

STUDENT INFORMATION

Application for Admission

Application through the Universities Admissions Centre

The Universities Admissions Centre (UAC) is a joint office for assessing and processing applications for enrolment in undergraduate and postgraduate degree courses at Macquarie University and other universities in New South Wales and the Australian Capital Territory. Those seeking undergraduate admission to one or more of the participating institutions must lodge an application via the web on which they will be able to indicate preferences for courses available in any of the institutions. Applicants should go to www.uac.edu.au to apply for 2009.

The important application dates for UAC 2009 admissions are set out below:

- 30 September 2008: last day to lodge an 'on-time' application.
- 1–31 October 2008: \$101 late processing fee
- 1–30 November 2008: \$113.50 late processing fee
- 1 December 2008–5 February 2009: \$125 late processing fee

IMPORTANT: Late applications will be accepted by UAC up until 5 February 2009 provided the appropriate late fee is paid, however applicants should be aware that applications lodged through UAC for Macquarie preferences after 5 December 2008 may not be processed in time for inclusion in the main round of offers. Exceptions to this are the distance education courses (Bachelor of Arts, Bachelor of Science, Bachelor of Laws, Bachelor of Education (Early Childhood)) for which applications must be lodged by 30 September 2008.

NOTE: Applicants wishing to apply for the distance education degrees (other than those aged under 21 as at 1 March in 2008), graduate diploma programs (other than the Graduate Diploma in Education — see below), or former Macquarie University students returning to the same degree program, who have not studied at a tertiary institution during their absence, DO NOT apply through UAC, but should make application directly to the University as outlined below.

Previous Macquarie Students Returning After an Absence

Previous Macquarie students returning to the same degree program who have not undertaken studies at another tertiary institution during their absence should apply directly to the University. Application materials can be obtained from the Student Enquiry Service or by phoning +61 2 9850 6410. Application forms can also be downloaded from www.reg.mq.edu.au/undergrad.

Closing Dates for Applications

On-time applications should reach the University by no later than 30 September 2008.

Graduate Diploma and Graduate Certificate Applicants

Closing dates for graduate diploma and graduate certificate applications vary, with the earliest being 30 September 2008. Intending applicants should check with the Student Enquiry Service (telephone +61 2 9850 6410), to find out the closing date for the particular diploma in which they are interested. Late applications may not be accepted for some graduate diplomas. Application for admission should be made directly to the Coursework Studies Section **except** for the Graduate Diploma in Education which requires applicants to apply through **UAC Postgraduate**.

Non-Award Unit Applicants

Applications for first semester enrolment in single undergraduate units which are not part of a degree or diploma should be lodged with the Centre for Open Education by 23 January 2009. Late applications received after 23 January 2009 and up to 6 February 2009 will be accepted if accompanied by a \$200 late fee. Application forms, fee information and any further information are available from the Centre for Open Education or online at www.coe.mq.edu.au/nonawd.htm. Mid-year 2009 application closing date is 12 June 2009 with late applications (accompanied by the late fee) taken up to 17 July 2009.

Cross-Institution Applicants

For students already enrolled in a tertiary institution: The closing dates for applications for enrolment in single undergraduate units which are to count for credit towards a degree at another tertiary institution must reach the Coursework Studies Section by 30 September 2008 to be processed as 'on time' and thereby avoid incurring a fee for late application.

All applications received after 30 September 2008 will be subject to a late fee and require Macquarie academic approval prior to the lodgement of the application.

- 1–31 October 2008 requires an \$101 late fee and all academic signatures of approval
- 1–30 November 2008 requires a \$113.50 late fee and all academic signatures of approval
- 1–12 December 2008* requires a \$125 late fee and all academic signatures of approval.

* NOTES:

1. 12 December 2008 is the last date for applicants other than current (2008) Year 12 students to lodge a cross-

institution application. Current Year 12 students may apply for cross-institutional enrolment at Macquarie until 5 February 2009. No late fees apply to 2008 Year 12 students however proof of an offer to another university must be submitted.

2. Non-metropolitan and interstate non Year 12 applicants are liable for the above late fees, however they do not need to obtain academic approvals as this will be arranged by the Coursework Studies Section.

Notification of Selection

Offers for the UAC Main Round will be released from 9pm (Eastern Daylight Saving Time) on Wednesday 21 January 2009 on the UAC website, as well as being published in *The Sydney Morning Herald* and *The Daily Telegraph*, with a subset published in *The Canberra Times*. Applicants who are offered places will be required to accept their offer promptly.

Admission

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

Universities Admission Index

The University Council has determined that a candidate's performance at the 2008 New South Wales Higher School Certificate Examinations will be measured by the Universities Admission Index (UAI) which is based on a scaled aggregate of the marks in the best ten units of Board of Studies-developed courses, which will include:

- the student's best two units in English; and
- the best eight units chosen from the student's remaining units (no more than two units of which can be Category B courses counting towards the calculation of the UAI);

subject to the following restrictions and conditions:

- the student must satisfactorily complete English;
- the student may accumulate courses over a period of no more than five years;
- if a student repeats a course or component of a course only the last satisfactory attempt will be used in the calculation of that student's UAI;
- if a student enrolls in a repeat course and subsequently withdraws (either officially by advising the principal or the Board of Studies, or unofficially by non-attendance at the appropriate examination), the student will be considered as not having completed the course and it will be regarded as a non-satisfactory attempt in the course. In this case the mark from a previous satisfactory attempt in the course will be available for inclusion in the student's UAI.

The Board of Studies NSW will release Higher School Certificate (HSC) results via the Board of Studies website, www.boardofstudies.nsw.edu.au, on Wednesday 17 December 2008. UAC will release the UAI via the UAC website from 9am on Thursday 18 December 2008.

2008 New South Wales HSC students will receive writ-

ten advice of their HSC results from the Board of Studies and their UAI from UAC on Friday 19 December 2008.

Further information for non-school leavers may be obtained from the Macquarie booklet *Pathways 2009*. This booklet is available from the Student Enquiry Service, or by telephoning +61 2 9850 6410. Year 12 students should read the Tertiary Entrance Requirements booklet published by UAC and available from the Careers Adviser at their school.

School leavers sitting for the 2008 New South Wales HSC will be selected for admission in order of merit based on their UAI. UAI scores which were required in 2007 to gain entry in 2008 to programs of study available at Macquarie University are listed below.

Please note: This information is supplied as a general guide to enable applicants to assess their chances of obtaining a place in a particular course. The minimum UAI ranks or cut-off points for courses are not known until selection is actually made, as it is determined by the number of people applying and the standard of those applicants. For this reason, considerable fluctuations can occur in cut-off points from year to year, and it is impossible to predict in advance what rank will be required for a particular course in the coming year.

2008 Selection—UAI cut offs *

Course	2008 UAI cut off
B Ancient History (Honours)	83.50
B Applied Finance	85.20
B Applied Finance B Commerce – Accounting	86.55
B Applied Finance B Commerce – Actuarial Studies	95.40
B Applied Finance B Economics	85.45
B Applied Finance B Laws	95.05
B Arts	76.00
B Arts (Distance Ed)	80.00
B Arts in Development Studies & Culture Change *	85.00
B Arts in Media and Cultural Studies * †	78.25
B Arts B Laws	95.45
B Arts Dip Education	75.00
B Arts – Psychology	83.15
B Arts – Psychology B Health	84.20
B Arts – Psychology B Laws	95.25
B Arts – Psychology Dip Education	83.60
B Biotechnology	77.85
B Business Administration †	82.50
BBA (International Studies)	90.25
BBA in Event Management * #	N/A
BBA in Hospitality Management * #	N/A
BBA in International Tourism * #	N/A
BBA in Property Services Management * #	N/A
BBA in Retail Services Management * #	N/A

BBA in Sport Management *#	N/A	B Information Technology	70.00
BBA B Arts in European Studies *	83.10	B Information Technology B Laws	95.00
BBA B Arts – Psychology	84.55	B International Business	82.30
BBA B Commerce – Accounting	83.30	B International Communication	79.70
BBA B Economics	82.75	B International Studies	80.05
BBA B Information Technology	83.65	B International Studies B Laws	95.00
BBA B Laws	95.25	B Laws by Distance Education	N/A
B Chiropractic Science	75.65	B Marine Science	75.55
B Commerce †	82.55	B Media	80.00
B Commerce B Laws	95.25	B Media B Laws	95.25
B Commerce – Accounting †	83.10	B Medical Sciences	79.55
B Commerce – Accounting B Commerce – Actuarial Studies	95.35	B Optical Technology	75.00
B Commerce – Accounting B Laws	95.90	B Planning	75.10
B Commerce – Actuarial Studies	95.00	B Psychology (Honours)	93.10
B Commerce – Actuarial Studies B Economics	96.50	B Science	73.00
B Commerce – Actuarial Studies B Laws	95.70	B Science (Distance Education)	73.00
B Commerce – Actuarial Studies B Science	95.00	B Science in Advanced Biology *	96.60
B Commerce – Marketing †	82.55	B Science in Advanced Chemistry *	98.40
B Commerce – Marketing B Laws	98.45	B Science in Advanced Mathematics *	98.50
B Community Management ^	N/A	B Science in Astronomy and Astrophysics *	75.75
B Computer Science	76.95	B Science in Biodiversity and Conservation *	75.40
B Creative Arts	78.05	B Science B Arts in Natural and Cultural Heritage and Museums *	76.10
B Creative Arts (International)	81.60	B Science B Laws	96.00
B eBusiness	70.20	B Science Dip Education	74.40
B Economics	82.50	B Science – Psychology	83.05
B Education (Early Childhood Education)	76.00	B Science – Psychology B Health	83.95
B Education (ECE) (Distance Ed)	N/A	B Social Science	76.10
B Engineering in Computer Engineering *	75.45	B Social Science B Laws	96.35
B Engineering in Electronics Engineering *	75.80	B Speech and Hearing Sciences	83.45
B Engineering in Inst&Control Engineering *	75.00	B Teaching (Early Childhood Studies) ^	N/A
B Engineering in Photonics Engineering *	75.00		
B Engineering in Software Engineering *	78.80		
B Engineering in Tele Engineering *	75.95		
B Engineering in Wireless Engineering *	75.00		
B Engineering B Business Administration	NC+		
B Engineering B Commerce	85.40		
B Engineering B Science	76.55		
B Environmental Management	74.55		
B Environmental Management B Laws	95.95		
B Environmental Science	76.65		
B Health	78.05		
B Human Resource Management	81.15		
B Information Systems	71.10		

Key to symbols used:

* Please note: the name of the program of study signified by a UAC code does not always reflect the name of the degree awarded, eg Bachelor of Arts in Media and Cultural Studies describes a program of study for which the award is the Bachelor of Arts. Courses where the program of study is not part of the title of the award are indicated with an asterix.

+ New course available from 2009.

Degree only available at the International College of Management, Sydney located at Manly. Visit www.icms.edu.au.

† Degree also offered at Macquarie City Campus.

^ Degree only available to Aboriginal and Torres Strait Islander students.

Academic Advantage

The University's Academic Senate has confirmed the introduction of a bonus point scheme in 2009 called Academic Advantage. Bonus points will be offered to students who have completed either an Australian Year 12 HSC or the International Baccalaureate (IB) in Australia in the year prior to application. To be eligible for Academic Advantage bonus points, students must have a minimum UAI of 70.

Bonus points are awarded for academic performance in HSC and IB subjects that correspond specifically to certain Macquarie University degree programs. Depending on a student's performance, they may receive up to three bonus points for each subject.

Students can receive a maximum of five bonus points for each Macquarie University preference. A maximum of nine bonus points can be awarded if the Academic Advantage is combined with other access schemes such as uniTEST or the Lighthouse Scheme.

Students do not need to apply separately for Academic Advantage. Bonus points are automatically calculated by UAC when a Macquarie degree is included in a student's UAC preferences.

Academic Advantage applies to all degree programs except for: all combined law programs; all actuarial studies programs (including combined degree programs); Bachelor of Ancient History (Honours); Bachelor of Psychology (Honours) and Bachelor of International Studies.

For further information about Academic Advantage and the allocation of bonus points go to www.mq.edu.au/academicadvantage.

Alternative Admission Pathways

uniTEST

uniTEST is an equity initiative which recognises that the UAI is not always the best indicator of aptitude or ability to undertake tertiary studies. uniTEST is an alternative entry process that allows Macquarie to consider a number of factors in the selection including the UAI rank, a tertiary study aptitude test—uniTEST, and an application.

Applicants were required to register online at www.mq.edu.au to sit the test. The test date for 2009 admissions was Monday 8 December 2008 (conducted on site at the Macquarie campus, North Ryde).

uniTEST demonstrates a participant's aptitude for university study. The uniTEST results are included in the selection process which also considers a written application, information on the circumstances that impacted on previous school results, and a student's UAI ranking, if that is available.

More information on uniTEST can be obtained from the Macquarie website www.mq.edu.au or by emailing the Coursework Studies Section at coursework@mq.edu.au.

Lighthouse Scheme

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

More information about the scheme can be found in the Educational Access Schemes (EAS) booklet produced by UAC. An EAS application form is included in the booklet. EAS application forms had to be lodged through UAC by 30 September 2008 for 2009 admission.

For special consideration for the year 2009, students should consult the Macquarie University entry in the *2009 UAC Guide* for instructions.

Australian Aboriginal and Torres Strait Islander Applicants

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

People of Aboriginal or Torres Strait Islander descent may gain admission to the University through the normal Year 12 entry qualifications (UAI). They are also entitled to apply through the Macquarie University Warawara Alternative Entry Program for special admission. For further information on the programs offered and an application form contact the Department of Indigenous Studies—Warawara on +61 2 9850 8624, or toll free on 1800 066 465.

Persons Over the Age of 20

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

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

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

To qualify for selection in a particular degree course candidates will be required to obtain a limited UAI (LUIAI)

equivalent to the cut-off UAI for that course as based on the full HSC program.

Please note the following important points:

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

Non-Award Study

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

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

Mature-Age Jubilee Scheme

The University has a special admission scheme for people who are aged 21 years or over on 1 March of the year they will be commencing studies and who do not have the necessary academic qualifications for admission to the University but wish to pursue studies on campus on a full-time or part-time basis. It should be noted that admission through the Mature Age Jubilee Scheme may be subject to quota limitations. Enquiries should be made to the Coursework Studies Section on +61 2 9850 7314 for further information and application material.

Sydney Institute of Business and Technology

Sydney Institute of Business and Technology (SIBT) is located on the Macquarie Campus and provides admission to Macquarie University and Macquarie City

Campus through its university level Diplomas and pre-University Foundation studies.

Students who do not achieve the academic standards to gain direct entry into Macquarie University and who seek a supportive study environment can choose to start their studies with SIBT, in the areas of arts, business administration, commerce, communication and computing.

Upon successful completion of a Diploma students will normally gain admission to the second year of a related degree program, provided that all other University admission requirements and prerequisites are met. Conditions may apply for entry to some degrees.

To enter the Diploma, students need to have completed Australian Year 12 or equivalent and have received a UAI of greater than 66. Students with lesser qualifications must first undertake other study at SIBT. International students must present equivalent qualifications and satisfy the English language entry requirement of IELTS 5.5 or equivalent.

