

STUDENT INFORMATION — RESEARCH

Authority and Governance of Candidature

SENATE

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

HIGHER DEGREE RESEARCH COMMITTEE (HDRC)

The Higher Degree Research Committee (HDRC) is one of the academic committees of Senate entrusted with considering the detailed academic business of Senate and bringing forward recommendations on academic matters relating to Higher Degree Research commencement, progression and completion including new programs for research education; individual student progression matters; the appointment of examiners and the examination of theses. The Committee also reports to the Research Policy and Management Committee. The HDRC is chaired by the Deputy Vice-Chancellor (Research) and its membership includes the Academic Deputy Vice-Chancellor (Academic), the Vice-President of Senate, the Dean of Higher Degree Research, and a representative member of the academic staff for each Division, as well as student representatives. The Committee meets on the first Friday of the month with the exception of January. The administration of the Committee's business is managed by the Higher Degree Research Unit whose manager is secretary to the Committee.

RESEARCH POLICY AND MANAGEMENT COMMITTEE (RPMC)

The Research Policy and Management Committee (RPMC) is responsible for encouraging and overseeing all academic aspects of research activities of the University. In addition to its role in formulating research policy including the University's Research Management Plan, the Committee has the formal responsibility for recommending to the Vice-Chancellor allocations of internal

research funds. The RPMC receives reports from the HDRC on policy, quality and strategic issues for higher degree research programs; the establishment and management of research places and scholarships and in consultation with Divisions, reports on strategic management of higher degree research places.

STRATEGIC DIRECTIONS

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

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

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

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

OFFICE OF THE DEPUTY VICE- CHANCELLOR (RESEARCH)

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

THE RESEARCH OFFICE

The Research Office, attached to the Office of the Deputy Vice-Chancellor (Research) has responsibility for the administrative support of the University's research activities. It provides advice to students and staff together with secretarial and executive support to the University's Research Policy and Management Committee, Intellectual Property and Contracts Committee, Animal Care and Ethics Committee, Ethics Review Committee (Human Research), and Biosafety Committee. The Research Office manages the University's internal research funding schemes and external grants and research agreements. It has a supporting role in the development of policy documents and research initiatives undertaken by the Deputy Vice-Chancellor (Research). Higher Degree research students apply to this office for the Macquarie University Postgraduate Research Fund. The Research Office is located at Building E11A, Room 144, Macquarie University. Further information is available at www.ro.mq.edu.au.

HIGHER DEGREE RESEARCH UNIT (HDRU)

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

HIGHER DEGREE RESEARCH GUIDE

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

Policies for Higher Degree Research Candidates

INTELLECTUAL PROPERTY

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

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

(Subject to final approval)

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

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

Macquarie University offers the following postgraduate research degrees: Doctor of Philosophy, Professional doctorates and Master of Philosophy. The rules and specific entry requirements relating to each of these degrees are found in the *Calendar of Governance, Legislation and Rules 2007*.

1 Responsibilities of the University

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

uate research preparation certificates, and/or through previous publication activity. Details are set out in the relevant Degree Rules. International students have additional language requirements which are described in the Higher Degree Research Guide.

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

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

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

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

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

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

2 Divisional and Departmental Responsibilities

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

2.2 Each research proposal should be considered carefully prior to the potential candidate's admission to ensure

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

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

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

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

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

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

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

3 Code of Supervisory Practice: HDR Supervisory Panel

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

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

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

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

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

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

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

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

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

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

3.5 Supervisors are each responsible for ensuring that:

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

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

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

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

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

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

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

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

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

4 Responsibilities of Higher Degree by Research Candidates

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

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

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

4.4 Candidates are responsible for:

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

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

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

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

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

PLAGIARISM

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

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

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

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

Assisting another person to commit plagiarism may attract the same penalties which apply to plagiarism.

Senate also approved a statement entitled "The Dangers of Plagiarism and How to Avoid It" which is as follows: "The 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 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.

Admission

Restrictions on admission

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

Applications for admission

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

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

English requirements

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

IELTS — a minimum score of 6.5 overall with a minimum of 6.0 in each band;

TOEFL — (paper) a total score of 580 with a minimum of 53 in Listening; 51 in Structure /Writing; 52 in Reading; 5.0 in TWE.

TOEFL — (computer) a total score of 237 with a minimum of 19 in Listening; 19 in structure/Writing; 19 in Reading; 5.0 in Essay Writing.

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

The National Centre for English Language Teaching and Research (NCELTR) at Macquarie is an IELTS test centre and IELTS tests are conducted on campus regularly throughout the year. NCELTR also conducts intensive English (ELICOS) programs for students who are preparing for university entry. For information about IELTS test schedules contact NCELTR Reception, W6C, telephone: (02) 9850 7673, facsimile (02) 9850 7849.

International students

Persons who are not Australian or New Zealand citizens or permanent residents of Australia should consult the Higher Degree Research Unit website at

www.ro.mq.edu.au/HDRU/ for information and application forms for higher degree research programs. Applications from international students must be accompanied by documentary evidence confirming all educational qualifications. Documents not in English must be accompanied by certified translations into English. Proof of English proficiency is required for applicants whose academic qualifications were taken in a country where English is not the main spoken language. Applications for International students are processed continuously throughout the year.

