STUDENT INFORMATION — RESEARCH

Authority and Governance of Candidature

SENATE

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

HIGHER DEGREE RESEARCH COMMITTEE (HDRC)

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

RESEARCH POLICY AND MANAGEMENT COMMITTEE (RPMC)

The Research Policy and Management Committee (RPMC) is responsible for encouraging and overseeing all academic aspects of research activities of the University. In addition to its role in formulating research policy including the University’s Research Management Plan, the Committee has the formal responsibility for recommending allocations of internal research funds to the Vice-Chancellor. The RPMC receives reports from the HDRC on policy, quality and strategic issues for higher degree research programs; the establishment and management of research places and scholarships and in consultation with Divisions, reports on strategic management of higher degree research places.

STRATEGIC DIRECTIONS

Future directions in research and research training are guided by the University’s Academic Strategic Directions Statement and Research Strategic Plan (www.ro.mq.edu.au/policy/strategy/MU_Plan2002-2004.doc). The guiding principles encompass key issues for research and research training:

- serving the community;
- delivering first-rate educational programs;
- application of scholarly disciplines to modern needs;
- fundamental research;
- flexible skills for the 21st century;
- a special commitment to postgraduate studies and research training; and
- making innovative use of modern technologies.

The University recognises that its resources are best applied through concentration in selected areas of research and has focused on building areas of excellence and concentration through internal funding strategies. It is actively encouraging increased collaboration with other tertiary institutions and government agencies and industry and is seeking the development of its staff research capabilities plus providing the best possible training and education outcomes for research students.

OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH)

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

Higher Degree Research Unit (HDRU)

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

Policies for Higher Degree Research Candidates

Intellectual Property

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

Code of Supervisory Practice

(Subject to final approval)

The following is an extract from the current policy which is under review. The full document can be found at www.ro.mq.edu.au.

Introduction

The supervisor is in practice the University’s representative in ensuring that a candidate maintains satisfactory progress within the specified terms of his/her candidature; that appropriate advice on the content and form of the thesis is offered; and that work towards the thesis is subject to regular and constructive critical review. The Code should be read in conjunction with the Doctoral Degree Rules and Rules for the Degree of Master by Research.

Nomination of Supervisors

Deans of Divisions are required to nominate at least two supervisors to oversee the program of studies with at least one supervisor being nominated at the point of admission to candidature. There are four main supervisory roles recognised by Macquarie University. The titles and assigned descriptions for these positions are as follows.

1. Supervisor: this title reflects the main supervisory responsibility as outlined in this Code of Supervisory Practice. The person must be a member of academic staff, either full-time or part-time and with an
Appointments of three years or longer. It is important to note that the principal supervisor remains responsible for directing the work of the candidate and for ensuring that the candidate meets all administrative and academic requirements. The Supervisor must be located in the same Department as the candidate. An Acting Supervisor is a person appointed as a short term replacement for the Supervisor for periods of up to six months only and as the need arises due to illness or other approved absences. The title is also applicable to a person who, for a strictly limited period, holds administrative supervisory responsibility before the research component of the research degree commences. The person must be a member of academic staff, either full-time or part-time and with an appointment of three years or longer. This appointment must be a continuous appointment.

2. Associate Supervisor: This position has a lesser fractional supervisory load compared to the Supervisor and presumes a lesser input in comparison. Although considered to be professionally equivalent, this title reflects that the incumbent may be located in another Division or Department or may have specific research expertise which is required by the candidate and unavailable through the Supervisor. The Associate Supervisor must be a member of academic staff, either full-time or part-time and with an appointment of three years or longer. The Supervisor may provide guidance in the appointment of an Associate Supervisor.

3. Adjunct Supervisor: This role is intended to cover all external supervisory appointments as well as the appointment of Honorary staff and Professors Emeritus to positions with some supervisory responsibility. An Adjunct Supervisor will not necessarily be a member of staff.

4. Co-Supervisor: This role recognises that academic staff members new to supervision may be assigned to a candidate, along with a Supervisor (as Mentor), in order to gain experience in, and knowledge of, supervisory practices. Casual academic staff and those with appointments of less than three years may undertake this role.

Appointment of Supervisors
Prospective candidates will often locate and nominate an appropriate supervisor, but it remains the responsibility of Divisions to appoint supervisors.

The arrangements for supervision should normally be agreed to by the candidate, the supervisors, and the Dean of Division before being communicated to the Higher Degree Research Unit for systems registration.

The University cannot guarantee the continuing availability of a supervisor of the candidate’s choice. Where such supervision becomes unavailable, the University will assist with seeking a suitable alternative supervisor, including that of an Adjunct Supervisor.

Adjunct Supervisors
When candidates are undertaking research degrees on an external basis the Higher Degree Research Committee, on the recommendation of the Dean of the Division, will appoint an Adjunct Supervisor for the candidate at the place of study, unless the Committee determines, in special circumstances, that an Adjunct Supervisor does not need to be appointed. Adjunct Supervisors may be appointed at any time for candidates enrolled either internally or externally.

Role of the Supervisor
It is important that the supervisors offer the best possible and most informed advice on the scope of the proposed topic. The topic should be large enough in scope and sufficiently challenging intellectually so as to lead towards a positive outcome; it should be sufficiently circumscribed to allow completion within the normal period of enrolment for the degree and the submitted thesis should be within the normal maximum length specified by each Division. (As a general rule, doctoral theses should be no more than 100,000 words, or equivalent, and masters research theses no more than 75,000 words.)

Supervisors are required from time to time to advise candidates on matters related to their progression. They must therefore have a sound knowledge of University policy, the Doctoral Degree Rules and the Rules for the Degree of Master by Research. In addition, Supervisors must have a good understanding of administrative processes governing higher degree research candidature and/or ensure expert advice in such matters is sought from the Higher Degree Research Unit before any firm undertaking is given to a candidate on progressions matters. Advice should be sought from the Research Office for matters related to intellectual property and ethics approval.

Supervisors should be informed of University guidelines in relation to such candidature management issues as supervisor registration, candidature tenure, extension of candidature, external candidature, leave of absence, candidature transfer and scholarship conditions of awards, etc. Supervisors should ensure participation by the candidate in the mandatory University and Divisional Commencement Program.

Each Division should formulate, maintain, and make available for consultation, a statement of practices currently pertaining within the Division.

Supervisors should ensure that if the research topic involves animal or human experimentation, the candidate has obtained ethical clearance.

Intellectual Property Issues
The University has an Intellectual Property Policy which describes how its intellectual property is to be protected, how it is to be exploited, and how any benefits arising from this are to be shared (amongst the inventors, the institution and any third party). This Policy is a manifestation of the University Council’s desire to protect the use...
and development of its intellectual property. Full details of the Policy, as well as other related documents, can be found on the Research Office Website at: http://www.ro.mq.edu.au/policy/IP/policy.htm.

