarie students returning to the same degree program who have not undertaken studies at another tertiary institution during their absence should make application directly to the University. Application material can be obtained from the Student Enquiry Service or by telephoning (02) 9850 7314.

Closing Dates for Applications

On-time applications should reach the University by no later than Thursday 30 September 2004. Late applications are not normally accepted by the University after this date.

Distance Education Law Course Applicants

Applications for admission to the distance education law course (Bachelor of Laws) should reach the Undergraduate Studies Section by 30 September 2004. No applications will be accepted after this date. Application material can be obtained either in person from the Student Enquiry Service or by telephoning the Undergraduate Studies Section on (02) 9850 7314.

Graduate Diploma and Graduate Certificate Applicants

Closing dates for graduate diploma and graduate certificate applications vary, with the earliest being 30 September 2004. Intending applicants should check with the Student Enquiry Service (telephone (02) 9850 6410), to find out the closing date for the particular diploma in which they are interested. Late applications may not be accepted for some graduate diplomas. Application for admission should be made directly to the Undergraduate Studies Section **except** for the Graduate Diploma in Education which requires applicants to apply through **UAC Postgraduate**.

Non-Award Unit Applicants

Applications for First Semester enrolment in single undergraduate units which are not to count for credit towards a degree or diploma should be lodged with the Centre for Open Education by 19 November 2004 and 25 January 2005 (two closing dates). Applications received after 25 January and up to 11 February 2005 will be accepted if accompanied by the late fee (\$100). Application forms, fee information and any further information are available from the Centre for Open Education. Mid-Year application closing date is 17 June 2005 with late applications (accompanied by the late fee) taken up to 15 July 2005.

Cross-Institution Applicants

For students already enrolled in a tertiary institution: The closing dates for applications for enrolment in single undergraduate units which are to count for credit towards a degree at another tertiary institution must reach the Undergraduate Studies Section by 30 September 2004 to be processed as "on time" and thereby avoid incurring a fee for late application.

All applications received after 30 September 2004 will be subject to a late fee and require Macquarie academic approval prior to the lodgement of the application (except non-metropolitan and interstate — see note below).

- 1 October – 29 October 2004 requires an \$82.00 late fee and all academic signatures of approval

- 1 November – 30 November 2004 requires a \$92.00 late fee and all academic signatures of approval
- 1 December 2004 – 17 December 2004 requires a \$102.00 late fee and all academic signatures of approval
- No applications will be considered after 17 December 2004

NOTE: Non-metropolitan and interstate applicants are liable for the above late fees, however they do not need to obtain academic approvals as this will be arranged by the Undergraduate Studies Section.

2004 Year 12 and New Tertiary Students

Cross institutional applications will be accepted until 3 February. No late fee is charged but proof of an offer to another university must be submitted.

Notification of Selection

Offers for the UAC Main Round will be released from 9am on Wednesday 19 January 2005 on the UAC website and InfoLine, as well as being published in *The Sydney Morning Herald*, *The Daily Telegraph* and a subset in *The Canberra Times*. Applicants who are offered places will be required to accept their offer promptly.

Admission

In order to be admitted to the University as a candidate for the Degree of Bachelor it is necessary to have been accepted for admission in competition with other applicants. (See UAI below.)

Universities Admission Index

The University Council has determined that a candidate's performance at the 2004 NSW Higher School Certificate Examinations will be measured by the Universities Admission Index (UAI) which is based on a scaled aggregate of the marks in the best ten units of Board of Studies-developed courses, which will include:

- the student's best two units in English; and
 - the best eight units chosen from the student's remaining units (no more than two units of which can be Category B courses);
- subject to the following restrictions and conditions:
- the student must satisfactorily complete English;
 - no more than two (2) units of Category B courses will be used in the calculation of the UAI;
 - the student may accumulate courses over a period of no more than five years;
 - if a student repeats a course or component of a course only the last satisfactory attempt will be used in the calculation of that student's UAI;
 - if a student enrolls in a repeat course and subsequently withdraws (either officially by advising the principal; or the Board of Studies, or unofficially by non-attendance at the appropriate examination), the student will be considered as not having completed the course and it will be regarded as a non-satisfacto-

ry attempt in the course. In this case the mark from a previous satisfactory attempt in the course will be available for inclusion in the student's UAI.

The NSW Board of Studies will release HSC results via its HSC Telephone Results Service and the Board of Studies website on Friday 17 December 2004. UAC will release the UAI via the UAC Website and Infoline from 9.00am on Saturday 18 December 2004.

2004 NSW HSC students will receive written advice of their HSC results from the Board of Studies and their UAI from UAC on Monday 20 December 2004.

Further information for non-school leavers may be obtained from the booklet *Pathways 2005*. This booklet is available from the Student Enquiry Service, or by telephoning (02) 9850 7314. Year 12 students should read the Tertiary Entrance Requirements booklet published by the Universities Admissions Centre and available from the Careers Adviser at their school.

School leavers sitting for the 2004 NSW HSC will be selected for admission in order of merit based on their UAI. The 2003 UAI score to gain entry in 2004 to a particular program of study are listed below. This information is supplied as a general guide to enable applicants to assess their chances of obtaining a place in a particular course. The minimum UAI ranks or cut-off points are not known until selection is actually made, as it is determined by the number of people applying and the standard of those applicants. For this reason, considerable fluctuations can occur in cut-off points from year to year, and it is impossible to predict in advance what rank will be required for a particular course in the coming year.

2004 Selection

<i>Course</i>	<i>cut-off UAI</i>
BA (Internal)	86.00
BA (External)	86.00
BA DipEd	85.55
BAncHist (Hons)	86.15
B SocSc	86.35
BCA	86.15
BCA (International Studies)	95.10
B Psych (Hons)	95.05
BA – Psych	87.00
B Sc – Psych	87.00
BA – Psych DipEd	87.15
B Media in Screen Production	86.90
B Media in Writing	86.75
B Media in Multimedia	86.90
B IntComm	94.20
BA in Media and Cultural Studies	86.10
BAppFin	90.05
BBA	91.05

BBA (International Studies)	98.75
B Ec	89.55
B Com	90.05
B Com DipEd	90.40
B Com – Accounting	90.05
B Com – Actuarial Studies	97.25
B Com – Marketing	91.15
BBA BA in Japanese Studies	91.30
BBA BA – Psychology	91.10
B Com – Actuarial Stud BApp Fin	98.50
B Com – Actuarial Stud BEc	98.65
BAppFin BCom – Accounting	90.05
BAppFin BEc	90.55
BBA BCom – Accounting	91.00
BBA BEc	91.20
BBA BInfoTech	91.75
B IntBus	90.00
BA LLB	95.40
B Media LLB	95.65
BSc LLB	95.40
B EnvMgt LLB	95.75
BBA LLB	95.55
B AppFin LLB	95.40
B Com LLB	95.45
B Com – Accg LLB	95.85
B Com – Actuarial Stud LLB	99.45
B Com – Mktg LLB	95.65
B SocSc LLB	95.85
BA – Psych LLB	95.40
B Education (ECE)	81.00
B Education (ECE) (External)	81.25
B ChiroSc	86.00
B eBusiness	81.15
B Comp Science	85.15
B InfoTech	75.35
BSc BA in Museum Studies and Heritage	83.10
BSc in Adv Mathematics	95.00
BSc in Adv Biology	97.15
BSc in Adv Chemistry	96.55
B EnvSc	84.10
B EnvMgt	83.75
B MarineSc	83.50
BSc	83.20

B Medical Sciences	90.10
B Health	83.00
B SpHearingSciences	86.30
BSc (External)	83.00
BSc in Astronomy and Astrophysics	83.90
BSc in Biodiversity and Conservation	83.60
BSc DipEd	84.70
B Tech (Optoelectronics)	75.20
B Tech (Telecommunications)	77.35
BE in Telecommunications Engineering	91.90

New Undergraduate Courses offered through UAC (Universities Admissions Centre) for the First Time in 2005:

Bachelor of Arts – Psychology Bachelor of Health (BA-Psych BHlth), Bachelor of Business Bachelor of Arts in European Studies (BBA BA), Bachelor of Commerce – Actuarial Studies Bachelor of Science (B Com–Act Stud BSc), Bachelor of Human Resource Management (BHRM) Bachelor of Information Technology Bachelor of Laws (BIT LLB), Bachelor of Information Systems (BIS LLB). Bachelor of Information Systems (BIS).

UAC Preferences not offered by Macquarie from 2005 on:

B Com in Acctg and Finance, B Com – Act Stud BSc in Comp, B Com – Act Stud BSc in Math, B Com – Act Stud BSc in Stat, BSc in Biotech, BSc in Bioinfo, BSc in Molecular Tech, BAppFin B Com – Mktg.

Alternative admission pathways

Lighthouse Scheme

Applicants for admission who wish to have special circumstances taken into account in conjunction with their application may be given individual consideration through the Lighthouse Scheme. The Lighthouse Scheme covers a wide range of conditions including low family income, language difficulties, disrupted schooling, physical disability, serious family illness, excessive family responsibility, geographical isolation of home and/or school and lack of support, time or facilities for study at home or at school.

More information about the scheme can be found in the Educational Access Schemes (EAS) booklet produced by UAC. An EAS application form is included in the booklet. EAS application forms had to be lodged through UAC by 30 September 2004 for 2005 admission.

For special consideration for the year 2005, students should consult the Macquarie University entry in the UAC Guide for instructions.

Australian Aboriginal and Torres Strait Islander Applicants

The University has a program for increasing the participation of Australian Aboriginal and Torres Strait Islander people in tertiary education. It also provides ongoing support for these students to enhance their prospects of graduating successfully from the University.

People of Aboriginal or Torres Strait Islander descent may gain admission to the University through the normal Year 12 entry qualifications (UAI). They are also entitled to apply through the Macquarie University Warawara Alternative Entry Program for special admission. For further information on the programs offered and an application form contact Warawara – Department of Indigenous Studies, telephone (02) 9850 8624 or toll free on 1800 066 465.

Special Admission for Persons Over the Age of 20

All applicants, regardless of age (except those admitted through the Mature Age Jubilee Scheme and the Direct Entry Distance Education Scheme), must compete for admission on the basis of academic achievement.

Applicants who are 20 years of age by 1 March of the year of sitting for the New South Wales Higher School Certificate may attempt a limited program at the HSC examination.

The limited HSC program requires that candidates attempt at least five and not more than nine units from Board-developed courses including at least one unit of English. All units must be attempted at one sitting. There is no restriction on the number of units that may be counted from any one subject. Performance will be measured by the aggregate of marks in five units, made up of the best four units plus one unit of English.

To qualify for selection in a particular degree course candidates will be required to obtain a limited UAI (LUAI) equivalent to the cut-off UAI for that course as based on the full HSC program.

Please note the following important points:

- Students who are successful in gaining selection to a degree program are encouraged to commence university studies in the year immediately following completion of the HSC, although this is not compulsory. Selection in one year does not guarantee selection in a future year.
- From the 1993 HSC, students who attempt 10 or more units are selected on the basis of their best 10 units, regardless of age (not on the basis of the best 5 units).
- Students sitting the HSC after tertiary study may be selected on criteria other than the HSC.