The advantages of admission through SIBT are:

- Eligibility to proceed into second year of the appropriate Bachelor Degree at Macquarie University (subject to meeting normal requirements).
- The option to commence courses three times per year: February, June and October.
- The ability to study first year Macquarie University units. The University moderates units offered in the SIBT Diplomas.
- The benefits of a three semester (12 month) or two semester (8 month) study option.
- A supportive study environment, including small class sizes (maximum lecture class of 50 students) and additional study support.
- Study on the Macquarie University campus with access to University facilities.
- Courses are fully approved and recognised by Macquarie University and the NSW Department of Education and Training.
- Provider of the Australian government FEE-HELP loan scheme that assists eligible students to pay tuition fees.

For further information please contact the SIBT Admissions Team:

Phone: +61 2 9850 6222
 Fax: +61 2 9850 6223
 Email: future@sibt.nsw.edu.au
 Web: www.sibt.nsw.edu.au

International College of Management, Sydney

Macquarie University has an arrangement with the International College of Management, Sydney (ICMS) through which students can study a Bachelor of Business Administration degree at the ICMS campus in Manly. Applications are made through UAC and applicants must include one or more of the UAC course

preferences 300900, 300920, 300930, 300940, 300950, 300960 on their UAC application by 7 January 2009 (refer to the *2009 UAC Guide* page 184, for more details).

On their UAC applications, students can choose from six specialised courses run by the ICMS:

- Bachelor of Business Administration in Event Management;
- Bachelor of Business Administration in Hospitality Management;
- Bachelor of Business Administration in International Tourism;
- Bachelor of Business Administration in Property Services Management;
- Bachelor of Business Administration in Retail Services Management; and
- Bachelor of Business Administration in Sport Management.

Places are available for Commonwealth supported students and international students.

These three-year full-time degrees will be undertaken entirely at the ICMS Manly campus. Graduates will receive a Macquarie University qualification and testamur. Admission to the ICMS courses will be by interview, conducted by telephone for selected applicants.

For more information contact ICMS on +61 2 9977 0333 or at enquiry@icms.edu.au.

Macquarie City Campus

Macquarie City Campus offers some of Macquarie University's highly sought-after undergraduate and post-graduate programs in the heart of the Sydney Central Business District. Conveniently located above Wynyard train station, Macquarie City Campus is situated amongst local and international business headquarters. Students study a modern and professionally relevant Macquarie University degree with access to state-of-the-art services and facilities.

Macquarie City Campus is a teaching campus of the University and students study the same content and have the same standard of academic teaching as students studying at North Ryde. Academics at Macquarie City Campus are approved by Macquarie University and employed for their practical knowledge and expertise.

The following courses are offered at Macquarie City Campus:

- Selected SIBT Diplomas
- Macquarie University Foundation Studies
- Bachelor of Arts – Media and Cultural Studies
- Bachelor of Business Administration
- Bachelor of Commerce
- Bachelor of Commerce – Accounting
- Bachelor of Commerce – Marketing
- Graduate Certificate programs in Business, Marketing, Information Systems and Technology
- Master of Accounting (CPA Extension)
- Master of International Business
- Master of Information Technology

For student enquiries contact:

Phone: +61 2 9964 6533

Email: student.enquiry@city.mq.edu.au

Web: www.city.mq.edu.au

Address: Level 2, 11 York Street, Sydney NSW 2000

Admission with Credit for Previous Studies

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

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

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

Previous Studies at a University

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

Previous Studies at Former Colleges of Advanced Education

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

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

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

Previous Studies at Other Institutions

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

An Australian Qualifications Framework (AQF) completed at TAFE or at a registered educational private provider accredited diploma attracts 24 credit points of credit, including 8 at 200 level; and an AQF or TAFE accredited advanced diploma is eligible for 36 credit points, including 12 at 200 level. No credit is awarded for incomplete diplomas or advanced diplomas.

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

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

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

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

Credit for Previous Studies and Exemption from Units of Study

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

Admission of Students from Overseas

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

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

Australian residents temporarily overseas or those who have secured visas for permanent residence in Australia should have lodged their UAC application form in sufficient time for it to have reached the Centre by 30 September 2008.

English Tests

Applicants who are relying for admission on qualifications gained in countries other than American Samoa, Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom (including Northern Ireland), United States of America and Zambia may be required to demonstrate proficiency in English by passing an appropriate English test such as the International English Language Testing Service (IELTS) test or Test of English as a Foreign Language (TOEFL). Applicants already in Australia who are required to take an English test will be advised accordingly. For more information refer to Table 5—English Language Proficiency in the 2009 *UAC Guide*.

Documents Required with Applications

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

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

Enrolment

New Students

Internal Students

Students enrolling for the first time for full-time or part-time day or evening study will be required to attend on a specified day at the North Ryde campus in early February (new ICMS students should follow instructions given to them by the Admission section at the International College of Management in regard to when to enrol at the Manly campus), the exception to this will be students enrolling with credit for previous studies and UAC late and final round offers who will enrol on a specified day later in February. Failure to attend may result in a student forfeiting his or her place and enrolment not being accepted. Extensions of time to enrol after the time specified for each group will not be granted. A late fee will be imposed on those who do not complete enrolment within the time specified for their group; the late enrolment fee in 2009 will be \$200.

Distance Education Students

Distance students enrolling for the first time in 2009 will be instructed to accept their offer online. After successful applicants accept their offer into the Bachelor of Arts, Bachelor of Science or Bachelor of Education (Early Childhood Education) programs they will complete the enrolment process by mail. Distance students will be sent an enrolment form, accompanied by the Distance Education Student Handbook, which contains the schedule of distance education units for 2009 and advice about formulating a program. Enrolment must be completed by returning all completed enrolment documents to the Centre for Open Education on the date specified on the enrolment form.

Deferment of Enrolment

New students who are offered admission through the UAC to Macquarie University in 2009 may seek deferment of enrolment until 2010. Deferments will be granted on request to those who have been accepted for enrolment. Deferments are not available to direct entry applicants.

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

Re-enrolment (Continuing Students)

Internal Students

Internal students who are eligible to re-enrol in 2009 will receive instructions on re-enrolment procedures in December 2008. Re-enrolling students will be enrolling via the web in January/February 2009.

Students who have satisfied requirements for their award in 2008 are not eligible to re-enrol in 2009 (the exception is anyone who has completed an intermediate qualification and is proceeding toward completion of a combined qualification, eg, BA/BADipEd).

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

Distance Education Students

Continuing distance education students at undergraduate level are required to re-enrol online via eStudent.

Leave of Absence

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

Former Macquarie University students returning after an absence to the same degree program, who have not studied at another tertiary institution during the period of absence, should apply directly to the University. Application material will be available at the Student Enquiry Service in August of the year preceding re-admission. Macquarie students resuming their interrupted course are called Previous Macquarie students (PMQ).

Former students who wish to undertake a different degree program to that previously enrolled in should apply through UAC.

Students who have undertaken studies during their period of absence from Macquarie should apply through UAC.

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

Distance Education Students

Distance students returning after an absence who applied through UAC for re-admittance will accept their offer and be enrolled as per the procedures for New Distance Education Students.

Enrolment of Internal Students in Distance Education Units

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

- (i) some distance education units have limited enrolment;
- (ii) some distance education units may not be available to internal students;
- (iii) some distance education units have compulsory on campus sessions;

- (iv) teaching in some distance education units commences before the enrolment period in February;
- (v) distance education law units are not available to students other than those enrolled in the distance education law course, except, in the case of senior units, with the permission of the Executive Dean of Faculty.

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

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

Second Half-Year Bachelor Degree Enrolment for New Students not Previously Enrolled or Offered a Place

A limited number of places will be offered in a limited number of degree programs at mid-year in 2009. Application for undergraduate Macquarie University courses will be processed through UAC (apply on the web at www.uac.edu.au in April/May 2009).

Enrolment of Students Who Are Not Candidates for an Award

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

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

Enrolment of Cross-Institution Students

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

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

International Miscellaneous Students

Students taking part in international exchange programs are regarded as cross-institution students. They may be admitted to individual undergraduate units as fee-paying

students. Applications and enquiries should be addressed to Macquarie International.

Enrolment of Non-Award Students

Students who wish to enrol in single undergraduate units from the Schedule of Undergraduate Units which are available for non-award purposes will be designated non-award students. Macquarie students are not permitted to enrol in non-award units that are not available to them in their current degree studies.

Fees for non-award study are charged for each credit point in which a student enrolls. Charges will vary according to the area of study. For information on tuition fees and other service charges visit www.coe.mq.edu.au/nonawd.htm.

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

Enrolment in Concurrent Degrees

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

- The student must be eligible for entry to the second degree and must apply for admission through UAC or qualify under the internal transfer procedures.
- The maximum number of undergraduate studies (that is, degrees or combined degrees) in which a student can enrol at any one time is limited to two (this could include, for example, two combined degrees such as BAppFin BCom with BA LLB).
- The second degree will commence from the time of successful application, that is, no units will be retrospectively transferred.
- If the student decides to abandon one degree (or combined degree), then credit can only be transferred from that degree to the other in the form of credit for previous studies. The student will be granted 28 credit points of credit for previous studies (comprising 18 at 100 level and 10 at 200 level) from the first completed degree to the second (or they can be completed simultaneously and the credit for previous studies will be credited to the nominated degree at the time of completion).

Concurrent Enrolment at Another Tertiary Institution

Provision is made for a student enrolled in a Macquarie University undergraduate degree course to be granted credit for a unit undertaken at another university or tertiary institution, provided that such enrolment is approved. Students should contact the Coursework Studies Section to obtain a 'Concurrent Enrolment' form.

Restrictions on Enrolment

Enrolments in the University are regulated to ensure that the number of students accepted for admission does not

exceed the number for which adequate accommodation and teaching facilities are available. Certain areas of study are also restricted. Enrolled students receive notification of units of study restricted by quota with the end-of-year examination results. New students are informed of the following restricted areas of study in the *UAC Guide*.

Accounting

In general, places in first-year accounting units are available only to students whose entry qualifications are at least equivalent to those of Bachelor of Commerce – Accounting. Students in other courses such as the Bachelor of Commerce or Bachelor of Arts will be admitted to first-year accounting units on completion of at least 12 credit points (equivalent to one half-year of full-time study) with an overall grade point average of at least 2.0 (a clear pass average).

Actuarial Studies

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

Economics

Places in the main first-year economics units of study will be guaranteed to students who have been admitted to the Bachelor of Economics or Bachelor of Commerce or related courses and to students who have the equivalent of the UAI required for entry to the quota for Bachelor of Economics or Bachelor of Commerce. Students in other courses may be admitted to first-year economics units if they complete at least 12 credit points and receive a grade point average of at least 2.0. Such students may need to enrol for four years to complete an economics major.

Law

Only students who have been admitted to a law course (a LLB degree combined with another degree in an approved combination) are permitted to undertake units in law in their first year of enrolment. A small quota of places in the first-year law is available to later-year students who are not enrolled in a law program.

Media Studies

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

Psychology

Places in first-year psychology units will be guaranteed to students in Bachelor of Psychology (Honours), Bachelor of Arts – Psychology and Bachelor of Science – Psychology (including the combined Psychology with Health degrees) and to students with a rank at least equivalent to that required for entry to Bachelor of Arts – Psychology or Bachelor of Science – Psychology.

Students in other courses may be admitted to first-year psychology units when they have completed 12 credit points and achieved a grade point average of at least 2.5. Such students may need to enrol for four years to complete a major in psychology.

COMMONWEALTH SUPPORTED PLACES

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

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

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

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

- are enrolled in a unit of study as a Commonwealth supported student; and
- meet the citizenship or residency requirements as:
 - an Australian citizen, or
 - the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit.

If a student is not eligible for HECS-HELP they must pay their student contribution in full by the census date. Australian citizens or holders of a permanent humanitarian visa who pay their student contribution up front are eligible for a 20% discount.

PAYMENT OF FEES

Tax invoices are not mailed to students. Your Statement of Outstanding Charges is available online, on completion of enrolment, at:

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

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

Due Dates

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

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

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

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

Late Payment Penalties

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

Payment Methods

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

Internal Transfer between Undergraduate Courses

How to Apply

Any student wishing to change his or her degree to another degree must meet the requirements set out below. At set times of the year students are permitted to request an internal transfer of courses. A *Request to Transfer Degree Course* form, available from the Student Enquiry Service (Lincoln Building) or by telephoning +61 2 9850 7314, must be lodged by the student.

Please note that course transfer policy is subject to change. If the proposed transfer is not covered below the student may need to apply through the Universities Admissions Centre.

Course transfer policy

Course Sought	Transfer Policy Requirements
General	Transfer between the following degree programs will be approved automatically upon application.
	<ul style="list-style-type: none"> ● BA to BA DipEd ● BSc to BSc DipEd ● BA – Psy to BA – Psy DipEd ● combined LLB to the non LLB element of the combined LLB program eg BA LLB to BA ● transfer, by 31 July in the first year of enrolment, from one course to another, if the student would have been accepted that year for enrolment in the latter and has been enrolled in first half year ● BEc or BCom (including BCom – ActStud, BCom – Accg, BCom – Mktg) or BBA or BAppFin to BA or BADipEd BSc or BScDipEd BEd(ECE) ● transfer to BSc after completion of 18 credit points ● completion of 18 credit points in BA to BEd(ECE) ● after completion of 18 credit points in BCS, BE, BIS, BIT, BOptTech, BTech(Telecommunications), BSc in Computing to BSc

If transferring to BA or BSc, please indicate Faculty.

Double Degrees

eg BAppFin and BCom – ActStud

- if the double degree combination is available; meet the higher transfer criterion of the two individual degrees; if already in one then the student must meet the criteria for the other

B Arts (transfer from Diploma in Ancient Languages)

- for students in the Diploma in Ancient Languages wishing to transfer to BA they must be enrolled in the Diploma in Ancient Languages, must transfer after gaining 12 credit points and a GPA of 2.0 in the Diploma in Ancient Languages and before satisfying requirements for the Diploma

You will need to indicate your Faculty.

B Arts (transfer from Diploma in Languages)

- for students in the Diploma in Languages wishing to transfer to BA they must be enrolled in the Diploma in Languages, must transfer after gaining 12 credit points and a GPA of 2.0 in the Diploma in Languages and before satisfying requirements for the Diploma

You will need to indicate your Faculty.