At Macquarie all higher degree research students are asked to assign any intellectual property they may generate during the course of their candidature/studies to the University. The reason they should do so is explained in the document "student IP assignment - why students should sign", which may be found at: http://www.ro.mq.edu.au/policy/IP/student.htm.

Although all students are required to sign the Intellectual Property Assignment Agreement, the University acknowledges that not all students are necessarily working in an area which is likely to general Intellectual Property of commercial value.

Regular meetings between candidate and supervisor to discuss progress
Regular contact between the Supervisors and candidate is essential to ensure effective research progress. This contact and related procedures will invariably differ between disciplines, for example, every day contact within a laboratory-based discipline as opposed to fortnightly contact in a social science discipline. It is recommended that agreed guidelines and arrangements are established between candidates and supervisors early in candidature and that a regular review of established meeting procedures, including time allocations, should be undertaken. Candidates or supervisors may request that agreements reached between them be recorded in writing and signed by both. At the end of each meeting, participants should have a clear understanding of any decisions made and of what future plan of action, both short and long term, has been agreed upon.

Annual report on a candidate’s progress
Completion of the degree within the maximum candidature period is essential. At the end of each year of candidature, the Higher Degree Research Committee requests a report on each candidate’s progress from his or her supervisor. This report should accurately reflect the candidate’s progress, and record any difficulties or problems encountered which may either immediately or in the future necessitate a variation in the candidature. The Annual Report form should accurately record the frequency and type of contact between the candidate and supervisors.

Satisfactory research progress, or an agreed plan to achieve satisfactory progress, is required for enrolment continuation.

Procedures for dealing with problems of supervision or progress
If a candidate or appointed supervisor feels that progress is not being made because the candidate/supervisor match is unsuitable, whether because of personality differences or because of directions taken by the research project, steps should be taken as expeditiously as possible to remedy the situation. As far as possible, such difficulties should be resolved at Division level, by negotiation between candidate and supervisor, and/or negotiation with the body within the Division responsible for arrangement of supervision. Matters which cannot be satisfactorily resolved may be referred to the Dean of Graduate Studies for mediation.

Requests for variations to a candidature, including that of an addition or change of Supervisor, must be referred, after discussion with the supervisor, through the Division to the Higher Degree Research Committee.

Supervisory practices and conventions in Departments
Divisions and Supervisors are expected to comply with the Code of Supervisory Practice. In addition, often with the aim of advancing good practice, some Divisions/Departments have established their own conventions and procedures which may go beyond the broad requirements of the Code. All Divisions are required to set these out in writing for the information of research candidates.

Supervisor’s critical comment on the final version of the thesis
A supervisor may advise against submission of the thesis but cannot forbid the candidate to submit the thesis, since ultimately the thesis must be regarded as the candidate’s product. If a thesis is submitted against the supervisor’s advice, however, the supervisor is entitled to submit a report detailing criticisms of the thesis to the Higher Degree Research Committee. Such criticisms will not be communicated to examiners before the examination process is completed.

Appointment of appropriate examiners
Relevant forms and procedures are available from the Higher Degree Research Unit.

Examiners are appointed by the Higher Degree Research Committee, acting on advice from Divisions. The object of this process is to appoint examiners who are authoritative in the field, whose assessment will be respected internationally, and who are acting in a clearly independent capacity. To this end the nomination form calls for a brief explanation of why each nominee is considered suitable, and for the Dean of Division to tell the Higher Degree Research Committee of any circumstances which might reasonably be interpreted as constituting a conflict of interest. This is to the advantage of both the candidate and the University.

Candidates are to be involved in the process of nomination of examiners, however, the procedures are designed to preserve the anonymity of examiners where this is desired by the Division.

The Higher Degree Research Committee may either approve the nominated examiners or refer the matter
back to the Division for further consideration. Following further consideration, should the Dean of Division introduce new examiners to the list, the consultation process with the candidate should re-commence.

Consideration of examiner’s report by HDRC

Following consideration of examiner’s reports, the Higher Degree Research Committee may recommend to Academic Senate that the degree be awarded or that the degree be awarded with correction to the Library copy of the thesis.

The Higher Degree Research Committee may require the candidate to undertake minor corrections to the thesis to the satisfaction of the committee. Normally two months is allowed for the candidate to undertake this work to all copies of the thesis. All copies must be re-submitted to the Higher Degree Research Unit accompanied by a detailed statement from the supervisor indicating the nature of the corrections undertaken.

The Higher Degree Research Committee may require the candidate to undertake major corrections to the thesis to the satisfaction of the committee. The procedure is as outlined above, except that the candidate normally has 4 months to complete the work and the supervisor is expected to furnish a more detailed report.

The Higher Degree Research Committee may require the candidate to revise the thesis and resubmit for re-examination. Candidates are required to be enrolled while undertaking such a revision and normally have 12 months to complete the work and resubmit for re-examination. A report from the supervisor outlining the revisions must be submitted for consideration by the Higher Degree Research Committee before approval is given for re-examination of the thesis. The Dean of Division must give approval for the thesis to be re-submitted.

The candidate must submit documentation to the Higher Degree Research Committee which addresses and responds to matters raised in the initial examination. Such documentation must be general, not examiner-specific.

The supervisor’s responsibility in the event of any rewrite is to determine the extent of revision required and to assist the candidate to focus revision on such key areas as are identified by the examiners. If the original supervisor is no longer available, the Division must appoint a replacement supervisor.

PLAGIARISM

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

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

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

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.

Senate also approved a statement entitled “The Dangers of Plagiarism and How to Avoid It” which is as follows: “The integrity of learning and scholarship depends on a code of conduct governing good practice and acceptable academic behaviour. One of the most important elements of good practice involves acknowledging carefully the people whose ideas we have used, borrowed, or developed. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

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

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

i) state clearly in the appropriate form where they found the material on which they have based their work, using the system of reference specified by the Division in which their assignment was set;
ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed, or summarised, even if they put these ideas into their own words;
iii) avoid excessive copying of passages by another author, even where the source is acknowledged.

Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.

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

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

(a) copy out part(s) of any document or audio-visual material, including computer-based material;
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(b) use or extract someone else’s concepts or experimental results or conclusions, even if they put them in their own words;
(c) copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
(d) submit substantially the same final version of any material as a fellow student. On occasions, a student may be encouraged to prepare their work with someone else, but the final form of the assignment must be their own independent endeavour.” Opportunities and temptations for plagiarism have increased with the spread of internet access. Plagiarism is a serious threat to the teaching and accreditation process, and seriously undermines the collegial and ethical principles which underpin the work of a University.

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

Admission

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

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

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

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

IELTS — a minimum score of 6.5 overall with a minimum of 6.0 in each band;
TOEFL — (paper) a total score of 580 with a minimum of 53 in Listening; 51 in Structure/Writing; 52 in Reading; 5.0 in TWE.
TOEFL — (computer) a total score of 237 with a minimum of 19 in Listening; 19 in structure/Writing; 19 in Reading; 5.0 in Essay Writing.

