

SERVICES AND RESOURCES

Accommodation for Students

Dunmore Lang College

Principal: Dr Lewis Rushbrook, MA (Auckland), PhD (ANU), MA (Oxford)

Dunmore Lang College is an energetic academic community providing in-depth academic and pastoral support. It aims to assist students to manage the challenges of university life at every transition, from new undergraduate to postgraduate researcher. The College welcomes high-achieving men and women passionate about their studies, social and leadership development and involvement in a wide range of collegiate activities. Opened in 1972 as the first affiliated college on campus, it has an enviable reputation for quality learning and development in a contemporary multi-cultural setting. Residence at Dunmore Lang College provides access to in-house bursaries and scholarships (\$70,000), extra-curricular learning, resident employment, training and work experience.

The College is superbly located in a park-like setting on the edge of the University campus, a short walk from the teaching and library centres of the University and retail and transport services. Over 200 residents are housed in a range of accommodation styles, including furnished single study-bedrooms with private telephone, email and cable internet to newer style study-bedrooms with ensuite or shared ensuite facilities, wireless internet, telephone and refrigerators. Friendly, helpful staff enhance the delivery of college services. The Principal and Director of Student Life and Learning both reside at the College, along with the Resident Advisers and Resident Tutors.

The College provides a fully-catered service for residents in the Dining Hall. Other facilities include computer lab, multi-purpose common room, tutorial rooms, library, courtyard with BBQ, Foxtel, television, kitchenettes, vending machines, wireless and cable internet coverage with unlimited downloads and membership to the Macquarie University Sports and Aquatic Centre. Linen is provided and there are laundries on site. All facilities and services are included in the fees so there are no hidden costs throughout the year. The Association of Dunmore Lang Students (ADS) organises activities such as intercollegiate sport, musicals, debating and the College ball. Residents have many opportunities for leadership, lifeskills acquisition and community service.

For 2009, DLC is expanding its graduate program by designating the Dunmore Lang College Apartments at 159 Herring Road as a precinct for self-catered postgraduate

students. Six one-bedroom and eight two-bedroom apartments will provide 22 self-catered places. The expansion will enable the College to continue its multi-disciplinary admissions policy whilst also building areas of academic excellence to enhance the University's programs. Postgraduate students are eligible for a number of College scholarships.

The College's graduate program includes graduate seminars, dinners, networking social occasions and opportunities to tutor undergraduate residents. Postgraduate members will also be able to eat in the College when study schedules preclude shopping or cooking.

The College also has four well-equipped modern conference rooms suitable for workshops, off-site training, strategic planning and catered functions. These are available for groups of 15 to 100 people.

Further information can also be obtained at www.dunmorelangcollege.nsw.edu.au. Applications for residence are welcomed from full-time undergraduate and postgraduate students of Macquarie University and SIBT. Early application is advisable and should be lodged online, through the website.

Robert Menzies College

Master: Professor Christopher Bellenger, BVSc, MVB, PhD, FAVSc, FRCVS, DipECVS

Robert Menzies College (RMC) is set in quiet bushland with accommodation for 200 students and is the closest college to University campus buildings. It is an Anglican residential college, affiliated with Macquarie University, located at 136 Herring Road North Ryde and adjacent to Macquarie Shopping Centre and a public transport interchange.

RMC is the ideal environment for students to excel academically, explore new friendships and experience life. The College is a welcoming, inclusive and encouraging community of people from many different backgrounds and nations. Academic and pastoral support is available from dedicated and qualified staff throughout the academic year.

RMC provides a supportive and caring community, offering the following facilities and services:

- fully furnished single student rooms, linen provided, serviced weekly; with telephone and data connections in each room, enabling access to the internet and Macquarie University's student computer resources;
- fully catered — 21 meals provided each week with international and vegetarian options;

- fully equipped IT room with computing, printing and scanning facilities and technical support;
- fully equipped coin-operated laundry facilities;
- full access to academic, social, sporting and cultural facilities including a library, communal study rooms, music room with piano and organ, pool table and table tennis, TV/video room, kitchen and outdoor BBQ;
- opportunities to develop leadership and working skills through participation in the life of the College; and
- Trinity Chapel Macquarie: an inter-denominational Christian church meets in the College chapel.

The RMC Student Association provides you with the opportunity to influence and support the College by monitoring and ensuring high standards are maintained, promoting community through inter-college sporting and cultural activities, and encouraging active participation in all areas of College life.

Scholarships are available for new and continuing members of the College.

All undergraduate and postgraduate students of Macquarie University or SIBT can apply for residency. RMC members are requested to respect the Christian ethic of the College, and not to bring alcohol or non-medical drugs onto College premises. The Master, Dean and Chaplain and their families all live at the College.

Applications for residency can be completed online, by following the link from our website.

Enquiries: Member Services
Phone: +61 2 9936 6000
Fax: +61 2 9936 6005
Email: membership@rmc.nsw.edu.au
Web: www.rmc.org.au

Macquarie University Village

Located only a short walk from the middle of campus, Macquarie University Village provides easy access to lecture theatres, sporting facilities, shops and transfer links to the North Shore and City.

The Village increased in size in 2007 from 378 to 894 rooms, which is spread over nine hectares of landscaped grounds.

Campus Living Villages (CLV) has been managing the Village since January 2006. CLV is a company that only deals in student accommodation, and has set a new international standard in university accommodation at Macquarie University Village.

CLV works closely with a number of senior residents to develop and ensure a strong system of peer support. Resident Assistants are selected via a rigorous recruitment program, identifying people that have the capability to take on additional responsibility over and above their studies. The Resident Assistants offer peer support and direction to the residents to help them assimilate into university life, providing assistance in resolving any matters that could arise from living in such a diverse accom-

modation complex and organising social activities for students.

Students have a choice of room types at the Village, from the privacy of a one bedroom apartment, to the more communal living of the five bedroom apartment. Accommodation at the Village has a comprehensive furniture package that includes a single or king single bed, a desk, chair and built in wardrobe. Every bedroom has its own ensuite with toilet, basin and shower. All apartments have quality kitchens with large bench tops, microwave oven, electric oven, gas hot plates and refrigerator. Kitchens are stocked with crockery, cutlery, pots and pans.

All bedrooms in the Village have an internet port located at the desk, with the option of two different unlimited data packages. Students who do not own computers and printers are able to use the resource centre, which is located within the Administration building. The resource centre has a number of PCs and printing and photocopying equipment.

Each apartment has a communal telephone — residents are provided with a personalised phone number, voicemail and pin number to access their own phone account.

Weekly residential fees start from \$168.50 per week for a fully furnished bedroom in a five bedroom apartment, to a maximum of \$280.50 per week for a one bedroom apartment. Applications can be made online.

Enquiries: Macquarie University Village
Administration Office
Phone: +61 2 9812 6000
Fax: +61 2 9812 6001
Email: info@macquarieuv.com.au
Web: www.macquarieuv.com.au

Off Campus Accommodation Options

The Accommodation Service provides information regarding off campus accommodation options. A private rental accommodation listing service is administered, with vacancies listed online and on campus notice boards.

Enquiries: Macquarie University Accommodation
Service
Phone: +61 2 9850 7376
Email: acom@reg.mq.edu.au
Web: www.sss.mq.edu.au/accommodation

Alumni Relations Office

The Alumni Relations Office, within the Office of Institutional Advancement, provides a vital communication and development link between the University and its graduates. Alumni — a Latin word meaning “former students” — play a key role in the University by retaining close connections with fellow alumni and with University staff, and by providing a strong link with the broader community. There are over 105,000 alumni worldwide, with regional, international and interest-based chapters currently active or under development.

Through these chapters alumni can retain strong relationships with their University and with fellow graduates.

A magazine for alumni is produced to strengthen the communication link between the University and the alumni. Alumni also participate in University governance by playing an active role on the University Council and the Standing Committee of Convocation.

Alumni enjoy a variety of benefits and services provided by the Alumni Relations Office including scholarships, awards and prizes. These are offered on an annual basis to alumni, their family members and Macquarie students.

Macquarie Ambassadors, an alumni volunteer program, provides a platform for alumni to mentor current students and recent graduates.

Enquiries: Alumni Relations Office
Phone: +61 2 9850 7310
Email: alumni@mq.edu.au
Web: www.alumni.mq.edu.au

Centre for Open Education

The primary concern of the Centre for Open Education (COE) is the provision of modern distance education delivery and support services for undergraduate, post-graduate and Open Universities Australia distance education students and non-award and summer course programs.

The Centre provides a central service for academic staff and a single point of contact for students enrolled in distance education units. A particular emphasis is placed on the University's statutory and strategic commitment to lifelong learning, through the provision of alternative forms of access and flexible modes of delivery together with the appropriate support of such students who may feel isolated by distance. Other services are arranged on an individual basis to meet a variety of needs, especially those of disadvantaged students.