Further detailed enquiries may be addressed to:

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

Closing dates for applications

The first closing date for applications from local prospective higher degree research students for the first half-year is the end of October. Further applications are accepted for research in late November and mid-December with late applications until 31 January. Applications for research candidature may be accepted after this date in special circumstances. Applications from international students are accepted and continuously processed throughout the year. The closing date for most local applications for second half-year admission is 31 May. Some professional doctorates have an intake only once per annum.

Applicants should contact the Higher Degree Research Unit on (02) 9850 7987 from April for confirmation of details of mid-year admission.

Important Dates for Local Applications:

31 October 2006

First closing date for applications for domestic students to higher degree research programs commencing first half year 2007 with late November notification

Closing date for Australian Postgraduate Award applications

31 January 2007

Late closing date for applications to research programs in first half year 2007 in time to enrol in late February and attend the Central Commencement Program

20 February 2007

Enrolment day for new and continuing Doctor of Psychology and combined PhD/Coursework Masters in Psychology students in first half year

23 February 2007

Due date for payment of fees for first half year

Central Commencement Program for all new research candidates in first half year (Date may be subject to change. Final enrolment arrangements are still to be determined.)

26 February 2007

Academic year commences for first half year coursework

31 May 2007

First closing date for receipt of applications for second half year 2007 with late June notification

1 July 2007

Second half year commences

24 July 2007

Enrolment date for all Doctor of Psychology and combined PhD/Coursework Masters in Psychology

27 July 2007

Due date for payment of fees for second half year

Central Commencement Program for all new research candidates in second half year (Date may be subject to change. Final enrolment arrangements are still to be determined.)

30 July 2007

Official commencement second half year 2007 coursework

Please note: applications from higher degree research candidates are continuously processed throughout the year.

Offers of admission

Offers of admission for local applicants to candidature in research programs for first half-year, in most cases, will be made by the end of January 2006. Applicants who apply in October and November generally are notified by the end of December. Please note the table of Important Dates above. Further offers of admission to research programs may be made at other times at the discretion of the Departments and the Higher Degree Research Unit. International students' applications and offers of enrolment are made throughout the year.

Tuition fees for local students

The University has approved tuition fees for local students enrolled in some higher degree research programs such as professional doctorates listed in Schedule 2 of the Fees Rules. The Schedule appears in Part Two of this Handbook. From 2005 Australian citizens and persons holding a permanent humanitarian residents' visa who are enrolled in a fee-paying professional doctorate may be eligible to apply for Fee Help. See the information below on Fee Help.

Local higher degree research candidates are usually not liable for tuition fees for their research program unless they are candidates enrolled in a fee paying professional doctorate. Local candidates have been granted places

under the Government Research Training Scheme (RTS). Further information on the RTS is below.

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

Research Training Scheme (RTS)

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

Fee Help

This government loan program was introduced in 2005 to assist eligible fee-paying students (including postgraduate research students) to pay their tuition fees. Students repay their loan through the Australian Taxation Office once their income is above the minimum threshold for compulsory repayment. Fee Help is available to Australian citizens or holders of an Australian permanent humanitarian visa and who meet the Tax File Number (TFN) requirements and have not exceeded the Fee Help limit. Students are required to enrol in approved unit(s) of study on or before the census date for the unit(s), and to have completed and submitted a Request for FEE-HELP Assistance form. An information booklet and the form is available with enrolment material for eligible research candidates. For further information consult www.backingaustraliasfuture.gov.au.

Tuition fees for international students

International research students are liable for a program fee at the international fee rate. A flat fee is generally charged for each program. Fees are payable for the entire period for which the student is enrolled including pro-rata fees for periods shorter than a full half year.

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

Tuition fees for International Students 2007

Program	CRICOS code	Annual Fee 2007	Program Fee approx subject to indexation	Candidature length
Economic and Financial Studies				
PhD (annual fee)	021502D	18500	74000	4 years
MPhil (annual fee)	056664G	18500	37000	2 years
Macquarie Graduate School of Management				
DBA - coursework component (\$800/cp*) 32 cp		25600*	57600	3 years
research component (annual fee)	027542C	16000		
PhD (annual fee)	037298E	23500	94000	4 years
MPhil (annual fee)	056665G	23500	47000	2 years
Australian Centre for Educational Studies				
Doctor of Education	003945D	18500	74000	4 years
PhD (annual fee)	037293K	18500	74000	4 years
MPhil (annual fee)	056666F	18500	37000	2 years
Humanities				
PhD (annual fee)	001403F	18500	74000	4 years
MPhil (annual fee)	056667E	18500	37000	2 years
Law				
PhD (annual fee)	037294J	18500	74000	4 years
MPhil (annual fee)	056668D	18500	37000	2 years
Society, Culture, Media and Philosophy				
PhD (annual fee)	037292M	18500	74000	4 years
MPhil (annual fee)	056669C	18500	37000	2 years
Environmental and Life Sciences				
PhD (annual fee)	001404E	23500	94000	4 years
MPhil (annual fee)	056670K	23500	47000	2 years
Information and Communication Sciences				
PhD (annual fee)	037299D	23500	94000	4 years
MPhil (annual fee)	056671J	23500	47000	2 years
Linguistics and Psychology				
Doctor of Psychology (annual fee)	040616C	23500	70500	3 years
PhD/Master		23200*	93700	4 years
[coursework component (\$725*/cp)] 32 cp		23500**		
PhD/Master of Clinical Psychology	027361G	23500**	93700	4 years
PhD/Master of Clinical Neuropsychology	027360J	23500**	93700	4 years
PhD/Master of Organisational Psychology	027363F	23500**	93700	4 years
PhD (annual fee)	037295G	23500	94000	4 years
MPhil (annual fee)	056673G	23500	47000	2 years
**research component only, needs to include coursework component of \$725/cp x 32cp for total fee				
Doctor of Applied Linguistics				
[coursework component \$600*/cp x 32cp]	037290B	19200*	56200	3 years
[research component (annual fee)]		18500		
PhD (annual fee)	016922D	18500	74000	4 years
MPhil (annual fee)	056672G	18500	37000	2 years