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

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

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

23 February 2005*
   Central Commencement Program for all new research candidates in first half year

28 February 2005
   Academic year commences for first half year coursework

30 May 2005
   Closing date for receipt of applications to most research degrees for second half year 2005 with late June notification

24 June 2005
   Late closing date for applications for research programs with mid-July decision

27 July 2005*
   Enrolment day for new students in second half year

28 July 2005*
   Central Commencement Program for all new research candidates in second half year

1 August 2005
   Official commencement second half year 2005 coursework

* Dates may be subject to change. Final enrolment arrangements are still to be determined.

Please note: applications from international students are continuously processed throughout the year.

Offers of admission

Offers of admission for local applicants to candidature in research programs for first half-year, in most cases, will be made by the end of January 2005. Applicants who apply in October and November generally are notified by the end of December. Please note the table of Important Dates above. Further offers of admission to research programs may be made at other times at the discretion of the Departments and the Higher Degree Research Unit. International students’ applications and offers of enrolment are made throughout the year.

Tuition fees for local students

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

Local higher degree research candidates are usually not liable for tuition fees for their research program unless they are candidates enrolled in a fee paying professional doctorate. Local candidates have been granted places under the Government Research Training Scheme (RTS). Further information on the RTS is below.
Tuition fees for local students are currently charged for the Doctor of Business Administration and the Doctor of Applied Linguistics programs. Fees are calculated on a per credit point basis for the coursework component, and a per annum basis for the research component. Tuition fees are charged each half-year on the basis of the student load or when undertaking coursework, the number of postgraduate credit points registered for that half-year and include any repeated failed units.

2005 fees for the coursework component of the DBA are $562.50 per credit point for 32 cr pts and $14000 per annum for the research component. DBA candidates are not sent separate charges for student activities fees. Tuition fees for the coursework component of the DAppLing are $425 per credit point for 32 cr pts and $13600 per annum for the research component. Local DAppLing students are charged separately for the student activities fee.

Student Activities Fee
Local higher degree research candidates are liable for compulsory Student Activities Fees which are due each half year prior to or at enrolment. Student Activities Fees consist of Union, Sports Association, and Macquarie University Postgraduate Representative Association subscriptions.

An invoice for payment of student activities fees will be issued to new local higher degree research students at or shortly after enrolment with a due date for payment. Further details of how to pay fees will be posted to new students with enrolment instructions.

Continuing higher degree research students will be sent an invoice for a student charges notice for any tuition fees and for student activities fees for the half year early in each half year eg 15th January for first half year fees and 15th July for second half year fees.

Research Training Scheme (RTS)
The Research Training Scheme (RTS) is a government scheme which funds universities for a varying number of student places each year and allows local students to undertake higher degree research programs without paying fees or HECS Liability. The RTS scheme applies to students who are Australian citizens, permanent residents and New Zealand citizens. It should be noted that these awards provide exemption only from fees for the course and do not provide a living allowance. RTS places or exemptions to cover any fee paying liability for research candidates have been granted to all eligible Macquarie research students in recent years and in 2005 it is anticipated that all eligible local students who are offered candidature will be offered a place under the RTS.

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

Tuition fees for international students
International research students are liable for a program fee at the international fee rate. A flat fee is generally charged for each program. Fees are payable for the entire period for which the student is enrolled including pro-rata fees for periods shorter than a full half year. International students are not sent separate charges for student activities fees.

New international students are required to pay a commencement fee which is usually equal to the tuition fees for the first half year in advance of arrival and enrolment at Macquarie. The commencement fee is due with the acceptance of the offer. International students are also required by DIMIA (Department of Immigration and Multicultural Indigenous Affairs) to pay for Overseas Student Health Cover (OSHC) for their health insurance while studying in Australia on a student visa. Payment of the commencement fee and OSHC enables the University to issue a Confirmation of Enrolment (COE) for students offered a place to apply for their final student visa. If additional fees are required to be paid for any reason, students are routinely sent invoices after the enrolment period in each half year.
### Tuition fees for International Students 2005

<table>
<thead>
<tr>
<th>Program</th>
<th>CRICOS code</th>
<th>Annual Fee 2005</th>
<th>Candidature length</th>
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<td>Economic and Financial Studies</td>
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Linguistics and Psychology (continued)

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Students should be aware that fees may change from year to year and that the University reserves the right to vary, without notice any information relating to fees applicable to enrolment in any course or unit of study.
Enrolment
All new higher degree research candidates, except distance education students, are required to attend Macquarie University in person to complete their enrolment registration. At enrolment new research students are requested to assign intellectual property rights to the University and agree to the University managing on the students behalf such intellectual property arising from the research programs for the benefit of all concerned. For further information see under Policies above. Enrolment is scheduled for new local and international candidates on 21 February 2005.

Candidature of continuing higher degree research students who have been enrolled in 2004 continues automatically. Continuing research students who are required to enrol in additional units, either coursework or higher degree research training units, are requested to attend enrolment on 21 February 2005. Enrolment forms will be posted only to candidates officially registered as external or distance education students.

New candidates for second half-year 2005 will be advised in July of the date of their enrolment. It is not possible to defer enrolment as a new research student until the following year. A candidate wishing to commence study in the following year should re-apply at the appropriate time.

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

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

Continuous enrolment
Candidature in a higher degree research program is continuous after the initial enrolment. Continuing higher degree research candidates do not need to attend registration formalities to re-enrol in their program and research unit. Candidates enrolled in professional doctorates and combined coursework and research programs with a coursework component or candidates who are required to enrol in additional units, such as seminar units or specific coursework units will need to complete enrolment formalities in person to register in the coursework components of their program or in any additional units. Information will be forwarded in December to all higher degree research candidates enrolled in 2004 concerning any required enrolment formalities.

Re-admission after an absence
A candidate who has previously withdrawn from a higher degree research program will be required to apply for re-admission to candidature. Application procedures for re-admission after an absence are the same as for admission for new candidates seeking their first higher degree research enrolment at Macquarie. Assessment of applications for re-admission after an absence will be made in accordance with the University admission policies at the time, the government Research Training Scheme guidelines and will take account of the availability of adequate supervision. Candidates on official leave of absence in 2004 will be automatically re-enrolled at the end of the period of approved leave.