Distance Education Program

The responsibilities of the Centre include organisation and distribution of the various forms of teaching materials, electronic registration of the receipt and return of all distance education assignments, and production of the schedule of on-campus sessions and field trips for distance education units. Each year the Centre produces the Undergraduate and Postgraduate Distance Education Student Handbooks.

The Centre for Open Education coordinates undergraduate distance education programs, including the Bachelor of Arts, Bachelor of Science, Bachelor of Education (Early Childhood Education) and Bachelor of Laws, and an increasing number of postgraduate distance education programs.

Student Support

All distance education students are encouraged to use the Centre to discuss problems related to study, contact with lecturers or any other difficulties that affect students with reduced access to the University.

During teaching periods the Centre is open 8.30am to 5.30pm Mondays to Thursdays, 8.30am to 5pm Fridays, and 8am to 11am on most Saturdays. Outside teaching periods the hours are normally 8.30am to 5pm Monday to Friday.

Conveyancing Course

The Centre for Open Education offers a professional development course in Conveyancing Law and Practice. The course is taught in distance education mode. Details of the courses and application material may be obtained from the Centre. Contact +61 2 9850 6829.

Non-award Enrolment

The non-award program provides tuition fee paying places in most undergraduate and some postgraduate units for students who may wish to study for general interest or professional reasons and who do not wish to enrol in an award, or who are seeking to gain entry to a Bachelor of Arts, Bachelor of Arts – Psychology, Bachelor of Science, Bachelor of Science – Psychology or Bachelor of Education (Early Childhood Education) degree via the 12 credit-point pathway (see "Non-Award Study" on page 23 of the *Handbook of Undergraduate Studies 2009*). The number of places available is determined by the Department offering the unit. Applicants should note that each unit application will be assessed individually and unit entry is not automatic. Further details and application forms are available from the Centre for Open Education. More detailed information can be found at www.coe.mq.edu.au/nonawd.htm.

Open Universities Australia Program

The Centre for Open Education manages Macquarie University's significant program of flexible, online study which is offered through Open Universities Australia (OUA) and which is independent of the University's conventional undergraduate and postgraduate offerings. Please note that OUA studies are not available to students who are currently enrolled in a degree at Macquarie University.

Enquiries: OUA Program Manager
Phone: +61 2 9850 9274
Email: ouainfo@mq.edu.au

Information for current OUA students is available at www.coe.mq.edu.au. Detailed course information is available at www.open.edu.au.

Summer Course Program

Selected units of study from the Schedule of Undergraduate Units are offered on a tuition-free basis during the summer vacation period to enable students to undertake remedial study, or to accelerate their progress. Units are offered by many of the Faculties, with a very strong offering by the Faculty of Business and Economics. If satisfactorily completed, the units will be counted for credit towards a Macquarie degree program. While most Summer Course Program units are taught intensively on campus, some are taught by distance education. Summer course information is available on the web at www.coe.mq.edu.au/summer.htm.

Enquiries

Centre for Open Education
 Phone: +61 2 9850 7470
 Fax: +61 2 9850 7480
 Email: coe@mq.edu.au
 Web: www.coe.mq.edu.au

Chaplaincy

The University is a community which, like any other community, reflects the personal, intellectual, social and spiritual dimensions of life. In this context, the University offers staff and students the opportunity to seek the assistance of Chaplains.

The Chaplains provide the University with a range of valuable services. The services are made available through the funding provided by recognised religious and community organisations.

These services include:

- crisis counselling;
- community building;
- mentoring;
- spiritual direction;
- interaction with influential groups outside of campus;
- vocational development.

The Chaplaincy is a diverse group of representatives from many faith traditions serving the University, its students and staff with a wide range of expertise and experience. Respect and constructive engagement are key values expressed within the Chaplaincy.

General Enquiries

Geoff Folland, Co-ordinating Chaplain

Location: the Chaplaincy Centre is located in C9B, next to the National Australia Bank.
 Phone: +61 2 9850 7645
 Email: geofffolland@studentlife.org
 Web: www.mq.edu.au/chaplaincy

Chaplains

Anglican

Chaplain: Rev Scott Blackwell
 Address: Robert Menzies College
 PO Box 1505 Macquarie Centre NSW 2113
 Phone: +61 2 9936 6521, 0411 085 396
 Email: scott.blackwell@rmc.nsw.edu.au

Baha'i

Chaplain: Chris Jones Kavelin
 Address: Room W3A 312
 Department of Indigenous Studies
 Macquarie University, North Ryde 2109
 Phone: +61 2 9850 8631, 0403 808 103
 Email: chris.jones@law.mq.edu.au

Baptist

Currently vacant

Buddhist

Chaplain: Venerable Tsang Hui
 Address: c/- Hwa Tsang Monastery
 29 Mackenzie St, Homebush West 2140
 Phone: +61 2 9746 6334
 Fax: +61 2 9764 2973
 Email: shinr@hotmail.com

Catholic

Chaplain: Andrew Wood
 Phone: +61 2 9850 7644
 Email: awood@laurel.ocs.mq.edu.au

Christian Brethren

Chaplain: Geoff Folland
 Address: Cottage C9B
 Macquarie University
 Phone: +61 2 9850 7645, 0402 115 461
 Email: geofffolland@studentlife.org

Christian City Church

Chaplain: Pastor Tim Madden
 Address: Level 1, 142 Coxs Rd, North Ryde 2113
 Phone: +61 2 9086 6900
 Fax: +61 2 9086 6950
 Email: timmadden@cccryde.com.au

Greek Orthodox

Chaplain: Fr Stavros Karvelas
 Address: St George Church
 90 Newcastle St Rose Bay 2029
 Phone: 0417 450 520
 Email: sskarvelas@bigpond.com

Jewish

Chaplain: Gary Samowitz
 Address: Shalom College UNSW 2052
 Phone: +61 2 8344 9780
 Fax: +61 2 9313 7145
 Email: gary@hillel.com.au
 Web: www.hillel.com.au

Latter Day Saints

Chaplain: Michael Carthew
Address: PO Box 2723, Carlingford Court 2118
Phone: +61 2 9841 5318
Fax: +61 2 9871 5146
Email: carthewmj@ldschurch.org

Presbyterian

Chaplain: Rev Richard Quadrio
2 Herring Rd, Eastwood 2122
Phone: +61 2 9878 8048
Email: quadrio@maconline.com.au

Uniting Church

Chaplain: Rev Rod Pattenden
Address: PO Box 225, Epping 2121
Phone: +61 2 9850 7597, 0418 861 267
Email: pattenden@bigpond.com

Child Care Facilities

There are three child care facilities available on campus at Macquarie University.

Gumnut Cottage

Gumnut Cottage caters for 90 children per day, aged from six weeks to five years.

For further information call +61 2 9850 7740 or email info@gumnutchildcare.com.au.

Banksia Cottage

Banksia Cottage caters for 90 children per day, aged from six weeks to five years.

For further information call +61 2 9850 7781 or email banksiachildcare@mq.edu.au.

Mia-Mia Child and Family Study Centre

Administered by the Institute of Early Childhood the Mia-Mia Child and Family Study Centre caters for 51 children per day, aged from six weeks to five years. The centre is available to local families and families who travel to the North Ryde area for work, as well as for students and staff of the University.

For further information call +61 2 9850 9880.

U@MQ Vacation Care

Vacation care is an innovative program of fun and fitness for children aged from kindergarten (at school) until their early teenage years. Children have the opportunity to be involved in planned activities learning new sports and games or participate in a variety of creative activities.

For further information call +61 2 9850 9880.

Communication for Academic and Professional Purposes

CAPP Courses for Credit

CAPP100 (3 credit points) aims to introduce students with language backgrounds other than English to critical reading and to the conventions of writing in academic disciplines. It focuses on the analytical and organisational skills needed to carry out writing tasks.

Enquiries

Ms Jean Brick, EAP Coordinator
Phone: +61 2 9850 9936
Email: jean.brick@mq.edu.au

Linguistics Undergraduate Enquiry Office
Room: C5A 508
Phone: +61 2 9850 8740

Computer Access and Going Online

Computers

Computers are available for use in the Library and in many departments, allowing access to the Macquarie University website and the internet generally.

To access the University's internet from off campus subscription to an internet service provider will be necessary. While enrolled in programs of study at Macquarie, students will benefit greatly from access to a computer and an internet connection at home.

Campus Wireless Computer Network

Wireless capability is available on campus in open spaces and several buildings. Further information is available on the University website.

In order to use the wireless network, a laptop is required with wireless capability, and the laptop's network card must comply with a standard supported by the University. Information and help about the wireless network on campus is available on the Wireless Internet site pages.