Admission Through Non-Award Study

Another alternative pathway to Macquarie is to complete a prescribed program of non-award study at the University. Prospective undergraduate degree students

hoping to enter the Bachelor of Arts, Bachelor of Science or Bachelor of Education (Early Childhood Education) degrees are required to successfully complete at least 12 credit points with a grade point average (GPA) of 2.0 or better. Bachelor of Arts (Psychology) and Bachelor of Science (Psychology) entry will require a minimum GPA of 2.5 for the 12 credit points. The calculation of the GPA includes all units attempted (except for those offered on a pass/fail basis only) including any failed units. Applicants who meet these requirements are automatically eligible to be offered a place only in one of the following award programs: the Bachelor of Arts, Bachelor of Science, Bachelor of Education (Early Childhood Education), Bachelor of Arts (Psychology) or Bachelor of Science (Psychology). It should be noted that applicants wishing to apply for entry in first semester to a Bachelor degree place at Macquarie after meeting the non-award criteria, should apply through the Universities Admissions Centre. For entry to the Bachelor of Arts – Psychology and the Bachelor of Science – Psychology a GPA of 2.5 is required.

Please note: Admission to degrees with higher entry requirements, such as the degrees in commerce, law or computing, is not automatic. Applicants for these degrees must compete for a place on the basis of the quality of their results.

Admission Through the Mature-Age Jubilee Scheme

The University has a special admission scheme for people who are aged 21 years or over on 1 March of the year they will be commencing studies and who do not have the necessary academic qualifications for admission to the University but wish to study on campus. It should be noted that admission through the Mature Age Jubilee Scheme may be subject to quota limitations. Enquiries should be made to the Undergraduate Studies Section. Telephone (02) 9850 7314 for further information and application material.

Admission with Credit for Previous Studies

Applicants for admission who have successfully undertaken studies at other recognised universities or tertiary institutions may be eligible for credit towards an undergraduate degree at Macquarie. This credit is called credit for previous studies and is expressed in terms of Macquarie credit points. Successful applicants for admission receive advice on how to apply for credit for previous studies with their offer of admission.

Applicants who have already completed some tertiary study must submit full official transcripts of such study. Those who have studied at an institution other than an Australian university or a former NSW college of advanced education may be required to submit details from calendars or handbooks of syllabuses and units studied. If an applicant's previous studies are in this category, the applicant is advised to begin assembling this information as soon as possible.

As a guide for applicants, current policy for granting credit for previous studies on account of work completed in an Australian university or college of advanced education is set out below. General credit for previous studies is granted at 100 level (first-year) or 200 level (second-year) only. All 300 level (third year) studies must be completed at Macquarie.

Credit may also be granted for studies completed at approved overseas institutions.

Previous Studies at a University

Graduates of an accredited Australian university may be granted general credit totalling 28 credit points, 18 of which may count at 100 level and 10 at 200 level. Those who have partially completed a Bachelor degree in an Australian university may be granted credit of up to 44 credit points (comprising up to 26 at 100 level and up to 18 at 200 level). For such students an assessment is made of the proportion of the program for the degree which has been completed.

Previous Studies at Former Colleges of Advanced Education

Credit for previous studies may be granted for diploma or degree programs completed or degree programs partly completed at former colleges of advanced education in Australia, where such programs are not less than three years full-time (or part-time equivalent) and appear on the Register of Awards approved by the former Australian Council of Tertiary Awards (ACTA).

In order to qualify for credit for such an award, a student must have undertaken the whole of the course at a time when that course was registered with ACTA. Credit is not granted where courses or parts of courses were completed prior to their registration by ACTA.

For a completed degree program a total of 28 credit points may be granted of which not more than 10 may count at 200 level. For a completed diploma program a total of 24 credit points may be granted of which not more than 8 may count at 200 level. For a partly completed degree program credit of up to 44 credit points, 18 of which may count at 200 level, may be granted. An assessment is made of the proportion of the program for the degree which has been completed in order to determine the amount of credit to be given.

Previous Studies at Other Institutions

The University has approved the granting of credit for an associate diploma (UG3) completed at either a former college of advanced education, a university or at a TAFE college. For a completed associate diploma a maximum of 23 credit points at 100 level (first-year) is awarded. No credit is granted for partially completed associate diplomas.

An AQF/TAFE accredited diploma attracts 24 credit points of credit, including 8 at 200 level; and an AQF or TAFE accredited advanced diploma is eligible for 36

credit points, including 12 at 200 level. No credit is awarded for incomplete diplomas or advanced diplomas.

No general credit is granted for studies completed at teachers colleges or other institutions prior to their becoming colleges of advanced education or universities. No credit is granted for a unit or course completed at a college of advanced education before those courses were registered by ACTA.

No general credit for previous studies is granted towards a bachelor degree program for a completed certificate (any level) from a technical college or college of technical and further education (TAFE).

Studies undertaken as part of a Year 12 Examination at high schools or TAFE Colleges are not eligible for credit for previous studies.

Credit for Previous Studies and Exemption from Units of Study

A student who has been granted some credit for previous studies may be exempt from taking certain units at Macquarie towards a degree if he or she has passed similar units at another institution. A student may also be prohibited from counting an elementary or bridging unit for credit if he or she has completed certain HSC subjects or preparatory subjects at another tertiary institution even though he or she may not have been granted credit for previous studies.

Sydney Institute of Business and Technology

The Sydney Institute of Business and Technology (SIBT) is a private tertiary college operating under contract with Macquarie University, using its facilities and lecturers. SIBT provides admission to the University through its Certificate and Diploma programs in Commerce/Business Administration, Computer Science and Mass Communication. Completion of a Diploma would normally result in admission to the second year of a matching degree program, provided that all other University admission requirements and prerequisites are met. Conditions may apply to entry to some degrees. Applicants will normally have completed secondary Year 12 or equivalent. Students with lesser qualifications or a UAI of less than 66 must first undertake one of the relevant certificate programs. International students may present equivalent qualifications and satisfy the English language entry requirement (for example, IELTS 5.5).

Advantages of admission through SIBT include:

- study on Macquarie Campus with access to all facilities;
- eligibility to proceed to second year of university;
- the benefits of a three semester (12 month) or two semester (seven month) “fast track” system;
- small lecture and tutorial groups (average lecture class size 40 students, tutorials 20 students); special English and mathematics support.

Courses are fully approved and recognised by Macquarie University and the NSW Department of Education and Training.

For further information contact the SIBT Admissions Officer, tel: (02) 9850 6222; fax: (02) 9850 6223; www.sibt.nsw.edu.au/

Admission of Students from Overseas

Macquarie welcomes international students who wish to study in Australia. Information and application forms are available on request from Macquarie International, Macquarie University, NSW 2109, Australia.

International students who are not permanent residents but who are candidates for a final Australian secondary examination in Australia should apply for admission to the University through the Universities Admission Centre.

Australian residents temporarily overseas or those who have secured visas for permanent residence in Australia should lodge their Universities Admissions Centre application form in sufficient time for it to reach the Centre by 30 September 2004.

English Tests

Applicants who are relying for admission on qualifications gained in countries other than Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom (including Northern Ireland), United States of America and Western Samoa may be required to demonstrate proficiency in English by passing an appropriate English test such as the International English Language Testing Service (IELTS) test or Test of English as a Foreign Language (TOEFL). Applicants already in Australia who are required to take an English test will be advised accordingly.

Documents Required with Applications

It is important that all relevant documents be submitted with the application, as applications which are inadequately documented cannot be considered.

If any of the documents are in a language other than English, the applicant must provide an official certified translation of the document together with the original document. An original document in a language other than English will not be considered unless it is accompanied by an official translation.

Enrolment

New students

Day and Evening Students (full-time or part-time) and Distance Education Students (BA, BSc and BEd (ECE) Candidates)

Students in the metropolitan area will be required to come to the University to lodge their completed acceptance forms and to collect material relating to enrolment. Country students may return their acceptance forms by post and request in writing that their enrolment material be forwarded. Acceptances of offers are not taken by telephone.

Students enrolling for the first time for full-time or part-time day or evening study will be required to attend on a specified day or evening at the North Ryde campus on a specified day in mid-February, the exception to this will be students enrolling with credit for previous studies and UAC final round offers who will enrol on a specified day during the following week. Failure to attend may result in a student forfeiting his or her place and enrolment not being accepted. Extensions of time to enrol after the time specified for each group will not be granted. A late fee will be imposed on those who do not complete enrolment within the time specified for their group; the late enrolment fee in 2005 will be \$200.

Non-metropolitan students accepted for the distance education BA, BSc or BEd (ECE) programs will complete the enrolment process by mail. For these students, an enrolment form, accompanied by a booklet containing the schedule of distance education units for 2005 and advice about formulating a program, will be sent out in January. Enrolment must be completed by a specified date in January 2005.

Distance Education Bachelor of Laws Candidates

Offers of places for enrolment in the distance education Bachelor of Laws program will be despatched in late November 2004.

The offer of a place will be accompanied by an enrolment form. Students accepting the offer will be required to complete their enrolment by Friday 7 January 2005 or at such later date as specified in the offer.

A booklet containing the schedule of distance education units for 2005 and details about formulating a program of studies will also be sent with the dispatch of offers.

Deferment of Enrolment

New students who are offered admission through the UAC or the distance education LLB program to Macquarie University in 2005 may seek deferment of enrolment until 2006. Deferments will be granted on request to those who have been accepted for enrolment.

Deferments are not available to direct entry applicants, other than LLB applicants.

If a person granted a deferment of enrolment subsequently enrolls at another tertiary institution, the deferment will lapse. An application for admission would then have to be made in the normal manner and would be considered in the light of studies undertaken and the admission policies in force at that time.

Re-enrolment (Continuing Students)

Day and Evening Students (Full-Time or Part-Time)

Internal students who are eligible to re-enrol in 2005 will receive instructions on re-enrolment procedures in January 2005. Re-enrolling students will be given the option of, either, enrolling via the web in January/February 2005, or enrolling in person at the University at North Ryde at a specified time and a specified day in February.

Students who have satisfied requirements for their award in 2004 are not eligible to re-enrol in 2005 (the exception is anyone who has completed an intermediate qualification and is proceeding toward completion of a combined qualification, eg, BA/BADipEd).

Students re-enrolling after the last date specified for their degree will be liable for the payment of the late enrolment fee of \$200.

Leave of Absence

Students may elect to interrupt their award studies at any point. No formal permission is required for a break in studies. How they recommence their degree/diploma will depend on their specific circumstances.

Former Macquarie students returning after an absence to the same degree program, who have not studied at another tertiary institution during the period of absence, should apply directly to the University. Application material will be available at the Student Enquiry Service in August of the year preceding admission.

Former students who wish to undertake a different degree program to that previously enrolled in should apply through the Universities Admissions Centre.

Students who have undertaken studies during their period of absence from Macquarie should apply through the Universities Admissions Centre.

Assessment of applications for re-admission after an absence will be made in accordance with admission policies at that time. Enrolled students who wish to take a leave of absence of a year or more from the University should enquire at the Student Enquiry Service about re-enrolment procedures in August of the year preceding admission.

Distance Education Students

Enrolment material will be forwarded to all candidates whose 2004 program was fully by distance units. These

students will need to complete and return their enrolment form by not later than Tuesday 4 January 2005. A late fee will apply for enrolments received after this date. Continuing students will be able to enrol online via eStudent in January 2005. Enrolment forms will be mailed to all continuing students in December 2004. Those students **not** intending to enrol online must return the completed enrolment form prior to Friday 14 January 2005. A late fee will apply for enrolments after this date.

Enrolment of Internal Students in Distance Education Units

Students not enrolled in the distance education programs may be permitted to enrol in distance education units subject to the following constraints:

- (i) some distance education units have limited enrolment;
- (ii) some distance education units may not be available to internal students;
- (iii) teaching in some distance education units commences before the enrolment period in February;
- (iv) distance education law units are not available to students other than those enrolled in the distance education law course, except, in the case of senior units, with the permission of the Dean of the Division.