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

Commencement programs
The University has introduced a commencement program for newly enrolled higher degree research students. The program consists of two compulsory components:

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

A full time research candidate will be expected to satisfactorily complete the commencement program within the first six months of candidature and will then gain approval to continue on with the research program. For part-time candidates, satisfactory completion of this program within the first 12 months is required.
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Annual Reports
The supervisor reports on the progress of a higher degree research candidate at least once a year in accordance with Rule 6(1) of the Doctoral and Masters by Research Degree Rules. Some Divisions have instituted more frequent reports. Annual reports are distributed to all enrolled candidates in early October and must be completed by the student and returned to the supervisor by the beginning of November. The supervisor is required to comment on the candidate’s progress and submit the report to the Dean of Division or nominee for a final recommendation. The report is expected to accurately reflect the candidate’s progress and record any difficulties encountered which may necessitate a variation in the candidature. It should also record the frequency and type of contact between the candidate and supervisor. Completed reports are returned to the HDRU with recommendations regarding any follow-up action such as further review or show cause procedures according to Rule 6. Reports are retained on the central student file and a copy will be returned to the candidate for information at the end of November.

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

Change of Program of Study
All changes of program and details of candidature for higher degree research candidates should be discussed with the candidate’s supervisor or the Divisional or Departmental research director or coordinator. All changes must be notified to the Higher Degree Research Unit in writing by completing the appropriate form and obtaining the required signatures from the Department and Division. The form entitled Change of Program Request for Higher Degree Research Candidates is required for the following changes:
- withdrawal from the program;
- change of attendance from full-time to part-time or vice versa;
- change from external study mode to internal/on-campus mode;
- addition or discontinuance of required coursework units and additional units;
- addition or change of tentative thesis title;
- addition or change of supervisor, associate supervisor or adjunct supervisor.
Separate forms for the following requests for changes to candidature are required:
- official leave of absence from candidature and suspension of award for scholarship holders;
- extensions of candidature;
- transfer of candidature from one degree to another or from one Division or Department to another;
- change to external attendance mode;
- temporary period of overseas research.

Discontinuance
Total withdrawal from a higher degree research program must be notified in writing on the Higher Degree Research Change of Program form with the appropriate signatures of supervisor and Dean of Division or nominee. The date of withdrawal from candidature is the date of receipt in the Higher Degree Research Unit of the completed notification form. Where a local candidate discontinues study in a higher degree research program and notification of this is received by the Higher Degree Research Unit on or before the census date for first half year or second half year, the candidate will be refunded Student Activity Fees for that half year. International students will be liable for pro rata fees for the period of enrolment in first half or second half year. Enrolment periods for continuing research students are from 1 January to 30 June and 1 July to 31 December. Census dates for continuing higher degree research students in 2005 will be 7 February for first half year and 7 August for second half year.

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

See Important Dates for Candidature below.

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

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

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

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

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

Extension of candidature

Candidates whose maximum period of candidature has expired and who have not yet completed their program of study should seek an extension of candidature. Candidates requiring additional time for completion of a higher degree by research are required to apply for an extension of candidature on the appropriate form after consultation with their supervisor. Requests must include full details of progress to date in the candidature and a timetable for completion of the thesis with a full supporting statement from the supervisor and endorsement signatures the Dean of Division or nominee.

Requests for extensions of candidature will be limited to a maximum period of four months at any one time.

Further application with separate supporting documentation will be required for any additional periods of extensions up to a maximum of 12 months accumulated extension unless there are exceptional circumstances. Candidates who exceed the maximum extension of 12 months will be withdrawn from current enrolment and permitted to submit up to two years after the approved maximum extension date is exceeded.

Applications for extensions should be made at least one month in advance of the maximum date of candidature or at least one month before the end of the currently approved extension period.

Leave of absence/suspension of scholarship

Candidates may apply on the appropriate form for periods of leave of absence from candidature and suspension of award for scholarship holders. Full details of reasons for the leave must be given and a proposed plan with timeline for completion on return from leave. Leave of absence may be accumulated up to a maximum of 12 months for the entire candidature.

Leave of absence requests will be limited to certain periods of candidature. Leave will not be granted to candidates who have been enrolled for less than one year and will not be granted to candidates who are in the final half year full-time or final year part-time unless there are exceptional circumstances.

Applications for leave of absence should be made at least one month in advance of the start date for leave unless there are exceptional circumstances.

Transfers

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

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

Candidates seeking to upgrade to a PhD degree

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

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

Change to external attendance

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

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

Temporary period of overseas research

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

Important dates for candidature

1 January
Commencement of first half year for continuing higher degree research candidates

7 February
Census date for continuing students in higher degree research programs
Last date for total withdrawal for continuing students; last date for changes to take effect for first half year, ie from 1 January, namely change of attendance from part-time to full-time or full-time to part-time; transfer applications; applications to change from internal to external and from external to internal

21 February
Enrolment/commencement for new research students in first half year 2005

1 July
Commencement of second half-year for continuing higher degree research candidates

27 July 2005*
Enrolment/commencement for new research students in second half year 2005
* Date may be subject to change as enrolment day is still to be determined.

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

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

Change or name or address

Students must notify a change of address and other personal details as soon as possible. Failure to do this promptly could lead to important correspondence or course information not reaching you. The University cannot accept responsibility if official communications fail to reach students who do not notify address changes. You may incur an academic or monetary penalty as a result of an incorrect address.

New on-line facilities to change contact details are now available for all students through eStudent at https://student1.mq.edu.au/t1tbmain.asp

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

Assessment

Examinations for coursework units

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

Thesis

Higher degree research candidates pursue an advanced program of study which culminates in a thesis which embodies the results of the candidate’s original research and investigations. A traditional thesis is a single integrated coherent body of work submitted for examination. A summary of the procedures concerning the submission of theses is outlined below. Candidates are advised to consult the complete information before commencing to write their theses. Full information relating to the preparation and assessment of theses is available on the Web at http://www.ro.mq.edu.au/HDRU/forms.htm The appropriate extracts are also available in hardcopy from the Student Enquiry Service on the ground floor of the Lincoln Building or the Higher Degree Research Unit in Cottage C4C.

Non-traditional thesis

The University offers research degrees by submission of a non-traditional thesis which may be awarded by Academic Senate solely on the results of the examination. A non-traditional thesis is an integrated, coherent
body of work which may include submitted or published papers, books and creative works separately identified within the thesis. For further information see the policy document entitled Guidelines for Non-Traditional Theses at www.ro.mq.edu.au/HDRU/thesis.htm.

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

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

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

Three forms must accompany the thesis at submission:

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

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

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

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

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

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

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

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

Higher degree research candidates may appeal against grades in coursework units, where such units form part of their program of study, as described below. Candidates enrolled in higher degree research programs (Doctorates, Master Honours or Master by Research) have the opportunity to appeal to the Higher Degree Research Appeals Committee (HDRAC) against a range of determinations relevant to candidature, scholarships, and thesis examinations under the provisions in the Degree Rules and according to established protocols as described below. Appeals will only be considered if submitted within the time limits outlined below and in the prescribed manner.

Appeals by higher degree research students against grades in coursework units
A formal procedure enabling students to appeal against grades awarded for coursework units of study has been established. The steps to be taken are:

- Academic staff will first discuss with students problems arising from the final unit grade awarded.
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Discussion will be within the context of the requirements of the unit as set out in the unit outline.