Web: www.its.mq.edu.au/student_services/wireless.html

Online Resources

the Macquarie University website has useful links to academic services, study tools, student services, IT tools and information and student activities. Some of these resources are defined below.

Web: www.mq.edu.au

- **eStudent** allows continuing coursework students to enrol online and select classes, view exam results,

check graduation details and maintain contact information.

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

- **myMQ**, the Student Portal, provides the gateway to resource information for current students. The Student Portal contains links to student email, a calendar, Library catalogue and reserve systems, unit home pages, eStudent, and many other student and university resources.

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

- **Online course materials**, learn.mq uses Blackboard CE6 for all Macquarie units of study.

You can check that your software meets Blackboard CE6 standard requirements by following the link to Technical Information from the learn.mq website

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

Usernames and Passwords

On enrolment students are sent a letter that contains the user name and password to use when accessing online resources. For help with a password contact Student IT Help at www.sith.mq.edu.au.

Student Email Accounts

All Macquarie students are issued with a free official University email account, which is accessed via the Student Portal. It is University policy that the University-issued email account will be used for all official University communication. As part of the enrolment process students agree to check their official University email account weekly.

To find out about the free Macquarie email account for students:

Web: www.sith.mq.edu.au/email.html

Student IT Help

Student IT Help provides support and assistance to the students and staff of Macquarie University on information technology issues. Enquiries may be about usernames and passwords, computers, printing, internet issues, email, myMQ, downloads, access to online Library facilities and eStudent logins and passwords.

Email: use the Just Ask form at www.library.mq.edu.au/justask

Phone: +61 2 9850 HELP (9850 4357)

Freecall: 1800 063 191

In person: Student IT Help Desk in C5C 244
hours during semester:

Monday to Thursday: 8am - 8pm
Friday: 8am - 6pm
Saturday and Sunday: 9am - 5pm

For eStudent queries other than login and password:

Web: login to <https://student1.mq.edu.au> and select *Need Help?*

Dean Higher Degree Research

The Dean Higher Degree Research, Professor John Hooper, is the senior academic responsible for postgraduate research study across all Faculties and departments of the University, with roles spanning policy development, supervisory arrangements and support structure, research scholarships, management procedures and administrative practices.

The Dean Higher Degree Research chairs the Program and Examination Sub-Committee of the Higher Degree Research Committee; and reports to the Committee on matters relating to research candidature policy, progression and completion. The Dean also provides confidential advice and pastoral care to postgraduate research students and their supervisors.

Enquiries

Dean Higher Degree Research

Location: C5C level 3

Phone: +61 2 9850 8718

Fax: +61 2 9850 6596

Email: john.hooper@mq.edu.au

Dean of Students

The Dean of Students, Dr Julian de Meyrick, is available to all coursework students of the University who need advice about their studies and University procedures, beyond that which is available at Department or Faculty level. The Dean of Students is responsible for the resolution of complex issues but does not provide academic advice.

Contact the Dean of Students if:

- you have a problem and don't know how to proceed;
- you're not sure of your rights in a particular situation and need information about University policies or practices;
- you are experiencing academic difficulties within the University. However, the first point of reference for all such matters is the individual academic department within whose work area the matter arose. Initially, a student should aim to resolve any difficulties with their tutor. When this is not possible for some reason, a student should seek the advice of the Dean.

Enquiries

Office of the Dean of Students

Contact: Ms Christine Pegrem, Executive Assistant

Location: Lincoln Building level 2

Phone: +61 2 9850 7464

Fax: +61 2 9850 9920

Email: deanofstudents@mq.edu.au

English Language Courses (ELICOS)

The Centre for Macquarie English (CME) offers intensive English courses for international students who need to improve their English skills before commencing undergraduate or postgraduate programs. Courses are of five to 40 weeks' duration, and range from beginner to advanced level of proficiency.

General English is for beginner to intermediate learners and combines speaking, listening, reading and writing skills development in everyday communication contexts.

Academic English focuses on developing students' academic language and study skills and helping them to become independent and confident communicators in the University environment.

CME's English pathway to university is through one of the centre's Direct Entry English Programs which are discipline specific and include:

- Accounting Preparation Program: for students who have an offer of enrolment to the Postgraduate Diploma in Accounting or Master in Accounting;
- Business Preparation Program: for students who have an offer of enrolment for a course in business or commerce;
- Business Preparation Program for Applied Finance: for students who have an offer of enrolment in the Master of Applied Finance;
- English for Business and IT: for students who have an offer of enrolment for a course in IT;
- Translation and Interpreting Preparation Program: for students who have an offer of enrolment in the Postgraduate Diploma in Translating and Interpreting or Master of Translating and Interpreting;
- Direct Entry English for International Studies: for students who have an offer of enrolment in international relations, politics, international law, or international communications;
- Direct Entry English Program: for those students who have an offer of enrolment in any other area of study, such as humanities or science.

These courses develop the skills (such as critical thinking, academic writing and oral presentations) that students need for undergraduate and postgraduate study.

As well as 20 hours a week of classroom based learning, each course includes guided self-study in the Independent Learning Centre and regular consultations with class teachers.

CME is also a major Australian IELTS testing centre and IELTS tests are conducted on campus at regular intervals throughout the year.

Enquiries

Information at CME
Room: E3B level 3
Phone: +61 2 9850 7667
Fax: +61 2 9850 8129
Email: cme@mq.edu.au
Web: www.cme.mq.edu.au

Financial Assistance

Loans from the University

All students at Macquarie University are eligible to apply for a loan under a set of guidelines approved by the University Council. Personal loans may be made available to meet expenses such as accommodation, subsistence, books, computers and other expenses necessary for attendance and study at Macquarie University. These loans are repayable by instalments prior to completion of studies and may be subject to an interest rate. In addition, grants may be made available to students who are affected by exceptional circumstances. Information concerning loans and grants may be obtained from Support Services or the Loans Officer in the Office of Financial Services. Application for loans must be lodged with the loans officer, from whom application forms can be obtained.

Other Financial Assistance

Other financial assistance is available including Commonwealth Government allowances, bursaries, scholarships, and other awards.

Freedom of Information

The records and the decisions of Macquarie University are subject to the terms of the *New South Wales Freedom of Information Act 1989*.

The Freedom of Information Act gives individuals a right of access to information held in the records of the University, a right to have personal information held by the University amended if it is found to be incorrect and a right to obtain reasons for decisions made by the University that have materially affected them. It will be necessary to exempt from release certain types of information in some circumstances. There is an appeal procedure in place for applicants who are unhappy with the outcome of their request.

The Act applies to all record types and can include:

- paper records – books, files, letters, loose papers, diaries, annotations on pages, drawings, post-it notes, labels or other attachments, and computer printouts;
- electronic records – backup tapes, disks, CDs, e-mails, email archives, databases, data files;
- audio-visual records – films, videos, tape recordings, and
- photographs – maps, plans, x-rays, microfiche and microfilm.

Records can be recorded or stored in any format, manual, mechanical or electronic. The Act also covers drafts, parts and copies of records.

Enquiries may be by mail or, in office hours, by telephone or in person. It is advisable for anyone who intends to enquire in person to make an appointment by telephone first.

Enquiries

Records and Archives Services

Room: E11A 120

9am to 5pm Monday to Friday

Phone: +61 2 9850 7362

Fax: +61 2 9850 7363

Postal Address

Mr Lachlan Morgan

Manager Records and Archives Services

Macquarie University NSW 2109

Indigenous Student Support Services

Specific support services are provided to Aboriginal and Torres Strait Islander students through the Department of Indigenous Studies—Warawara. The University is actively committed to encouraging participation by Indigenous Australian students in both undergraduate and postgraduate programs including the two residential programs specifically for Indigenous students. These are the Bachelor of Teaching (Early Childhood Services) and the Bachelor of Community Management. Warawara staff organise travel and accommodation for students in these programs.

Warawara's support infrastructure is designed to facilitate the participation and success of Indigenous Australian students within all programs of the University. Warawara provides support to all Aboriginal and Torres Strait Islander students enrolled at the University who require academic and cultural support. In particular, Warawara administers the Indigenous Tutorial Assistance Scheme (ITAS), which is a Commonwealth program providing individual tutorial assistance to Aboriginal and Torres Strait Islander students. Warawara also maintains a computer laboratory which is available to all Australian Indigenous students enrolled at the University.

Students and prospective students are invited to contact Warawara for information about courses and services.

Enquiries

Department of Indigenous Studies—Warawara

Phone: +61 2 9850 8893

Freecall: 1800 066 465

Web: www.warawara.mq.edu.au

Introductory Mathematics Courses

Introductory mathematics courses are offered by the Learning Centre for Numeracy Skills. The Centre provides individual and small-group assistance to students who need learning support in numeracy-related areas. For students wishing to upgrade their mathematical skills through independent study, the Centre is able to recommend a self-study course. Given interest and demand from students, the Centre may also run workshops. The Centre is open Monday to Friday at set hours during the term, when staff are available for free consultation; timetables may be obtained from the Centre or from the Numeracy Centre home page at www.maths.mq.edu.au/numeracy. Students are encouraged to drop in for assistance or to use the Centre and its reference material for study purposes.