If there is limited entry to a particular distance education unit, preference will be given to country students enrolled in distance education courses and then to metropolitan students enrolled in distance education courses, and thereafter to other students. In determining those internal students to be admitted, the Dean of the Division offering the unit will take into consideration:

- (i) the student's ease of access to the University; and
- (ii) the degree of disruption to a student's program if he or she is unable to enrol in the particular distance education units.

Second Half-Year Bachelor Degree Enrolment

New Students not Previously Enrolled or Offered a Place

A limited number of places will be offered in a limited number of degree programs at mid-year in 2005. Application will be through UAC, contact the Undergraduate Studies Section in early to mid May 2005 for an application package, telephone (02) 9850 7314.

Enrolment of Students Who Are Not Candidates for an Award

Subject to the approval of the Undergraduate Studies Committee, a person who is not a candidate for a degree or a diploma at Macquarie University may be permitted to attend a unit of study on a fee-paying basis, provided that accommodation and facilities are available and that the Dean of the Division in which the unit is provided approves the enrolment.

Students who are not candidates for a Macquarie award will be considered in different categories. The number of places available for all such categories will be limited.

Enrolment of Cross-Institution Students

Students who are enrolled for a degree at another institution will be designated cross-institution students. Applications from these students will be considered only where evidence is produced that the Macquarie unit will count towards their degree or diploma at the other institution.

For information on application procedures and dates, see section 'Application for Admission' above. Application forms are available from the Undergraduate Studies Section of the Registrar's Office.

International Miscellaneous Students

Students taking part in international exchange programs are regarded as cross-institution students. They may be admitted to individual undergraduate units as fee-paying students. Applications and enquiries should be addressed to the International Office.

Enrolment of Non-Award Students

Students who wish to enrol in single undergraduate units from the Schedule of Undergraduate Units which are available for non-award purposes will be designated non-award students. This category will include all students whose Macquarie unit does not form part of a program of study to count towards a degree or diploma either at Macquarie or at another Australian tertiary institution.

Fees for non-award study are charged for each credit point in which a student enrolls. Charges will vary according to the area of study. In addition a non-refundable \$60 service charge is payable.

The University reserves the right to vary the list of units available for non-award purposes, and to vary the manner of presenting such units.

Enrolment in Concurrent Degrees

The University has adopted the following policies for students wishing to take concurrent degrees, which are not established combinations under the Bachelor Degree Rules:

The student must be eligible for entry to the second degree and must apply for admission through UAC or qualify under the internal transfer procedures.

The maximum number of undergraduate studies (that is, degrees or combined degrees) in which a student can enrol at any one time is limited to two (this could include, for example, two combined degrees such as BAppFin BCom with BA LLB).

The second degree will commence from the time of successful application, that is, no units will be retrospectively transferred.

If the student decides to abandon one degree (or combined degree), then credit can only be transferred from that degree to the other in the form of credit for previous studies.

The student will be granted 28 credit points of credit for previous studies (comprising 18 at 100 level and 10 at 200 level) from the first completed degree to the second (or they can be completed simultaneously and the credit for previous studies will be credited to the nominated degree at the time of completion).

Concurrent Enrolment at Another Tertiary Institution

There is provision in the Bachelor Degree Rules (Rule 3(3)) for a student enrolled in an undergraduate degree course to be granted credit for a unit undertaken at another university or tertiary institution provided that such enrolment is approved. Students should contact the Undergraduate Studies Section to obtain a 'Concurrent Enrolment' form.

Restrictions on Enrolment

Enrolments in the University are regulated to ensure that the number of students accepted for admission does not exceed the number for which adequate accommodation and teaching facilities are available. Certain areas of study are also restricted. Enrolled students receive notification of units of study restricted by quota with the end-of-year examination results. New students are informed of the following restricted areas of study in the UAC Guide.

Restricted Areas of Study

Accounting

In general, places in first-year accounting units are available only to students whose entry qualifications are at least equivalent to those of BCom – Accounting. Students in other courses such as the BCom in Economics or BA will be admitted to first-year accounting units on completion of at least 12 credit points (equivalent to one half-year of full-time study) with an overall grade point average of at least 2.00 (a clear pass average).

Actuarial Studies

Only students who have been admitted to the BCom – Actuarial Studies or the associate double degree programs are guaranteed a place in first-year actuarial studies units.

Economics

Places in first-year economics units will be guaranteed only to students in the BCom in Economics or BEc and related courses BAppFin, BBA, BBA (International), BCom – Accounting, BCom – Actuarial Studies, BCom in Marketing, BCom in Economics DipEd and to students with a rank at least equivalent to that required for entry to the BEc or the BCom in Economics course. Students in other courses may be admitted to first-year

economics units when they complete at least 12 credit points and achieve a grade point average of at least 2.00. Such students may need to enrol for four years to complete an economics major.

Law

Only students who have been admitted to a law program: BA LLB, BA – Psych LLB, BAppFin LLB, BBA LLB, BCom LLB, BCom – Actuarial Stud LLB, BCom – Accounting LLB, BCom – Marketing LLB, BIT LLB, BIS LLB, BEnvMgt LLB, BMedia LLB, BSocSc LLB, BSc LLB or the LLB by distance education, will be permitted to undertake units in law in their first year of enrolment. A small quota of places in first year law units may be available to later-year Macquarie University students who are not enrolled in a law program. See entry for the Division of Law in the Programs of Study section of this Part of the Handbook.

Media Studies

Entry to media units is restricted. Students who have been admitted to the BMedia programs and BMedia LLB are guaranteed places in the first-year media units and, if successful, to all media units in later years. Students who have been admitted to the BA in Media and Cultural Studies program are guaranteed places in the first-year media units, and if successful to non-production units in later years. Students may apply to transfer from the BA to the BMedia after completing one year of full-time study.

Psychology

Places in first-year psychology units will be guaranteed to students in BPsych (Honours), BA – Psych and BSc – Psych (including the combined Psychology with Health degrees) and to students with a rank at least equivalent to that required for entry to BA – Psych or BSc – Psych. Students in other courses may be admitted to first-year psychology units when they have completed 12 credit points and achieved a grade point average of at least 2.5. Such students may need to enrol for four years to complete a major in psychology.

Internal Transfer Between Undergraduate Courses

How to Apply

Any student wishing to change his or her degree to another degree must meet the requirements set out below, and a Request to Transfer Degree Course form must be completed. Forms are available from the Student Enquiry Service, Lincoln Building, or by telephoning (02) 9850 7314.

If the proposed transfer is not covered below the student may need to apply through the Universities Admissions Centre.

Course transfer policy

Course Sought Transfer Policy Requirements

General	Transfer between the following degree programs will be approved automatically upon application:
	<ul style="list-style-type: none"> BA and BADipEd; BSc and BScDipEd; BEc and BEcDipEd; BCom and BComDipEd; BBA and BBADipEd; BA-Psy and BA-PsyDipEd Combined LLB to the non LLB element of the combined LLB program eg. BALLB to BA transfer, by 31 July in the first year of enrolment, from one course to another, if the student would have been accepted that year for enrolment in the latter and has been enrolled in first half year. BEc or BCom or BBA or BAppFin to BA or BADipEd/ BSc or BScDipEd/BEc(ECE) After completion of 18 credit points in BA to BSc or BScDipEd/ BEc (ECE) After completion of 18 credit points in BCompSc, BE in Telecommunications Engineering, BIT, BTech(Telecommunications), BSc in Computing to BSc <p><i>If transferring to BA or BSc, please indicate Division</i></p>

Double Degrees

eg. BAppFin and BCom – ActStud

- meeting the higher transfer criterion of the two individual degrees; if

already in one then the student must meet the criteria for the other.

BA/BA DipEd

- at least 12 credit points with an overall gpa of 2.0

B Ancient History

(Hons)

- at least 18 credit points with a gpa of 3.0 including either AHST205, or AHST207, or AHST241 or AHST260

BA or BSc in Geographic Information Systems

- completion of GEOS264 **and**
- at least 12 credit points with an overall gpa of 2.0

BSc BA in Museum Studies and Heritage

- at least 12 credit points with an overall gpa of 2.0

BA – Psychology

BSc – Psychology

- at least 12 credit points with an overall gpa of 2.5

B Computer Science

- at least 18 credit points with an overall gpa of 3.0

Bachelor of eBusiness

- at least 12 credit points with an overall gpa of 2.5

B Technology (Optoelectronics)

- at least 21 credit points in Science units including completion of PHYS140(P/C), PHYS143(P/C), ELEC176(P/C), **and**; either MATH135(P/C) or MATH132 (P/C) or MATH136 or MATH133 and; either COMP115(P/C) or COMP125(P/C) or COMP124(P/C)

B Tech (Telecommunications)

- at least 18 credit points and an overall gpa of 2.0

BE in Telecommunications Engineering

- at least 18 credit points and gpa of 2.25

BIT

- at least 12 credit points with an overall gpa of 2.0

BA in Media and Cultural Studies

- completion of MAS104, CUL100 and CUL101 and MAS105 and
- at least 18 credit points with an

overall gpa of 2.5

B Media in Writing

- completion of MAS104(Cr/B) and either MAS105(Cr/B) or MAS106(Cr/B)
- at least 18 credit points with an overall gpa of 3.0

B Media in Screen Production

If you meet the criteria below submit your application to the Head of Department of Media

- at least 18 credit points
- completed MAS104 (Cr/B) and MAS105 (Cr/B)
- overall gpa of 3.0

B Media in Multimedia

If you meet the criteria below submit your application to the Head of Department of Media

- at least 18 credit points
- completed MAS104 (Cr/B) and MAS105 (Cr/B)
- overall gpa of 3.0

B Creative Arts

- completion of ARTS100 (B/Cr) or SOC100 (B/Cr) **and**
- at least 12 credit points with an overall gpa of 2.5

B Creative Arts (International)

- at least 12 credit points with an overall gpa of 3.5 or attach letter of permission from Director, Bachelor of Creative Arts.

Bachelor of International Communication

Transfer only available for students enrolled in BMedia or BA in Media and Cultural Studies.

- completion of ICOM101 (Cr), CUL100, MAS104 (Cr/B) and MAS105 (Cr/B)
- at least 18 credit points with an overall gpa of 3.25

BSocSc

- at least 18 credit points with an overall gpa of 2.0

B Environmental Management

- at least 12 credit points with an overall gpa of 2.0

B Environmental Science

- at least 12 credit points with an overall gpa of 2.0

B Marine Science

- at least 12 credit points with an overall gpa of 2.0.

BA

(transfer from Diploma of Languages)

- for students in the Diploma of Languages wishing to transfer to BA they must transfer after gaining 12 credit points and a gpa of 2.0 in the Diploma of Languages and before satisfying requirements for Diploma in Languages ie 24 credit points.