B Arts; B Arts Dip Education

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

B Arts in Development Studies and Cultural Change

- completion of ANTH150 and GEOS111 **and**
- at least 18 credit points with an overall GPA of 2.0

B Arts in Geographic Information Systems; B Science in Geographic Information Systems

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

B Arts in Media and Cultural Studies

- completion of MAS104, CUL100 and CUL101 and MAS105 **and**
- at least 18 credit points with an overall GPA of 2.5

B Arts – Psychology; B Science – Psychology

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

B Ancient History (Hons)

- at least 18 credit points with an overall GPA of 3.0 **and**
- completion of one of AHST205 or AHST207 or AHST241 or AHST260

B Applied Finance

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

B Business Administration

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

B Business Administration (International Studies)

- at least 12 credit points with an overall GPA of 3.75

B Chiropractic Science

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

B Commerce; B Economics

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

B Commerce in Finance; B Economics in Finance

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

B Commerce – Accounting

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

B Commerce – Actuarial Studies

- at least 18 credit points with an overall GPA of 3.0 **and**
- completion of STAT171(Cr) **and**
- completion of either MATH132(Cr) or MATH133(Cr)

B Commerce – Marketing

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

B Computer Science

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

B Creative Arts

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

B Creative Arts (International)

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

B eBusiness

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

B Ed (Secondary)

- enrolled in the Graduate Diploma in Education

B Engineering in:

Computer Engineering; Electronics Engineering; Instrumentation and Control Engineering; Photonics; Software Engineering; Telecommunications

Engineering; Wireless Engineering

- at least 18 credit points with an overall GPA of 2.25

B Environmental Management

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

B Environmental Science

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

B Health

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

B Human Resource Management

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

B Information Systems

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

B Information Technology

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

B International Business

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

B International Communication

- at least 18 credit points with an overall GPA of 2.5 **and**
- completion of ICOM100, ICOM101, CUL100 and MAS104

B International Studies

- at least 18 credit points with an overall GPA of 2.25

B Marine Science

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

B Media

- at least 18 credit points with an overall GPA of 2.75 **and**
- completion of MAS104(P) and MAS105(P)

B Medical Sciences

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

B Science B Arts in Natural and Cultural Heritage and Museums

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

B Social Science

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

B Speech and Hearing Sciences

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

B Optical Technology

- at least 21 credit points in Science units including completion of PHYS140(P), PHYS143(P), ELEC166(P), **and**; either MATH135(P) or MATH132(P) or MATH136 or MATH133 **and**; either COMP115(P) or COMP125(P)

Combined Law (eg BA LLB, BMedia LLB etc)**Transfer for students NOT enrolled in LLB.**

Students must apply for the non-law quota no later than the end of second year.

- completion of LAW113/LAW114(P) and LAW103/LAW104(P) **and**
- at least 18 credit points with a GPA of 2.0 **and**
- be enrolled or eligible to transfer to the non-LLB element of the combined award eg BBA

If transferring to B Arts or B Science you will need to indicate Faculty

Combined Law (eg BA LLB, BMedia LLB etc)**Transfer for students already enrolled in LLB.**

- completion of LAW113/LAW114(P) and LAW103/LAW104(P) **and**
- be eligible to transfer to the non-LLB element of the combined award eg BBA

If transferring to B Arts or B Science you will need to indicate Faculty

Diploma in Ancient Languages

- **You must be enrolled in Certificate in Ancient Languages and**
- must transfer after gaining 8 credit points with an overall GPA of 2.0 in the Certificate in Ancient Languages and before satisfying requirement for the Certificate

Diploma in Languages

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

Grad Dip Education

- enrolled in Bachelor of Education (Secondary)

Selection of Program of Study

Faculty of Registration

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

Selection of Program of Study

When enrolling each year, all new undergraduate and some re-enrolling students come to the University where they may consult a member of the teaching staff (an academic adviser). It is not necessary for students to come to the University for advice if they are enrolling in the following: external Bachelor of Laws and distance education Bachelor of Arts, Bachelor of Science, Bachelor of Teaching (Early Childhood Studies) or Bachelor of Education (Early Childhood Education).

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

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

Full-Time Students

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

time should enrol in approximately 24 credit points each year. Programs of study in excess of 14 credit points in any half-year require special approval.

Part-Time Students

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

Part-time students should consider enrolling in not less than 10 to 12 credit points a year. For this they should allow 30 to 36 hours each week for study. This time will include all organised reading, attendance at lectures and tutorials, preparing assignments and carrying out practical work either at home or at the University.

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

Evening and Distance Education Students

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

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

Arrangements for units of study vary considerably and students should read the unit descriptions in Part 3 of this Handbook and consult the staff member in charge of the unit for full details.

Assumed Knowledge; Subject Prerequisites; Recommended Studies

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

set minimum level of prerequisite achievement in a particular area of study, the University provides alternative elementary units in the same area of study. These elementary units are designed to bring candidates up to the level required for progression in that subject. The units count towards the requirements for the degree, but those who complete them and wish to continue study in the area at second-year and third-year level may require up to one additional year of study to complete the degree. Some units in accounting, economics, mathematics and statistics may also be offered as Summer School units (fee-paying) starting in January: enquiries should be directed to the Centre for Open Education on +61 2 9850 7470. This may allow a degree to be finished in minimum time. The elementary units also provide an optional unit for students, with no background in the subject area, who wish to include the area of study in their courses without progressing beyond first-year level.

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

Definitions of Terms

Assumed Knowledge (shown as A)

A level of achievement in a specified course(s) at the New South Wales Higher School Certificate (HSC) (or equivalent) considered desirable for successful study in a university course or first-year subject.

Subject Prerequisites (shown as SP)

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

Recommended Studies (shown as R)

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

Faculty and Area of Study	Subject prerequisite; (SP) Assumed knowledge (A); Recommended studies (R)
Faculty of Arts	
<i>Department of Ancient History</i>	
Ancient History	None for first-year units
<i>Department of Anthropology</i>	
Anthropology	None for first-year units
<i>Department of English</i>	
English	None, although the wide reading of texts required in English Standard would be an advantage.
<i>Department of Indigenous Studies—Warawara</i>	
Indigenous Studies	None for first-year units
<i>Department of International Studies</i>	
International Communication	None for first-year units
International Studies	A English Standard or English Advanced
Chinese	None for first-year units
Croatian	SP Post-HSC units – Croatian: None for introductory units
French	SP Post-HSC units – French: None for introductory units
German	SP Post-HSC units – German: None for introductory units
Italian	SP Post-HSC units – Italian: None for introductory units
Japanese	None for first-year units
Macedonian	SP Post-HSC units – Macedonian: None for first-year units
Modern Greek	SP Post-HSC units – Modern Greek: None for first-year units
Polish	SP Post-HSC units – Polish: None for first-year units
Russian	SP Post-HSC units – Russian: None for first-year units
Spanish	SP Post-HSC units – Spanish: None for first-year units

Faculty and Area of Study

Subject prerequisite; (SP) Assumed knowledge (A); Recommended studies (R)

Faculty of Arts, *continued**Department of Media, Music and Cultural Studies*

Creative Arts	None for first-year units; a keen interest in the arts and communication is essential
Cultural Studies	None, although the wide reading of texts required for English (Standard) would be an advantage
Music	None for first-year units
Communication Studies, Media Arts	None for first-year units

Department of Modern History, Politics, International Relations and Security

Modern History	None for first-year units
Politics	None for first-year units

Department of Philosophy

Philosophy	None for first-year units
------------	---------------------------

Department of Sociology

Sociology	None for first-year units
Women's Studies	None for first-year units

Macquarie Law School

None for first-year units

Faculty of Business and Economics*Applied Finance Centre*

Applied Finance	SP Mathematics (Band 2). Students with General Mathematics or with minimal mathematics will be required to take a first-year mathematics subject in their first semester.
-----------------	--

Department of Accounting and Finance

Accounting and Finance	SP Mathematics (Band 2). Students with General Mathematics or with minimal mathematics will be required to take a first-year mathematics subject in their first semester.
------------------------	--

Department of Actuarial Studies

Actuarial Studies	SP HSC Mathematics Extension 1 R HSC Mathematics Extension 2
-------------------	---

Department of Business

Business Administration, Demography, Human Resource Management, International Business, Marketing	R Mathematics
Human Resources Management	R Business Studies and English Standard

Department of Business Law

Business Law	None for first-year units
--------------	---------------------------

Department of Economics

Economics	SP Mathematics (Band 2). Students with General Mathematics or with minimal mathematics will be required to take a first-year mathematics subject in their first semester.
-----------	--

Faculty of Human Sciences

Department of Education

Education

Primary teaching: Teacher education graduates seeking employment as primary teachers in New South Wales schools must have achieved a Higher School Certificate minimum Band 4 in English Advanced, Standard English or English as a Second Language, and Band 4 in General Mathematics, or completion of Mathematics or Extension Mathematics to an equivalent standard (new New South Wales teaching requirements effective 1 January 2009). For students who do not meet the requirements when they commence the course, the University offers a range of elective units to achieve the required level either as part of the degree program or by other study taken concurrently.

Secondary teaching: Teacher education students seeking employment as secondary teachers in New South Wales schools must have achieved a Higher School Certificate minimum Band 4 in English Advanced, Standard English or English as a Second Language (new New South Wales teaching requirements effective 1 January 2009). For students who do not meet the requirements when they commence the course, the University offers a range of elective units to achieve the required level either as part of the degree program or by other study taken concurrently.

Department of Linguistics

Linguistics

None for first-year units

Speech and Hearing

R Mathematics. *For Biology units*, Chemistry.

Department of Psychology

Psychology

R Mathematics

Psychomedical

A Refer to assumed knowledge for Department of Biological Sciences below.

Institute of Early Childhood

Early Childhood

Teacher education graduates seeking employment as primary teachers in New South Wales schools must have achieved a Higher School Certificate minimum Band 4 in English Advanced, Standard English or English as a Second Language, and Band 4 in General Mathematics, or completion of Mathematics or Extension Mathematics to an equivalent standard (new New South Wales teaching requirements effective 1 January 2009). For students who do not meet the requirements when they commence the course, the University offers study concurrent with their degree to achieve the required level.

Faculty and Area of Study

Subject prerequisite; (SP) Assumed knowledge (A); Recommended studies (R)

Faculty of Science

Department of Biological Sciences

Biology, Biodiversity and Conservation Biology, Cell Biology, Ecology, Environmental Biology, Genetics, Human Biology, Marine Biology, Microbiology, Physiology and Plant Sciences

R Mathematics (Band 2) **plus** Chemistry (Band 3). Students with no HSC Chemistry and minimal mathematics will be able to take units at first-year level which will enable them to acquire the above recommended knowledge.

Department of Brain, Behaviour and Evolution

Animal Behaviour

None for first-year units

Department of Chemistry and Biomolecular Sciences

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

R Mathematics (Band 2) **plus** Chemistry (Band 3) Students with no HSC Chemistry and minimal mathematics can take units at first-year level which will enable them to acquire the above recommended knowledge.

Department of Chiropractic

Chiropractic

R Mathematics (Band 2) plus Chemistry (Band 3) plus Biology (Band 2) plus Physics. Students with no HSC Chemistry and minimal mathematics can take units at first-year level which will enable them to acquire the above recommended knowledge.

Department of Computing

Information Technology, Computer Science

A Mathematics

R Mathematics (Band 4) or Mathematics Extension 1 (Band E2) or Mathematics Extension 2, Information Processes and Technology and/or Software Design and Development

Information Systems

R Mathematics (Band 4) or Mathematics Extension 1 (Band E2) or Mathematics Extension 2, Information Processes and Technology and/or Software Design and Development

eBusiness

A *Technology major only*: Mathematics

R Information Processes and Technology and/or Software Design and Development; Mathematics (Band 4). For Technology major: HSC Mathematics Extension 1 (Band E2) or Mathematics Extension 2. For Management and Multimedia majors: Mathematics

Department of Earth and Planetary Sciences

Geology, Palaeontology, Palaeobiology, Environmental Geology, Geochemistry, Environmental Sciences

R Biology or Chemistry or Geography or Earth and

Geophysics, Exploration Geoscience, Geochemistry

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

Marine Science

A *Chemical Ecology major*: Chemistry and Mathematics

R Earth and Environmental Science

Biology major: Mathematics and Chemistry or Senior Science

Faculty of Science, *continued*

Department of Environment and Geography

Atmospheric Science, Human Geography, Population Studies, Resource and Environmental Management

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

R *Environmental Management major:* Geography, Earth and Environmental Science, or Society and Culture

Physical Geography, Geoecology, Geographic Information Systems, Environmental Sciences

A *Environmental Chemistry major:* Chemistry and Mathematics

R *For other majors:* Earth and Environmental Science or Biology and Chemistry

Health

None for first-year units

Department of Mathematics

Mathematics

SP Mathematics (Band 4) or HSC Mathematics Extension 1 (Band E2) or Mathematics Extension 2

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

For Science with Education: Mathematics Extension 1 (Band E3) or Mathematics Extension 2, Information Processes and Technology and/or Software Design and Development.

Department of Physics and Engineering

Physics, Astronomy and Astrophysics, Optical Technology

SP Mathematics (Band 4). For students without this prerequisite, an elementary unit counting for credit is available, but graduation in minimum time is then not possible.

R HSC Mathematics Extension 1 (Band E3) or Mathematics Extension 2; either Physics (preferred) or Chemistry or Engineering Studies or Senior Science. Students should also consider taking Information Processes and Technology.

Electronics, Engineering (Computer, Electronics, Instrumentation and Control, Software, Telecommunications, Wireless and Photonics)

SP Mathematics (Band 4). For students without this prerequisite an elementary unit is available but graduation in minimum time may then not be possible.

R HSC Mathematics Extension 1 (Band E3) or Mathematics Extension 2 plus Chemistry and Physics. Visit the Engineering@Macquarie website located at www.engineering.mq.edu.au

Department of Statistics

Statistics

A Mathematics

Change of Unit Enrolment

Students are permitted to change their unit enrolment (add and/or withdraw units of study) once they have enrolled in their program in a given year. Students effect these changes online using eStudent:

Web: <https://student1.mq.edu.au>

It is important to note that there are restrictions on the periods of time in which additions to the program can be made:

- for INTERNAL students, units **cannot be added after the first two weeks of each semester**
- for EXTERNAL students, units **cannot be added after the first week of each semester**

Internet facilities and eStudent support for will be available on campus for students at particular times.

Notification of Discontinuance of Units of Study

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

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

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

Students will only be regarded as not effectively enrolled for the relevant half-year if it is evident beyond any reasonable doubt that they abandoned studies before the due date, and the Academic Registrar's Office was notified before the return of enrolment information to the Department of Education, Employment and Workplace Relations (DEEWR).

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

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

Early Withdrawn in a Unit of Study

The conditions under which a student is regarded as early withdrawn in a unit of study are set out in Bachelor Degree Rule 12(1)(a).

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

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

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

Withdrawn (W) from a Unit

Where a student notifies discontinuance of a first half-year unit after 31 March, the unit census date, but no later than four weeks after the unit census date (28 April), he or she is regarded as 'withdrawn'. Where a student notifies discontinuance of a second half-year unit after 31 August, the unit census date but no later than four weeks after the unit census date (28 September), he or she is regarded as 'withdrawn'. Where a student notifies discontinuance of a full-year unit after 30 April, the unit census date but no later than four weeks after the unit census date (28 May), he or she is regarded as 'withdrawn'.

Students who are regarded as 'withdrawn' from a unit of study are liable for the Student Contribution.

Fail Withdrawn (FW) from a Unit

Where a student discontinues a first half-year unit **four weeks after the unit census date**, 31 March, he or she is regarded as 'failed'. Where a student discontinues a second half-year unit **four weeks after the unit census date**, 31 August, he or she is regarded as 'failed' (note : an 'FW' grade on a student's Advising Transcript signifies an 'F' (Failed) status). Where a student discontinues a full-year unit **four weeks after the unit census date**,

30 April, he or she is regarded as 'failed'. Students who are regarded as 'failed' in a unit of study are liable for Student Contribution.