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

Enrolment

New Student Enrolment

New higher degree research candidates complete enrolment formalities at the beginning of candidature on an agreed commencement date. Candidates, except distance education students, are required to attend Macquarie University in person to complete their enrolment registration. At enrolment new research students are requested to assign intellectual property rights to the University and agree to the University managing on the student's behalf such intellectual property arising from the research programs for the benefit of all concerned. For further information see under Policies above. Enrolment information and instructions will be sent to all new candidates after acceptance of the offer of admission. It is not possible to defer enrolment of an offer of admission as a new research student until the following year. A candidate wishing to commence study in the following year should re-apply at the appropriate time.

Student identity card

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

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

Continuing student enrolment

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

Re-admission after an absence

A candidate who has previously withdrawn from a higher degree research program will be required to apply for

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

Candidature Progression

Progress

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

Commencement programs

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

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

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

Annual reports

The supervisor reports on the progress of a higher degree research candidate at least once a year in accordance with Rule 6(1) of the Doctoral and Masters by Research

Degree Rules. Some Divisions have instituted more frequent reviews with reports. Annual reports are distributed to all enrolled candidates in early October and must be completed by the student and returned to the supervisor by the beginning of November. The supervisor is required to comment on the candidate's progress and submit the report to the Dean of Division or nominee for a final recommendation. The report is expected to accurately reflect the candidate's progress and record any difficulties encountered which may necessitate a variation in the candidature. It should also record the frequency and type of contact between the candidate and supervisor. Completed reports are returned to the HDRU with recommendations regarding any follow-up action such as further review or show cause procedures according to Rule 6. Reports are retained on the central student file and a copy will be returned to the candidate for information at the end of the year.

Termination

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

Change of Program of Study

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

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

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

- official leave of absence from candidature and suspension of award for scholarship holders;
- extensions of candidature;
- transfer of candidature from one degree to another or from one Division or Department to another;

- change to external attendance mode;
- temporary period of overseas research;
- addition or change of principal or acting supervisor, associate supervisor, adjunct supervisor or co-supervisor.

Discontinuance

Total withdrawal from a higher degree research program must be notified in writing on the Higher Degree Research Change of Program form with the appropriate signatures of supervisor and Dean of Division or nominee. The date of withdrawal from candidature is the date of receipt in the Higher Degree Research Unit of the completed notification form. Where a local candidate discontinues study in a higher degree research program and notification of this is received by the Higher Degree Research Unit on or before the census date for first half year or second half year, the candidate will be refunded Student Activity Fees for that half year. International students will be liable for pro rata fees for the period of enrolment in first half or second half year. Enrolment periods for continuing research students are from 1 January to 30 June and 1 July to 31 December. Census dates for continuing higher degree research students are 7 February for first half year and 7 August for second half year.

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

See Important Dates for Candidature below.

Change of Attendance

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

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

Changes to candidature requiring special approval

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

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

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

Out Of Time Candidature

Out of Time candidates should remain enrolled until they submit their thesis, subject to academic progress requirements. Out of Time candidature occurs when a higher degree research candidate has reached or exceeded their maximum period of candidature according to the Doctoral Degree Rules or Rules for the Degree of Master by Research.

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

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

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

Leave of Absence

Research candidates may be allowed to take up to twelve months Leave of Absence from their candidature during their studies. During Leave of Absence, candidates are not considered to be enrolled. They are not expected to be working on their research, are not enrolled in their research unit and therefore are unable to borrow from the Library, and are not covered by University insurance.

Research candidates are required to submit supporting documentation when requesting Leave of Absence as it is not granted automatically and each application is individually assessed. These documents include a statement of the reasons for the request; a statement of research progress to date and a supporting statement for the Leave

of Absence from the Supervisor. Leave of Absence is only granted for periods of between two months and six months.

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

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

Transfers

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

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

Candidates seeking to upgrade to a PhD degree

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

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

Change to external attendance

Higher degree research candidates may be permitted to change to external candidature in special circumstances. Candidates must apply on Change to External Candidature form and must be made in advance of any proposed change. Applications will be considered by the Higher Degree Research Committee in light of the University's requirements for external candidature. Transfers to external attendance mode will only be approved when adequate supervision can be maintained and satisfactory arrangements made for a minimum period of attendance at Macquarie University. This must consist of one month per year of equivalent full-time attendance with a minimum of two months for a Masters degree and three months for a Doctorate, sufficient part of which must be during the final phase of thesis preparation.