You will need to indicate your Division

Diploma of Languages

- **You must be enrolled in Certificate of Languages**
- must transfer after gaining 9 credit points and a gpa of 2.0 in the Certificate of Languages and before satisfying requirement for the Certificate

B Chiropractic Science

- at least 12 credit points with an overall gpa of 2.5

B Medical Sciences

- at least 24 credit points with an overall gpa of 3.0

B Speech & Hearing Sciences

- at least 12 credit points with an overall gpa of 2.5

B Health

- at least 12 credit points with an overall gpa of 2.5

Combined Law *(eg BALLB, BMediaLLB etc)*

Students must apply for the non-law quota no later than the end of second year. Transfer for students NOT ENROLLED in LLB

- completion of LAW113 (P/C) & LAW103 (P/C) and
- at least 18 credit points with a gpa of 2.0 and
- be enrolled or eligible to transfer to the non-LLB element of the combined award eg BBA
If transferring to BA or BSc please indicate Division

Combined Law *(eg BALLB, BMediaLLB etc)*

Transfer for students ALREADY enrolled in LLB

- completion of LAW113 (P/C) and LAW103 (P/C) **and**
- be eligible to transfer to the non-LLB element of the combined

award eg BBA
 If transferring to BA or BSc please
 indicate Division

BAppFin

- at least 12 credit points with an overall gpa of 2.25

BBA

- at least 12 credit points with an overall gpa of 2.5

BBA with Bachelor of Computing & Information Systems

- follow policy for double degrees i.e. same as BBA which is at least 12 credit points with an overall gpa of 2.5

BCom in Finance

- at least 12 credit points with an overall gpa of 2.0

BEC in Finance

- at least 12 credit points with an overall gpa of 2.0

B Com – Accounting

- at least 12 credit points with an overall gpa of 2.0

BCom – Actuarial Studies

- at least 18 credit points with an overall gpa of 3.0 **and** completion of MATH132 (Cr) or MATH133 (Cr) or MATH134 (Cr) or MATH136 (Cr)

B Com – Marketing

- at least 12 credit points with an overall gpa of 2.5

B International Business

- at least 12 credit points with an overall gpa of 2.25

BEd (Secondary)

- enrolled in the Graduate Diploma of Education

Grad Dip Education

- enrolled in Bachelor of Education (Secondary)

Selection of Program of Study

Division of Registration

All students register in one of the Divisions of the University, the appropriate Division being determined according to the student's degree program. Should a student's major academic interest change to another Division the student may apply for a change of registration. The Division of registration provides the student with an important link with the University for advice regarding the program of study which will best suit his or her interests and abilities. Only students accepted for enrolment in the one of the *combined-Law* programs (eg, BA LLB, BSc LLB, etc) will be permitted to register in the Division of Law.

Selection of Program of Study

When enrolling each year, most students come to the University where they may consult a member of the teaching staff (an academic adviser). It is not necessary for students to come to the University for advice if they are enrolling in the following: BLegS, LLB and non-metropolitan distance education BA, BSc, BTeach (EC), BED (EC) or BEd (ECE).

Students may combine units into programs of study suited to their individual needs. The philosophy of the University is to keep a wide combination of units open to students. The timetable for classes or for on-campus sessions for distance education units may, however, place some constraints on a student's choice of units. Also some units have limitations on the numbers of students who can be enrolled. When preparing programs, students should consult the class timetable. Students should endeavour to balance the workload in the two half-years by achieving a balance between the credit points taken in each half-year.

Students in their first-half year of enrolment must have academic approval for their proposed program of study. After the first-half year of enrolment, students do not have to have academic approval for their program of study except in special circumstances. Students not in their first-half year of enrolment are encouraged to seek academic approval and/or advice on their program of study, if they are unsure of any aspects of their program. There is provision for students to change their program of study during the year. It is the student's responsibility to ensure that the program will satisfy the Bachelor Degree Rules.

Full-Time Students

Students are classified as full-time if they are enrolled for the year in such units as would, if completed satisfactorily, result in the student obtaining 17 or more credit points. A full-time student who wishes to graduate in minimum time should enrol in approximately 24 credit points each

year. Programs of study in excess of 14 credit points in any half-year require special approval.

Part-Time Students

Students are classified as part-time if they are enrolled for the year in such units as would, if completed satisfactorily, result in the student obtaining fewer than 17 credit points. A part-time student normally enrolls in a program of 12 credit points each year, although this may be increased in appropriate cases. If enrolled for only half a year a student in less than 9 credit points is classified as part-time.

Part-time students should consider enrolling in not less than 10 to 12 credit points a year. For this they should allow 20 to 24 hours each week for study. This time will include all organised reading, attendance at lectures and tutorials, preparing assignments and carrying out practical work either at home or at the University.

Part-time study must be integrated with the demands of earning a living and honouring family and personal obligations if it is to be successfully pursued over a period of years. The time set aside for systematic study must reduce time for general leisure, and a consequent change in lifestyle is inevitable. Careful consideration of these matters is most important before a commitment to a part-time study program is made.

Evening and Distance Education Students

Distance education students are encouraged to regard the Centre for Open Education (COE) as the first point of contact and referral, particularly if problems emerge. Evening students are also welcome to use the COE as a means of contact with other areas of the University whose hours of operation may not coincide with theirs.

Full-time and part-time students also have access to many distance education units which allows them considerable flexibility in working out a program tailored to their particular needs and preferences. As well, some day and evening units are offered in a composite mode; that is, some components of the unit may require on-campus attendance while other components are available in the distance education mode of tape and print materials.

Arrangements for units of study vary considerably and students should read the unit descriptions in Part Three of this Handbook and consult the staff member in charge of the unit for full details.

Assumed Knowledge; Subject Prerequisites; Recommended Studies

Some areas of study require previous knowledge at High School level for entry to the main first-year units of study. Students should read the definitions of *assumed knowledge*, *subject prerequisites*, and *recommended studies* below. The subject prerequisites and assumed knowledge listed in the table below refer to the mainstream first-year unit in the area of study concerned. If there is a set minimum level of prerequisite achievement in a par-

ticular area of study, the University provides alternative elementary units in the same area of study. These elementary units are designed to bring candidates up to the level required for progression in that subject. The units count towards the requirements for the degree, but those who complete them and wish to continue study in the area at second-year and third-year level may require up to one additional year of study to complete the degree. Some units in accounting, economics, mathematics and statistics may also be offered as Summer School units (fee-paying) starting in January: Enquiries must be directed to the Centre for Open Education on (02) 9850 7470. This may allow a degree to be finished in minimum time. The elementary units also provide an optional unit for students, with no background in the subject area, who wish to include the area of study in their courses without progressing beyond first-year level.

Please note: there are **no course prerequisites** for entry into undergraduate courses at Macquarie.

Definitions of Terms

Assumed Knowledge (shown as A)

A level of achievement in a specified course(s) at the NSW HSC (or equivalent) considered desirable for successful study in a university course or first-year subject.

Subject Prerequisites (shown as SP)

Some particular subjects within the University require that you have achieved a prescribed standard in a specified NSW HSC (or equivalent) course before you are allowed to enrol in those particular subjects.

Recommended Studies (shown as R)

These are NSW HSC (or equivalent) courses. A background of study in this HSC course will assist the student in the chosen tertiary course. It is neither required for admission nor assumed as being held on commencement of studies.

Division and Area of Study

*Course prerequisite (P) Subject prerequisite (SP)
Assumed knowledge (A) Recommended studies (R)*

College of Commerce

Division of Economic and Financial Studies

Department of Accounting and Finance

Accounting and Finance, Applied Finance

None for first-year, but students must take a minimum of two first-year units in economics and hence meet the mathematics prerequisite for that unit.

Department of Actuarial Studies

Actuarial Studies

SP Mathematics Extension 1
R Mathematics Extension 2

Department of Business

Business Administration

None for first-year units

Demography

None for first-year units

Marketing

None for first-year but students must take a minimum of two first-year economics units to meet the mathematics prerequisite for the unit.

Department of Economics

Economics

SP Mathematics (Band 2)

Department of Statistics

Statistics

A Mathematics

College of Humanities and Social Sciences

Australian Centre for Educational Studies

Institute of Early Childhood

Early Childhood

Students intending to become teachers in the NSW Department of Education and Training must study at least two units of English and two units of mathematics.

School of Education

Education

None for first-year units

Division of Humanities

Department of English

English

None, although the wide reading of texts required in English (Standard) would be an advantage.

Department of Ancient History

None for first-year units

Department of Modern History

None for first-year units

Department of Asian Languages

Chinese

None for first-year units

Japanese

None for first-year units

Department of European Languages

Croatian

SP Post-HSC units – Croatian: None for introductory units

French

SP Post-HSC units – French: None for introductory units

German

SP Post-HSC units – German: None for introductory units

<i>Division and Area of Study</i>	<i>Course prerequisite (P) Subject prerequisite (SP) Assumed knowledge (A) Recommended studies (R)</i>
Italian	SP Post-HSC units – Italian: None for introductory units
Macedonian	SP Post-HSC units – Macedonian: None for first-year units
Modern Greek	SP Post-HSC units – Modern Greek: None for first-year units
Polish	SP Post-HSC units – Polish: None for first-year units
Russian	SP Post-HSC units – Russian: None for first-year units
Serbian	SP Post-HSC units – Serbian: None for first-year units
Ukrainian	SP Post-HSC units – Ukrainian: None for first-year units
<i>Department of Public Law</i>	None for first-year units
<i>Department of Contemporary Music Studies</i>	None for first-year units
<i>Department of Politics and International Relations</i>	None for first-year units
Division of Law	
<i>Department of Business Law</i>	None for first-year units
<i>Centre for Environmental Law</i>	None for first-year units
<i>Department of Law</i>	None for first-year units
Division of Society, Culture, Media and Philosophy	
<i>Creative Arts</i>	None for first-year units
<i>Department of Anthropology</i>	
Anthropology	None for first-year units
<i>Department of Critical and Cultural Studies</i>	
Cultural Studies	None, although the wide reading of texts required for English (Standard) would be an advantage.
<i>Warawara – Department of Indigenous Studies</i>	
	None for first-year units
<i>Department of Media</i>	
Communication Studies, Media	None for first-year units
<i>Centre for International Communication</i>	
International Communication	None for first-year units
<i>Department of Philosophy</i>	
Philosophy	None for first-year units
<i>Department of Sociology</i>	
	None for first-year units
<i>Institute for Women's Studies</i>	
Women's Studies	None for first-year units
College of Science and Technology	
Division of Environmental and Life Sciences	
<i>Department of Biological Sciences</i>	
Biology, including Animal Sciences, Biochemistry, Biodiversity and Conservation Biology, Cell and Molecular Biology, Ecology, Environmental Biology,	A Mathematics (Band 2) plus Chemistry (Band 3). Students with no HSC Chemistry and minimal mathematics will be able to take units at first-year

Division and Area of Study

*Course prerequisite (P) Subject prerequisite (SP)
Assumed knowledge (A) Recommended studies (R)*

Genetics, Human Biology, Marine Biology,
Microbiology, Physiology and Plant Sciences

level and thus attain the same assumed knowledge as
as above.

Department of Chemistry

Analytical Chemistry, Biological and Environmental
Chemistry, Biotechnology, Geochemistry, Marine
Chemical Ecology, Medicinal Chemistry, Molecular
Technologies, Physical, Theoretical Organic and
Inorganic Chemistry

A Mathematics (Band 2) **plus** Chemistry (Band 3).
Students with no HSC Chemistry and minimal
mathematics will be able to take units at first-year
level and thus attain the same assumed knowledge as
above.

Department of Health and Chiropractic

Health

None

Anatomy, Chiropractic, Community Health,
International Health

A Mathematics (Band 2) plus Chemistry (Band 3).
Students with no HSC Chemistry and minimal
mathematics will be able to take units at first-year level
and thus attain the same assumed knowledge as above.

Department of Earth and Planetary Sciences

Geology, Palaeontology, Palaeobiology, Environmental
Geology, Geochemistry and interdisciplinary studies
Geographic Information Systems and Environmental
Studies

R Biology or Chemistry or Geography or Earth and
Environmental Science

Geophysics, Geochemistry and Marine Science

R One of Mathematics or Physics or Chemistry. Units of
study are available in chemistry, physics, mathematics
and computing for students who have not studied these
subjects at HSC level.

Department of Human Geography

Human Geography, Population Studies and
interdisciplinary studies in Resource and
Environmental Management, Geographic
Information Systems and Environmental Studies

None for first-year units, however, students normally
include in their program units chosen from
demography, sociology, anthropology, economics,
history, politics, physical geography, biology, statistics
or computing and should also read the requirements
for these areas of study.