- If difficulties and differences continue, or if there appear to be undue delays in initiating the required discussion between student and staff, the student has the right to lodge with the Dean of Division, or a director of program, a written request for a review of the grade awarded. Any such request must specify and make explicit the grounds for concern.
- Prior to recommending the grade, the Dean of Division will, if requested by the student, discuss the matter with him or her. After the student has initially discussed the matter in private with the Dean, the member of staff will have the option to be present in the continuation of the discussion of that case.
- The Dean will notify the Deputy Vice-Chancellor (Research) of the existence of the appeal and the nature of and reasons for the recommendation, which will either be that the original grade is sustained, or is to be raised or lowered or may be subject to re-examination.

This information will also be provided in written form to the student. If difficulties continue after the recommendation is forwarded from the Dean of Division to the Deputy Vice-Chancellor (Research) the student may, before the expiration of seven days after the recommendation has been transmitted, lodge an appeal with the Deputy Vice-Chancellor (Research) which shall detail and make explicit the grounds for thinking that the Dean of Division’s recommendation is unfair or unjust. Students contemplating such an appeal should:

- consult the Dean of Graduate Studies before lodging of the appeal with the Deputy Vice-Chancellor (Research).

- The Dean of Graduate Studies will seek to mediate resolution of the matter by consultation with the candidate and the parties responsible for the decision at issue. If not so resolved to the satisfaction of all parties, the Dean of Graduate Studies will advise the candidate on furthering the appeal and prepare a report.

- The Dean of Graduate Studies will then advise the Deputy Vice-Chancellor (Research) of the existence of the dispute and will refer the matter together with all relevant documents to the Higher Degree Research Committee.

- In considering a grading appeal, the Higher Degree Research Committee, or a nominated subcommittee thereof, will then invite the Dean of the Division to comment on the case. The Higher Degree Research Committee will consider the appeal in the light of the Dean of Division’s report and any additional comments made by the Dean of Division.

The Higher Degree Research Committee may, as it sees fit:

1. disallow the appeal;
2. disallow the appeal, but recommend modifications to the grading procedures of the Division;
3. allow the appeal and report the changed grade to the Dean of Division and Senate; or
4. allow the appeal as in 3 and recommend that the Dean of Division reconsider the grades of all students in a similar situation to the appellant.

Appeals on matters of candidature, scholarships and thesis examinations

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

1. Determine appeals against decisions of Academic Senate in respect of thesis examinations. Such appeals can only be made by the higher degree research candidate the subject of that decision and must be restricted to claims of procedural irregularity in the conduct of the examination.

2. Determine appeals against decisions of the Higher Degree Research Committee which fall into the following academic and procedural areas:
   i) admission to candidature;
   ii) extensions of candidature;
   iii) leave of absence;
   iv) supervisory arrangements;
   v) termination of candidature;
   vi) ranking of scholarship applicants and the awarding of Australian Postgraduate Awards with stipend, and Macquarie University Postgraduate Awards;
   vii) implementation of scholarship conditions.

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

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

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

Appeals deadlines

- Appeals to the Higher Degree Research Committee on coursework grades is subject to strict deadlines which will only be varied in exceptional circumstances. Appeals not received within the time scale set out below will not be considered.

(i) Mid-year examinations

Lodgement of formal appeal with Dean of Division: 1 August 2005
Notification of grade recommendation from Dean of Division to student and to Deputy Vice-Chancellor (Research): 15 August 2005
Lodgement of appeal with Deputy Vice-Chancellor (Research): within one week of notification of Dean of Division’s recommendation.

(ii) End-of-year examinations
Lodgement of formal appeal with Dean of Division: 13 January 2006
Notification of grade recommendation from Dean of Division to student and to Deputy Vice-Chancellor (Research): 27 January 2006
Lodgement of appeal with Deputy Vice-Chancellor (Research): within one week of notification of Dean of Division’s recommendation.

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

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

Graduation
Qualification — expectation to Complete
Postgraduate qualifications are administered by the Postgraduate Officers in the academic Divisions of the University. Students who expect to satisfy requirements in July (first half) or December (second half) 2005 must ensure that an expectation to complete is entered on their student record during the enrolment periods in February or July. This information can be viewed on your eStudent login site: My Results/Expecting to Complete. If this information is not visible, follow the instructions contained therein.

Students who satisfy requirements for the award of a Higher Degree by Research, Masters Degree by coursework, Postgraduate Diploma or Postgraduate Certificate at the meetings of Academic Senate held on 16 December 2004 or 22 February 2005 will graduate in April 2005. If you are unsure of your qualification and graduation status, you must contact your Division before 22 February.

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

Students who satisfy requirements for the award of a Higher Degrees by Research, Masters Degree by coursework, Postgraduate Diploma or Postgraduate Certificate at the meetings of Academic Senate held on 15 July or 16 August 2005 will graduate in September 2005. If you are unsure of your graduation status, you must contact your Division before 16 August.

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

Graduation
April graduation information will be posted on 2 February with a return date of 4 March 2005. Graduating students must ensure that their mailing details are kept current at all times. All graduation changes, requests to defer graduation and requests to graduate at one of our mid-year overseas ceremonies, must be made in writing and received by the Graduation Unit before 4 March 2004. Incomplete requests and requests received after 4 March will not be processed.

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

As all graduation communication is conducted by mail, students must keep their mailing details current at all times. Please ensure that you update your contact details via eStudent before the end of your final examination period. This is particularly important for international students returning to their home country at the end of semester.

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

Local students intending to graduate in either Singapore or Hong Kong should return the Overseas Graduation Ceremony form, which is available on the web and at the Student Enquiry Service, to the Graduation Unit by 4 March for the mid-year overseas graduation ceremonies and 2 September for the end of year overseas ceremony.
Scholarships and Awards
Details of scholarships and awards are published regularly in the publication Macquarie University Staff News and further information is available from the Higher Degree Research Unit, the Student Enquiry Service and Division/Department offices.

The scholarship information website provides further information about awards on offer and application forms for currently available scholarships can be downloaded from this site at: www.ro.mq.edu.au/HDRU/scholar.htm

Australian Postgraduate Award (APA)
These awards are for full-time study towards higher degrees by research (some part-time awards are available in special circumstances). Initially tenable for one year, these awards are renewable annually subject to satisfactory progress. Maximum tenure of award is 2 years for a Masters and 3 years for a PhD. In 2004, the full-time stipend was: $18,484 per annum, currently tax exempt; and part-time: $9,906 per annum taxable. The stipends are increased by a small index annually. Applicants must be Australian or New Zealand citizens, or have been granted Australian permanent residency status by the application closing date. To receive a first round offer an applicant would normally need to have at least a four-year Bachelor degree with first-class honours, in the mid to high range; or else provide evidence of equivalent first-class honours achievement. The closing date for applications is 31 October.