Discontinuance of Fieldwork and Vacation Units

The following table shows the dates by which a student must discontinue to be regarded as early withdrawn. Please note dates may be subject to change. Confirm dates with the co-ordinator at the time of enrolling in the unit.

Summer Vacation:

BIOL245	Tropical Marine Ecosystems	26.1.09
CRO161	Introductory Croatian III	2.1.09
FRN125	Introductory French III	2.1.09
FRN131	Introductory French Residential Short Unit	2.1.09
FRN231	Intermediate French Residential Short Unit	2.1.09
FRN331	Advanced French Residential Short Unit	2.1.09
GEOS373	Volcanic Geology Fieldwork	9.2.09
GEOS389	Special Interest Seminar	5.1.09
GMN133	Introductory German III	2.1.09
GMN199	Beginners' Residential Short Unit	2.1.09
GMN299	Intermediate Residential Short Unit	2.1.09
GMN362	Advanced Residential Short Unit	2.1.09
HLTH300	Health Placement	2.1.09
ITL106	Introductory Italian III	2.1.09
ITL305	Advanced Residential Short Unit in Italy	2.1.09
JPN190	Introductory Japanese Reading Unit	19.1.09
JPN290	Intermediate Japanese Reading Unit	19.1.09
MCD112	Introductory Macedonian III	2.1.09
MGK130	Introductory Residential Short Unit	2.1.09
MGK230	Intermediate Residential Short Unit	2.1.09
MGK330	Advanced Residential Short Unit	2.1.09
MSM304	Museums Special Interest Seminar	9.1.09
MUS230	African Drumming	12.1.09
PLH125	Introductory Polish III	2.1.09
PLH131	Introductory Polish Residential Short Unit	2.1.09
PLH222	Intermediate Polish III	2.1.09

PLH231	Intermediate Polish Residential Short Unit	2.1.09
PLH331	Advanced Polish Residential Short Unit	2.1.09
RSN160	Introductory Russian III	2.1.09
SOC300	Internships in Social Research	2.1.09
SPN103	Introductory Spanish III	2.1.09
SPN120	Introductory Spanish Residential Short Unit	2.1.09
SPN220	Intermediate Spanish Residential Short Unit	2.1.09
SPN320	Advanced Spanish Residential Short Unit	2.1.09
TEP283	Curriculum and Instruction in the Secondary School II	2.2.09
UKR112	Introductory Ukrainian III	2.1.09

Winter Vacation:

CRO180	Introductory Residential Unit in Croatia	7.7.09
CRO280	Intermediate Residential Short Unit in Croatia	7.7.09
CRO380	Advanced Residential Short Unit in Croatia	7.7.09
ENGG400	Industry Experience	19.6.09
FRN131	Introductory French Residential Short Unit	7.7.09
FRN231	Intermediate French Residential Short Unit	7.7.09
FRN331	Advanced French Residential Short Unit	7.7.09
GEOS307	Field Geology and Mapping	3.7.09
GMN199	Beginners' Residential Short Unit	7.7.09
GMN299	Intermediate Residential Short Unit	7.7.09
GMN362	Advanced Residential Short Unit	7.7.09
ITL109	Beginners' Residential Short Unit in Italy	7.7.09
ITL209	Intermediate Residential Short Unit in Italy	7.7.09
JPN110	Introductory Japanese I	11.7.09
JPN117	Everyday Conversation Japanese	11.7.09
JPN195	Japanese In-Country Program	7.7.09
PLH131	Introductory Polish Residential Short Unit	7.7.09
PLH231	Intermediate Polish Residential Short Unit	7.7.09
PLH331	Advanced Polish Residential Short Unit	7.7.09

RSN140	Beginners' Residential Unit in Russia	7.7.09
RSN240	Intermediate Residential Unit in Russia	7.7.09
RSN340	Advanced Residential Unit in Russia	7.7.09
SPN120	Introductory Spanish Residential Short Unit	7.7.09
SPN220	Intermediate Spanish Residential Short Unit	7.7.09
SPN320	Advanced Spanish Residential Short Unit	7.7.09

Where a student discontinues a unit after the relevant date shown above, he or she will be regarded as having failed the unit unless a W or FW grade is granted by the Dean of the Faculty offering the unit pursuant to Bachelor Degree Rule 12(1)(c) following a claim by the student that discontinuance was due to unavoidable disruption.

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

Unavoidable Disruption

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

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

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

- (a) could not have reasonably been anticipated, avoided or guarded against by the student; and
- (b) were beyond the student's control; and
- (c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work; and
- (d) substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements; and
- (e) were of at least three (3) consecutive days duration within a study period and/or prevented completion of the formal examination.

The University's definition of serious and unavoidable disruption explicitly excludes acute problems, except where the disruption affects completion of the formal examination.

The University has determined that some circumstances routinely encountered by students are not acceptable

grounds for claiming special consideration. These grounds include, but are not limited to:

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

Review of Program of Study in Mid-year

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

Students who have failed in a unit which is a prerequisite for a unit in the second half-year must either, after consultation with an academic adviser, obtain an exemption under Bachelor Degree Rule 6 from the Executive Dean of the Faculty offering the unit or ensure that they are withdrawn from the unit. Certain second half-year units will be automatically dropped when a first half-year prerequisite is failed.

Note: it is the student's responsibility to check whether the above has occurred and, if necessary, to withdraw from the unit via the web by the last day to withdraw without penalty, for second half-year this is 31 August.

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

Change of Unit Enrolment for Cross-institution Students

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

Change of Unit Enrolment for Non-award Students

Non-award students should make application to the Centre for Open Education using the yellow non-award change of unit enrolment form. Non-award students enrolled in undergraduate units as specified in the Schedule of Undergraduate Units are subject to the same conditions of enrolment as Bachelor Degree candidates, in particular to the provisions of Rules 3, 6, 7, 8, 9, 10, 11

and 12 of the Bachelor Degree Rules. Non-award students cannot add or withdraw from units online, however they may change their classes online using eStudent at <https://student1.mq.edu.au>.

Honours Course — Discontinuance from, or Failure to Complete

If a candidate for the honours degrees of Bachelor of Arts, Bachelor of Business Administration, Bachelor of Commerce, Bachelor of Economics, Bachelor of Environmental Science, Bachelor of Media, Bachelor of Social Science, Bachelor of Science or Bachelor of Technology discontinues before the due date of the half-year in which candidature commenced, the candidate will be deemed not to have been effectively enrolled. Due dates for discontinuance to be deemed ‘Early Withdrawn’ are 31 March for the first half-year and 31 August for the second half-year.

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

If a candidate completes all the components of the honours course but fails to qualify for the award of any class of honours, his or her academic record will be endorsed with an academic comment ‘Failed to qualify for a class of honours in the BA, BBA, BCom, BEc, BEnvSc, BMedia, BMedScs, BSc, BTech honours course in (field of study) (date)’ and the honours course description against which the class of honours is normally recorded will be deleted.

Assessment

Requirements

To Complete an Undergraduate Unit

Rule 7(2) of the Bachelor Degree Rules prescribes in general what a student needs to do to complete a unit of study satisfactorily. All Bachelor degree students should refer to Part 2 of this Handbook for the Bachelor Degree Rules.

The unit convenor is required to provide students with a unit outline in either printed or electronic form no later than the first officially scheduled class, or in the case of students studying online or externally, the date of commencement of the unit, whichever is the earlier. The unit outline will include details of the assessment tasks students must undertake to achieve and demonstrate their learning. The unit outline will also include information about all requirements in respect of the style of academic referencing and acknowledgements such as footnotes and bibliographies in assignments.

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

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

Attendance Requirements for Distance Education Units

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

Where the Executive Dean of Faculty, pursuant to clause 7(2)(b), determines that certain practical work is to be completed, he or she may prescribe that such work be completed during an on-campus session or by alternative arrangements such as attendance at practical sessions for the day or evening offering of the unit, provided that any alternative arrangements must be available to all students enrolled in the unit. Where a student is unable, because of unavoidable disruption, to complete the practical work

required, the student may report the circumstances in writing to the Academic Registrar, and the Executive Dean of Faculty may take this into account when assessing the student's performance. Where attendance at the practical classes rather than the on-campus session has been made compulsory, it may be possible for the Executive Dean of Faculty to make alternative arrangements for the student to complete the practical work required.

The unit convenor is required to provide students with a unit outline in either printed or electronic form no later than the first officially scheduled class, or in the case of students studying online or externally, the date of commencement of the unit, whichever is the earlier. The unit outline will include whether attendance at on-campus sessions and/or practical classes is compulsory and, in the case of the latter, whether the practical classes should be taken at the on-campus session or may be taken at alternative times and places. If it is specified that alternative arrangements are permissible, the procedure to be followed in indicating the election of the student should be set out.

Examinations

Examination Timetables

Approximately eight weeks before the mid-year and end-of-year examination periods a draft examination timetable is available at www.timetables.mq.edu.au/exam. A copy of the timetable is also placed outside the Academic Program Section on level 4 of the Lincoln Building. Students enrolled in one or more distance education units will be advised in writing of the date and time of their examinations. It is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period.

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

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

Conduct of Examinations

Students sitting for examinations at the University are allotted a seat number for each unit. Details of seat

numbers and room location information for all students sitting examinations at the North Ryde campus can be obtained from www.timetables.mq.edu.au/exam.

Candidates are not permitted to take bags or briefcases of any description into an examination area, but they may take in small money purses. No mobile phones or other unauthorised electronic devices such as MP3 players and ipods may be brought into examination rooms. Candidates may, if they wish, deposit bags or briefcases or other property in an area provided for this purpose or in the cloakroom in the U@MQ building. Such bags, briefcases or other property are deposited at the owner's risk. The University will not be responsible for loss or damage of any description to property so deposited.

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

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

Student Conduct in Examinations

The rules governing the conduct of students in examinations are:

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

Special Consideration

Special consideration is intended for a student who is prevented by serious and unavoidable disruption from completing any unit requirements. Conditions existing prior to commencing a unit of study are not grounds for

special consideration. Students are responsible for managing their workload in light of any known or anticipated problems. The University's definition of serious and unavoidable disruption explicitly excludes acute problems, except where the disruption affects completion of a formal examination. Acute problems are defined as those involving no more than three (3) consecutive days within a study period. In these cases, a student is responsible for contacting the relevant Unit Convenor so that a local solution may be discussed.

Special consideration circumstances must be of at least three (3) consecutive days duration, within a study period, and/or prevent completion of the formal examination. The deadline for receipt by the University of an application for special consideration is five (5) days after the due date of the associated assessment task/formal examination. The request for special consideration, supported by evidence to demonstrate the severity of the circumstance(s) and that substantial disruption has been caused to the student's capacity for effective study, should reach the Student Enquiry Service of the Academic Registrar's Office by no later than 5pm on the due date. The information supplied will then be referred to the Executive Dean of the Faculty in which the unit is offered, to take into account when assessing the student's performance (see Rule 7 of the Bachelor Degree Rules in Part 2 of this Handbook).

Assessment of Group Work

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

1. Work prepared and presented as a single entity, and in which contributions of individual students cannot be identified* should
 - (a) be graded only on a pass/fail basis; and
 - (b) count for not more than 30% of the total assessment if the grading of the unit is still to be on a graded basis unless the prior approval has been given under Bachelor Degree Rule 10(3).

* Note that individual contributions must be proved by individual log-books or other identifiable evidence.

2. Senate has also determined that where resubmission of assignments is permitted for a unit of study there should be only one resubmission and the resubmission should make possible an improvement of assessment from grade F to grade P but not to higher grades.

Grades

Grading System

Under the authority granted to the Academic Senate, pursuant to Rule 10(5), the following range of standardised numerical grades applies as follows:

HD	High Distinction – 85-100
D	Distinction – 75-84
Cr	Credit – 65-74
P	Pass – 50-64

PC	Conceded Pass – 45-49
F	Fail – 0-44
S	Satisfactory (used for units where grading is on a pass or fail basis only)

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

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

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

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

Grade Point Average

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

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

Calculation of Grade Point Average

Grades obtained from 2001:

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

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

where

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

Grades obtained prior to 2001:

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

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

where

- a is the number of credit points gained at A grade,
- b is the number of credit points gained at B grade,
- c is the number of credit points gained at C grade,
- cq is the number of credit points gained at CQ grade,
- e is the **total number of credit points** for which a student is effectively enrolled (excluding units with W or P),
- f is the number of credit points gained with an F grade.

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

Appeals Against Grades

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

Step 1: Consultation

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

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

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

Step 2: Formal appeal to the Executive Dean of the Faculty

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

- put in writing the specific reasons why the grade is being questioned and include a copy of the correspondence with the academic member in charge of the unit, and
- submit this written request for a review of the grade awarded to the Executive Dean of Faculty or nominee. A candidate can only appeal against the award of a grade where:
 - (a) the unit co-ordinator did not provide a unit outline as required; or
 - (b) the assessment requirements as specified in the unit outline were varied in an unreasonable way; or

- (c) examiners judgement was not objectively applied because of prejudice against the individual candidate; or
- (d) a candidate is of the view that a clerical error has occurred in the computation of the grade; or
- (e) due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date;
- (f) a candidate is of the view that they have been disadvantaged in some way due to the conduct of their final examination.

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

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

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

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

Appeals deadlines

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

- (i) **2009 Summer Course Program**
 - Lodgement of formal appeal with Executive Dean of Faculty: 27 February 2009
 - Notification of grade recommendation from Executive Dean of Faculty to student and to Academic Registrar: 6 March 2009
 - Lodgement of appeal with Academic Registrar: within five working days of notification of Executive Dean of Faculty's recommendation.
- (ii) **Mid-year examinations**
 - Lodgement of formal appeal with Executive Dean of Faculty: 27 July 2009
 - Notification of grade recommendation from Executive Dean of Faculty to student and to Academic Registrar: 10 August 2009
 - Lodgement of appeal with Academic Registrar: within five working days of notification of Executive Dean of Faculty's recommendation.

(iii) End-of-year examinations

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

(iv) 2010 Summer Course Program

- Lodgement of formal appeal with Executive Dean of Faculty: 26 February 2010
- Notification of grade recommendation from Executive Dean of Faculty to student and to Academic Registrar: 5 March 2010
- Lodgement of appeal with Academic Registrar: within five working days of notification of Executive Dean of Faculty's recommendation.

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

Grading Appeals Committee

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

The Grading Appeals Committee may, as it sees fit,

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

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

Exclusions**Minimum Rate of Progress**

Bachelor degree candidates are required to maintain a satisfactory rate of progress during their period of candidature. A candidate's minimum rate of progress is considered to be unsatisfactory at the end of an academic year if having attempted at least 36 credit points after 1 January 2006, the overall grade point average (GPA) attained is less than 1.00 and in the year under consider-

ation the GPA is less than 1.00. A student who does not meet minimum rate of progress requirements will be excluded from further enrolment.

A student who is excluded for failing to maintain a satisfactory minimum rate of progress may appeal to the Academic Appeals Committee for permission to continue their program.