Department of Physical Geography

Physical Geography, Geocology,
Atmospheric Science and interdisciplinary studies
in Resource and Environmental Management, and
Geographic Information Systems and Environmental
Science

None for first-year units, however, students normally
include in their program units chosen from biology,
chemistry, computing, earth and planetary sciences,
human geography, and mathematics, physics or statis-
tics and should also read the requirements for these
areas of study.

Division of Information and Communication Sciences

Department of Computing

Information Technology

A Mathematics
R Mathematics Extension 1 or Mathematics Extension 2

Computer Science

A Mathematics (Band E3)
R Mathematics Extension 1 (Band E3) or Mathematics
Extension 2

Information Systems

R Mathematics Extension 1 (Band E3) or Mathematics
Extension 2

Division and Area of Study

*Course prerequisite (P) Subject prerequisite (SP)
Assumed knowledge (A) Recommended studies (R)*

eBusiness

- A** Mathematics (Technology major only)
- R** HSC Mathematics Extension 1 (Band E3) or Mathematics Extension 2 (Technology major); Mathematics (Management and Multimedia major)

Department of Electronics

Electronics Engineering, Telecommunications

- SP** Mathematics (Band 6)
- R** Mathematics Extension 1 (Band E3) or Mathematics Extension 2, Chemistry, Physics

Department of Mathematics

Mathematics

- SP** Mathematics (Band 6) or Mathematics Extension 1 (Band E3) or Mathematics Extension 2
- R** Mathematics Extension 1 (Band E3) or Mathematics Extension 2 is strongly preferred.

Department of Physics

Physics; Astronomy and Astrophysics

- SP** Mathematics (Band 4)
- R** Mathematics Extension 1 (Band E3) or HSC Mathematics Extension 2; Physics

Technology Degrees

Telecommunications

- SP** Mathematics (Band 6)
- R** Mathematics Extension 1 (Band E3) or Mathematics Extension 2 and Chemistry and Physics.

Optoelectronics

- SP** Mathematics (Band 4)
- R** HSC Mathematics Extension 1 (Band E3) or HSC Mathematics Extension 2; Physics or Chemistry or Engineering Science or Senior Science.

Division of Linguistics and Psychology

Department of Linguistics

Linguistics

None for first-year units

Department of Psychology

Psychology

- R** Mathematics

Psychomedical

- A** Refer to assumed knowledge for Department of Biological Sciences above.

Change of Program of Study

Students are permitted to change their programs of study (add and/or withdraw units) at the commencement of both semesters either by the web (if eligible to do so) or by attending a change of program (COP) session at which their changes will be entered on the AMIS Student System. Details of the change of program sessions (times/locations) will be available in late February 2005 from the Macquarie website at www.reg.mq.edu.au/ or from the Student Enquiry Service.

Notification of Discontinuance of Units of Study

Bachelor Degree Rule 12 provides that the effective date of discontinuance of a unit shall normally be the date of receipt by the Registrar's Office of written notification from the student. However, in special cases the Registrar's Office may determine a different date after considering such information as may be available. In administering this rule Academic Senate has determined that the Registrar's Office should follow the guidelines outlined below.

The date of notification would normally be used as the date of discontinuance. Exceptions to this would include:

- a student who, in the opinion of a member of the administrative staff of the Undergraduate Studies Section discontinued all studies prior to the date by which discontinuance without penalty was permitted, even though notification was received after this time;
- students who through illness or other unavoidable disruption (documented) were unable to notify discontinuance by the due date;
- students who complete a statutory declaration certifying abandonment of a unit (not just non-attendance at classes) prior to the date by which discontinuance without penalty was permitted and giving reasons for the abandonment and for the late notification, and whose application is supported by the Dean of the Division offering the unit.

Students will only be regarded as not effectively enrolled for the relevant half-year if

- it is evident beyond any reasonable doubt that they abandoned studies before the due date, and
- the Registrar's Office was notified before the return of enrolment information to the Department of Education, Science and Training (DEST).

Where doubt exists, reference may be made to the Divisions in which the student was undertaking units, to ascertain whether their records show the student as effectively enrolled. If doubt still exists as to whether the student did abandon studies before the due date, the date of notification should be used.

In cases arising under (b), unless it is evident beyond any reasonable doubt that the student did actually discontinue by the due date, the student should be required to complete a statutory declaration and be considered under (c).

Early Withdrawn in a Unit of Study

The conditions under which a student is regarded as early withdrawn in a unit of study are set out in paragraphs (i), (ii) of Rule 11(1)(a).

Where a student notifies discontinuance of a first half-year unit on or before 31 March, he or she is regarded as "early withdrawn". Where a student notifies discontinuance of a second half-year unit on or before 31 August, he or she is regarded as early withdrawn. Where a student notifies discontinuance of a full-year unit on or before 30 April, he or she is regarded as early withdrawn.

It should be noted that separate provision is made for vacation units and fieldwork units. Dates for discontinuance as early withdrawn are set out below.

Students who are regarded as "early withdrawn" in a course or unit of study are effectively not enrolled in the unit/course and therefore not liable for the Student Contributions.

Fail Withdrawn (FW) from a Unit

Where a student discontinues a first half-year unit after 31 March he or she is regarded as fail withdrawn. Where a student withdraws from a second half-year unit after 31 August he or she is regarded as fail withdrawn from that unit. Students who are regarded as fail withdrawn from a unit are still liable for the Student Contributions. Where a student notifies discontinuance of a full-year unit on or before 30 April, he or she is regarded as early withdrawn.

Discontinuance of Fieldwork and Vacation Units

Deans of Divisions offering fieldwork or vacation units, which run mainly in the long vacation (Dec 05/Jan 06) have determined the following dates by which a student must discontinue, to be regarded as early withdrawn:

NB: Dates may be subject to change after publication. It is important that you confirm these dates with the relevant coordinator at the time of enrolling in the unit/s.

Summer Vacation:

<i>Australian Centre for Educational Studies</i>		Last Date for Discontinuance Early Withdrawn
TEP283	Curriculum and Instruction in the Secondary School II	tba*
TEP295	Curriculum and Instruction in Secondary School 1A	tba*
<i>Division of Humanities</i>		
CHN110	Introductory Chinese Reading Unit	tba*
CHN223	Second Year Chinese Reading Unit	tba*

Handbook of Undergraduate Studies—2005

CHN378	Chinese Research Project	tba*
CRO161	Introductory Croatian III	tba*
FRN125	Introductory French III	tba*
FRN131	Introductory French Residential Short Unit	tba*
FRN231	Intermediate French Residential Short Unit	tba*
FRN331	Advanced French Residential Short Unit	tba*
GMN133	Introductory German III	tba*
GMN199	Beginners Residential Short Unit	tba*
GMN299	Intermediate Residential Short Unit	tba*
GMN362	Advanced Residential Short Unit	tba*
ITL106	Introductory Italian I	tba*
JPN190	Introductory Japanese Reading Unit	tba*
JPN290	Intermediate Japanese Reading Unit	tba*
MCD112	Macedonian Reading Unit	tba*
MGK130	Introductory Residential Short Unit	tba*
MGK230	Intermediate Residential Short Unit	tba*
MGK330	Advanced Residential Short Unit	tba*
PLH125	Elementary Polish Reading Course	tba*
PLH222	Intermediate Polish Reading Course	tba*
RSN160	Introductory Russian III	tba*
UKR112	Introductory Ukrainian III	tba*
MUS230	African Drumming	tba*
<i>Division of Linguistics and Psychology</i>		
LING120	Living English	tba*
<i>Division of Environmental and Life Sciences</i>		
ELS400	Museum Field Studies	tba*
BIOL240	Introduction to Bioscience Ethics	tba*
BIOL245	Tropical Marine Ecosystems	tba*
CHEM388	Advanced Chemistry III	tba*
GEOS224	Introduction to Field Geology	tba*
GEOS373	Volcanic Geology Fieldwork	tba*
GEOS389	Special Interest Seminar	tba*
ITEC301	Web Technology	tba*
<i>Division of Society, Culture, Media and Philosophy</i>		
SOC300	Internships in Social Research	tba*

* For these dates please consult the University website www.mq.edu.au

Winter Vacation:

Division of Humanities

CRO180	Introductory Residential Reading Unit in Croatia	5.7.05
CRO280	Intermediate Residential Short Unit in Croatia	5.7.05
FRN131	Introductory French Residential Short Unit	5.7.05
FRN231	Intermediate French Residential Short Unit	5.7.05
FRN331	Advanced French Residential Short Unit	5.7.05
GMN199	Beginners Residential Short Unit	tba
GMN299	Intermediate Residential Short Unit	9.9.05
GMN362	Advanced Residential Short Unit	9.9.05
ITL109	Beginners Residential Short Unit in Italy	5.7.05
ITL209	Intermediate Residential Short Unit in Italy	5.7.05
ITL305	Advanced Residential Short Unit in Italy	5.7.05
JPN195	Japanese In-country Program	15.7.05
RSN140	Beginners Residential Unit in Russia	5.7.05
RSN240	Intermediate Residential Unit in Russia	5.7.05
RSN340	Advanced Residential Unit in Russia	5.7.05
MUS315	Introduction to Improvisation in Music	15.7.05

Division of Environmental and Life Sciences

GEOS307	Field Geology and Mapping	15.7.05
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Where a student discontinues a unit after the relevant date shown above, he or she will be regarded as having failed the unit unless a W or EW grade is granted by the Dean of the Division offering the unit pursuant to Rule 11(1)(c) following a claim by the student that discontinuance was due to unavoidable disruption.

In the case of “illness”, a medical certificate outlining the nature of the illness, its duration and the extent to which it has affected the student’s studies must have been supplied. Academic Senate has adopted the definition of unavoidable disruption set out below. It must also be clear that the unavoidable disruption followed previously satisfactory work.

Unavoidable Disruption

Academic Senate has adopted the definition of unavoidable disruption set out below, which is relevant in the administration of the following Bachelor Degree Rules:

Rule 7(2) relating to requirements to complete a unit; Rule 9 relating to the award of special examinations; Rule 12(1)(b) relating to discontinuance of a unit.

Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which –

- (a) could not have reasonably been anticipated, avoided or guarded against by the student; and
- (b) were beyond the student's control; and
- (c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work; and
- (d) interfered with the otherwise satisfactory fulfilment of unit program requirements.

Circumstances routinely encountered by students would not normally be acceptable grounds for claiming unavoidable disruption to studies. Such matters include:

- (a) routine demands of employment;
- (b) routine family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student;
- (c) difficulties adjusting to University life, to the self-discipline needed to study effectively, and the demands of academic work;
- (d) stress or anxiety associated with examinations, required assignments or any aspect of academic work;
- (e) routine need for financial support;
- (f) demands of sport, clubs and social or extra-curricular activities.

Any claim based on these categories would need to show clearly, with appropriate documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

Except in the case of applications for special examinations pursuant to Rule 8, it must also be shown that the alleged disruption seriously interfered with the student's studies to the extent that, had it not occurred, he or she would in all likelihood have given a satisfactory performance.

For the purpose of Rule 8 of the Bachelor Degree Rules, Academic Senate will treat as unavoidable disruption cases where a student has been prevented from attending an examination for the following reasons: The student is:

- (a) as a member of the armed forces involved in compulsory exercises;
- (b) a person in full-time employment required to be overseas by his or her employer; or
- (c) a person representing Australia at an international sporting or cultural event.

Review of Program of Study in Mid-year

Following the release of the results of the mid-year examinations, some students may need to review their program of study. Where a change of program is required it should be effected as soon as possible.