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

Temporary period of overseas research

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

Important dates for continuing candidates

1 January

Commencement of first half year

7 February

Census date for continuing students in higher degree research programs

Last date for total withdrawal for continuing students; last date for changes to take effect for first half year, ie from 1 January, namely change of attendance from part-time to full-time or full-time to part-time; transfer applications; applications to change from internal to external and from external to internal; change to PR status

23 February*

Central commencement program for new research students in first half year 2007

1 July

Commencement of second half-year

27 July*

Central commencement program for new research students in second half year 2007

7 August

Census date for continuing students in higher degree research programs

Last date for total withdrawal for continuing students; and for changes to take effect for second half year, ie from 1 July, namely change of attendance from part-time to full-time or full-time to part-time; for transfer applications; for applications to change from internal to external and from external to internal

2 November*

Last date for Annual Reports to be completed and returned to supervisor

31 December

End of second half year enrolment period for higher degree research students

* Dates may be subject to change.

Change or name or address

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

Facilities to change contact details are available for all students through eStudent at:
<https://student1.mq.edu.au/t1tbmain.asp>

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

Assessment

Examinations for coursework units

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

Thesis

Higher degree research candidates pursue an advanced program of study which culminates in a thesis which embodies the results of the candidate's original research and investigations. A traditional thesis is a single integrated coherent body of work submitted for examination. A summary of the procedures concerning the submission of theses is outlined below. Candidates are advised to consult the complete information before commencing to write their theses. Full information relating to the prepa-

ration and assessment of theses is available on the Web at <http://www.ro.mq.edu.au/HDRU>

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

Thesis preparation

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

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

Submission

The University requires that a minimum of three copies is required for University purposes and suggests that candidates should have extra copies bound for their personal use.

Three forms must accompany the thesis at submission:

- Author's Consent Form;
- Submission of Thesis and Certification of Completion; and
- a Supervisor's certificate endorsed by the Dean of Division.

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

Library copy

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

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

Procedures for examination of a thesis

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

After the Higher Degree Research Committee has determined the final selection from the nominations and the thesis has been submitted, the thesis is dispatched to the approved examiners. The examiners' reports with the supervisor's comments are referred to the Higher Degree Research Committee. The Committee may recommend to the next meeting of Academic Senate that the degree be awarded, or, may determine that correction or revision is required, or that the degree be not awarded. Candidates are notified of Academic Senate's decision to award or not award the degree following the meeting of Academic Senate. Further information on the examination process is outlined in Steps of Examination at: www.ro.mq.edu.au/HDRU/thesis.htm

Revise and resubmit

Candidates may be required to resubmit their thesis for re-examination and must be enrolled while undertaking the revision. The enrolment period will begin three weeks after the decision of the Higher Degree Research Committee. Re-submission is required within one year from the date of the decision of the Higher Degree Research Committee. Candidates who choose not to proceed with the re-submission will be deemed to have failed to satisfy requirements for the award of the degree.

Appeals

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

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

Appeals by higher degree research students against grades in coursework units

Higher degree research candidates may appeal against grades in coursework units, where such units form part of their program of study, to the Grading Appeals Committee. Refer to the procedures as described in the Postgraduate Coursework Section of this Handbook.

Appeals on matters of candidature, scholarships and thesis examinations

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

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

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

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

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

Appeals deadline

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

Graduation

Students who satisfy requirements for a Higher Degree on or before February 2007 will graduate in April 2007. All students graduating in April 2007 must have their qualification confirmed by Academic Senate at a meeting up to and including the February meeting. Students who qualify after February Senate will not be eligible to graduate until September 2007. If you are unsure of your graduation status, you must contact your Division before 15 February.

Graduation information will be posted to most prospective April 2007 graduands in the last week of January 2007 with a return date of 1 March. Graduating students must ensure that their mailing details are kept current at all times. All graduation related changes in personal or mailing details, requests to defer graduation and requests to graduate at one of our overseas ceremonies must be received by the Graduation Unit, in writing, before 1 March 2007. It will not be possible to process requests received after this date.

Students who satisfy requirements for a Higher Degree Research program on or before July 2007 will graduate in September 2007. The last qualification Senate for September 2007 graduation will be held on 14 August. If you are unsure of your graduation status, you must contact your Division before 11 August.

Students who qualify after 16 August will not be eligible to graduate until April 2008. Graduation information will be posted to most prospective September graduands in the last week of July with a return date of 30 August. All graduation related changes to personal or mailing details, 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 30 August. It will not be possible to process requests received after this date.

As all graduation communication is conducted by mail, students must keep their mailing details current at all times.

Please refer to the Schedule of Dates in the front of this Handbook for the dates and times of the April 2007 and September 2007 Graduation Series.

Scholarships and Awards

This section provides an overview of the principal awards that are available for higher degree research study. Students are encouraged to contact higher degree research administrative staff in their area of study to enquire about awards specific to the discipline, Division or Department.