Exclusion for Twice Failing a Required Unit**Law**

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

Chiropractic Science

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

Education/Teacher Education

Students who commenced candidature after 1 January 2000 for any Bachelor degree with the Diploma of Education, Bachelor of Education (Primary), Bachelor of Education (Secondary) or Bachelor of Education (Early Childhood Education), Graduate Diploma in Education or the Graduate Diploma in Early Childhood or a student who commenced candidature after 1 January 2001 for the degree of Bachelor of Teaching (Early Childhood Services) or the degree of Bachelor of Teaching (Birth to School Age) and who have twice failed in a prescribed practicum unit for any of these degrees or diplomas will be excluded from enrolment in any of these degrees or awards under Bachelor Degree Rule 14 and Graduate Diploma Rule 8 unless they are able to satisfy the Academic Appeals Committee that they should be permitted to continue the Education/Teacher Education program.

Accounting

Students who commenced candidature after 1 January 2005 for the degree of Bachelor of Commerce – Accounting or for a combined degree award or double degree award including the degree of Bachelor of Commerce – Accounting who has failed to complete ACCG200 or ACCG201 or ACCG250 or ACCG251 or ACCG253, after having been enrolled in any of these units twice, will be excluded from further enrolment in the degree of Bachelor of Commerce – Accounting or any combined degree award or any double degree award including the Bachelor of Commerce – Accounting under

Bachelor Degree Rule 14 unless they are able to satisfy the Academic Appeals Committee that they should be permitted to continue the Accounting program.

Students who are excluded under Bachelor Degree Rule 14 from further enrolment in single degree/diploma programs, and whose appeal for permission to re-enrol in their program of study is not successful, are permitted to apply to transfer to any other program for which they may be eligible or may be considered for admission via UAC to another undergraduate program even while under exclusion.

Students who are excluded under Bachelor Degree Rule 14 from further enrolment in a combined or double degree program are permitted to continue the program of study that is not affected by the double failure in a prescribed unit, or may apply to transfer to any other program for which they are eligible or be considered for admission via UAC to another undergraduate program even while under exclusion.

Any student wishing to transfer to another program, must meet the requirements set out in the details specified under the Internal Transfer between Undergraduate Courses section in this Part of this Handbook and must lodge the application to transfer by the deadline specified in the *Request to Transfer Degree Course* form. Any application for admission to a program via UAC must also be lodged by the date specified in the *2009 UAC Guide*.

Exclusion for Taking an Unduly Long Time to Complete a Course

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

A student who is excluded for taking an unduly long time to complete their program of study may appeal to the Academic Appeals Committee.

Re-enrolment in a Unit for a Third Time

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

A student who is not permitted to re-enrol in a unit by the Executive Dean of the Faculty offering the unit may appeal to the Academic Appeals Committee for permission to re-enrol in a unit.

Plagiarism

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

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

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

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

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

The Dangers of Plagiarism and How to Avoid It

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

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

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

- i) state clearly in the appropriate form where they found the material on which they have based their work, using the system of reference specified by the Faculty in which their assignment was set;

- ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed, or summarised, even if they put these ideas into their own words;
- iii) avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.

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

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

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

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

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

Graduation

Qualification—Expectation to Complete

Undergraduate qualifications are administered by the Academic Program Section. Students who expect to satisfy requirements in July (first-half) or December (second-half) 2009 must ensure that an expectation to complete has been entered on their student record. This is normally done during the enrolment periods in January/February or in July. This information can be viewed on your eStudent login site: My Results/I Expect Complete. If this information is not visible, follow the instructions contained on the website or visit the Student Enquiry Service, Level 1, Lincoln Student Services Building.

Students who satisfy requirements for an undergraduate award at the meetings of Academic Senate held on 18 December 2008 or 17 February 2009 will be eligible to graduate in April 2009. If you are not sure of your April qualification and graduation status, you must contact the Academic Program Section before 13 February 2009.

***NB Students completing Summer Session or Vacation units and students with late resolution of results or qualifications will not be eligible to graduate until Saturday 23 May 2009.**

Students who satisfy requirements for an undergraduate award at the meetings of Academic Senate held on 10 July 2009 or 11 August 2009 will be eligible to graduate in September 2009. If you are not sure of your September qualification and graduation status, you must contact the Academic Program Section before 7 August 2009.

Qualification—Results

Macquarie University adheres to a formal qualification and graduation process. Students are not eligible to graduate until their award (qualification) has been approved at a meeting of Academic Senate. The last qualification Senate for April graduation will be held on 17 February 2009 and the last qualification Senate for September graduation will be held on 11 August 2009. Students qualifying after 11 August will not graduate until 2010 (Hong Kong and Beijing students excepted). Qualified students will be able to view their award (qualification) and graduation allocation details on eStudent after the examination results are released.

If you have viewed your results and are not sure of your qualification or graduation status, please email apsinfo@mq.edu.au or graduation@mq.edu.au within the time frames advertised.

Graduation

April graduation information will be posted in late January with a return date of late February 2009. September graduation information will be posted in late July with a return date of mid August 2009. When you receive your graduation information, you must check the name of your award carefully as it may not be possible to alter the award after it has been conferred at a graduation ceremony. If the award shown on the *Conferring of Degrees Form* is incorrect, please contact the Academic Program Section immediately. Graduating students must ensure that their mailing and email details are kept current at all times. All name changes, requests to defer graduation and requests to graduate at an overseas ceremony, must be made in writing and received by the Graduation Unit by the relevant deadline. Incomplete or late requests will not be processed.

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

Overseas Graduation

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

Outstanding debts

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

Administration

Campus cards

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

A student who loses his or her campus card should complete an application, obtainable from the University Library or the Student Enquiry Service, for a new card, and pay the replacement charge of \$10 to the Cashier.

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

Change of Name or Address

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

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

Scholarships

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

In addition to the scholarships listed below, various Faculties and Departments within Macquarie University have other scholarships to offer. Students should contact their Faculty for further information.

Both Dunmore Lang College and Robert Menzies College also provide scholarships for students. Please contact the respective college for more information.

Alex Mitchell Scholarship (supported by the University's Alumni)

The purpose of this scholarship is to enable the holder to pursue a full-time program of study leading to a Bachelor degree majoring in a subject area within the Faculty of Arts. \$7500 is awarded over three years to an incoming undergraduate student.

The scholarship shall be awarded on an annual basis and shall be tenable for three years. For further information contact the Alumni Relations Office on +61 2 9850 7310 or visit www.alumni.mq.edu.au.

Biology Summer Research Experience Scholarships

These scholarships are available on academic merit to students enrolled in biology undergraduate programs. The purpose of the scholarships is to provide project based work experience opportunities during the summer vacation.

The scholarships are valued at \$275 per week for two to 10 weeks depending on the duration of the student's work experience project.

For further information contact the Faculty of Science on +61 2 9850 8418.

Chemistry Scholarship

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

For further details contact the Department of Chemistry and Biomolecular Science on +61 2 9850 8275.

Commonwealth Scholarships/ Macquarie University Equity Scholarships

Many university students experience difficulty with the costs of living and studying. These financial difficulties arise from having limited income and many expenses such as accommodation costs.

Equity Scholarships are awarded to help disadvantaged students with costs associated with higher education, and

they include the Commonwealth Scholarships Programme (CS) established by the Australian Government.

There are two types of CS:

1. Commonwealth Education Costs Scholarships (CECS) to assist with general education costs, valued at \$2127 in 2009 for up to four years, indexed annually
2. Commonwealth Accommodation Scholarships (CAS) to assist with accommodation costs, valued at \$4415 in 2009 for up to four years, indexed annually.

Macquarie University has also created an equity scholarship program in conjunction with the Commonwealth Learning Scholarships.

Macquarie Education Costs Scholarship (MECS)

This equity based scholarship is designed to support recipients whose opportunities to study at university may have been hampered by situations out of their control. MECS is valued at \$4434 a year in 2009 for up to four years, indexed annually.

In addition to being financially disadvantaged a successful applicant will be able to display outstanding character, maturity, common sense, eagerness and passion, and capacity to triumph over hardship, including financial disadvantage, sole parent or carer responsibilities, non-English speaking or Indigenous background, effects of trauma and/or abuse, long term medical condition/disability, coming from rural or remote area, or other disadvantage.

For further information contact the Coursework Studies Section on +61 2 9850 7337 or coursework@mq.edu.au.

Macquarie Accommodation Scholarship (MAS)

This equity based scholarship is designed to support recipients whose opportunities to study at university may have been hampered by situations out of their control. MAS is valued at \$8830 a year in 2009 for up to four years, indexed annually.

In addition to being financially disadvantaged and relocating to Sydney from an Australian rural area a successful applicant will be able to display outstanding character, maturity, common sense, eagerness and passion, and capacity to triumph over hardship, including financial disadvantage, sole parent or carer responsibilities, non-English speaking or Indigenous background, effects of trauma and/or abuse, long term medical condition/disability, coming from rural or remote area, or other disadvantage.

For further information contact the Coursework Studies Section on +61 2 9850 7337 or coursework@mq.edu.au.

All students, even continuing Macquarie University students, will apply for these awards through UAC. You can learn more about these awards at www.uac.edu.au/equity/equityschols.html.

Doris Wallent Scholarship in Mathematics

One scholarship will be awarded for excellence in mathematics in the NSW/ACT Higher School Certificate to a first year student enrolled in the units MATH132 and MATH133 in 2008. Preference will be given to female candidates. The scholarship is valued at \$1000.

For further details contact the Department of Mathematics on +61 2 9850 8947.

Dragan Tosich Memorial Scholarship

This scholarship is available to students with an interest in Serbian Studies, who can show cause for financial support.

For further details contact the Department of European Languages on +61 2 9850 7005.

Fred Roberts Memorial Scholarship

This scholarship is available to a student who has completed the requirements for the award of the Advanced Diploma in Community Management. To be eligible, the student must show excellence in the study and practice of Aboriginal and Torres Strait Islander Community Management as well as having been accepted into another course at Macquarie University. The scholarship is valued at \$1000 and is awarded on a yearly basis.

Further information may be obtained from the DCM Coordinator, Mr Sam Altman, on +61 2 9850 8616.

Honours Scholarships—Accounting, Finance and Economics

The Faculty of Business and Economics offers up to three Honours Scholarships per year in the areas of Accounting and Finance, and Economics.

The scholarships are awarded to full-time students on the basis of academic merit in their Bachelor degree program, measured by GPA (or equivalent). To be eligible students must be accepted into either the Honours program in the Department of Accounting and Finance or the Honours Degree of Bachelor of Economics.

The scholarships are for full-time enrolment in a one-year program and are not renewable. The scholarships are valued at \$7500 each.

For further information contact the Faculty of Business and Economics on +61 2 9850 8450.

Indigenous Scholarships

There is financial assistance available for Indigenous students who enrol in a Bachelor's Degree program at Macquarie University (excluding the Bachelor of Teaching and the Bachelor of Community Management).

For more information or to make an application contact the Department of Indigenous Studies—Warawara, on +61 2 9850 8836.

Jan Rakowski Polish Educational Scholarships

These scholarships are available for students enrolled in Polish units of at least six credit points in a given academic year.

For further details contact the Polish Office in the Department of International Studies on +61 2 9850 7005.

Japanese Studies Centre For Teaching Development Scholarships

One of the important aims of the Japanese Studies Centre for Teaching Development (MJS Centre) is to contribute to the maintenance and improvement of the standard of Japanese education in the community by expanding learning opportunities for teachers and prospective teachers of the Japanese language and culture. The purpose of this scholarship is to cover all or a part of HECS and tuition fees. Each scholarship will be determined by the costs of fees involved in the nominated program. Scholarships are a part of the Nippon Foundation Fund for Japanese Language Education.

For a full list of scholarships available and conditions visit www.asianlang.mq.edu.au/japanese or contact the MJS Centre on +61 2 9850 6891.

G L Melville Actuarial Studies Scholarship and the Laurie Schalchlin Memorial Actuarial Scholarship

These scholarships are available to students who are enrolled in or are intending to enrol in the Bachelor of Commerce – Actuarial Studies program or a combined Actuarial Studies program. They are available to both high school leavers and continuing Macquarie University students. Candidates must be permanent residents of Australia.

The scholarships are awarded based on academic merit, financial need and the personal circumstances of the applicant; they are tenable for one year and valued at \$2500.

Applicants who already hold a scholarship or award, other than Youth Allowance, will only be eligible to receive the scholarship with the permission of the donor. These applicants may still apply, and should specify all the details of the scholarship or award held.

For further details and an application form, please see www.acst.mq.edu.au/undergraduate/prizes_and_scholarships/actuarial_scholarships or phone +61 2 9850 9987.

Le Fevre Scholarship in Chemistry

This scholarship is available to full-time students undertaking a Bachelor degree with a coherent study in chemistry. Scholarship recipients will be required to enrol in the following units during the period of the scholarship:

Year 1: CBMS101, CBMS103

Year 2: CBMS204, CBMS207, CBMS208

Year 3: At least 18 credit points of 300-level chemistry including an approved combination of units as defined in the Schedule of Programs of Study in Part 3 of this Handbook.

The scholarship is awarded on the basis of academic merit in the HSC. It is tenable for three years, subject to satisfactory progress, at the following rates: \$2000 in the

first year, \$2100 in the second year and \$2200 in the third year of the scholarship.

For further details contact the Department of Chemistry and Biomolecular Sciences, on +61 2 9850 8275.

Macquarie Higher Study Scholarships (MAHS)

This program is designed to support recipients to continue their studies to an advanced coursework or Honours level. MAHS is valued at \$8830 a year in 2009 for up to four years, indexed annually.

In addition to being financially disadvantaged and relocating to Sydney from an Australian rural area a successful applicant will be able to display outstanding character, maturity, common sense, eagerness and passion, and capacity to triumph over hardship, including financial disadvantage, sole parent or carer responsibilities, non-English speaking or Indigenous background, effects of trauma and/or abuse, long term medical condition/disability, coming from rural or remote area, or other disadvantage.

For further information contact the Coursework Studies Section on +61 2 9850 7337 or coursework@mq.edu.au.

Macquarie Indigenous Top-Up Scholarship (MITS)

This scholarship is to reward Indigenous students on commencement of their second and subsequent years of their study programs.

The University will offer these 'top-up' scholarships to each recipient of Indigenous Access Scholarships (IAS), of increasing value for each year of a program commenced. In year 2 enrolment the value of the scholarship is \$1000, in year 3 enrolment the value of the scholarship is \$2000 and so forth.

For further information contact the Coursework Studies Section on +61 2 9850 7337 or coursework@mq.edu.au.

Macquarie International Travel Grants

Travel grants are available to students seeking a degree at Macquarie University. Macquarie International supports student exchange, conferences, research, language study and internships as well as other short-term study opportunities overseas with a supplement towards their expenses. Visit www.international.mq.edu.au/abroad for information and application procedures.

Macquarie University Family Scholarship (supported by the University's Alumni)

The purpose of the scholarship is to encourage the legacy of family members attending Macquarie University across generations. The scholarship will be awarded to an immediate family member of an Alumnus/Alumnae, on the basis of financial hardship. This \$5000 scholarship will be tenable for an incoming full-time undergraduate student enrolled in any Faculty, for a period of one year.

For further information contact the Alumni Relations Office on +61 2 9850 7310 or at www.alumni.mq.edu.au.