In addition to the above-mentioned assistance, the Centre will also offer the following courses in 2009. All prices quoted are inclusive of GST.

Review Session in Basic Mathematics

A three-hour review session on basic mathematics, up to the level of early high school maths, will be held on Saturday 28 February from 10am to 1pm. The material covered in this course is particularly helpful for first year statistics courses. There is a fee of \$20 for this course. This course will be repeated in August.

Review Session in Mathematics for Chemistry

A three-hour review session on mathematics including scientific notation and calculations, with emphasis on material that will be helpful for first-year chemistry units, will be held on Saturday 28 February from 2pm to 5pm, following the Review Session in Basic Mathematics. There is a fee of \$20 for this course.

Review Session in Algebra Skills

A full day review session for students who find they need to strengthen their algebra skills will be held on Saturday 7 March from 10am to 5pm. This course is designed for students who are studying units such as MATH130 and will cover topics such as factorisation, simplification of algebraic expressions, solving equations and polynomial division. There is a fee of \$40 for this course.

Enquiries and enrolment

The Learning Centre for Numeracy Skills is located in C5A 225. To book into any of the above three courses, please add your name to the appropriate list situated outside the Centre. Payment may be made at the commencement of the course. All enquiries should be directed to Carolyn Kennett on +61 2 9850 8924.

Preparatory Courses in Mathematics

Intensive courses in mathematics are run for two weeks in February and a short version of the Foundation stream will be repeated in August.

9–20 February: Monday to Friday, 10am to 1pm

9–21 February: Monday to Thursday, 6pm to 9pm
Saturday, 10am to 1pm

There are two different streams available.

The **Foundation Stream** is for students who need an introduction to, or review of, algebra and function concepts. We strongly recommended this course for students who have done HSC General Mathematics or no mathematics and are intending to include mathematics units such as MATH130 or economics units at 100 level in their program of study. It also covers mathematical concepts that would be useful as preparation for statistics, chemistry and biology units. This course is designed so that students intending to study mathematics do the full 10 day course (\$150), while science students attend the first five days (\$75) and statistics students attend the first four days (\$60). This stream is available as either a day or evening course.

The **Extension Stream** is for students who have not studied Mathematics for some time and need to refresh their skills before commencing MATH135. It is also recommended as a bridge to HSC Mathematics Extension 1 for students who are using their HSC Mathematics results for entry into MATH135. This stream is available as a day course and the fee will be \$150.

Refresher Course in Statistics for PSY222

This course is on Saturdays 28 February and 7 March and is designed to brush up students' knowledge of introductory statistics before they commence PSY222. The course includes instruction on using SPSS for Windows. The fee for this course is approximately \$100.

Enquiries and enrolment

Enrolment forms for the above two courses are available at www.maths.mq.edu.au/numeracy or by calling Ms Carolyn Kennett on +61 2 9850 8924.

Library

Web: www.library.mq.edu.au

Phone: +61 2 9850 7500

The Library assists staff and students with their teaching, learning and research by providing access to information resources, regardless of format or location. The Library provides a wide range of undergraduate teaching and study materials, specialist research collections, general study material, and access to online databases, networked electronic information services and the internet. The Library is also used as an information resource by individuals and organisations in the local community.

The Library occupies four main levels of building C7A, located at the centre of the campus. Seating is provided for 1200 clients. Facilities include a postgraduate reading room, training facilities, group study rooms, wireless access and public PC workstations, which provide access to online resources. The Learning Lounge on level 1 provides space for group work and laptop use. Additional public PC workstations are located nearby in building C5C.

The Library's website www.library.mq.edu.au provides accurate up-to-date information and access to the services and facilities of the Library. Students can contact the Library, provide feedback and ask questions about services using the JustAsk@Library service on the website or in person at the Information desk on level 2 of the Library.

A new, state of the art library building is scheduled to be completed in 2010. The new Library will provide a 21st century learning environment with significantly more space for individual and group study, as well as laptop use. Some minor disruptions to services may be experienced throughout 2009 as the Library prepares for the new facility. For more information select the Library 2010 link on the Library home page.

Hours of Opening

The Library is open for 82 hours per week, except during the mid-year and end-of-year vacation periods, when shorter hours apply. Detailed information on opening hours can be found at the Library entrance, on the Library website or, for a recorded message of current Library hours, call +61 2 9850 7501.

Collection

The Library has approximately 1,800,000 items: printed books, serials, newspapers, maps, videos, software, DVDs, online databases, sound recordings, compact discs, interactive multimedia, films, microform, posters, toys and games. There are 80,000 plus current serial titles, 75 percent of which are available online. Guides to searching online resources can be found on the Library's website.

Catalogue

The Library's online catalogue is accessible to users in the Library, across the University and via the web. The catalogue provides full details for all items held in the Library as well as some remote databases and internet sites. Holds and renewals of items may be made online.

Web: www.library.mq.edu.au, select Catalogue

Borrowing

Information on campus cards, borrowing services and conditions can be found on the Library website or by talking to staff at Borrowing Enquiries. The Library is a member of University Library Australia, a reciprocal borrowing agreement between Australian universities, which

entitles current staff and students to apply for borrowing privileges at other member University Libraries.

Reference and Research Assistance

The staff at the Information desk on level 2 provide a range of reference services. This includes guidance in the use of the catalogue, assistance in finding specific information, advice on the use of different collections in the Library, as well as the effective use of library databases and the internet.

Telephone, online librarian (chat) and email reference services are also provided:

Web: www.library.mq.edu.au, select Ask a Librarian
Phone: 1800 300 753
Email: infodesk@library.mq.edu.au

Reserve and e-Reserve

The Reserve collection is a short-loan collection consisting of items in high-demand; mainly books, kits, videos and DVDs. These items are available for three-hour loan to ensure rapid turnover.

e-Reserve is a collection of essential coursework readings made available online including book chapters, journal articles, lecture notes and past exam papers. e-Reserve material is password protected and only available to Macquarie University students and staff.

Web: www.library.mq.edu.au, select e-Reserve

Photocopying and Printing Services

The Library provides a photocopying service, and photocopiers and printers are located throughout the building. Additional services include colour copying, overhead transparencies, spiral binding, faxing and the sale of stationery supplies.

Distance Education

Special attention is paid to the needs of distance education students. Lending and document delivery services are provided to students who reside outside the Sydney metropolitan area. Use the Library's website to submit requests for material. A users' guide to VDX is available on the Library's website.

Web: www.library.mq.edu.au, select Distance Students
Phone: +61 2 9850 7558
Freecall: 1800 632 743 (for students outside NSW)
Fax: +61 2 9850 7590
Email: libed@libnet.lib.mq.edu.au

Students with Disabilities

The Library provides a wide range of services for students with disabilities who are registered with the University's Disabilities Services Coordinator.

Services include assistance in researching a topic, collecting material from the shelves, and arranging for

material to be photocopied. The Special Equipment Area houses the Library's adaptive technology facilities and is provided as a separate study area for students with disabilities.

Web: www.library.mq.edu.au, select Students with Disabilities

Training

Online and face-to-face training is available to meet the development needs of staff and students related to learning, teaching and research. Information is available from the Library's website.

Web: www.library.mq.edu.au, select Training
Phone: +61 2 9850 7399
Email: training@library.mq.edu.au

Copyright Unit

The Copyright Unit assists the Macquarie community with matters of copyright and information ethics and some aspects of plagiarism.

The University Copyright Coordinator can assist on the issues surrounding the creation, use and communication of copyright material for learning and teaching.

Web: www.library.mq.edu.au, select Copyright

Student Information Technology Help

Student Informational Technology Help (SITH) provides advice and assistance to students of Macquarie University in the use of information technology and access to the University's online facilities and resources.

Room: C5C 244
Web: www.sith.mq.edu.au
Phone: +61 2 9850 HELP (9850 4357)
Freecall: 1800 063 191 (for students outside NSW)
Email: ithelp@mq.edu.au
MSN messenger: ithelp@mq.edu.au

Macquarie International

International students play an important role at Macquarie University, accounting for 29 percent of the total student population. There are over 8900 international students at Macquarie from over 71 countries, and another 1000 students are enrolled in the various offshore programs in Singapore, Hong Kong, Japan, China, and France.