Students who have failed in a unit which is a prerequisite for a unit in the second half-year must either, after con-

sultation with an academic adviser, obtain an exemption under Bachelor Degree Rule 5 from the Dean of the Division offering the unit or ensure that they are withdrawn from the unit. Certain second half-year units will be automatically dropped when a first half-year prerequisite is failed, but it is the student's responsibility to check whether this has occurred and, if necessary, to withdraw from the unit via the web or by attending an online Change of Program session by the last date to withdraw without penalty, 31 August.

Students expecting to qualify for graduation by the end of the year should ensure that their complete program of study will satisfy the Bachelor Degree Rules.

Change of Program for Cross-institution Students

Cross-institution students wishing to change their program of study should apply to do so in writing to the Undergraduate Studies Section. Students enrolled in undergraduate units as specified in the Schedule of Undergraduate Units are subject to the same conditions of enrolment as Bachelor Degree candidates, in particular to the provisions of Rules 3, 6, 7, 8, 9, 10 and 11 of the Bachelor Degree Rules.

Change of Program for Non-award Students

Non-award students should make application to the Centre for Open Education using the yellow non-award change of program form. Non-award students enrolled in undergraduate units as specified in the Schedule of Undergraduate Units are subject to the same conditions of enrolment as Bachelor Degree candidates, in particular to the provisions of Rules 3, 6, 7, 8, 9, 10 and 11 of the Bachelor Degree Rules. Non-award students cannot add or withdraw from units online, however they may change their classes on the web (eStudent).

Honours Course — Discontinuance from, or Failure to Complete

If a candidate for the honours degrees of BA, BBA, BCom, BEc, BEnvSc, BMedia, BSocSc, BSc or BTech discontinues before the due date of the half-year in which candidature commenced, the candidate will be deemed not to have been effectively enrolled. Due dates for discontinuance to be deemed "Early Withdrawn" are 31 March for the first half-year and 31 August for the second half-year.

If a candidate discontinues, or is deemed to have discontinued by the Undergraduate Studies Committee on the recommendation of the Dean of the Division in which the candidate is registered, after the due date of the half-year in which he or she commenced candidature, he or she shall be deemed to have withdrawn and the letter 'W' denoting 'withdrawal' will be entered against the honours course description.

If a candidate completes all the components of the honours course but fails to qualify for the award of any class

of honours, his or her academic record will be endorsed with an academic comment 'Failed to qualify for a class of honours in the BA, BBA, BCom, BEc, BEnvSc, BMedia, BMedScs, BSc, BTech honours course in (field of study) (date)' and the honours course description against which the class of honours is normally recorded will be deleted.

Assessment

Requirements

To Complete an Undergraduate Unit

Rule 7(1) of the Bachelor Degree Rules prescribes in general what a student needs to do to complete a unit of study satisfactorily. Academic Senate has resolved that each Dean of Division should ensure that, for units offered in the Division, arrangements are made to advise students in writing within two weeks of the beginning of each unit, in as much detail as is appropriate, of the work required to complete it satisfactorily and the date by which each component should be completed. Senate has also resolved that Divisions be asked to ensure that students enrolled in any unit therein be supplied with a statement of 'any requirements in respect of footnotes and bibliographies in essays and written assignments'.

Unless there are special circumstances and an extension of time to complete outstanding work has been granted by the Dean of the Division offering a unit, a student who has not completed all work required in a unit by the end of the half-year in which the unit concludes will be failed in that unit. Completion of a unit includes attendance at any compulsory examination at the time indicated in the examination timetable.

The attention of all undergraduate students is drawn to Rule 11(1) of the Bachelor Degree Rules, which empowers Deans of Division to exclude from the examination in a unit a student who has not complied with the prescribed requirements of that unit.

Attendance Requirements for Distance Education Units

Where the Dean of Division, pursuant to clause 7(2)(a) of the Bachelor Degree Rules, determines that attendance at an on-campus session is compulsory, exemption from attendance cannot be granted and failure to attend such a session will mean that the student must discontinue the unit except as provided for by this sub-rule. That is, where absence was due to unavoidable disruption, the student may report the circumstances in writing to the Registrar and Vice-Principal, and the Dean of Division may take this into account when assessing the student's performance.

Where the Dean of Division, pursuant to clause 7(1)(b), determines that certain practical work is to be completed, he or she may prescribe that such work be completed during an on-campus session or by alternative arrangements such as attendance at practical sessions for the day or

evening offering of the unit, provided that any alternative arrangements must be available to all students enrolled in the unit. Where a student is unable, because of unavoidable disruption, to complete the practical work required, the student may report the circumstances in writing to the Registrar and Vice-Principal, and the Dean of Division may take this into account when assessing the student's performance. Where attendance at the practical classes rather than the on-campus session has been made compulsory, it may be possible for the Dean of Division to make alternative arrangements for the student to complete the practical work required.

Advice to students of the work required to complete a unit satisfactorily should be conveyed to students within the first two weeks of the unit, in as much detail as possible. This advice should specify whether attendance at on-campus sessions and/or practical classes is compulsory and, in the case of the latter, whether the practical classes should be taken at the on-campus session or may be taken at alternative times and places. If it is specified that alternative arrangements are permissible, the procedure to be followed in indicating the election of the student should be set out.

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 centers 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 num-

ber 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 or cosmetic bags. **NO MOBILE PHONES 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 Union 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 ARE NOT PERMITTED IN EXAMINATION ROOMS

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 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 7 of the Bachelor Degree 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 Registrar's Office. The report (supported by an original Professional Authority Form or other proper evidence) should reach the Academic Program Section of the 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. 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 Bachelor Degree Rule 10(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 C but not to higher grades.

Grades

Grading System

Under the authority granted to the Academic Senate, pursuant to Rule 10(5), the following range of scaled marks applies to these grades as referred to below:

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.

Students will receive by mail an official notification of their complete results and no publication of examination results will be made in the press. 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 admission to Bachelor honours programs, 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:

$GPA = (4a + 3b + 2c + 1cq + 0f)$ 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 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 co-ordinator 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 Registrar and Vice-Principal and the student in writing.

Step 3: Formal appeal to Grading Appeals Committee via the 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 Registrar and Vice-Principal 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 Registrar and Vice-Principal.

The Registrar and Vice-Principal 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) 2004–2005 Summer Course Program

- Lodgement of formal appeal with Dean of Division: 4 March 2005
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 11 March 2005
- Lodgement of appeal with Registrar and Vice-Principal: within five working days of notification of Dean of Division's recommendation.

(ii) Mid-year examinations

- Lodgement of formal appeal with Dean of Division: 1 August 2005
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 15 August 2005
- Lodgement of appeal with Registrar and Vice-Principal: 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: 12 January 2006
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 27 January 2006
- Lodgement of appeal with Registrar and Vice-Principal: within five working days

of notification of Dean of Division's recommendation.

(iv) 2006 Summer Course Program

- Lodgement of formal appeal with Dean of Division: 3 March 2006
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 10 March 2006
- Lodgement of appeal with Registrar and Vice-Principal: 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 appellants.

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.

Exclusions

Re-enrolment in a Unit for a Third Time

Bachelor Degree Rule 16 provides that a candidate who has twice recorded a grade for a unit may not re-enrol in the unit unless given permission to do so by the Dean of the Division offering the unit.

Exclusion for Twice Failing a Required Unit

Students who commenced a law program in 1987 or later, and who twice fail in a prescribed law unit, will be excluded from the Law course under Bachelor Degree Rule 14 unless they are able to satisfy the Academic Appeals Committee that they should be permitted to enrol.

Students who commenced candidature after 1 January 2001 in the Bachelor of Chiropractic Science degree and who twice fail in a unit prescribed for this degree will be excluded from the Chiropractic Science course under Bachelor Degree Rule 14 unless they are able to satisfy

the Academic Appeals Committee that they should be permitted to enrol.

Students who commenced candidature after 1 January 2000 for any Bachelor degree with the Diploma of Education, Bachelor of Education (Primary), Bachelor of Education (Secondary) or Bachelor of Education (Early Childhood Education) or a student who commenced candidature after 1 January 2001 for the degree of Bachelor of Teaching (Early Childhood Services) or the degree of Bachelor of Teaching (Birth to School Age) and who have twice failed in a prescribed practicum unit for any of these degrees will be excluded from any of these degrees and the Graduate Diploma in Education and the Graduate Diploma in Early Childhood.

Students who commenced candidature after 1 January 2005 for the degree of Bachelor of Commerce – Accounting or for a combined degree award or double degree award including the degree of Bachelor of Commerce – Accounting who has failed to complete ACCG200 or ACCG201 or ACCG250 or ACCG253, after having been enrolled in any of these units twice, will be excluded from the degree of Bachelor of Commerce – Accounting or any combined degree award or any double degree award including the Bachelor of Commerce – Accounting.

Exclusion for Taking an Unduly Long Time to Complete a Course

Students may be excluded from further enrolment if they are taking an unduly long time to complete their program of study. For Bachelor Degree candidates, an unduly long time is regarded as 10 years of effective enrolment. The Graduate Diploma, Graduate Certificate and various Diploma and Certificates Rules also contain provisions relating to exclusion from further enrolment for taking an unduly long time to complete requirements for a program of study.

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/. 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

Undergraduate qualifications are administered by Academic Program Section. Students who expect to satisfy requirements in July (first half) or December (second half) 2005 must ensure that an expectation to complete is entered on their student record during the enrolment periods held in February or July. This can be viewed on your eStudent login site: My Results/Expecting to Complete. If the information is not visible, follow the instructions contained on the web page.

Students who satisfy requirements for the award of a Bachelor Degree or Graduate Diploma at the meetings of Academic Senate held on 16 December 2004 or 22 February 2005 will graduate in April 2005. If you are unsure of your qualification and graduation status, you must contact Academic Program Section before 22 February.

Please note: students completing Summer or Vacation units and students with late resolution of results or qualifications will not graduate in April 2005.

Students who satisfy requirements for the award of a Bachelor Degree or Graduate Diploma at the meetings of Academic Senate held on 15 July or 16 August 2005 will graduate in September 2005. If you are unsure of your graduation status, you must contact Academic Program Section before 16 August.

Qualification — Results

Qualified students will be able to view their award (qualification) and graduation information on eStudent when the examination results are available on the web. If this information is not visible, follow the instructions contained therein.

Graduation ceremonies

April graduation information will be posted on 2 February with a return date of 4 March 2005. Graduating students must ensure that their mailing details are kept current at all times. All graduation changes, requests to defer graduation and requests to graduate at one of our mid-year overseas ceremonies, must be made in writing and received by the Graduation Unit before 4 March 2005. Incomplete requests and requests received after 4 March will not be processed.

September graduation information will be posted on 2 August 2005 with a return date of 2 September 2005. All graduation changes, requests to defer graduation and requests to graduate at one of our end of year overseas graduation ceremonies must be received by the Graduation Unit, in writing, before 2 September. Incomplete requests and requests received after 2 September will not be processed.

As all graduation communication is conducted by mail, students must keep their mailing details current at all times. Please ensure that you update your mailing 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 ceremonies

The University will conduct overseas graduation ceremonies in Singapore and Hong Kong in June/July 2005 and Hong Kong in November 2005. It is possible that a graduation ceremony will also be held in China at the end of 2005 if sufficient students request to join this ceremony.

Local students intending to graduate in either Singapore or Hong Kong should return the Overseas Graduation Ceremony form, which is available on the web and at the Student Enquiry Service, to the Graduation Unit by 4 March for the mid-year overseas graduation ceremonies and 2 September for the end of year overseas ceremony.

Administration

Campus cards

All new internal students are issued at enrolment with a campus card (photo-identity card), which should be carried during attendance at the University and shown on request. The card should be presented when applying for transport concessions, using the student employment service, borrowing books from the Library and sitting for examinations. It should also be presented each year when re-enrolling. New distance education students will complete an application form for a campus card and send it, together with a suitable photograph, to the Centre for Open Education.