Macquarie University Village Housing Scholarships

These scholarships are available to students of Aboriginal and Torres Strait Islander descent. The scholarship provides a fully funded place in Macquarie University Village housing to successful applicants for one year. The scholarships are reviewed annually and may be renewed on the basis of satisfactory academic progress.

For more information contact the Coursework Studies Section on +61 2 9850 7337.

Optus Engineering Scholarships

Optus is providing two scholarships for students enrolling into the Bachelor of Engineering at Macquarie University for 2009. These scholarships are worth \$5000 per year for each of the four years of the degree. As a part of this scholarship successful applicants will have the opportunity to undergo paid work with Optus for a minimum of 12 weeks through their degree, which will contribute to the work experience requirements which is a graduate requirements of Engineers Australia. Anyone applying to enrol in first year Engineering at Macquarie University in 2009 may apply for the Optus scholarship. The criteria for short listing will be based on a CV and letter of application followed by an interview with Optus staff. The scholarships will be awarded on a competitive basis.

For more information contact the Faculty of Science on +61 2 9850 6000 or at scienceenquiries@mq.edu.au.

Sports Scholarships

In 2008, 40 athletes were awarded a Macquarie University Sport Scholarship. Scholarships are awarded on an annual basis according to the following criteria:

- Sporting excellence - student athletes must be national or state, open or age, representatives or a member of a U@MQ Alliance Partner Clubs, and
- *New Students at Macquarie University*: gaining entry to a degree program at Macquarie University, or
- *Continuing Students at Macquarie University*: maintaining a minimum GPA of 2.0.

Please note that verification of national or state senior or under age squad status will be required before a scholarship will be provided from the University.

For further information visit the U@MQ website at www.uatmq.com.au/active.

TressCox Scholarship in Law

This scholarship is available to full-time students enrolled in the BA LLB, BCom LLB, BEc LLB, BSc LLB, BAppFin LLB, BBA LLB or BMedia LLB degree programs. The scholarship is normally tenable for one year only and is valued at \$2000.

Applicants for the scholarship must be permanent residents of Australia. The scholarship will be awarded on the basis of academic merit, financial need and the personal circumstances of the applicant. Application forms are available from the Executive Officer, Department of Law on +61 2 9850 7682.

Prizes

Please note: Details of prizes are subject to change without notice. Please refer to www.handbook.com.au for up-to-date details of available prizes.

The following undergraduate prizes are offered by the University:

200-level Environment Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit GEOS267 Resource and Environmental Management: Issues and Solutions.

300-level Human Geography Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 300-level units in human geography.

300-level Physical Geography Prize

Open to all students proceeding to a degree who have completed at least 12 credit points in 300-level Physical Geography. Awarded for proficiency in physical geography.

ACCA Prize for best student in Corporate Accounting and Reporting

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit ACCG310 Corporate Accounting and Reporting.

ACCA Prize for best student in Strategic Management Accounting

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit ACCG330 Strategic Management Accounting.

ACE Egyptian Archaeology Prize

Open for award to all candidates proceeding to an award under the Bachelor Degree Rules and for candidates of the BAnHist (Hons) Degree. Awarded for proficiency in the Unit AHST362 Methods and Techniques of Egyptian Archaeology.

ACE Egyptian Hieroglyphs A Prize

Open for award to all candidates proceeding to an award under the Bachelor Degree Rules and for candidates of the BAnHist (Hons) Degree. Awarded for proficiency in the Unit AHST260 Egyptian Hieroglyphs A.

ACE Egyptian Religion Prize

Open for award to all candidates proceeding to an award under the Bachelor Degree Rules and for candidates of the BAnHist (Hons) Degree. Awarded for proficiency in the Unit AHST361 Ancient Egyptian Religion.

AHEPA Prize

Open to all students proceeding to the degree of Bachelor or Diploma in Languages. Awarded for outstanding performance in Modern Greek units above 100 level.

Aisling Society Prize

Open to all students proceeding to the degree of Bachelor. Awarded for an essay in Irish history or Irish-Australian history or literature.

Alan McIntosh Analysis Prize for Mathematics

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in 200- and 300-level analysis units.

Alf and Pearl Pollard Memorial Prize

Awarded to the most outstanding student in the fourth year of undergraduate study in the Faculty of Business and Economics.

Alpha Geoscience Environmental Geophysics Prize

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in GEOS315.

Alumni Prize (Faculty of Arts)

Alumni Prize (Faculty of Business and Economics)

Alumni Prize (Faculty of Human Sciences)

Alumni Prize (Faculty of Science)

Awarded to the two students registered in each Faculty with the highest UAI entering the first year of an undergraduate degree.

AMP Prize for Actuarial Control Cycle 1

Awarded for proficiency in the unit ACST400 Actuarial Control Cycle 1.

AMP Prize for Quantitative Methods for Asset Liability Management

Awarded for proficiency in the unit ACST305 Quantitative Methods for Asset Liability Management.

Annie McGlinchey Memorial Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit PSY305 Personality.

Aon Re Australia Natural Hazards Prize

Open to all students proceeding to the degree of Bachelor (other than candidates for an honours degree). Awarded for proficiency in the unit GEOS237 Natural Hazards.

Arthur Delbridge Prize for Linguistics

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in 300-level Linguistics.

Arthur Pryor Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit PHYS242 The Tradition of Science.

Assoc Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit ACST211 Combinatorial Probability.

Association of Heads of Independent Girls' Schools of New South Wales Prize

Open to all female students proceeding to the degree of Bachelor. Awarded for proficiency in 100-level English.

Ausmedic/Talar Made Prize for BioMechanical Excellence

Open to all candidates proceeding to an award under the Bachelor Degree Rules. Awarded for proficiency in the unit CHIR302 Chiropractic Principles and Skills IIIB.

Australia-Japan Society Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in 300-level Japanese, as well as a significant contribution to the study of Japan, and to future Australia-Japan relations.

Australian Federation of University Women New South Wales (North Shore Group) Prize for 200-level Biological Sciences

Open to all female students proceeding to a degree. Awarded to the student with the most outstanding performance in two units at 200 level to be named each year by the Executive Dean of the Faculty of Science.

Australian Federation of University Women New South Wales Prize for 200-level English

Open to all female students proceeding to the degree of Bachelor. Awarded for proficiency in 200-level units in the Faculty of Arts, totalling at least eight credit points.

Australian Federation of University Women New South Wales (North Shore Group) Prize for 200-level History

Open to all female students proceeding to the degree of Bachelor. Awarded for proficiency in two units at 200-level to be named each year by the Executive Dean of the Faculty of Arts.

Australian Federation of University Women New South Wales (North Shore Group) Prize for 300-level Psychology

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in at least two units at 300 level offered in the Faculty of Human Sciences.

Australian Field Geology Club

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit BIOL380 Applied Palaeontology and Biogenic Sediments.

Australian Finance Conference Prize for Money and Finance

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit ECON350 Money and Finance.

Australian Institute of Physics (NSW Branch) Prize

Open to all students proceeding to the honours degree of Bachelor. Awarded for the best performance in the physics honours program.

Australian Instrument Services Motic-Microscopy Award

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit BIOL208.

Australian Meteorological and Oceanographic Society (AMOS) Student Prize

Open to all students proceeding to the an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in the unit GEOS216 The Atmospheric Environment.

Australian Psychological Society Prize

Open to all students proceeding to the honours degree of Bachelor. Awarded to the most meritorious student in the honours year in Psychology.

Austria Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for outstanding performance in 300-level units totalling at least 12 credit points which form a coherent study above 200-level in German Studies.

Bank of Tokyo-Mitsubishi UFJ Ltd Prize (for 300-level Japanese Economic Studies)

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit BBA321/ECON394 The Japanese Economy.

Barbara Knox Prize

Open to all students proceeding to the degree of Bachelor who are enrolled in a 200-level unit in Australian or English literature to be nominated by the Head of the Department of English. The Prize will be awarded for literary ability as demonstrated in the writing of an essay on a subject to be determined by the Dean of the Head of the Department of English.

Barry Scott Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 100-level Human Geography.

Basil Branford Memorial Prize

Open to all students proceeding to the degree of Bachelor. Awarded for the most meritorious performance in 300-level Auditing.

Beckman Coulter Prize in Biotechnology

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit CBMS332 Protein Discovery and Analysis.

Bernard Curran Memorial Prize

Open to all students proceeding to the degree of Bachelor. Awarded by the Academic Senate for the most meritorious pass in the New South Wales Higher School Certificate examination or such other New South Wales examination or method of assessment which may from time to time be substituted therefor in the year immediately preceding entry to Macquarie University.

Best BIC 100-level Student Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in 100-level Bachelor of International Communication units.

Best BIC 200-level Student Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in 200-level Bachelor of International Communication units.

Best BIC 300-level Student Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in 300-level Bachelor of International Communication units.

Best BMedia in Multimedia Student Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the Department of Media, Music and Cultural Studies by a student who has completed at least two Multimedia units at 300 level.

Best BMedia Screen Production Student Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the Department of Media, Music and Cultural Studies by a student who has completed at least two Screen Production units at 300 level.

Best BMedia Studies Student Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the Department of Media, Music and Cultural Studies by a student who has completed at least two Media units at 300 level.

Best BMedia Writing Student Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the Department of Media, Music and Cultural Studies by a student who has completed at least two Writing units at 300 level.

Bill Cantwell Prize for Biological Sciences

Open to all students proceeding to the honours degree of Bachelor. Awarded for proficiency in the biological sciences honours year.

Biophysical Environments Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit GEOS117 Biophysical Environments.

Blake Dawson Prize for 200-level Law

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 200-level law units.

Blake Dawson Prize for International Trade and Finance

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW410 International Trade and Finance.

Bruce Mansfield History Prize

Open to all candidates proceeding to the award of the honours degree of Bachelor of Arts in Modern History. Awarded for proficiency in the Modern History Honours Program.

CCH Prize for Revenue Law

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit BUSL320 Revenue Law.

Chandra Jayawardena Memorial Prize for 100-level Anthropology

Open to all students proceeding to the degree of Bachelor or the Graduate Diploma in Anthropology. Awarded for proficiency in 100-level anthropology units.

Chandra Jayawardena Memorial Prize for 200-level Anthropology

Open to all students proceeding to the degree of Bachelor or the Graduate Diploma in Anthropology. Awarded for proficiency in 200-level anthropology units.

Chandra Jayawardena Memorial Prize for 300-level Anthropology

Open to all students proceeding to the degree of Bachelor or the Graduate Diploma in Anthropology. Awarded for proficiency in 300-level anthropology units.

Chartered Accountants Prize

Open to all students proceeding to the degree of Bachelor. Awarded for best overall academic performance in 100-level accounting units.

Clayton Utz Prize for Information Technology Law

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW429 Information Technology Law.

Clayton Utz Prize for Trade Practices Law

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW428 Trade Practices Law.

Clean Air Society Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in GEOS325 Applied Climatology.

Commonwealth Bank Prize for International Finance

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit ECON360 International Finance.

Co-Op Bookshop Prize

Open to all students proceeding to the degree of Bachelor. Awarded for the most meritorious performance in the unit HRM207 Human Resource Development.

Council of Christians & Jews Medal

Open to all students proceeding to the degree of Bachelor and for candidates of the BAncHist (Hons) Degree. Awarded for proficiency in AHST242 Classical Hebrew B.

CPA Australia Prize for 100-level Accounting

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 100-level accounting.

CPA Australia Prize for 200-level Accounting

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 200-level accounting.

CPA Australia Prize for 300-level Accounting—Graduating Student

Open to all students who will graduate with the degree of Bachelor. Awarded for proficiency in 300-level Accounting. Prize includes one year free membership to the Australian Society of Certified Practising Accountants, and a medallion.

Critical and Cultural Studies Essay Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules. Awarded for the best essay written in a 300-level unit with the prefix CUL.

Critical and Cultural Studies Honours Thesis Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules. Awarded for the first class honours thesis in Critical and Cultural Studies.

CSR Environmental Prize

Open to all students proceeding to the degree of Bachelor. Awarded for outstanding performance in the final year Bachelor of Environmental Science program or in an Honours program in Environmental Science.

David Opas Memorial Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW402 Family Law.

Department of Business Law Prizes (Various)

These prizes are open to all students enrolled in the following units and proceeding to the degree of Bachelor. Awarded for academic excellence.

BUSL201 Law in Australian Society
 BUSL250 Business Law
 BUSL301 Corporations Law
 BUSL315 Business Litigation
 BUSL333 Human Resources Law
 BUSL350 Marketing and Management Law
 BUSL377 Japanese Trade Law
 BUSL379 European Trade Law
 BUSL388 China Trade and Investment Law
 LAW437 China Trade and Investment Law

Department of Psychology Prizes (Various)

These prizes are open to all students enrolled in various specified Psychology units. Awarded for academic excellence.

Diana Terry Award for Excellence in Special Education

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit EDUC341 Reading Acquisition in the Primary Classroom.

Dick Makinson Physics Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 200-level units in physics having a total of not less than 9 credit points.

Don McNeil Prize for Introductory Statistics

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in STAT170 Introductory Statistics.

Econometrics Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the second and third year econometrics units ECON232, ECON233, ECON332 and ECON361.

Elisabeth Hervic Prize

Open to all students proceeding to the degree of Bachelor, the Diploma in Languages or the Graduate Diploma in French. Awarded for proficiency in units above 100-level in French.

Elizabeth M Liggins Prize

Open to all students proceeding to the honours degree of Bachelor of Arts. Awarded for excellence in the English honours program.

EMC Prize for Best Female Student in Engineering

Awarded to the female student with the highest overall grade in a Bachelor Engineering Degree.

EMC Prize for Best Female Student in Engineering Semester 1

Open to all first-year female candidates proceeding to the degree of Bachelor of Engineering. Awarded to the student with the highest overall grade in the Bachelor of Engineering Degree.

EMC Prize for Best Female Student in Engineering Semester 2

Open to all first-year female candidates proceeding to the degree of Bachelor of Engineering. Awarded to the student with the highest overall grade in the Bachelor of Engineering Degree.

EMC Prize for Best Student in Software Engineering

Awarded to the student with the highest overall grade in a Bachelor Engineering Degree.

EMC Prize for Best Student in Computer Engineering

Awarded to the student with the highest overall grade in a Bachelor Engineering Degree.

English Association Prize

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in 300-level literature units totalling at least 8 credit points.

Environment Institute of Australia and New Zealand (EIANZ) Prize

Open to all candidates proceeding to the degree of Bachelor or a Postgraduate award. Awarded for outstanding performance in an undergraduate or post-graduate environmental program.

Erma Whittington Prize

Open to all female students proceeding to the honours degree of Bachelor, specialising in women's studies. Awarded for the most outstanding performance by a student who has completed a coherent study above 200-level in Women's Studies.

European Union Prize

Awarded for outstanding performance in 300 level units totalling at least 12 credit points in one or more of the languages of the European Union offered by the Department of International Studies: French, German, Italian and Modern Greek.

Excellence in the BIC Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded to a student enrolled in the Bachelor of International Communication who completes with a GPA of 4.0.

FLUORotechnics Prize

Open to all students proceeding to the degree of Bachelor. Awarded for outstanding performance in 300-level core units in the Bachelor of Biotechnology.

Foundation for Astronomy Prize

Awarded for proficiency in the unit PHYS270 Astronomy.