Scholarships enquiries may be directed to the HDRU by telephone: +61-2-9850 7987 or +61-2-9850 7663; or by email: hdschol@vc.mq.edu.au. Information and application forms for scholarships that are currently available may be found on the HDRU scholarships website: www.research.mq.edu.au/students/scholarships

Government Awards

The number of government awards on offer varies from year to year. In 2006, Macquarie was able to offer 29 full government awards; two Industry awards and six International tuition only awards. These highly competitive awards attract many applicants each year.

Australian Postgraduate Award (APA)— Domestic Students only

These awards are for full-time study towards higher degrees by research (some part-time awards are available in special circumstances). Maximum tenure of award is 2 years for a Masters and 3 years for a PhD subject to satisfactory progress. In 2006, the full-time stipend was \$19231 per annum, currently tax exempt; and part-time \$10254 per annum taxable. The stipends increase by a small index annually.

Applicants must be Australian or New Zealand citizens, or have been granted Australian permanent residency status by the application closing date. To receive an offer an applicant would normally need to have at least a four-year Bachelor degree with first-class honours, in the mid to high range; or provide evidence of equivalent achievement. The closing date for applications is 31 October.

Australian Postgraduate Award (Industry) (APAI)—Domestic Students only

These awards are won by the University and an industry partner for a project in an area of common research interest. The award funds a Masters or PhD scholarship in that area. Conditions are similar to the APA, but a slightly higher stipend applies. In 2006, the full-time stipend was \$25118 per annum, currently tax exempt; part-time \$13715 per annum taxable. Applicants require a minimum of second-class division one honours, or to provide evidence of equivalent achievement. Students are encouraged to contact academic staff in their area of research interest to enquire about the possibility of these awards. APAI awards are normally advertised from December onwards on the HDRU website.

Endeavour International Postgraduate Research Scholarship (IPRS)

These awards aim to attract exceptional International postgraduate students to study in areas of research strength at Australian higher education institutions and to support Australia's research efforts. Maximum tenure of award is 2 years for a Masters and 3 years for a PhD subject to satisfactory progress. The award only covers tuition fees and basic medical insurance. Applications are open to International citizens (except New Zealand citizens and permanent residents of Australia) wanting to study full time at Macquarie University. Successful applicants are chosen on academic merit and must provide evidence of equivalent achievement to an Australian Bachelor degree with first class honours. The closing date for applications is 31 August.

Macquarie University Awards

Macquarie University Research Excellence Scholarships (MQRES, domestic or iMQRES, international)

These new Macquarie scholarships were introduced in June 2006 and replace the previous RAACE/iMURS

scholarships scheme. The Macquarie University Research Excellence Scholarship scheme allocates funds to support full time candidates undertaking PhD research in the University's identified concentrations of research excellence (CORES) and in other discipline areas according to an approved allocation plan. The conditions of award and stipend are generally the same as those of the APA, with the international version paying tuition fees and compulsory health cover for the scholarship tenure. Domestic students receive a stipend and are not liable for tuition fees under the Australian Government RTS scheme.

Applicants must provide evidence of an Australian Bachelors degree with high first class honours or equivalent research qualifications. The award of the scholarship is based on academic merit and the availability of a scholarship under the MQRES Priority HDR Scholarship Allocation Plan. Details are available at www.research.mq.edu.au/students/scholarships

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

Departmental and Divisional Scholarships

Individual Departmental and Divisional scholarships are offered for research students with generous stipends and varying conditions in some areas such as Applied Finance and Macquarie Graduate School of Management. Further details of these awards and the conditions plus applications are available by contacting the Divisional Administrator and are displayed regularly on the Higher Degree Research website at www.research.mq.edu.au/students/scholarships

Other Financial Support

The Macquarie University Postgraduate Research Fund is designed to encourage high quality research and provide higher degree research students with the means to enhance their postgraduate experience and add value to their thesis. These funds assist in covering costs such as conference attendance where a paper is to be read or a presentation made; small items of equipment; archival and resource visits; travel for supplementary fieldwork. Applications for funding, to a maximum of \$4000, are considered on a competitive basis taking into account merit and need. There are two rounds each year, with funds available from 1 January and 1 July. Guidelines and application forms are updated February and July each year, and along with the closing dates for applications will be posted on the Research Office website at the end of March and August: Full details and instructions on applications are at www.research.mq.edu.au/researchers/funding/internal_schemes.

Travel grants are available through Macquarie International for students enrolled in a Macquarie University degree who are travelling abroad for study, exchange and other programs such as internships,

research, language courses and study tours. These are valued between A\$500 and A\$3500. The travel scholarship application deadlines are the 15th of every month. Check the MI website at www.international.mq.edu.au/scholarships/

Divisional funding to support research candidates is available and varies according to the Centre/Division. Candidates may apply for financial aid for travel costs for conferences, field work and basic research needs. Divisions have an allowance for consumables and minor equipment including printing, chemicals, photocopying costs and specific software and generally provide financial support for the candidate to undertake their research. See details of resources and funding on Divisional websites at www.mq.edu.au/divisions/index.html

Other Awards

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

Enquiries

Tel: +61-2-9850 7987
+61-2-9850 7663

STUDENT INFORMATION — COURSEWORK

Admission and Enrolment

Restrictions on admission

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

Applications for admission

Applicants for admission to candidature for masters by coursework, postgraduate diplomas and postgraduate certificates must satisfy the general conditions specified in the Rules section set out in Part 2 of the Handbook of Postgraduate Studies.