At Macquarie International high quality academic support services are available to students from around the world, ensuring that students have the support they need to succeed in their studies. The services offered include:

- airport reception;
- orientation programs;
- study skills support, workshops and advice;
- application admissions processing;
- monitoring of academic progression;
- accommodation;
- post-arrival support;

- social and cultural events throughout the year; and
- returning home functions.

International students at Macquarie enjoy the flexibility and choice of a wide range of courses, disciplines, levels and methods of study. Students can enrol in courses at both undergraduate and postgraduate levels across Macquarie's Faculties. They can also undertake double degrees, dual degrees with partner institutions, exchange programs or even complete some of their course online or overseas. With over 250 partner institutions in over 60 countries, as well as a generous travel grant scheme, Macquarie provides both local and international students with unique opportunities to study abroad. Scholarships are available for eligible students.

For further information on Macquarie International, the support services for international students, Study Abroad programs, scholarships and other services, please visit: www.international.mq.edu.au.

Macquarie Transition Program

The Macquarie Transition Program provides a number of services relating to the transition of students to university. It is based on research at Macquarie University and other international and Australian sources which identify the importance of the first year experience in successful tertiary study.

Academic Orientation

The Macquarie Transition Program assists students as they begin study at Macquarie. It offers Academic Orientation days at the beginning of each semester for new undergraduate and postgraduate students. The undergraduate program includes sessions on writing at university level, information about on-line learning, presentations by library staff on the services of the library and other information useful to new students as they make the transition from school, TAFE, work or home to university study. Because these orientation sessions are organised according to Faculty, students have the opportunity to meet staff and other students from their area of study, which helps them start the semester with some knowledge of the people with whom they will be associating. In addition library and campus tours are conducted to familiarise students with their new environment. See also Mentors@Macquarie.

The postgraduate program focuses on relevant issues such as writing, researching, library resources, using online learning and other services provided for postgraduate students.

Enquiries and information

Macquarie Transition Program office

Location: Lincoln Building level 2
Phone: +61 2 9850 8636
Email: transition@mq.edu.au
Web: www.mq.edu.au/transition

Macquarie University Postgraduate Representative Association

All enrolled postgraduate students have access to MUPRA, the Macquarie University Postgraduate Representative Association. MUPRA functions as a representative association on many levels, from individual student grievances involving academic, administrative or other matters, to issues that affect the wider postgraduate body.

MUPRA's annual publication, the Postgraduate Survival Guide, keeps students informed of the various services available to them as postgraduate students. This is complimented by a regular newsletter, which outlines upcoming activities, social events, and general issues that concern them. These publications and more are available from the MUPRA website.

Throughout the year, MUPRA arranges a series of functions to bring postgraduates together, including BBQs, trivia nights, monthly coffee gatherings, photography competition and postgraduate research Seminar Series offering practical information on common issues all research students may face. In addition, MUPRA manages the Postgraduate Research facility in C5A 329, which is open to research postgraduates.

The organisation is run by the MUPRA committee, which consists of 15 postgraduate student members, elected annually.

Enquiries

MUPRA office

Room: C5C 325
9am-12pm, 1pm-5pm Monday to Thursday
Phone: +61 2 9850 7699
Fax: +61 2 9850 9954
Email: mupra@mq.edu.au
Web: www.mq.edu.au/mupra

Mentors@Macquarie

Mentors are second year (or above) students who want to meet with and pass on their knowledge of university life and study to new students. Mentors come from all departments and attend Orientation Days to answer questions, conduct tours of all the places new students need to know about in their first weeks and generally assist new students to feel more comfortable on campus. Mentors will contact their mentees in their first weeks of study to see how they are going and to offer any assistance or advice (or just for a friendly chat).

Apart from providing valuable assistance to commencing students, mentors are given training and a Certificate of Participation. These are both useful additions to the skills acquired while studying, as mentoring is very much part

of the world beyond university. In addition to being fun, and providing an opportunity for meeting new people, mentoring is a valuable skill to acquire.

Enquiries

If you are a first year student and would like to contact a mentor or if you would like to be a mentor please contact the Mentor Program Coordinator.

Enquiries: Dr Justin Dutch, Mentor Program Coordinator, Macquarie Transition Program
Phone: +61 2 9850 8636
Email: transition@mq.edu.au

Museums and Teaching Collections

The University's museums and teaching collections are open to University staff, students and the public. Curators and representatives meet regularly as an Advisory Committee on Museums and Collections to discuss needs and plan future developments. The Committee reports to the Deputy Vice-Chancellor (Development and External Relations). Further details are available in a series of brochures or may be accessed at www.mq.edu.au/museums. A database of some 20,000 records of the museum objects on campus can be searched at this site. You will also find information about the University's museum policy and directories of other university museums.

Some museum staff are members of the Council of Australian University Museums and Collections (CAU-MAC), of Museums Australia (MA), and of the International Committee of University Museums and Collections (UMAC). Wherever possible, Macquarie University's museums and collections are integrated into the teaching programs of the undergraduate Bachelor of Science with Bachelor of Arts, Natural and Cultural Heritage and Museums program, and postgraduate programs in museum studies.

General Enquiries

Mr Christopher Gaußen
Phone: +61 2 9850 1383
Email: christopher.gaußen@mq.edu.au
Web: www.mq.edu.au/museums

Australian Centre for Ancient Numismatic Studies

The Australian Centre for Ancient Numismatic Studies (ACANS) was established at Macquarie University in 1999, as the result of an important endowment from Mr and Mrs WL Gale. The coin collection of Mr and Mrs Gale is currently on loan to the University. It consists of over two and a half thousand coins, and is one of the most important coin collections in Australia. There are three

main groups. The first consists of coins from the Greek cities of South Italy. The second is Roman Republic coinage, and the third is Roman Imperial coinage from the time of Hadrian.

The numismatic exhibitions of the Centre may be viewed in the Museum of Ancient Cultures.

The Museum is open from 9am to 4.30pm Monday to Friday, excluding public holidays.

Enquiries: Dr Kenneth Sheedy, Director of ACANS
Room: W6A 517
Phone: +61 2 9850 8807
Fax: +61 2 9850 8240
Web: www.humanities.mq.edu.au/acans/aims.htm

Australian History Museum

The Museum houses artefacts, documents, maps, posters, photographs, books, journals and primary materials to support the teaching and study of Australian history. The Museum is broadly based but areas of particular focus include Aborigines and Torres Strait Islanders, nineteenth and twentieth century immigration, war and society, and women. The Museum conducts programs relevant to the Board of Studies syllabus for high school groups.

Enquiries: Ms Tracey Sullivan
Room: W6A 126
Phone: +61 2 9850 8870
Fax: +61 2 9850 6594
Email: tracey.sullivan@mq.edu.au
Web: www.austhistmuseum.mq.edu.au

Biological Sciences Museum

The Biological Sciences Museum is an important academic teaching and research resource for the Department of Biological Sciences. It comprises about 10,000 specimens of Australian native fauna and a collection of antique microscopes. Larger collections include corals, molluscs, insects, reptiles, birds, marsupials, and skeletons. The museum presents a mix of environmental and systematic exhibitions highlighting environmental issues, the importance of biodiversity, and the need for conservation in the Australian context. There are also live exhibits of bull ants, reptiles and fish. The skeleton of *Tyrannosaurus bataar* from the Gobi Desert is displayed in the foyer of the University Library.

The Museum offers natural history courses, educational programs for pre-schools ("hands-on" tours), primary and secondary schools; and provides a teaching venue for outside groups.

The Museum is open from 9am to 5pm Monday to Friday, excluding public holidays.

Enquiries: Ms Penny McCracken
Room: E8A 173
Phone: +61 2 9850 4078
Email: penny.mccracken@mq.edu.au
Web: www.bio.mq.edu.au/school/centres/museum/

Earth Sciences Museum

The Earth Sciences Museum presents displays centred on climatology, human and physical geography, geology and geophysics. A model of a rare Australian Ankylosaurid dinosaur, which roamed Australia 100 million years ago, is a central feature among the exhibits. Present displays include researches in Antarctica; fossil assemblages from Iran; trace fossil assemblages from Sydney headland areas; rocks of distinction from various places; and touch-screen electronic information about important current research and research workers.

The Earth Sciences Garden display museum collection contains around 56,000 catalogued specimens. A joint project on Winton dinosaur footprints is displayed at the Biological Sciences Museum. The Earth Sciences Museum also features a number of Honours exhibition projects in museum studies.

The Museum is open from 8am to 6pm Monday to Fridays, excluding public holidays.

Enquiries: Dr Andrew Simpson

Location: E5A ground floor

Phone: +61 2 9850 8183

Fax: +61 2 9850 9671

Email: andrew.simpson@mq.edu.au

Web: www.mq.edu.au/museums/earthsci.html

Herbarium

The Macquarie University Downing Herbarium is a valuable resource for students and staff with environmental, horticultural and agricultural interests. The collection, from the Department of Biological Sciences, is located in Room 148 in Building E8C. Specimens include marine algae, mosses, lichens, ferns, conifers, and flowering trees, shrubs, climbing plants and herbs. The flora of the Sydney region is well represented, and there are also species from some unusual and more distant locations, such as Jabiluka in the Northern Territory, sub-arctic Macquarie Island, Cyprus, New Zealand and Japan.