Frederick Chong Mathematics Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 200-level and/or 300-level mathematics.

Freehills John Peden Memorial Prize for Commercial Law

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW421 Foundations of Commercial Law.

Freehills Prize for Property Law and Equity I

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW316 Property in Law and Equity I.

Freehills Prize for Property Law and Equity II

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW317 Property in Law and Equity II.

Fugro Group of Companies Geophysics Prize

Open to all students proceeding to the degree of Bachelor. Awarded for the most outstanding performance in third-year geophysics units.

Gender Studies Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in the unit WST110 Foundations in Gender Studies or in any unit or units which may from time to time be substituted therefore.

Geoff Humphreys Prize

Open for award to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in the Unit GEOS266 Earth Surface Processes.

Geological Society of Australia (NSW Division) Prize

Open to all students proceeding to the degree of Bachelor (other than candidates for an honours degree). Awarded for the best performance in 300-level units by a student completing a coherency in Geology, Geology and Geophysics or Palaeobiology.

Geology Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit GEOS115 Earth Dynamics, Materials and the Environment.

Geometry Prize

Open to all candidates proceeding to the degree of Bachelor (other than candidates for an honours degree). Awarded for proficiency in the unit MATH300 Geometry and Topology.

Global Environment Prize

Open to all students proceeding to a degree of Bachelor. Awarded for proficiency in GEOS118 Foundations for Resource and Environmental Management.

Goethe Prize

Open to all students proceeding to the degree of Bachelor. Awarded for outstanding performance in 300-level German units totalling at least 12 credit points which form a coherent study above 200-level in German.

Greg Henderson Honours Prize

Open to all students proceeding to the honours degree of Bachelor. Awarded to the student who achieves the best first class honours result in Philosophy.

Harry Henderson Memorial Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 100-level modern history.

Hays Accountancy Personnel Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in ACCG200 Fundamentals of Management Accounting.

Helen Sham Ho Prize

Open to all students proceeding to the Bachelor of Laws. Awarded to the best graduating student in the distance education Law program.

Ho Kam-chiu Statistics Prize for overall proficiency in 200-level statistics

Open to all students proceeding to the degree of Bachelor (other than candidates for an honours degree). Awarded for overall proficiency at 200-level statistics to a student

who has taken at least 9 credit points in 200-level Statistics units in the previous two years of study.

Ho Kam-chiu Statistics Prize for overall proficiency in 300-level statistics

Open to all students proceeding to the degree of Bachelor (other than candidates for an honours degree). Awarded for overall proficiency at 300-level statistics to a student who meets the requirements of a degree with a major in Statistics.

Holding Redlich Prize for Intellectual Property Law

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in LAW423 Intellectual Property Law.

Holding Redlich Prize for Litigation

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in LAW500 Litigation.

Hubert Vaughan Prize

Open to all students proceeding to the degree of Bachelor. Awarded for the most meritorious performance in the unit ACST354 Survival Models.

HW Piper Memorial Prize

Open to all students proceeding to the honours degree of Bachelor. Awarded for excellence in the English literature honours program.

Invitrogen Prize

Open to all students proceeding to the degree of Bachelor. Awarded for outstanding performance in a 300-level BIOL or CBMS unit.

Irish Famine Memorial Prize

Open to all Honours candidates in Modern History. Awarded for an Honours thesis on an Irish or Irish Australian topic, or on a global problem in the modern world, which might include famine, poverty, mass emigration, refugees or political upheaval.

Jack Davies Prize

Open to all students proceeding to the degree of Bachelor. Awarded for academic proficiency in GEOS units in physical geography.

Jack Lindsay Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit CUL100.

JC Ward, FRS, Physics Prize

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in 300-level physics units.

Jacqueline Goodnow Prize for Introduction to Psychology I

Awarded for the most meritorious performance in the unit PSY104 Introduction to Psychology I.

Jacqueline Goodnow Prize for Introduction to Psychology II

Awarded for the most meritorious performance in the unit PSY105 Introduction to Psychology II.

Jill Roe Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in any 300-level History units.

Jim Jones Memorial Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit ECON200 Microeconomic Analysis.

Jim Rose Prize for Honours in Human Geography

Open to all students proceeding to an honours degree of Bachelor. Awarded for excellence in the human geography honours program.

Jo Pender Memorial Award for Cultural Perspective in Aboriginal Early Childhood Curriculum – Year 2 Studies

Awarded for proficiency in the units ABEC121 Young Children and the Arts in ATSI Contexts and ABEP130 Introduction to Teaching ATSI Children. The award is restricted to students who have completed the second year of the BTeach (Children's Services) program and who are currently resident in New South Wales.

Jo Pender Memorial Award for Management in Aboriginal Early Childhood Services – Year 5 Studies

Awarded for proficiency in the units ABEC340 Management in Early Childhood ATSI Contexts and ABEC241 Managing People. The award is restricted to students who have completed the fifth year of the BTeach (Children's Services) program and who are currently resident in New South Wales.

John Peden Memorial Prize for Contracts Law

Open to all students proceeding to an award under the Bachelor Degree Rules for the degree of LLB or combined award with the LLB. Awarded for proficiency in LAW204 Contracts.

John Peden Memorial Prize for the Best Graduating Student in the LLB

Open to all students proceeding to an award under the Bachelor Degree Rules for the degree of LLB or combined award with the LLB. Awarded for first class honours and the highest weighted average mark achieved.

John Peden Memorial Prize for the Best Legal Research Project

Open to all students proceeding to an award under the Bachelor Degree Rules for the degree of LLB or combined award with the LLB. Awarded for the best mark in a 500-level Research Project

John Wiley & Sons International Marketer for the Year Prize

Open to all students proceeding to an award under the Bachelor Degree Rules. Awarded for proficiency in the unit MKTG302 International Marketing.

Kemp Strang Prize for Business Organisations

Open to all students proceeding to an award under the Bachelor Degree Rules for the degree of LLB or combined award with the LLB. Awarded for proficiency in the unit LAW406 Business Organisations.

Kevin Lee Memorial Prize

Open to all students proceeding to the degree of Bachelor and for candidates of the BAnCHist (Hons) Degree. Awarded for proficiency in AHST206 Ancient Greek B.

KPMG Actuaries Prize for First Year Actuarial Studies

Open to all candidates proceeding to an award under the Bachelor Degree rules with a coherent study in Actuarial Studies. Awarded for the most meritorious performance in the first year Actuarial Studies program.

KPMG Actuaries Prize for General Insurance Pricing and Reserving

Open to all candidates proceeding to an award under the Bachelor Degree rules. Awarded for proficiency in ACST357 General Insurance Pricing and Reserving.

KPMG Actuaries Prize for Second Year Actuarial Studies

Open to all candidates proceeding to an award under the Bachelor Degree rules with a coherent study in Actuarial Studies. Awarded for the most meritorious performance in the second year Actuarial Studies program.

Krystyna Singler Prize for Polish Studies

Open to all students proceeding to a Bachelor degree or the Diploma of Languages. Awarded for proficiency in the study of Polish.

Law Society of New South Wales Prize for Succession

Open to all students proceeding to a degree in Law. Awarded for proficiency in the unit LAW506 Succession.

Law Society of New South Wales Prize for Sustained Academic Proficiency in Law Units and Meritorious Contribution to the Affairs of Macquarie Law School

Open for award to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for sustained academic proficiency in Law units and meritorious contribution to the affairs of Macquarie Law School.

Le Fevre Memorial Prize for 200-level Chemistry

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in 200-level chemistry units.

Le Fevre Memorial Prize for Physical Chemistry

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in physical chemistry at 100 level.

Lionel Murphy Memorial Prize for Labour Law

Open to all candidates in the LLB program or a combined LLB program. Awarded for proficiency in the unit LAW407 Labour Law.

Lydia Yastreboff Memorial Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded to the most deserving student in 100, 200 or 300-level Russian Studies.

Lynley Fox-Cummings Memorial Prize

Open to all candidates proceeding to the degree of Bachelor and for candidates of the BAnCHist (Hons) Degree. The prize shall be awarded for the highest achievement in ancient history at 300-level.

Macquarie Ancient History Association Prize

Open to all students proceeding to the honours degree of Bachelor. Awarded to the student with the best thesis in the field of ancient history in the history honours program.

Macquarie Excellence in Environmental Studies Prize

Open to all students proceeding to the honours degree of Bachelor. Awarded for the best performance by a graduating student in an undergraduate environmental program.

Macquarie Law Journal Student Essay Prize

Open to all students enrolled in the LLB or in a combined award with the LLB. Awarded for an outstanding student essay originally written as part of the assessment for a 400 or 500 elective unit, or for a supervised Legal Research Project.

Macquarie Law School Prizes

These prizes are open to all students enrolled in the following units and proceeding to the degree of Bachelor. Awarded for academic excellence.

- LAW203 Torts
- LAW314 Constitutional Law and Administration I
- LAW315 Constitutional Law and Administration II
- LAW404 Advanced Administrative Law – the Law Governing Decision Making
- LAW412 Criminology

- LAW413 History of Law in Australia
- LAW416 European Law and Institutions
- LAW419 International Human Rights Law
- LAW420 Contemporary Theory of Law
- LAW427 Trial Advocacy
- LAW432 Law and Religion
- LAW434 Media Law
- LAW436 Modern Corporate Governance
- LAW437 China Trade and Investment Law
- LAW438 Access to Justice Placement Program
- LAW440 Local Government and Planning Law
- LAW441 Politics and the Constitution
- LAW503 Taxation
- LAW507 Conflict of Laws
- LAW508 Comparative Law
- LAW509 International Law
- LAW510 Environmental Law
- LAW512 Law of International Organisations
- LAW518 Legal Ethics
- LAW519 International Environmental Law
- LAW520 Law and Sexuality
- LAW521 Health Law and Ethics
- LAW522 Advanced Torts
- LAW525 Advanced Topics in Environmental Law
- LAW526 Language Violence and Justice: The Legal Regulation of Hatred
- LAW530 Law and Moral Dilemmas
- LAW536 Law of the Sea
- LAW537 War Law
- LAW538 International Dispute Settlement
- LAW539 Property in Natural Resources
- LAW542 Issues in International Heritage Conservation

Macquarie Legal Centre Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules. Awarded for proficiency in the unit LAW443 Macquarie Legal Centre Clinical Program.

Macquarie University Accounting and Finance Prizes

These prizes are open to all students proceeding to the degree of Bachelor. Awarded for academic excellence in the following units:

- ACCG100 Accounting IA
- ACCG101 Accounting IB
- ACCG105 Introductory Financial Accounting
- ACCG200 Fundamentals of Management Accounting
- ACCG201 Organisational Planning and Control
- ACCG223 Contemporary Dimensions of Financial Accounting
- ACCG250 Accounting Systems Design and Development
- ACCG251 Accounting and Information Systems
- ACCG253 Financial Management
- ACCG310 Corporate Accounting and Reporting
- ACCG323 Financial Accounting Theory and Practice
- ACCG329 Security Pricing and Hedging
- ACCG330 Strategic Management Accounting

ACCG340 Auditing and Assurance Services
ACCG350 Financial Statement Analysis
ACCG352 Applied Portfolio Management
ACCG353 Corporate Financial Design
ACCG355 Information Systems for Management
ACCG356/ACCG401 Social and Critical
Perspectives on Accounting
ACCG400 Contemporary Developments in
Accounting Research

Macquarie University Business Prizes

Open to all candidates proceeding to the degree of Bachelor. Awarded for academic excellence in the following units:

BBA303 Marketing Communications
BBA313 Marketing Management: Effectiveness and Efficiency
BBA315 Business Forecasting
BBA340 Cross Cultural Management
BBA350 Strategic Management I
BBA351 Strategic Management II
BBA360 Business Project
BUS301 Business Policy
BUS302 International Business Policy
BUS303 International Business Project
DEM355 Social and Applied Demography
DEM356 Demographic Techniques
HRM307 Human Resource Management—Issues and Processes
HRM317 Management of Change and Learning
HRM327 Human Resource Industry Learning Project
MKTG303 Marketing Strategy
MKTG304 Marketing Strategy Project
MKTG305 Marketing Seminar
MKTG306 E-Marketing

Macquarie University Kathryn Murphy Memorial Prize (supported by the University's Alumni)

Open to all female students proceeding to the honours degree of Bachelor in the Faculty of Business and Economics. Awarded for academic merit in 300-level units taken in the Faculty of Business and Economics. Supported by the University's Alumni.

Macquarie University Science/Technology Prize (supported by the University's Alumni)

Open to all students proceeding to the honours degree of Bachelor within the Faculties of Science and Human Sciences. Awarded for proficiency in the honours year to a candidate whose work shows outstanding promise in a Science/Technology discipline and potential for industrial, commercial or professional application.

MAHA Latin Prize

Open to all candidates proceeding to the degree of Bachelor and for candidates of the BAnCHist(Hons) Degree. Awarded for proficiency in AHST208 Latin B.

Marcella Ryan Memorial Prize for Medieval Studies

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in a unit at 200 or 300-level offered within the Faculty of Arts with substantial medieval content, as determined by the Executive Dean of Faculty.

Margaret Thornton Prize

Open to all students proceeding to the degree of Bachelor. Awarded for excellence in the unit LAW411 Discrimination and the Law.

Marjorie Robertson Memorial Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in creative writing in any of the units ENGL335 Writing Project, ENGL218 Creative Writing I, and ENGL319 Creative Writing II.

Michael Bullock Memorial Prize for Operations Research

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency at 300 level in the area of operations research.

Michael Bullock Memorial Prize for Statistical Computing

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency at 300 level in the area of statistical computing.

Michael Wills Prize in Ancient History

Open to all students proceeding to the degree of Bachelor and for candidates of the BAnCHist (Hons) Degree. Awarded for proficiency in any 100-level ancient history unit in the field of Greek and Roman Studies.

Michael Wills Prize in International Politics

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the combination of the three units POL270 International Relations, POL380 American Foreign Policy toward the Third World, and POL386 Australian Foreign Policy.

Milthorpe Memorial Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in 300-level plant biology.

M J D Roberts Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in any 200-level History units.

Mollie Thomson Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in two 100-level biological sciences units completed in the same year.

Narona/Family M & A Vidovic Prize

Open to all students proceeding to the degree of Bachelor or the Diploma of Languages. Awarded for proficiency in Croatian units at 100, 200 or 300 level.

New South Wales Bar Association Prize for Dispute Management and Resolution

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW415 Dispute Management and Resolution.

New South Wales Bar Association Prize for Indigenous Peoples and the Law

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW418 Indigenous Peoples and the Law.

New South Wales Bar Association Prize for Remedies

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW405 Remedies.

New South Wales Bar Association Prize for the Jessup International Moot

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit LAW430 International Mooting.

Nora Rose Memorial Prize

Open to all students proceeding to the honours degree of Bachelor. Awarded for excellence in the politics honours program.

Northparkes Mines Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for outstanding performance in GEOS314 Magmas, Fluids and Ore Deposits.

Northside Arts Festival Prize

Open to all students proceeding to the degree of Bachelor. Awarded for the best essay of no more than 5,000 words on a work of art in any artistic form (including literary works), or on a topic in the field of aesthetics.

Paton Prize

Open to all students proceeding to the an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in the unit GEOS112 The Planet Earth.