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

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

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

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

English Language Proficiency

Applicants who are relying for admission on qualifications gained in countries where English is not the main spoken language are required to demonstrate proficiency in English. Postgraduate applicants should arrange for their own test. The following scores have been approved as the minimum entry requirements for English proficiency for postgraduate applicants:

IELTS – a minimum score of 6.5 overall with a minimum of 6.0 in each band. For Translating and Interpreting and Editing and Publishing programs applicants must have an

overall minimum score of 7.0 with 7.0 in the reading and writing tests.

TOEFL – (paper) a total score of 580 with a minimum of 53 in Listening; 51 in Structure /Writing; 52 in Reading; 5.0 in TWE. Applicants for Translating and Interpreting and Editing and Publishing must have an overall score of 600.

TOEFL – (computer) a total score of 237 with a minimum of 19 in the component tests and 5.0 in Essay Writing. Applicants for Translating and Interpreting and Editing and Publishing must have an overall score of 250. 5.0 in Essay Writing.

CULT – 70

GCE 'A' Levels (from Britain or Singapore) – C pass in English or other humanities subject

CCPE – C pass

International Baccalaureate (Diploma must be awarded) – Minimum English A2 at higher level

HKALE – C pass in Use of English

UNSW Foundation Studies – Completed certificate with C pass in Academic English

Australian TAFE and Private Provider studies – Completed AQF Certificate IV (including English for Academic Purposes) or completed Advanced Certificate

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

The National Centre for English Language Teaching and Research (NCELTR) at Macquarie is an IELTS test centre and IELTS tests are conducted on campus regularly throughout the year. NCELTR also conducts intensive English (ELICOS) programs for students who are preparing for university entry. For information about IELTS test schedules contact NCELTR Reception, W6C, telephone: (02) 9850 7673, facsimile (02) 9850 7849 or email: elpinfo@nceltr.mq.edu.au.

International students

Persons who are not Australian or New Zealand citizens or permanent residents of Australia should seek information and application forms from Macquarie International, Macquarie University, NSW, 2109. Telephone IDD: (612) STD (02) 9850 7346. Facsimile IDD (612): STD (02) 9850 7733 or email: iso@mq.edu.au.

Closing Dates for Applications

First half-year admission

31 October 2006 — first closing date for postgraduate coursework programs (internal and external/distance)

15 December 2006 — final closing date for all postgraduate external/distance coursework programs and the Qualifying Program for Master of Chiropractic

12 January 2007 — final closing date for all postgraduate internal coursework programs

Second half-year admission

31 May 2007 — first closing date for postgraduate internal coursework programs and FINAL closing date for all postgraduate external/distance coursework programs.

30 June 2007 — final closing date for postgraduate internal coursework programs

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

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

Offers of admission

Offers of admission for first half-year, for most coursework programs, will be made during the period November 2006 to January 2007.

Offers of admission to candidature for second half-year coursework programs will be made in June/July 2007.

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

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

ENROLMENT

All new students will be sent enrolment instructions in the mail:

New internal students* must enrol via the web according to the enrolment instructions included in their offer of enrolment package.

New external students* must enrol according to the instructions in their offer of enrolment package.

*You are a new student if you are enrolling in a course for the first time. This includes changing or upgrading your degree, eg from a Diploma in 2006 to a Masters in 2007.

The Graduate School of Management, Centre for Applied Finance and Postgraduate Diploma and Master of Accounting programs have non-standard enrolment dates which will be advised to applicants with their offer letter.

DEFERMENT

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

CAMPUS CARD

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

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

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

STUDENT CONTRIBUTION AND/OR TUITION FEES

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

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

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

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

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

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

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

Commonwealth-supported (CSP) students

Some Macquarie postgraduate courses have a limited number of Commonwealth-supported places available for eligible students. Students enrolled as Commonwealth-supported students are required to pay a set amount towards the cost of their course (known as a student contribution), with the Australian Government paying the remainder.

If you are an Australian citizen or the holder of an Australian permanent humanitarian visa, you can pay your student contributions up front (and receive a 20% discount) or you may apply for a HECS-HELP loan to pay some or all of your student contribution. If you are a New Zealand citizen or the holder of an Australian permanent visa (other than an Australian permanent humanitarian visa) you do not have access to a HELP loan and must pay your student contributions up front (without a discount).

Repayments for all HELP loans are based on income and are made through the taxation system. You do not have to start repaying your HELP loan until your income reaches \$38,148 in 2006–07.

Tuition fee students

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

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

FEE-HELP loans can cover up to the full amount of your tuition fees, but the maximum you are able to borrow in your lifetime is \$80,000. There is no loan fee attached to FEE-HELP loans for postgraduate students.

Repayments for all HELP loans are based on income and are made through the taxation system. You do not have to start repaying your HELP loan until your income reaches \$38,148 in 2006–07.