A student who loses his or her campus card should complete an application, obtainable from the University

Library, for a new card, and pay the replacement charge of \$10 to the Cashier.

Students should note that the number on the card is their University number which should be quoted on all correspondence with the University.

Change of Name or Address

Students are required to notify the Student Enquiry Service, Registrar's Office, in writing of any change in their name. Students are required to supply documentary evidence of a change of name, such as marriage certificate, certificate of change of name, driver's licence or passport.

Changes of address can be made at the following: <https://student1.mq.edu.au>. Students should ensure that their address details are always up-to-date, as the University cannot accept responsibility if official communications fail to reach a student.

Scholarships

Please note: Details of scholarships are subject to change without notice. The following scholarships are available to undergraduate students at Macquarie University.

ACS Foundation Trust Scholarships

These scholarships are available to full-time students enrolled in a Bachelor degree undertaking a coherent study in computing or the Bachelor of Computer Science, or the Bachelor of Computing and Information Systems. The scholarships are valued at \$5000 per annum.

For further details contact the Division of Information and Communication Sciences; tel: 02 9850 9101.

There may be other scholarships available to students studying in the Information and Communication Sciences area. Please contact the Department; tel: 02 9850 9500

ARC National Key Centre for Geochemical Evolution and Metallogeny of Continents Bachelor Honours Scholarship

Six scholarships are available for students enrolled in an honours degree in the Department of Physical Geography, Macquarie University or in the Department of Geology, Australian National University and undertaking a program of study and research in the area of geochemical evolution and metallogeny of continents. The scholarships are valued up to a maximum of \$2500 per candidate. Shared or partial scholarships may be offered.

For further details contact the Department of Physical Geography tel: 02 9850 8953.

Bachelor of Science Teaching Scholarships

The Divisions of Environmental and Life Sciences and Information and Communication Sciences together with

the School of Education, are offering a limited number of scholarships to students commencing studies in a Bachelor of Science Diploma of Education and who follow a particular study pattern.

The scholarships will be awarded on the basis of UAI, with some scholarships reserved for students who have attended a secondary school classified by the NSW Department of Education and Training as "disadvantaged". Several different levels of scholarships will be offered, for details and an application please see www.els.mq.edu.au/scholarships.html

For further information please contact Dale Scott; tel: 02 9850 8976 or dscott@els.mq.edu.au.

Biology Summer Research Experience Scholarships

These scholarships are available on academic merit to students enrolled in biology undergraduate programs. The purpose of the scholarships is to provide project-based work experience opportunities during the summer vacation. The scholarships are valued at \$275 per week for two to ten weeks depending on the duration of the work experience project.

For further details contact the Division of Environmental and Life Sciences; tel: 02 9850 8418.

Chemistry Scholarship

This scholarship is available to students enrolling in the Bachelor of Science degree undertaking a coherent study in chemistry. The scholarship is valued at \$1000 and is available for up to three years subject to satisfactory progress.

For further details contact the Department of Chemistry; tel: 02 9850 8275.

Division of Information and Communication Sciences Scholarships

Up to seven scholarships are available to commencing undergraduates in the first year of a Bachelor degree program leading to a coherent study in any discipline within the Division of Information and Communication Sciences. The degrees included are the BeBus, BTech(Optoel), BTech(Tele), BE, BCompSci, BIT, BSc in Astronomy and Astrophysics, BSc in Advanced Maths, BBA BIT, BCom-Actuarial Studies with the BSc in Computing, BA or BSc in the Division of Information and Communication Sciences.

The scholarships are available on academic merit to students who achieve a UAI of 95 or greater. Up to five of the scholarships are valued at \$2500 per annum and may be renewed for up to a further two years subject to satisfactory progress. One scholarship will be reserved for Indigenous applicants. Up to two scholarships are valued at \$5000 per annum for applicants enrolling in the BIT or BE degrees and may be renewed for up to a further two years subject to satisfactory progress.

For further details contact the Division of Information and Communication Sciences; tel: 02 9850 9101.

Student Complaints Procedure

The University's systems and procedures for dealing with complaints from its main consumers, students, are well established and are regularly reviewed.

Procedures for many situations, including conduct of established committees and the availability of appeals mechanisms, are widely publicised, routinely applied and are documented in the University's By-laws and Rules. These are published annually in the *Macquarie University Calendar of Governance, Legislation and Rules*, which is also available online, or are available from the Office of the Registrar and Vice-Principal.

The following are the principal mechanisms available to students for consideration of complaints:

- Academic Appeals Committee
- Grading Appeals Committees (Undergraduate and Postgraduate)
- Discipline Committee (for disciplinary matters)
- Student Grievances Committee
- Standing Committee of Council on Appeals.

Students can access advice through Student Contact Officers, the Equity Unit, the Equal Employment Opportunity Officer, the Dean of Students, the Dean of Graduate Studies and the University Counselling and Medical Services.

In most situations, the processes of clear communication, consultation and negotiation, or helpful explanation of policies and procedures are often sufficient for the early resolution of complaints.

Beyond the University, students have the right to pursue unresolved grievances with the NSW Ombudsman and, if necessary with representations to agencies such as the Administrative Decisions Tribunal, the Fair Trading Tribunal and the Anti-Discrimination Board.

DEGREES AND DIPLOMAS OFFERED

Honours Degrees

Macquarie University offers three kinds of Honours degrees: those which are a separate program following on from a corresponding Bachelor degree; those which are an integrated part of a Bachelor degree program (that is, Honours degrees of Bachelor of Education (Early Childhood Education), Bachelor of Arts with Diploma of Education and Bachelor of Psychology); and those which are awarded on the basis of outstanding merit (that is, Honours Degree of Bachelor of Laws).

The University offers the following Honours degrees which are separate one-year full-time or two-year part-time programs:

Honours Degree of Bachelor of Applied Finance (BAppFin (Hons))

Honours Degree of Bachelor of Arts (BA (Hons))

Honours Degree of Bachelor of Business Administration (BBA (Hons))

Honours Degree of Bachelor of Commerce (BCom (Hons))

Honours Degree of Bachelor of Commerce – Accounting (BCom – Accg (Hons))

Honours Degree of Bachelor of Commerce – Actuarial Studies (BCom – Act Stud (Hons))

Honours Degree of Bachelor of Commerce – Marketing (BCom – Mktg (Hons))

Honours Degree of Bachelor of Computer Science (BCompSc (Hons))

Honours Degree of Bachelor of Computing & Information Systems (BCompInfoSys (Hons))

Honours Degree of Bachelor of Creative Arts (BCA (Hons))

Honours Degree of Bachelor of Economics (BEc (Hons))

Honours Degree of Bachelor of Education (Early Childhood Education) (BEd (ECE) (Hons))

Honours Degree of Bachelor of Environmental Science (BEnvSc (Hons))

Honours Degree of Bachelor of Environmental Management (BEnvMgt (Hons))

Honours Degree of Bachelor of Health (BHlth (Hons))

Honours Degree of Bachelor of Marine Science (BMarSc (Hons))

Honours Degree of Bachelor of Media (BMedia (Hons))

Honours Degree of Bachelor of Medical Sciences (BMedScs (Hons))

Honours Degree of Bachelor of Science (BSc (Hons))

Honours Degree of Bachelor of Science with Bachelor of Arts (BSc BA (Hons))

Honours Degree of Bachelor of Social Science (BSocSc (Hons))

Honours Degree of Bachelor of Speech and Hearing Sciences (BSpHearingSc (Hons))

Honours Degree of Bachelor of Technology (Information & Communication Systems (BInfoCommSys) (Hons))

Honours Degree of Bachelor of Technology (Optoelectronics) (BTech (Hons) (Optoel))

The above Honours degrees are available in a wide range of subject areas. They are *not* normally available by distance education.

Eligibility for Admission to Candidature

To be eligible for admission to a place in one of the above degree programs an applicant must have:

- qualified for the award of the corresponding Bachelor degree;
- have completed satisfactorily a program of study prescribed by the Dean of the Division in which they desire to undertake the Honours program;
- attained in the units completed for the Bachelor degree a standard of achievement approved by the Dean of Division.

For Macquarie University graduates the following grade point average attainment is required:

- an overall grade point average of at least 2.5; and
- the 300 level grade point average determined by Academic Senate for the relevant discipline. In cases of interdisciplinary programs an applicant is required to meet the 300 level grade point average of both disciplines.

Academic Senate has approved the following minimum 300 level grade point average requirements for admission:

Aboriginal Studies	to be determined
Accounting and Finance	3.0
Actuarial Studies	3.25
Anthropology	3.0
Applied Finance	3.0
Asian Languages	3.0
Biological Sciences	2.5
Business Administration	3.0
Chemistry	2.5
Computing	2.5
Critical and Cultural Studies	3.0
Early Childhood Education	3.0
Earth Sciences	2.5
Education	3.0
Electronics	2.5
English	3.0
Environmental Science	2.5
Geography (Human or Physical)	2.5
Geology and Geophysics	2.5
History (Ancient or Modern)	3.0
Linguistics	2.7
Mathematics	2.5
Media	3.0

Medical Sciences	3.0
(except Psychomedical)	3.25)
Music	2.5
Philosophy	3.0
Physics	2.5
Politics	3.0
Psychology	3.25
Social Sciences	according to the discipline selected
Sociology	3.0
Speech and Hearing Sciences	3.25
Statistics	3.0
Technology (see above degrees in relevant areas)	2.5 (except BTech (ICSys) 3.00)
Women's Studies	3.0

Application for Admission

Application forms and information may be obtained from the Undergraduate Studies Section. Applications should be lodged by 31 October for the following academic year and not later than the first week in June for mid-year admission. Mid-year admission is not possible in all subject areas. Academic Senate has determined that students should only be permitted to start a Bachelor Honours course at mid-year if it is possible for them to complete all the components of the program within the prescribed period of the candidature.

Candidature for Honours Programs

The formal commencement of candidature for the honours degree is the date set down in the Principal Dates as the date of commencement of the half-year. The formal conclusion of candidature is the date set down in the Principal Dates as that for the conclusion of the final half-year of candidature. Any change to the above periods of candidature, including any change from full-time to part-time candidature or vice versa, must be approved by the Dean of the Division in which the student is registered. Students wishing to change the period of candidature of an honours degree must make a formal request in writing with supporting documentary evidence to the Undergraduate Studies Section of the Registrar's Office. Candidates are encouraged to make effective use of the preceding vacation period for preliminary reading and, where practicable, in laboratory or fieldwork.

Each student will be sent a statement by his or her Division of registration outlining the program to be completed, the dates for submission of work required and the basis on which assessment is to be made.

The class of honours awarded will be shown against a description of the field of study in which the program was completed.

The Honours Degree of Bachelor of Education (Early Childhood Education)

Admission to this degree is at the end of a student's second year of full-time study (or part-time equivalent). Entry is based on the performance in the first two years of the degree. A grade point average of 2.75 is required

for admission into the preliminary Honours year (third year of study). A grade point average of 3.0 is required to enter the fourth and final year of the Honours program. To be eligible for the award students must meet the provisions of the BEd(ECE) as set out in the Handbook. Prospective Honours students should consult the Honours Convener in the Institute of Early Childhood.