Australian Postgraduate Award (Industry) (APAI)
These awards are won by the University and an industry partner for a project in an area of common research interest. The award funds a Masters or PhD scholarship in that area. Conditions are similar to the APA, but a slightly higher stipend applies. In 2004, the full-time stipend was: $23,886 per annum, currently tax exempt; part-time: $13,160 per annum taxable. Applicants require a minimum of second-class division one honours, or will need to provide evidence of equivalent achievement. Students are encouraged to contact academic staff in their area of research interest to enquire about the possibility of awards. APAI awards are normally advertised from December onwards on the HDRU website.

International Postgraduate Research Scholarship (IPRS)
These awards aim to attract exceptional International postgraduate students to study in areas of research strength at Australian higher education institutions and to support Australia’s research efforts. Initially tenable for one year, these awards are renewable annually subject to satisfactory progress. Maximum tenure of award is 2 years for a Masters and 3 years for a PhD. The award only covers tuition fees and basic medical insurance. Applications are open to International citizens (except New Zealand citizens and permanent residents of Australia) wanting to study full time at Macquarie University. Successful applicants are chosen on academic merit and generally have the equivalent of an Australian Master by research degree, or Australian Bachelor degree with first class honours. The closing date for applications is 31 August.

Macquarie University Awards
The awards detailed below are a selection of those offered for study at Macquarie University. Particular awards may not be offered every year.

Research Awards for Areas and Centres of Excellence (RAACE)
These awards were initiated in 2001 with the aim of assisting full-time research candidates to undertake PhD programs in one of the 11 areas of research excellence at Macquarie University. The conditions of award and stipend are generally the same as those of the APA. Currently thirty six awards are available annually, on a first in first served basis. Prior to applying for this award, applicants must contact academic staff in their area of research interest. Applicants must hold an Australian Bachelors degree with first class honours, or provide evidence of equivalent qualifications. Award is based on both a successful application and the proposed supervisor having a project proposal request (PPR) approved by the DVC Research. Applications may be lodged on an individual basis year round.

Macquarie University Postgraduate Research Awards (MUPGRA)
The conditions of award and stipend are generally the same as those of the APA. The closing date for applications is 31 October.

Applied Finance Scholarships
These awards are offered in the Macquarie University Applied Finance Centre to assist postgraduate students studying in the area of applied finance. The conditions of award generally follow those of the APA, but attract a higher stipend: currently $35,000 per annum tax exempt. There are two rounds per year, closing 31 March and 30 September.

International Macquarie University Research Scholarships (iMURS)
The iMURS are awards for full-time International citizens (not New Zealand citizens or Australian permanent residents), undertaking PhD studies in one of the 11 Macquarie University Areas of Research Excellence. There are 3 levels of stipend and iMURS1 offers a fee waiver and annual stipend (currently $18,484 per annum).

PhD applicants who hold an International Postgraduate Research Scholarship (IPRS), or equivalent tuition fee only scholarship, are also eligible to apply. Currently
thirty six awards are available annually, on a first in first served basis. Prior to applying for this award, applicants must contact academic staff in their area of research interest. Applicants must provide evidence of qualifications equivalent to an Australian Bachelors degree with first class honours, further information on equivalence and conditions of award are available on the HDRU website. Award is based on both a successful application and the proposed supervisor having a project proposal request (PPR) approved by the DVC Research. Applications may be lodged on an individual basis year round.

Macquarie Graduate School of Management Scholarship
This scholarship may be offered to full time students enrolled at the Macquarie Graduate School of Management to assist with their postgraduate studies. The award conditions are similar to the APA and the stipend is currently $20 000 per annum tax exempt.
STUDENT INFORMATION — COURSEWORK

Admission and Enrolment

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

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

It should be noted that for admission to some Masters by coursework, postgraduate diploma and postgraduate certificate programs, applicants must have professional or other experience.

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

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

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

IELTS – a minimum score of 6.5 overall with a minimum of 6.0 in each band. For Translation and Interpreting and Editing and Publishing programs applicants must have an overall minimum score of 7.0 with 7.0 in the reading and writing tests.

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

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

CULT – 70

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

CCPE – C pass

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

HKALE – C pass in Use of English

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

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

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

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

International students
Persons who are not Australian or New Zealand citizens or permanent residents of Australia should seek information and application forms in the first instance from Macquarie International, Macquarie University, NSW, 2109. Telephone IDD: (612) STD (02) 9850 7346. Facsimile IDD (612): STD (02) 9850 7733.

Closing Dates for Applications

First half-year admission
29 October 2004 — first closing date for postgraduate coursework programs (internal and external/distance)
17 December 2004 — final closing date for all postgraduate external/distance coursework programs
14 January 2005 — final closing date for all postgraduate internal coursework programs
Second half-year admission
31 May 2005 — first closing date for postgraduate internal coursework programs and FINAL closing date for all postgraduate internal coursework programs.
30 June 2004 — final closing date for postgraduate internal coursework programs
Not all courses have a second half-year intake. Applicants should contact the Student Enquiry Service on (02) 9850 6410 from April for details of mid-year admission.
The Macquarie Graduate School of Management, Applied Finance Centre and the Postgraduate Diploma and Master of Accounting programs have non-standard closing dates. Please contact the relevant Department for further information.

Offers of admission
Offers of admission for first half-year, for most coursework programs, will be made during the period November 2004 to January 2005.
Offers of admission to candidature for second half-year coursework programs will be made in July 2005.
Offers will be accompanied by enrolment information. All candidates must enrol by the date specified in the enrolment instructions.
Candidates wishing to enrol after the specified date must request permission from the Postgraduate Enrolment Officer. Enrolment after the specified date may incur a late fee.

ENROLMENT
All postgraduate candidates except distance students (whose enrolment forms will be posted) are required to attend Macquarie University in person to complete their enrolment. This will be in mid February 2005 for First Half-year and late July for Second Half-year.
The Graduate School of Management, Centre for Applied Finance and Postgraduate Diploma and Master of Accounting programs have non-standard enrolment dates which will be advised to applicants with their offer letter.
Continuing postgraduate coursework students will receive information about enrolment procedures in December 2004. New internal candidates and former Macquarie students returning after an absence must enrol in person.
It is not possible to defer enrolment until the following year. A candidate wishing to commence study in the following year must re-apply at the appropriate time.

STUDENT IDENTITY CARD
When enrolment is completed, all new candidates are issued with a photo-identity card, which should be carried during attendance at the University and shown on request. The card must be presented when borrowing books from the Library, applying for transport concessions, using the services of the Careers Development Office and when sitting for examinations.
The student identity card for postgraduate coursework students must be validated each year at re-enrolment.
Candidates should note that the number on the card is your University identification number, which should be quoted in all correspondence to the University. A candidate who loses or damages the identity card should complete an application form for a new card obtainable from the Library and pay the replacement charge of $10 to the Cashier.