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

INTELLECTUAL PROPERTY

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

The University's Intellectual Property Policy Statement covers all intellectual property developed by staff and higher degree research students. The policy has been revised to vest ownership of IP developed by a student in the course of his or her study in the student himself/herself.

Macquarie University recognises the rights of students to intellectual property generated by them during their course of study at the University but requests that student researchers assign their rights to the University in exchange for being included in research programs, so that the University can suitably manage such intellectual property arising from such programs for the benefit of all concerned. This means that intellectual property in the form of patentable material can be commercialised to the benefit of all inventors and gives the student equal rights with members of the academic staff.

Full details of the policy and the statement are available on the University's Research Office website at: www.research.mq.edu.au/policy

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.

CREDIT FOR PREVIOUS STUDY

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

- Where Macquarie University offers a set of articulated coursework awards (degree/diploma/certificate), candidates who have completed requirements for one of the lesser courses in the set may have that award conferred and also receive full credit towards the higher award for relevant studies completed.
- But, if the lesser awards lead to several higher awards, the credit from the lesser awards in the pathway can only be used once.
- Otherwise, candidates who have completed relevant postgraduate studies at Macquarie University or another university may receive up to a total credit of 25% towards a Macquarie award. Those who have only partially completed a postgraduate award may be granted credit of up to 50%.
- Units which are deemed to be relevant to the program of study and which are part of a completed course may only count towards core and option requirements, but not towards electives. Generally, credit should not be granted for electives and instead different electives should be substituted wherever possible.
- Generally, advanced standing for previous studies is only granted if the studies have been completed within the previous ten years.
- Applicants should request credit at the time of application for admission or before enrolment. Applicants for admission through the Universities Admissions Centre (UAC) should complete the Postgraduate Request for Credit Form which is available at www.mq.edu.au/postgrad/forms.html. Certified full official transcripts (not result slips) of your previous tertiary studies, and a description of all subjects completed taken from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence, should be submitted along with your application.
- Credit for previous studies is not granted for professional qualifications or work experience
- Credit cannot be granted for units completed elsewhere unless they correspond to units in the Macquarie University study pattern (program).
- Applicants for admission for programs through Macquarie University can apply for credit for previous study on the admission application form.

Progress During Candidature

Progress

Postgraduate candidates in coursework programs are expected to maintain satisfactory progress in their program of study.

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

Re-admission after an absence

A candidate who has made satisfactory progress in their course may elect not to re-enrol in the following half-year, full-year and subsequent years and no formal permission to defer studies is required. Application procedures for re-admission after an absence of one half-year or more are the same as for admission for new candidates seeking their first postgraduate enrolment at Macquarie. Assessment of applications for re-admission after an absence will be made in accordance with admission policies at the time.

Re-enrolment

Candidates in coursework programs will receive re-enrolment instructions in late December 2006/early January 2007.

Continuing internal students*—re-enrol via the web in February according to the enrolment instructions included in their re-enrolment package.

Continuing external students*—re-enrol via the web in February or may re-enrol by the due date shown on the re-enrolment form sent to them in December 2006.

*If you are changing your program in 2007 eg moving from a Diploma to a Masters, you are considered to be a new student for fees and enrolment purposes.

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

CHANGE OF PROGRAM OF STUDY Addition or Discontinuance of a Unit

On-Campus Coursework Students

Postgraduate students continuing in a course in 2007 can add or withdraw from a unit/s online via eStudent at <https://student1.mq.edu.au>.

Alternatively, students can add or withdraw from units at an on-campus Change of Unit Enrolment session. The times and locations of the sessions are available at the Student Enquiry Service, Level 1, Lincoln Building.

Internal units can only be added up to the end of the first week of the semester.

External Coursework Students

External Postgraduate students continuing in a course in 2007 can add or withdraw from a unit/s online via eStudent at <https://student1.mq.edu.au>.

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

External units can only be added up to the end of the first week of the semester.

Census Dates

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

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

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

Census Dates for Standard Semester Units

First Half Year	Second Half Year	Full Year
31 March 2007	31 August 2007	30 April 2007

Census Dates for Postgraduate Diploma and Master of Accounting Trimesters

Trimester 1	Trimester 2	Trimester 3
19 February 2007	4 June 2007	17 September 2007

Other Unit Census Dates

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

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

Discontinuance of a Unit before the Census Date

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

Discontinuance of a Unit after the Census Date

If you discontinue a unit after the relevant Census Date for the unit you will incur fees for the unit.

If you discontinue from a unit after the relevant census date in a semester but not later than 4 weeks after the unit

census date your Academic Record will show "W" denoting "withdrawn".

If you discontinue later than 4 weeks after the Census date your Academic Record will show "F" denoting "Fail".

CHANGE OF NAME

Candidates are required to notify the Registrar and Vice-Principal's Office of any change to their name as soon as possible.

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

CHANGE OF ADDRESS

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

Assessment

Examinations

Postgraduate candidates who are required to sit for examinations are governed by the general Rules for the Conduct of Examinations for all students both undergraduate and postgraduate.