Enquiries: Mrs Alison Downing or Dr Barbara Rice

Room: E8C 148

Phone: +61 2 9850 8197/8192

Email: alison.downing@mq.edu.au

barbara.rice@mq.edu.au

Web: www.bio.mq.edu.au/herbarium

Institute of Early Childhood Art Collection

This teaching collection was initiated in the early twentieth century. It has been used continuously within liberal arts studies and is now integral to the teaching of visual arts in the University. It includes paintings, prints, ceramics, textiles, sculptures and carvings by Indigenous and Western artists. Early to mid-twentieth century Australian printmaking is well-represented in the collection.

Enquiries: Associate Professor Jane Torr

Phone: +61 2 9850 9851

Email: jane.torr@mq.edu.au

Lachlan Macquarie Room

The Lachlan Macquarie Room in the University Library is a complete historical reconstruction of the parlour room from Lachlan Macquarie's house on the Isle of Mull, Scotland. The room contains the original timber panelling, doors, windows and fireplace dating from c 1824, given to the University in 1967. There is a display explaining the history of the original house and estate, a description of how the room was acquired by the University, and a biographical profile of Lachlan Macquarie and his family. Also on display are various objects owned by, or related to, Lachlan Macquarie. These include the University Chancellor's Chair (made by convict artisans for Macquarie); a book from Macquarie's personal library, a porcelain serving platter, a seventeenth-century map of Mull, and a replica of the Regimental Colours of the 73rd Regiment of Foot (Black Watch) that Macquarie brought to New South Wales in 1810.

Enquiries: Mr Robin Walsh

Location: Macquarie University Library level 1

Phone: +61 2 9850 7554

Fax: +61 2 9850 7513

Email: robin.walsh@mq.edu.au

Web: www.lib.mq.edu.au/lmr

Museum of Ancient Cultures

The Museum has over 5000 artefacts from the ancient Mediterranean civilisations, spanning the period from c 9000 BC to AD 500. It includes an extensive collection of Greek pottery and terracotta figurines, a large coin collection, and the largest collection in Australia of unpublished handwritten Greek documents on papyrus. Egyptian material includes mummified remains.

The Museum is open from 9.30am to 4.30pm Monday to Friday, excluding public holidays.

Enquiries: Mr Karl Van Dyke

Location: X5B level 3

Phone: +61 2 9850 9263

Fax: +61 9850 8892

Email: karl.vandyke@mq.edu.au

Web: www.mac.mq.edu.au

Sculpture Park

Works by contemporary Australian sculptors are located in the grounds of the University in one of Australia's leading public sculpture parks. Sculpted works are of sandstone, stainless steel, ceramics, steel, bronze and copper.

A brochure outlining two hour-long self-guided tours is available.

Enquiries: Ms Kirri Hill

Phone: +61 2 9850 7437

Fax: +61 2 9850 7565

Email: kirri.hill@mq.edu.au

Web: www.artgallery.mq.edu.au/sculpturepark.htm

Visual Arts Collection and University Gallery

Macquarie's extensive collection of major post-1960s Australian artworks includes museum-quality art on loan from private collectors, as well as representative works by leading artists which have been purchased by, or donated to, the University. The collection includes a wide-ranging selection of superb Indigenous artworks. The paintings are exhibited in the University Gallery and throughout the University Library.

The University Gallery is located on the ground floor of Building E11A (the Administration Building adjacent to the lake). The Gallery's opening hours are Monday, Tuesday, Wednesday and Thursday from 10am to 5pm. A variety of exhibitions are mounted throughout the year.

Enquiries: Ms Rhonda Davis or Ms Kirri Hill
 Phone: +61 2 9850 7437
 Fax: +61 2 9850 7565
 Email: rhonda.davis@mq.edu.au
kirri.hill@mq.edu.au
 Web: www.artgallery.mq.edu.au

Office of Institutional Advancement

The Office of Institutional Advancement is part of the portfolio of the Deputy Vice-Chancellor (Development and External Relations).

Institutional Advancement is responsible for the integration and coordination of all external relationships with the University and is the vehicle for building philanthropic activity and other financial support, including:

- alumni;
- faculty and staff;
- current and prospective students;
- philanthropic individuals and foundations;
- community, corporate and government audiences; and
- local, regional and international communities.

Enquiries: Office of Institutional Advancement
 Phone: +61 2 9850 4267
 Web: www.mq.edu.au/advancement

Privacy

The Privacy and Personal Information Protection Act 1998

The *Privacy and Personal Information Protection Act 1998 (NSW)* (the PPIP Act) has introduced information protection principles to ensure that personal information held by public sector agencies is not modified, used or accessed by unauthorised people. It applies to personal information collected on and after 1 July 2000. The principles regulate the handling of personal information, and cover its collection, storage, use, disclosure and disposal. Exemptions from the principles are allowed in limited

circumstances, for example, where non-compliance is permitted under another Act or law.

Personal information is defined in the Act as being information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from that information or opinion. Personal information includes, for example, names, addresses, telephone numbers, dates of birth, medical records, student identification information, passport numbers and body samples.

There are circumstances in which, under the Act, information about an individual is not considered to be personal information, including:

- when it relates to a person who has been dead for more than 30 years;
- when it is contained in a publicly available publication; and
- when it refers to a person's suitability for employment as a public sector official.

Macquarie University has a commitment to privacy and values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. Your trust is important to us and we believe you have the right to know how information provided to the University is handled. The University's approach to privacy and personal information protection is based on the concepts of:

- **Openness** where there is a general practice of openness about practices and policies with respect to personal information. Procedures are available for individuals to establish the existence and nature of personal information and the main purposes of its use.
- **Purpose specification** where the purpose for collecting personal information is specified at the time of collection and further collections are limited to those purposes.
- **Collection limitation** where the collection of personal information is obtained by lawful and fair means and with the knowledge and consent of the subject. Also, only that the information necessary for the stated purpose is collected, nothing more.
- **Use limitation** where personal information is not disclosed for secondary purposes without the consent of the subject or by authority of law. Disclosure may also occur if it is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person.
- **Individual participation** where individuals are allowed to inspect and correct their personal information. Whenever possible, personal information should be collected directly from the individual.
- **Quality data** where personal information is accurate, complete and timely, and is relevant to the purposes for which it is to be used.
- **Security safeguards** where reasonable security safeguards against such risks as loss, unauthorised access, destruction, use, modification or disclosure are implemented. Also access to personal information is limited to only those within the organisation with a specific need to see it.

- **Records retention** where personal information is retained for no longer than is necessary and it is then disposed of lawfully and securely.
- **Accountability.** Within the organisation, the role of Privacy Officer has been assigned to the Registrar and Vice-Principal and the role of Privacy Contact Officer has been assigned to the Manager, Records and Archives Services. These officers have direct managerial responsibilities for the University's compliance with its privacy policy. Privacy audits to monitor organisational compliance and employee-training programs are conducted on a regular basis.

The Health Records and Information Privacy Act 2002

The *Health Records and Information Privacy Act 2002 (NSW)* (the HRIP Act) came into effect on 1 September 2004. It creates a legal framework to protect the privacy of people's health information in New South Wales. Previously, all personal information, including health information, was protected by the PPIP Act. Under the new legislation, health information is removed from the management regime established by the PPIP Act and redefined as a specific type of personal information. The PPIP Act will continue to protect all information that is not considered to be health information.

Health information is defined broadly under section 6 of the HRIP Act as:

- Personal information that is information (or an opinion) about the physical or mental health or a disability of an individual.
- An individual's express wishes about the future provision of health services to him/her.
- Information about a health service provided, or to be provided, to an individual.
- Other personal information collected in connection with the donation of human tissue.
- Genetic information that could be predicable of the health of an individual or their relatives or descendants.
- Health information relating to individuals which is collected for research use.

The HRIP Act aims to promote fair and responsible handling of health information by providing a high level of protection for an individual's health information held in both the public and private sectors in New South Wales. It also seeks to enable individuals to easily access their health information, and to provide a workable complaint mechanism regarding the handling of health information.

As the definition of health information is so broad, it is anticipated that the HRIP Act will have a significant effect on the collection, storage, use and disclosure practices of many different units of Macquarie University. It is therefore important for all staff to be able to recognise what health information is, what level of protection they should be affording it, and what rights are conferred to individuals under the HRIP Act.

Further information regarding the HRIP Act may be obtained from Privacy NSW.