STUDENT CONTRIBUTION AND/OR TUITION FEES
The University has approved tuition fees for postgraduate coursework programs listed in Schedule 2 of the Fees Rules. The Schedule appears at the end of this section of the Handbook.
The fees are charged in line with Government guidelines which provide for institutions to charge fees for postgraduate courses. Postgraduate fees paid by a student may, in certain cases, be claimable for taxation purposes as 'expenses of self-education'.
International students are charged tuition fees. Specific details can be obtained from Macquarie International.
Domestic students who undertake a postgraduate coursework program will be liable for either
a) tuition fees; or
b) a student contribution if they accept a Commonwealth supported place.
Tuition fees means that the student pays fees that cover the full cost for the program. Eligible students may apply for FEE-HELP to assist them to pay their tuition fees.
A Commonwealth supported place means that both the Commonwealth and the student contribute towards the cost of the program.

Commonwealth-supported (HECS) students
Some Macquarie postgraduate courses have a limited number of Commonwealth-supported places available for eligible students. Students enrolled as Commonwealth-supported students are required to pay a set amount towards the cost of their course (known as student contributions), with the Australian Government paying the remainder.
If you are an Australian citizen or the holder of an Australian permanent humanitarian visa, you can pay your student contributions up front (and receive a 20% discount) or you may request a HECS-HELP loan to pay some or all of your student contributions. If you are a New Zealand citizen or the holder of an Australian permanent visa (other than an Australian permanent humanitarian visa) you do not have access to a HELP loan and
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must pay your student contributions up front (without a discount).

Repayments for all HELP loans are based on income and are made through the taxation system. You do not have to start repaying your HELP loan until your income reaches $35,000 in 2004-05 and $36,184 in 2005-06.

Tuition fee students

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

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

Note that under the Higher Education Reforms the Postgraduate Education Loans Scheme (PELS) has been abolished and replaced with FEE-HELP.

FEE-HELP loans can cover up to the full amount of your tuition fees, but the maximum you are able to borrow in your lifetime is $50,000. There is no loan fee attached to FEE-HELP loans for postgraduate students.

Repayments for all HELP loans are based on income and are made through the taxation system. You do not have to start repaying your HELP loan until your income reaches $35,000 in 2004-05 and $36,184 in 2005-06.

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

INTELLECTUAL PROPERTY

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

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

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


PLAGIARISM

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

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

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

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.

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

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

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

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

i) state clearly in the appropriate form where they found the material on which they have based their work, using the system of reference specified by the Division in which their assignment was set;
ii) acknowledge the people whose concepts, experiments, or results they have extracted, developed, or summarised, even if they put these ideas into their own words;
iii) avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.
If a student uses the work of another person without clearly stating or acknowledging their source, the result is falsely claiming that material as their own work and committing an act of PLAGIARISM. This is a very serious violation of good practice and an offence for which a student will be penalised.

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

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

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

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

**CREDIT FOR PREVIOUS STUDY**

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

- Where Macquarie University offers a set of articulated coursework awards (degree/diploma/certificate), candidates who have completed requirements for one of the lesser courses in the set may have that award conferred and also receive full credit towards the higher award for relevant studies completed.
- But, if the lesser awards lead to several higher awards, the credit from the lesser awards in the pathway can only be used once.
- Otherwise, candidates who have completed relevant postgraduate studies at Macquarie University or another university may receive up to a total credit of 25% towards a Macquarie award. Those who have only partially completed a postgraduate award may be granted credit of up to 50%.

**Units which are deemed to be relevant to the program of study and which are part of a completed course may only count towards core and option requirements, but not towards electives. Generally, credit should not be granted for electives and instead different electives should be substituted wherever possible. (Note that the terminology is that of study patterns where units are classified as core, option and elective.)**

- Generally, advanced standing for previous studies is only granted if the studies have been completed within the previous ten years.

**Student Information — Coursework**

**Progress During Candidature**

**Progress**

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

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

**Re-admission after an absence**

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

**Re-enrolment**

Candidates in coursework programs will receive re-enrolment information in December 2004. Some categories of postgraduate coursework students may be eligible to re-enrol via the web.

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

**Change of Program of Study**

The program of study to be completed by a postgraduate candidate is prescribed by the Academic Program Committee on the recommendation of the Dean of the Division in which the candidate is registered.

A candidate in a coursework program who wishes to change their program of study should first discuss the change with their coursework convenor and complete a Change of Program form, obtain academic approval on the form and take it to one of the online "Change of
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Program" sessions to be processed or in some cases may be done online via eStudent.

The dates for discontinuance of units are set out under "Discontinuance" below. Candidates enrolled for undergraduate units as specified in the Schedule of Units are subject to the same conditions of enrolment as for Bachelor Degree candidates.

Discontinuance

The following dates apply in respect of discontinuance except in the case of the Postgraduate Diploma and Master of Accounting and courses offered by the Graduate School of Management, the Applied Finance Centre or Vacation units.

Where a candidate discontinues a course or first-half year units and notification of this is received by the Registrar and Vice-Principal’s office before the Census Date 31 March the candidate will be regarded as "Early Withdrawn". A refund of fees paid will be made and no tuition fees or student contribution liability will be incurred.

Where a candidate discontinues second half-year units and notification of this is received by the Registrar and Vice-Principal’s office on or before the Census Date 31 March, the candidate will be regarded as "Early Withdrawn" and no student contribution or tuition fee liability will be incurred.

Where a postgraduate candidate discontinues a first half-year unit after 31 March, the candidate’s academic record will show W "Withdrawn".

If a postgraduate candidate discontinues a second half-year unit after 31 August, the candidate’s academic record will show W "Withdrawn".

Where a postgraduate candidate discontinues a full year unit and notification of this is received by the Registrar and Vice-Principal’s office on or before 30 April the candidate will be regarded as "Early Withdrawn". A refund of fees paid will be made and no tuition fees or student contribution liability will be incurred.

Withdrawal from first-half units after 31 March, from second-half units after 31 August or from full year units after 30 April will have implications for a student’s liability under the Higher Education Loan Programme or for tuition fees. Withdrawal from a unit with a grade of "W" will result in liability for the cost of that unit. In the case of discontinuance of undergraduate courses the Bachelor Degree Rules apply.

Change of Name or Address

Candidates are required to notify the Registrar and Vice-Principal’s office of any change to their name or address as soon as possible. Failure to do so could lead to important correspondence or course information not reaching a candidate. The University cannot accept responsibility if official communications fail to reach a candidate who has not notified of a change of address.

An official form for change of personal details is available at the Student Enquiry Service or on the Web. Facilities for students to change contact details via the Web are now available for currently enrolled students.

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

Assessment

Examinations

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

Conduct of Examinations

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

Candidates are not permitted to take bags or briefcases of any description into an examination area, but they may take in small money purses or cosmetic bags. NO MOBILE PHONES MAY BE BROUGHT INTO EXAMINATION ROOMS. Candidates may, if they wish, deposit bags or briefcases or other property in an area provided for this purpose or in the cloakroom in the Union building. Such bags, briefcases or other property are deposited at the owner’s risk. The University will not be responsible for loss or damage of any description to property so deposited.