Peter Hains Memorial Prize for Actuarial Studies

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in ACST355 Contingent Payments 2.

Peter Hains Memorial Prize for Economics

Open to all students proceeding to the degree of Bachelor. Awarded for the most meritorious performance in 200-level economics.

Peter Mason Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit PHYS143 Physics 1B.

Philosophy 'Levels' Award

Open to all candidates proceeding to the degree of Bachelor. The Award shall be available to students enrolled in at least two, and preferably more, 300-level philosophy units in a given academic year. The award will be made on the basis of work submitted for assessment in these units as well as taking in to account the student's demonstration of a broad understanding of the different levels at which philosophical language operates.

Preston Geology Prize

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for best performance in 300- level geology units.

PricewaterhouseCoopers Prize

Open to all students who have completed, in the current year, the requirements for the degree of Bachelor with a coherent study in accounting and finance and who have not previously completed a degree. Awarded for the best performance in units offered by the Department of Accounting and Finance.

Promega Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit CBMS352.

Prospectors/Suunto Prize

Open to all students proceeding to the degree of Bachelor. Awarded for outstanding performance in GEOS308 Structural and Metamorphic Geology.

Ralph Faulkner Prize for Invertebrate Palaeontology

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit BIOL378 Invertebrate Palaeontology.

Risk Frontiers Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit GEOS214 Climatic Impacts.

Royal Australian Chemical Institute NSW Analytical Chemistry

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit CBMS325 Chemical Analysis II.

Ruby Langford Ginibi Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for the best performance in a 300-level CUL unit.

Russian Ethnic Community Council of NSW Prize

Open to all students proceeding to the degree of Bachelor or Diploma in Languages. Awarded for outstanding performance in Russian language.

Ruth Way Memorial Prize for 400-level Early Childhood Studies

Open to all students proceeding to the degree of Bachelor of Education (Early Childhood Education). Awarded for outstanding performance in ECH416 Child Development: Research and Practice.

Ruth Way Memorial Prize for Honours in Early Childhood

Open to all students proceeding to the degree of Bachelor of Education (Early Childhood Education) (Honours). Awarded for the most outstanding thesis in the early childhood honours program.

RW Connell Prize for 100-level Sociology

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the units SOC175 Australian and Global Societies: An Introduction to Sociology and SOC180 Sociology of Everyday Life.

RW Connell Prize for 200-level Sociology

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in any two 200-level Sociology units.

RW Connell Prize for 300-level Sociology

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in any two 300-level Sociology units.

Shirley Morrison-Swanson Memorial Prize

Open to all female candidates proceeding to the degree of Bachelor. Awarded for proficiency in any one of the units HIST245, HIST338 or HIST340.

Sigma-Aldrich Prize

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the units CBMS223 and CBMS224.

Society for the Study of Early Christianity Prize

Open to all candidates proceeding to the degree of Bachelor and for candidates of the BAnCHist (Hons)

Degree. Awarded for the highest achievement in a 200-level unit in Early Christian and Jewish History or a related subject.

Stephen Shortus Memorial Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for an essay submitted for any 200-level unit in English, Modern History or Cultural Studies.

Susan Stryker Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for the best performance in a 200-level CUL unit.

Svetlana Borisovna Savina Memorial Prize for Russian

Open to all candidates proceeding to the degree of Bachelor or the Diploma in Languages. Awarded for proficiency in Russian units above 100-level.

Telemachus Ancient History Mentor Program Introduction to Egyptian Archaeology Prize

Open to all students proceeding to the degree of Bachelor and for candidates of the BAnCHist(Hons) Degree. Awarded to the best performing student of AHST100 Egyptian Archaeology: An Introduction.

Tillinghast-Towers Perrin Prize for 300-level Actuarial Studies

Open to all students proceeding to the degree of Bachelor with a coherent study in Actuarial Studies. Awarded for the most meritorious performance in 300-level units in the actuarial studies program.

Tina Kong Prize for 100-level Asian Languages

Open to all candidates proceeding to an award under the Bachelor Degree Rules (other than candidates for an honours degree). Awarded for proficiency in the study of any Asian Language units at 100 level and with no prior knowledge of the language.

Tony Palma Prize for Philosophy

Open to all students proceeding to the degree of Bachelor. Awarded for proficiency in the unit PHIL131 Mind, Meaning and Metaphysics or PHIL132 Philosophy, Morality and Society.

Trevor Martin Memorial Prize for Jurisprudence

Open to all students proceeding to the degree of Bachelor of Laws. Awarded for proficiency in the unit LAW114 Jurisprudence.

Unisys ACUS Software Engineering Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit COMP345 Software Engineering.Project.

Victor Argy Memorial Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit ECON311 Macroeconomic Policy.

Waratah Medal

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the writing of an essay in Australian history in any undergraduate unit.

Westpac Macroeconomics Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit ECON110 Macroeconomic Principles.

WH ('Beattie') Steel Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for excellence in the unit PHYS306 Optical Physics.

Women's Pioneer Society of Australasia Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for proficiency in the unit HIST109 The Making of Australia.

Zygmunt Wszelaki Prize

Open to all candidates proceeding to the degree of Bachelor. Awarded for outstanding performance in Polish units at 200 level or above.

DEGREES AND DIPLOMAS OFFERED

Honours Degrees

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

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

- Honours Degree of Bachelor of Applied Finance (BAppFin (Hons))
- Honours Degree of Bachelor of Arts (BA (Hons))
- Honours Degree of Bachelor of Arts – Psychology (BA – Psych (Hons))
- Honours Degree of Bachelor of Business Administration (BBA (Hons))
- Honours Degree of Bachelor of Commerce (BCom (Hons))
- Honours Degree of Bachelor of Commerce – Accounting (BCom – Accg (Hons))
- Honours Degree of Bachelor of Commerce – Actuarial Studies (BCom – Act Stud (Hons))
- Honours Degree of Bachelor of Commerce – Marketing (BCom – Mktg (Hons))
- Honours Degree of Bachelor of Computer Science (BCompSc (Hons))
- Honours Degree of Bachelor of Computing & Information Systems (BCompInfoSys (Hons))
- Honours Degree of Bachelor of Creative Arts (BCA (Hons))
- Honours Degree of Bachelor of Economics (BEC (Hons))
- Honours Degree of Bachelor of Education (Early Childhood Education) (BED (ECE) (Hons))
- Honours Degree of Bachelor of Environmental Science (BEnvSc (Hons))
- Honours Degree of Bachelor of Environmental Management (BEnvMgt (Hons))
- Honours Degree of Bachelor of Health (BHlth (Hons))
- Honours Degree of Bachelor of Human Resource Management (BHRM (Hons))
- Honours Degree of Bachelor of Information Systems (BIS (Hons))
- Honours Degree of Bachelor of Information Technology (BIT (Hons))
- Honours Degree of Bachelor of International Business (BIntBus (Hons))
- Honours Degree of Bachelor of Marine Science (BMarSc (Hons))
- Honours Degree of Bachelor of Media (BMedia (Hons))
- Honours Degree of Bachelor of Medical Sciences (BMedScs (Hons))
- Honours Degree of Bachelor of Science (BSc (Hons))
- Honours Degree of Bachelor of Science – Psychology (BSc – Psych (Hons))
- Honours Degree of Bachelor of Science with Bachelor of Arts (BSc BA (Hons))
- Honours Degree of Bachelor of Social Science (BSocSc (Hons))
- Honours Degree of Bachelor of Speech and Hearing Sciences (BSpHearingSc (Hons))
- Honours Degree of Bachelor of Technology (Optoelectronics) (BTech (Hons) (Optoel))

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

Eligibility for Admission to Candidature

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

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

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

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

Academic Senate has approved the following minimum 300-level GPA requirements for admission:

Aboriginal Studies	to be determined
Accounting and Finance	3.0
Actuarial Studies	3.25
Anthropology	3.0
Applied Finance	3.0
Asian Languages	3.0
Biological Sciences	2.5
Brain Behaviour and Evolution	3.25
Business Administration	3.0
Chemistry and Biomolecular Sciences	2.5
Computing	2.5
Critical and Cultural Studies	3.0
Early Childhood Education	3.0
Earth Sciences	2.5
Economics	3.0
Education	3.0
Electronics	2.5
English	3.0
Environmental Science	2.5
European Languages	3.0
Geographic Information Science	2.5
Geography (Human or Physical)	2.5
Geology and Geophysics	2.5
Health	3.0
History (Ancient or Modern)	3.0
Linguistics	2.7
Marketing	3.0
Mathematics	2.5
Media	3.0
Medical Sciences (except Psychomedical)	3.0 3.25)
Music	2.5
Philosophy	3.25
Physics	2.5
Politics	3.0
Psychology	3.25
Social Sciences	according to the discipline selected
Sociology	3.0
Speech and Hearing Sciences	3.25
Statistics	3.0
Technology (see above degrees in relevant areas)	2.5
(except BTech (ICSys))	3.0)
Women's Studies	3.0

Honours Program in Critical and Cultural Studies Admission Requirements

The admission requirements to the Critical and Cultural Studies Honours program are as follows:

- (1) applicants need to have a GPA of 3.0 in the Critical and Cultural Studies unit; and
- (2) applicants need to have completed 15 credit points in Critical and Cultural Studies units, including 8 credit points at 300 level, or a recognised coherency in Critical and Cultural Studies.

Honours Program in Philosophy Admission Requirements

The admission requirements to the Philosophy Honours program are as follows:

- (1) an overall GPA requirement of 2.5 with a GPA requirement at 300 level of 3.25;
- (2) students who have not satisfied the requirements of (1) above would need to submit a detailed explanation of their suitability for Honours.

The Department of Philosophy's Honours Sub-committee may invite applicants for an interview to determine their suitability for Honours and whether there will be an appropriate supervisor for their Honours or Thesis.

Honours Program in Psychology Admission Requirements

The admission requirements to the Psychology Honours program for students commencing their Psychology undergraduate degree in 2008 and beyond are as follows:

- (1) an average Standard Numerical Grade (SNG) of 70 over all Psychology units. The calculation of the average SNG will include all units with the prefix PSY plus STAT170, and will take into account the credit point value of each unit, thus achieving a weighted average SNG; and
- (2) an average SNG of 70 over 300-level Psychology units. The calculation of the average SNG will include all 300-level units with the prefix PSY.

Application for Admission

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

Candidature for Honours Programs

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

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

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

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

Admission to this degree is at the end of a student's second year of full-time study (or part-time equivalent). Entry is based on the performance in the first two years of the degree. A grade point average of 2.75 is required for admission into the preliminary Honours year (third year of study). A grade point average of 3.0 is required to enter the fourth and final year of the Honours program. To be eligible for the award students must meet the provisions of the Bachelor of Education (Early Childhood Education) as set out in this Handbook. Prospective Honours students should consult the Honours Convener in the Institute of Early Childhood.

The Honours Degree of Bachelor of Psychology

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

The Honours Degree of Bachelor of Ancient History

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

The Honours Degree of Bachelor of Laws

A student who has completed the program of study for the degree of Bachelor of Laws with outstanding merit may be awarded that degree with first-class or second-class honours. The guidelines are set out below.

- (1) Eligibility for honours in the Bachelor of Laws is based on the calculation of a "Course Weighted Average" (CWA) for all units studied at Macquarie University with the prefix LAW. The CWA is the sum of the scaled marks for each unit with the prefix LAW, multiplied by the credit points in that unit, summed across all units with the prefix LAW for which a scaled mark has been recorded, divided by the total credit points for the student in those units.
- (2) The calculation of CWA will not include units studied at other universities, including units taken while on an international exchange program.

- (3) A student must have completed a minimum of 44 credit points of units with the prefix LAW at Macquarie to be eligible for graduation with honours.
- (4) Students will graduate with First Class Honours if they have obtained a Course Weighted Average (CWA) of 76 or higher, and they have completed a LAW511 or LAW514 research project with a grade of at least a Credit.
- (5) Students will graduate with Second Class Honours if they obtain a CWA of 71 or higher.

Bachelor of Arts with Diploma of Education with Honours

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

University Medals for Honours Graduates

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

Distance Education Programs

The University offers distance education programs leading to the degrees of Bachelor of Arts, Bachelor of Education (Early Childhood Education), Bachelor of Science and Bachelor of Laws. Distance education teaching involves the use of study guides and reading programs, audio CDs and the regular submission of written assignments. An increasing number of units also include online teaching.

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

Some lectures are recorded and supplied on audio CDs in distance education units, and a number external units have web-based components. Students must be able to make arrangements satisfactory to the University for the transmission of study guides, assignments and other material; attendance at compulsory on-campus sessions; examinations within Australia; and must have access to an adequate library service.

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

Requirement for residence in Australia

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

Enquiries should be made to the Centre for Open Education:

Phone: +61 2 9850 7470
 Fax: +61 2 9850 7480
 Email: coe@mq.edu.au.

Distance Education Bachelor of Arts

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

Distance Education Bachelor of Science

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

Distance Education Bachelor of Education (Early Childhood Education)

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

The 96 credit points required to complete the degree are spread over various areas of study: child, family and society, management, education and curriculum and reflective practice.

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

Distance Education Bachelor of Laws

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

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

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

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

- A complete set of the Commonwealth Law Reports and the Federal Law Reports together with a current subscription to either the Australian Law Journal Reports, the Federal Law Reports and the Federal Court Reports or the Australian Law Reports; The Australian Statutes 1901-1973 and Supplement and subsequent annual volumes of Statutes up to date, or the (looseleaf) Reprinted Commonwealth Statutes.
- A complete set of the New South Wales State Reports or the New South Wales Weekly Notes from 1900 onwards, together with a current subscription to the New South Wales Law Reports. A complete set of New South Wales current reprinted Acts.
- A complete set of the Australian Law Journal together with a current subscription to that journal and to either the Australian Legal Monthly Digest or Australian Current Law.
- The modern official English Reports (A.C., Q.B., Chanc., P.D.A., now Family Law) from 1870 onwards, together with a current subscription to either the Weekly Law Reports or the All England Reports.
- Either *The Laws of Australia* (Thomson) or *Halsbury's Laws of Australia* (LexisNexis).
- A basic collection of legal reference texts. These will vary considerably, but should include up-to-date Australian and relevant English works. In addition, at least one looseleaf service dealing with the subjects of Supreme, District and Federal Court procedure, taxation, company law, administrative law, trade practices law, land law and conveyancing, will be required. Students are expected to buy their own copies of prescribed textbooks.

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

Graduate Diplomas

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

Further information is provided under the relevant Faculty entry in the Programs of Study section in this Part of the Handbook. The study patterns are reproduced in the Schedule of Programs of Study.

Graduate Certificates

Graduate Certificates are available in biotechnology, business, critical and cultural studies, information systems and technology, information technology, marketing and statistics.

Further information is provided under the relevant Faculty entry in the Faculties and Departments section in this Part of the Handbook. The study patterns are reproduced in the Schedule of Programs of Study in Part 3 of this Handbook.

Diplomas

Diplomas in Languages

The prescribed units for each language are listed in the Schedule of Programs of Study in Part 3 of this Handbook.

Languages for 2009:

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

Certificates

Certificates in Languages

The prescribed units for each language are listed in the Schedule of Programs of Study in Part 3 of this Handbook.

Languages for 2009:

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