Contact details for privacy enquiries

Enquiries may be by mail or, in office hours, by telephone or in person. It is advisable for anyone who intends to enquire in person to first make an appointment by telephone.

Enquiries

Records and Archives Services

Room: E11A 120
9am to 5pm Monday to Friday
Phone: +61 2 9850 7362
Fax: +61 2 9850 7363
Web: www.ras.mq.edu.au/privacystart.htm

Postal Address

Mr Lachlan Morgan
Manager Records and Archives Services
Macquarie University NSW 2109

Records and Archives

Records and Archives Services provides a central leading role in the management of recordkeeping at the University. It is responsible for the development and review of University-wide recordkeeping policy and procedures which are compliant with the State Records Act 1998 and other relevant legislation.

Records and Archives Services has the direct managerial responsibility for the University Archives.

The Macquarie University Archives are the official repository of those records of the University which have been identified as having continuing value. As well as housing the corporate administrative records of the University, the Macquarie University Archives holds significant archival items documenting the history and development of the University's administration and teaching. The archives holds some personal collections which document important areas of scholarship. The record formats in the archives include audiovisual recordings, photographs and plans, memorabilia and objects.

Two collections are regarded as having international significance — they are the records of Professor Chandra Jayawardena, Foundation Professor of Anthropology at Macquarie University and the records of Professor Peter Mason, Foundation Professor of Physics at Macquarie.

Of national significance is the collection documenting the history and development of the Sydney Kindergarten Teachers College, the first of its kind in Australia. This collection contains records dating back to the 19th century. In addition, records of the Newtown Kindergarten Teachers College form part of this collection.

Part of the mission of Records and Archives Services is to further develop and preserve the archival collection.

This is achieved by ensuring that records which have value as authentic evidence of administrative, corporate, cultural and intellectual activity are made, kept, protected and used.

Researchers wishing to access the Macquarie University Archives should contact the Manager, Records and Archives Services.

Enquiries

Records and Archives Services

Phone: +61 2 9850 7362
 Fax: +61 2 9850 7363
 Email: lachlan.morgan@mq.edu.au
 Web: www.ras.mq.edu.au

Research at Macquarie University

Research Management

The Deputy Vice-Chancellor (Research) is responsible for research strategic planning and research policy, and for administratively supporting all aspects of the University's research activities. The Office of the Deputy Vice-Chancellor (Research) resides within the Vice-Chancellor's Office, and the Deputy Vice-Chancellor (Research) is a member of the University's Executive. The Deputy Vice-Chancellor (Research) is ex-officio Chair of the Research Strategy and Policy Committee, the Research Management Committee, the Higher Degree Research Committee and the Intellectual Property and Commercialisation Committee.

The Research Strategy and Policy Committee (RSPC) assists the DVC (Research) in advising the Vice-Chancellor on research strategy and policy and, through its various assessment panels, on recommendations for the allocation of the University's research funds. The Research Management Committee, consisting mainly of the Faculty Associate Deans of Research provides the DVC (Research) with advice on discipline-specific matters and feedback regarding the University's Research Strategic Plan. In 2009 the RSPC will include the Executive Deans, and the reconstituted RMC will consist of the four Faculty Associate Deans of Research, plus the four Faculty research office managers.

The Higher Degree Research Committee, a committee of Academic Senate, assists the DVC (Research) in formulating higher degree research policy for approval by Senate. The Higher Degree Research Committee's two sub-committees are responsible for scholarships ranking/higher degree research students' leave of absence, and thesis examination processes, respectively.

The Intellectual Property and Commercialisation Committee assists the DVC (Research) with advice on policy matters relating to the University's intellectual property. Its associated Committee, the Intellectual Property Commercialisation and Management

Committee, advises the DVC (Research) on the management of the commercial exploitation of research.

In 2007 the Office of the DVC (Research) had four sub-units: the Research Office, the Higher Degree Research Office, the Dean Higher Degree Research and a Quality Evaluations Unit. In 2008 the Commercialisation Office was added to the portfolio.

The Research Office administers allocation of the University's internal research funds, all external research grant applications and contracts, and the ethical aspects of the University's research. It also provides performance data to the University's Executive and to government agencies such as the Department of Innovation, Industry, Science and Research, the Australian Research Council and the Australian Bureau of Statistics.

The Dean, Higher Degree Research, provides strategic and policy advice to the DVC (Research), and also chairs the sub-committees of the Higher Degree Research Committee.

The Higher Degree Research Office is responsible for all administrative services associated with postgraduate research students, including enrolment, progression, completion and scholarships.

In 2008 the Quality Evaluations Unit has mainly dealt with the University's preparations for the Excellence in Research for Australia (ERA) assessment exercise scheduled to commence in 2009, and for the Australian Universities Quality Agency (AUQA) audit, also scheduled for 2009.

Having been transferred from AccessMQ to the Office of the DVC (Research), the Commercialisation Office has been undergoing restructuring to accommodate the move to the four-Faculty structure. From 2008 it is planned that each Faculty will have a dedicated Business Development Manager to assist with development of research partnerships and subsequent commercialisation activities.

Access Macquarie Ltd

Access Macquarie Ltd (AccessMQ) (ABN 59 003 849 198) is the commercial development company of Macquarie University, established in 1989 as Macquarie Research Ltd. The company employs 25 professional staff with scientific and management backgrounds.

The company's main focus is provision of services to the University including proposal preparation, contract administration and negotiations, invoicing, payroll, procurement, project accounting and report production. It also arranges adequate professional indemnity and public liability insurance for University academics who conduct their consulting activities through the company. Access MQ also undertakes specialised professional development training and manages international development education projects in the Asia Pacific region.

Access MQ employs more than 100 full-time research staff in projects on and off campus, and over 400 casual research staff in projects directed by Macquarie academics.

Access MQ is located on the first floor of the Dow Corning Building in the Macquarie University Research Park.

Enquiries: Mrs Sharon Birrell, Executive Manager — Operations

Phone: +61 2 9805 3103

Fax: +61 2 9805 3101

Email: sharon.birrell@mq.edu.au

Web: www.access.mq.edu.au

Macquarie University Research Park

The Macquarie University Research Park was established by Macquarie to facilitate engagement between the University and industry. The presence of commercial enterprises on the campus encourages collaboration in research, teaching, and consulting. The Research Park is located on a seven hectare precinct within the University campus.

Over the last ten years five buildings have been constructed providing over 48,000 square metres of commercial space. There is capacity to develop a further 27,000 square metres of commercial space within the precinct.

Tenants in the Research Park include Nortel Networks, Goodman Fielder, Dow Corning, EMC Corporation, Siemens, Covance, BD (formerly Bechtel Dickinson), OPSM and Procter & Gamble. The University's own entity, Access Macquarie Ltd and a number of its spin off companies are also located in the Research Park.

Enquiries: Mr Adrian Briggs

Phone: +61 2 9805 3152

Fax: +61 2 9805 3151

Email: adrian.briggs@mq.edu.au

Student Enquiry Service

The Student Enquiry Service is the first point of contact for current and prospective University students seeking information, advice and assistance on student administration and case management issues. The centre is the front end of a 'one-stop' information and support service responding to clients via phone, counter, mail, email and through the relevant systems.

The services provided include but are not limited to:

- applications;
- enrolments;
- issue of academic transcripts;
- transport concessions;
- special consideration; and
- credit for previous studies.

The Student Enquiry Service is located on the ground floor (level 1) of the Lincoln Building, and staff are available to assist you either in person, by calling +61 2 9850 6410 or by emailing sesinfo@mq.edu.au.

The Student Enquiry Service is open:

Monday, Wednesday, Thursday 8.30am to 5.30pm

Tuesday 9.30am to 5.30pm

Friday 8.30am to 4.30pm

Additional information about the Student Enquiry Service can be found at www.student.mq.edu.au/ses.

Student Financial Services

The Office of Financial Services provides the services of a Cashier in the Student Centre. The Cashier's counter is open from 9am to 5pm on weekdays for payment of library fines, housing, student loans, various application fees and debts. Parking stickers are sold at the Cashier. Initial enquiries about fees and library fines can be made to the Cashier.

Student Support Services

Student Support Services is committed to providing a range of accessible, timely, free, professional services that support and assist students of Macquarie University. Services include accommodation, career development, counselling, medical, disability and welfare needs.

Web: www.sss.mq.edu.au

Accommodation Service

The Accommodation Service provides information regarding on and off campus accommodation options. A private rental accommodation listing service is administered, with vacancies listed online and on campus notice boards.

Phone: +61 2 9850 7376

Email: accom@reg.mq.edu.au

Web: www.sss.mq.edu.au/accommodation

Career Development Centre

The Career Development Centre supports the strategic goals of the University by developing students who are ready to launch and progress their careers on a global platform. The Career Development Centre provides programs and services that help students to make informed career choices supported by comprehensive career resources.