Conduct of Examinations

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

Candidates are not permitted to take bags or briefcases of any description into an examination area, but they may take in small money purses. **NO MOBILE PHONES OR UNAUTHORISED ELECTRONIC DEVICES SUCH AS MP3 PLAYERS AND IPODS MAY BE BROUGHT INTO EXAMINATION ROOMS.** Candidates may, if they wish, deposit bags or briefcases or other property in an area provided for this purpose or in the cloakroom in the 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 or other unauthorised electronic devices are not permitted in the examination rooms. Students found in possession of a mobile phone or other unauthorised electronic devices in an examination room may be expelled from the University.

Student Conduct in Examinations

The Rules governing the conduct of students in examinations are:

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

Appeals

Appeals Against Grades

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

Step 1: Consultation

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

In addition to addressing the specific enquiries and concerns of the student, the staff member should check and if requested report to the student in writing that the final examination paper has been marked in its entirety, and also that the various components of the unit assessment

have been incorporated into the grade. Students are entitled to view their examination scripts. The academic staff member in charge of the unit is entitled to determine reasonable arrangements for viewing examination scripts.

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

Step 2: Formal appeal to the Dean of the Division

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

- put in writing the specific reasons why the grade is being questioned and include a copy of the correspondence with the academic member in charge of the unit, and
- submit this written request for a review of the grade awarded to the Dean of Division or nominee. A candidate can only appeal against the award of a grade where:
 1. the unit 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) 2007 Summer Course Program**
 - Lodgement of formal appeal with Dean of Division: 2 March 2007
 - Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 9 March 2007
 - 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: 30 July 2007
 - Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 13 August 2007
 - 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: 10 January 2008
 - Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 24 January 2008
 - Lodgement of appeal with Registrar and Vice-Principal: within five working days of notification of Dean of Division's recommendation.
- (iv) 2008 Summer Course Program**
 - Lodgement of formal appeal with Dean of Division: 29 February 2008
 - Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 7 March 2008
 - 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 appellant.

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

Graduation

Qualification — expectation to complete

Postgraduate qualifications are administered by the Postgraduate Officers in the academic Divisions of the University. Students who expect to satisfy requirements in July (first half) or December (second half) 2007 must ensure that an expectation to complete is entered on their student record during the enrolment periods in February or July. This information can be viewed on your eStudent login site: My Results/Expecting to Complete. If this information is not visible, follow the instructions contained on the website, visit the Student Enquiry Service, Level 1, Lincoln Student Services Building or contact your divisional administrator.

Students who satisfy requirements for a postgraduate award at the meetings of Academic Senate held on 15 December 2006 or 20 February 2007 will graduate in April 2007. If you are unsure of your qualification and graduation status, you must contact your Division before 15 February.

Note: Students completing Summer or Vacation units and students with late resolution of results or qualifications will not graduate until Saturday 26 May 2007.

Students who satisfy requirements for a postgraduate award at the meetings of Academic Senate held on 13 July or 14 August 2007 will graduate in September 2007. If you are unsure of your graduation status, you must contact your Division before 11 August.

Qualification — results

Macquarie University adheres to a formal qualification and graduation process. Students are not eligible to graduate until their award (qualification) has been approved at a meeting of Academic Senate. The last qualification Senate for April graduation will be held on 20 February and the last qualification Senate for September graduation will be held on 14 August. Students qualifying after 14 August will not graduate until 2008 (Hong Kong students excepted). Qualified students will be able to view their award (qualification) and graduation allocation details on eStudent after the examination results are released. If you have viewed your results and are not sure

of your qualification or graduation status, please email apsinfo@mq.edu.au or graduation@mq.edu.au within the time frames advertised.

Graduation

April graduation information will be posted during the last week of January with a return date of 1 March 2007. Graduating students must ensure that their mail and email details are kept current at all times. All change of name requests, 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 1 March 2007. Incomplete requests and requests received after 1 March will not be processed.

September graduation information will be posted during the last week of July with a return date of 30 August. All change of name requests, requests to defer graduation and requests to graduate at our end of year Hong Kong graduation ceremony must be received by the Graduation Unit, in writing, by 30 August. Incomplete requests and requests received after 30 August will not be processed.

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

Overseas graduation

The University will conduct graduation ceremonies in Hong Kong on Sunday 8 July, in Singapore on Tuesday 10 July 2007, Beijing on Saturday 14 July and Hong Kong in November 2007. Local students intending to graduate in Hong Kong, Singapore or Beijing in July must return the Request to Change Graduation Date or Venue form, available on the Graduation web site and at the Student Enquiry Service, to the Graduation Unit by 1 March for the mid-year overseas graduation ceremonies and 30 August for the end of year ceremony in Hong Kong.

Scholarships and Awards

Alex Mitchell Scholarship in Educational Leadership (School Education)

The purpose of this scholarship is to assist the holder in pursuing a postgraduate coursework program in Educational Leadership (School Education). The eligible applicant must have a bachelor's degree (or equivalent), be a graduate of Macquarie University and have at least two years' relevant work experience in a school education context; strong referees' reports and a statement of potential career benefits. The recipient of this scholarship will receive a waiver of tuition fees relating to the Postgraduate Certificate in Educational Leadership (School Education). Further information is available from the Academic Support Manager, ACES on phone 02 9850 8649.