The Honours Degree of Bachelor of Psychology

The Bachelor of Psychology (Honours) degree is a four-year degree. Admission to the degree is possible either by selection within the number of new students through the Universities Admissions Centre (UAC) or at the end of a student's third year of full-time study (or part-time equivalent). Entry through UAC will be based on academic merit in competition with other applicants. Entry at the end of the third year of study is available for students enrolled in the BA or BSc and will be based on the standard achieved in psychology units above 100 level including certain prescribed units and the completion of at least 72 credit points. In order to continue into the honours (fourth year or equivalent) year of the degree, students already admitted to the BPsych (Hons) must achieve the requirements outlined in this Handbook and in the entry for the Division of Linguistics and Psychology in this Part of the Handbook. Students will be eligible for the award of the degree if they meet the provisions as set out in this Handbook.

The Honours Degree of Bachelor of Ancient History

The Bachelor of Ancient History (Honours) degree is a four-year degree. Admission to the degree is possible either by selection within the number of new students through the Universities Admissions Centre (UAC) or through the University's internal transfer policy. Entry through UAC will be based on academic merit in competition with other applicants. Students will be eligible for the award of the degree if they meet the provisions as set out in this Handbook.

Bachelor of Arts with Diploma of Education with Honours

A student who has completed a program of study for the combined degree of Bachelor of Arts with a Diploma of Education with a high proportion of studies in Education and with outstanding merit may be awarded the BA DipEd with Honours. To obtain honours in the four-year combined programs of the BA DipEd a student must complete at least 50 credit points in the School of Education which include an approved coherent study in Education; 38 credit points in EDUC units and certain prescribed units. The combined degree may be awarded with Honours Class I or Class II Division I or Class II Division 2. Details of the prescribed units and standard required are set out in the Programs of Study section in this Part of the Handbook. To be eligible for the award students must meet the provisions as set out in this

Handbook. Prospective Honours students should consult the Honours Convener in the School of Education.

LLB with Honours

A student who has completed the program of study for the degree of Bachelor of Laws with outstanding merit may be awarded that degree with first-class or second-class honours. See the heading “Award of LLB or BLegS with Honours” in the entry for the Division of Law in this Part of the Handbook.

University Medals for Honours Graduates

The Academic Senate, on the recommendation of the Division concerned, may award a medal to a candidate who has obtained the Degree of Bachelor with Honours Class 1 and shown exceptional academic achievement.

Award of Two Bachelor Degrees

A student who has qualified for one of the designated undergraduate degrees at Macquarie University, and who wishes to complete another, separate, Bachelor degree, may be granted credit for 18 credit points at 100 level and 10 at 200 level towards the requirements for the second Bachelor degree (refer to Bachelor Degree Rule 1(2)).

Distance Education Programs

The University offers distance education programs leading to the degrees of BA, BEd (ECE), BSc and LLB. Distance education teaching involves the use of study guides and reading programs, audio tapes and the regular submission of written assignments. An increasing number of units also include online teaching.

Many units available by distance education require the attendance of the students at short, intensive on-campus sessions, normally held at the University during the vacations or on some weekends. Exemption from attendance at these sessions will not be granted and failure to attend a session associated with a unit may result in a student being excluded from that unit and (except where non-attendance is due to illness) a failure being recorded.

Use is made of audio tapes in the teaching of distance education units and a number of web-based components are being introduced in some units. Students enrolled in distance education courses should have access to a tape recorder. They must also be able to make arrangements satisfactory to the University for the transmission of study guides, assignments and other material; attendance at compulsory on-campus sessions; examinations within Australia; and an adequate library service.

The amount of accommodation available on campus is limited and it is not possible for all students attending on-campus sessions to be accommodated in residential colleges.

Distance Education Studies

Applicants must be resident in Australia, because distance study requires attendance both at on-campus sessions at North Ryde and at examination centres within Australia. In the case of students who are currently enrolled in a distance education program and who are compelled to move outside Australia, the Undergraduate Studies Committee will consider a request from the student, prior to the relocation overseas, to continue studies while based outside Australia. This is contingent upon the student making arrangements satisfactory to the University for the transmission of study guides, assignments and other material, attendance at compulsory on-campus sessions, examinations within Australia, and an adequate library service. Approval to remain enrolled in the program would normally only be granted where the student can provide evidence of the above requirements and has already completed a substantial proportion of the program (minimum 34 credit points) and is unable to continue their studies at another tertiary institution. Application forms are available from the Centre for Open Education and will only be provided to applicants **prior** to their relocation overseas.

Enquiries should be made to the Centre for Open Education, tel: (02) 9850 7470; fax: (02) 9850 7480; or email: coe@mq.edu.au.

Distance Education Bachelor of Arts

There are a number of areas in which students may complete a coherent study wholly by distance education, including ancient and modern history, English, education, politics, biology, human geography, earth and planetary sciences and some European languages. Information about the units offered by distance education is available from the Centre for Open Education.

Additional flexibility is available to students living in the metropolitan area who may include units with internal day or evening attendance in their program if they wish.

Distance Education Bachelor of Science

The degree of Bachelor of Science can be completed wholly by distance education study with coherent studies in biology, human geography and earth and planetary sciences. Support units at 100 level are available in chemistry, physics and statistics.

Distance Education Bachelor of Education (Early Childhood Education)

Graduates from the program are recognised as four-year trained early childhood teachers, and are qualified to care for or teach children aged between 0-8 years.

The 96 credit points required to complete the degree are spread over various areas of study: Child, Family and

Society, Management, Education and Curriculum and Reflective Practice.

The compulsory practice teaching units in Early Childhood (the Reflective Practice units) which are offered from the second semester of the BEd(ECE) must be undertaken by on-campus day attendance unless the student has previous teaching qualifications.

Distance Education Bachelor of Laws

The distance education Law course is acceptable as a qualification for the practice of Law in New South Wales.

Applications for enrolment in the distance education law program will be considered from academically qualified persons resident in Australia.

Applicants must be over the age of 21 years and selection is based on academic merit.

Applicants should have access in the neighbourhood of their place of work or residence to a basic law collection consisting of the following:

- A complete set of the Commonwealth Law Reports and the Federal Law Reports together with a current subscription to either the Australian Law Journal Reports, the Federal Law Reports and the Federal Court Reports or the Australian Law Reports; The Australian Statutes 1901-1973 and Supplement and subsequent annual volumes of Statutes up to date, or the (loose leaf) Reprinted Commonwealth Statutes.
- A complete set of the New South Wales State Reports or the New South Wales Weekly Notes from 1900 onwards, together with a current subscription to the New South Wales Law Reports. A complete set of New South Wales current reprinted Acts.
- A complete set of the Australian Law Journal together with a current subscription to that journal and to either the Australian Legal Monthly Digest or Australian Current Law.
- The modern official English Reports (A.C., Q.B., Chanc., P.D.A., now Family Law) from 1870 onwards, together with a current subscription to either the Weekly Law Reports or the All England Reports.
- Either *Laws of Australia* (LBC Information Services) or *Halsbury's Laws of Australia*.

A basic collection of legal reference texts. These will vary considerably, but should include up-to-date Australian and relevant English works. In addition, at least one loose-leaf service dealing with the subjects of Supreme, District and Federal Court procedure, taxation, company law, administrative law, trade practices law, land law and conveyancing, will be required. Students are expected to buy their own copies of prescribed textbooks.

Students permitted to enter the distance education law course register in the Division of Law. They will be expected to attend compulsory on-campus sessions of two to three days each half-year for each unit undertaken. Exemption from attendance at these sessions will not be granted.

Graduate Diplomas

The graduate diplomas in actuarial studies, atmospheric science, early childhood education, education, information technology, Japanese, psychology and philosophy are offered for graduates who wish to train in another discipline. They consist wholly of undergraduate units in a particular discipline.

Further information is provided under the relevant Division entry in the Programs of Study section in this Part of the Handbook.

Listed below are the prescribed units for the different programs (these units **must** be completed).

Anthropology

No prescribed units

Atmospheric Science

GEOS216 and 12 credit points from GEOS301, GEOS316, GEOS325 and GEOS328

Early Childhood Education

Specialisation 1

Early Childhood Education 0-5 settings:

ECH113, ECH226, ECH229, ECH416, ECH425, ECHP324, ECHP422

Specialisation 2

Early Childhood Education in K-2 Settings: not currently available

Specialisation 3

Early Education and Intervention in 0-5 Settings: ECH320, ECH416, ECH440, ECH441, ECH445, ECHP423

Education

(i) EDUC262 or EDUC264; and TEP416 and TEP493

or

(ii) EDUC262 or EDUC264, TEP412 (or TEP414 and TEP416) and one of TEP422, 424, 426, 428, 430, 432, 434, 440, 442, 444, 446, 447

Geographic Information Science

GEOS264, GEOS359 or GEOS371, GEOS426

Gender Studies

(i) WST110, WST210, WST310 ; and

(ii) 12 points chosen from: AHST370, ANTH374, ANTH382, EDUC356, HIST338, GEOS368, LAW402, LAW411, PHIL352, POL319, PSY361, SOC381, WST300

Information Technology

ITEC100, ITEC101, ITEC102, ITEC200, ITEC300 plus 8 credit points at 200 level or above in ITEC and 4 credit points at either 300 or 800 level in ITEC (total 32 cp).

Japanese

JPN221, JPN222, JPN331, JPN332, JPN378

Philosophy

No prescribed units

Psychology

PSY222, PSY234, PSY235, PSY236, PSY237, PSY332

Women’s Studies

- (i) WST110, WST210, WST310;and
- (ii) 12 points chosen from: AHST370, ENGL325, HIST338, HIST349, LAW402, LAW411, MAS302, WST300

Graduate Certificates

Listed below are the prescribed units for the Graduate Certificates available (these units must be completed).

Biotechnology

BIOL224, BIOL377, PHIL240

ii) one of the following: BIOL371, CHEM330, CHEM206

Information Technology

ITEC100, ITEC101 plus 8 credit points in ITEC electives including 4 credit points at 200 level or higher (total 16 credit points).

Introductory Japanese Teaching

JPN110, JPN111, JPN112, JPN195

Japanese Corporate Training

JPN403, JPN404, JPN405, JPN406

Diplomas

Diploma in Languages

The prescribed units are for each language* are listed in the *Schedule of Undergraduate Programs*.

* Languages for 2005:

Asian Languages	European Languages	Ancient Languages
Chinese	Croatian	Ancient Greek
Japanese	French	Latin
	German	Egyptian
	Italian	Hieroglyphs
	Macedonian	Classical
		Hebrew
	Modern Greek	
	Polish	
	Russian	
	Ukrainian	

Certificates

Certificates in Languages

The prescribed units for each language* are listed in the *Schedule of Undergraduate Programs*.

Languages for 2005 are the same as for the Diploma (above).

Other Programs

Bachelor of Business, Hospitality and Tourism*

The degree of Bachelor of Business, Hospitality and Tourism (BBHT) requires a minimum of three years of full-time study. At present, the first two years of the degree consist of the Diploma in Hospitality Management offered by the International College of Tourism and Hotel Management, and taught at their facilities in Manly, NSW.

The third year (consisting of 3 x 14-week terms) qualifies the candidate for the BBHT. Classes for the third year are also held at Manly.

*Entry to the degree program is either directly into first year or after completion of the Diploma and involves application directly to the International College. *It is not possible to apply for this course through UAC.*

Selection of Units of Study

Although undergraduate students are required to register in a Division which reflects their major interest, they have the opportunity to broaden their intellectual horizons by including, in their degree programs, units of study in disciplines significantly removed in content and methodology from those offered in their Division of registration. Students are encouraged to take advantage of this opportunity.

Many such units are on offer. They do not carry specialised prerequisites and may be taken by students who do not wish to initiate a formal program of study in the discipline concerned, but only to enrich their educational experience.

Students are advised to consult the Schedule of Undergraduate Units of Study and Descriptions of Undergraduate Units of Study in Part Three of this Handbook.