The Centre offers an online, two-credit point elective unit, ECDO200 Careers and Work, in semester two. In addition, an extensive program of skills development is taught through faculties to prepare students for entry into jobs or further study.

CareerHub is a 24/7 jobs board which advertises casual, graduate and vacation jobs both on and off campus. Work experience and internship opportunities are also advertised on the site.

The Career Development Centre facilitates meetings with employers and professional organisations keen to recruit students through the annual graduate recruitment fairs,

employer presentations, career seminars and on campus interviews.

The Career Development Centre has a Resource Centre which presents information on careers, employment and further education options.

Phone: +61 2 9850 7372
Email: careers@mq.edu.au
Web: www.mq.edu.au/careers

Counselling Service

The Counselling Service provides free, confidential, short-term counselling for all students of Macquarie University. Issues of concern include psychological, emotional and/or social difficulties affecting academic progress, work, university and personal life. In addition to individual counselling sessions, Group Programs are offered to assist with study and learning strategies and personal development workshops are also available. The Counsellors are Registered Psychologists and qualified Social Workers.

For appointments or to use the telephone counselling service call +61 2 9850 7497. For more information about the Counselling Service, information about Group Programs and access to self-help material please visit our website.

Phone: +61 2 9850 7497
Web: www.sss.mq.edu.au/counselling

Disability Support Unit

The Disability Support Unit (DSU) provides support, assistance and advice to students with a disability/health condition. Service provision is determined on a case-by-case basis following an assessment of a student's needs and the provision of supporting documentation. Students are strongly encouraged to make contact with the DSU at their earliest opportunity on enrolling at the University.

To register with the DSU, download an *Advice of Disability* form from www.registrar.mq.edu.au/academic-index.htm. This form must be completed irrespective of whether a disability/health condition is temporary, long-term or permanent.

Phone: +61 2 9850 6494/7497
TTY: +61 2 9850 6493
Email: equity@mq.edu.au
Web: www.sss.mq.edu.au/equity

Medical Service

The University Medical Service provides a comprehensive, high quality, easily accessible and confidential General Practitioner service to all members of the University community. Special interests include preventative medicine, advice on vaccinations for overseas travel, immunisations, sexual health and contraception.

For Australian residents, the doctors' bulk bill Medicare for consultation, pathology and radiology services.

For International students with valid OSHC Worldcare Assist Insurance or Medibank Private Insurance, the doctors directly bill the insurer for the cost of the consultation. This means you will not have to pay a gap fee or cash at the time of your consultation.

For appointments please phone +61 2 9850 7497.

Location: Lincoln Building level 2
Phone: +61 2 9850 7497
Web: www.sss.mq.edu.au/medical

Welfare Service

The Welfare Service provides an information, support, advocacy and referral service to students on welfare related matters such as:

- tenancy and accommodation issues;
- financial issues, budgeting, Centrelink entitlements, student loans, and grants;
- access to legal services;
- health promotion and information, such as sexual health, drugs, alcohol, and health and wellbeing.

Location: Lincoln Building level 2
Phone: +61 2 9850 6496
Email: welfare@mq.edu.au
Web: www.sss.mq.edu.au/welfare

U@MQ

U@MQ is Macquarie University's student services organisation committed to creating a fun and healthy University campus environment.

U@MQ provides the essential non-academic services and facilities that help students achieve a healthy and balanced approach to University life. U@MQ provides food, retail, sport and recreation facilities and services, student groups, child care and a wide variety of events and entertainment.

For more information about the services and facilities offered by U@MQ please visit www.uatmq.com.au.

Children's Services

U@MQ offers students and staff two child care facilities located within the campus grounds: Banksia Cottage and Gumnut Cottage.

Both facilities offer safe, friendly and nurturing environments for children. Priority spaces and preferential rates are offered to students and staff of Macquarie University.

For more information see the entry under Child Care Centres in this section.

Communications

To find out what's happening on campus, how to get the most out of University life, the latest sport and fitness classes on offer or what else U@MQ might offer see www.uatmq.com.au. The site provides up to date information on what is happening on campus.

Entertainment

Regular weekly entertainment is an important part of University life and takes place in a variety of ways from sporting events, to trivia nights, to cultural weeks, to speaker series covering a wide range of topics.

Events and Catering Services

U@MQ has a range of venue and catering options on campus for both staff or students.

Food and Beverage Outlets

U@MQ operates a variety of food and beverage outlets on campus to suit all tastes.

With a focus on providing healthy alternatives, there is a wide range of food options on offer in the main foodcourt within the U@MQ Building.

Across campus, food and beverages are available in the Globe Café located in E3B and the various coffee carts and vending machines.

Crunch Cafe at Macquarie University Sport and Aquatic Centre also provides healthy food and beverage options for the campus community.

Lighthouse Theatre

The Lighthouse Theatre plays host to a number of productions throughout the year. Managed by U@MQ on behalf of the University, the Lighthouse Theatre is not only suited to drama performances but is also an ideal location for functions and seminars. With standing room for 390 and seating space for 170, this venue is flexible enough to accommodate everyone's needs.

Phone: +61 2 9850 7774

Queer Space

Queer Space provides a safe space for queer and queer-friendly staff and students on campus.

Phone: +61 2 9850 6572

Retail Outlets

For the convenience of the on campus community, U@MQ provides a range of services through retail outlets. The U@MQ Shop located at the U@MQ Building is a one-stop-shop supplying stationery, newspapers, magazines, merchandise, food and drink and much more. Through the central information point we also offer a postal and fax service, locker hire and general information on life on campus.

For more information and operating times visit www.uatmq.com.au.

Sport and Recreation

U@MQ manages the sport and recreation facilities, offering an exciting range of activities.

The new Sport and Aquatic Centre features a heated outdoor 50 metre swimming pool, a 25 metre heated indoor swimming pool, gymnasium as well as group fitness, cycling and yoga studios. The Centre also includes squash courts, a basketball hall, sports hall, badminton courts and a martial arts area. Memberships are available for all students and staff at discounted rates.

The social sports program is designed to suit everyone; from drop in and play sessions, to lunchtime and night time competitions. Macquarie University also has a strong history of representation at the Australian University Games, sending over 30 teams to various Australian University sporting events, in both summer and winter sports each year. A recent addition to the sports program is the Inter-College Challenges, with the Macquarie University residential colleges competing against each other in several sports days during the year.

U@MQ also runs a variety of recreational activities throughout the year, including snow skiing, surfing, sky diving and scuba diving. The short course program gives students the chance to try new activities including fencing, golf, salsa and tennis.

Student Engagement

U@MQ extensively promotes student involvement at Macquarie University. This includes working closely with student groups to ensure the most relevant services and facilities are provided, listening to student needs, providing support to student run initiatives, involving students in sustainability projects, and becoming an employer of choice on campus for students.

Phone: +61 2 9850 7779

Student Groups

U@MQ Student Groups provide students with a great opportunity to meet. For students looking to interact with others who have similar interests or wanting to become involved in something new, the wide range of clubs and societies are a vital part of campus life here at Macquarie University.

Women's Room

The Women's Room provides a women-only safe and friendly place on campus. Resources include a comprehensive women's library, contraception, sanitary protection, breastfeeding and baby changing facilities.

Working at U@MQ

U@MQ offer casual work opportunities for students during the year. Roles exist across the organisation working throughout the sports, retail, events, catering and food and beverage facilities.

Alternatively, students can help out U@MQ as part of volunteer teams who support various on campus projects and events by joining the U@MQ Volunteers Program.

Writing Skills Program

The Writing Skills Program offers undergraduate students a number of opportunities to improve their writing strategies.

A pre-sessional seminar on essay writing at university is held as part of the orientation program for new students in February/March each year.

Two short (five week) courses are available to both day and evening students during weeks 6-10 of each semester. The courses cover different areas of academic writing techniques as follows:

Course 1: Academic Writing: Strategies and Structures (weeks 5-9 of semesters 1 and 2): organisation of essays, reports and other written assignments; devising thematic answer to the topic; structuring material in support of your themes; exposition and argument; use of paragraphing; references, plagiarism and the use of sources.

Course 2: Academic Writing: Expression (weeks 5-9 of semesters 1 and 2): issues of grammar and expression; word choice; sentence formation; cohesion within the sentence and paragraph; punctuation.

Individual consultations with a Writing Skills Adviser are available during most weeks throughout the academic year. For an appointment, contact the Centre for Open Education, ph: +61 2 9850 7470.

Enquiries

Ms Sue Spinks, Writing Skills Coordinator
Phone: +61 2 9850 8770
Email: sue.spinks@mq.edu.au

Linguistics Undergraduate Enquiry Office
Room: C5A 508
Phone: +61 2 9850 8740