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

NOTE: MOBILE PHONES ARE NOT PERMITTED IN EXAMINATION ROOMS

Student Conduct in Examinations

The Rules governing the conduct of students in examinations are:

(a) Candidates are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.

(b) No bag, writing paper, manuscript or book, other than a specified aid, is to be brought into or removed from an examination room.

(c) No candidate shall be admitted to an examination after one hour from the time of commencement of the examination. No candidate shall be permitted to leave an examination room before the
expiry of one hour from the time the examination commences. Where in special cases this rule is varied an appropriate announcement will be made.

(d) No candidate shall be readmitted to an examination room after he or she has left it unless during the full period of the absence the candidate has been under approved supervision.

(e) A candidate shall not by any improper means obtain, or endeavour to obtain, assistance in his or her work, or give, or endeavour to give, assistance to any other candidate.

(f) There must be no communication of any kind between candidates in the examination rooms except where laid down in the rules for a specific examination.

Appeals

Appeals Against Grades

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

Step 1: Consultation

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

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

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

Step 2: Formal appeal to the Dean of the Division

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

- put in writing the specific reasons why the grade is being questioned and include a copy of the correspondence with the academic member in charge of the unit, and
- submit this written request for a review of the grade awarded to the Dean of Division or nominee. A candidate can only appeal against the award of a grade where:

1. the unit co-ordinator did not provide a unit outline as required; or
2. the assessment requirements as specified in the unit outline were varied in an unreasonable way; or
3. examiners’ judgement was not objectively applied because of prejudice against the individual candidate; or
4. a candidate is of the view that a clerical error has occurred in the computation of the grade; or
5. due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date.
6. a candidate is of the view that they have been disadvantaged in some way due to the conduct of their final examination.

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

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

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

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

Appeals deadlines

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

(i) 2004–2005 Summer Course Program
- Lodgement of formal appeal with Dean of Division: 4 March 2005
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 11 March 2005
- Lodgement of appeal with Registrar and Vice-Principal: within five working days of notification of Dean of Division’s recommendation.

(ii) Mid-year examinations
- Lodgement of formal appeal with Dean of Division: 1 August 2005
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 15 August 2005
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- Lodgement of appeal with Registrar and Vice-Principal: within five working days of notification of Dean of Division’s recommendation.

(iii) End-of-year examinations
- Lodgement of formal appeal with Dean of Division: 12 January 2006
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 27 January 2006
- Lodgement of appeal with Registrar and Vice-Principal: within five working days of notification of Dean of Division’s recommendation.

(iv) 2006 Summer Course Program
- Lodgement of formal appeal with Dean of Division: 3 March 2006
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 10 March 2006
- Lodgement of appeal with Registrar and Vice-Principal: within five working days of notification of Dean of Division’s recommendation.

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

Grading Appeals Committee

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

The Grading Appeals Committee may, as it sees fit,

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

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

Graduation

April graduation information will be posted on 2 February with a return date of 4 March 2005. Graduating students must ensure that their mailing details are kept current at all times. All graduation changes, requests to defer graduation and requests to graduate at one of our mid-year overseas ceremonies, must be made in writing and received by the Graduation Unit before 4 March 2004. Incomplete requests and requests received after 4 March will not be processed.

Students who satisfy requirements for the award of a Higher Degree by Research, Masters Degree by coursework, Postgraduate Diploma or Postgraduate Certificate at the meetings of Academic Senate held on 15 July or 16 August 2005 will graduate in September 2005. If you are unsure of your qualification and graduation status, you must contact your Division before 22 February.

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

Students who satisfy requirements for the award of a Higher Degree by Research, Masters Degree by coursework, Postgraduate Diploma or Postgraduate Certificate at the meetings of Academic Senate held on 15 July or 16 August 2005 will graduate in September 2005. If you are unsure of your qualification and graduation status, you must contact your Division before 22 February.

Qualification — results

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

Qualification — expectation to complete

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

Students who satisfy requirements for the award of a Higher Degree by Research, Masters Degree by coursework, Postgraduate Diploma or Postgraduate Certificate at the meetings of Academic Senate held on 16 December 2004 or 22 February 2005 will graduate in April 2005. If you are unsure of your qualification and graduation status, you must contact your Division before 22 February.

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

Students who satisfy requirements for the award of a Higher Degree by Research, Masters Degree by coursework, Postgraduate Diploma or Postgraduate Certificate at the meetings of Academic Senate held on 15 July or 16 August 2005 will graduate in September 2005. If you are unsure of your qualification and graduation status, you must contact your Division before 22 February.

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*NB Please note that students completing Summer or Vacation units and students with late resolution of results or qualifications will not graduate in April 2005.
Overseas graduation
The University will conduct overseas graduation ceremonies in Singapore and Hong Kong in June/July 2005 and Hong Kong in November 2005. It is possible that a graduation ceremony will also be held in China at the end of 2005 if sufficient students request to join this ceremony.

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

Scholarships and Awards
The Mallesons Stephen Jacques Bill Wallace Memorial Scholarship
The purpose of this scholarship is to assist in meeting part of the tuition fees for the Master of Applied Finance course. The scholarship is offered to part-time students resident in either Sydney or Melbourne who are eligible to proceed to the second part-time year of the Master of Applied Finance course.

Further information on the scholarship may be obtained from the Applied Finance Centre (telephone 02 9850 7282).

Karen Lynch Memorial Award: Grant-in-Aid
This grant-in-aid of $10,000 per annum, is offered to an indigenous student to assist in postgraduate studies. These studies should be seen to have positive community outcomes. Candidates are nominated by Warawara at Macquarie University and compete for the award with students from other universities.

Master of International Business Scholarship
The purpose of these scholarships is to provide assistance towards the tuition fees for the Master of International Business course for the three students with the highest cumulative GPAs in the Bachelor of Business Hospitality and Tourism. The students will receive tuition fee waivers for all or some of their units in the Master of International Business. Details can be obtained from Samantha Harris, Office of the Registrar, International College of Tourism and Hotel Management (ICTHM) on 9977 0333 or email: enquiry@icthm.edu.au

Reader’s Digest Scholarship in Editing and Publishing
The purpose of this scholarship is to enable the holder to pursue a program of study leading to the Postgraduate Diploma in Editing and Publishing. The scholarship covers tuition fees for the program initially for one year, and subject to satisfactory progress by the holder, may be extended for a second year. One award is available every second year and is usually advertised during Semester.

One of the year of offer. Details can be obtained from Associate Professor Pamela Peters on phone: (02) 9850 8773 or email: ppeters@ling.mq.edu.au.

Woolworth’s Scholarship
The purpose of this scholarship is to provide assistance towards the tuition fees of either the Master of Business Administration (MBA) or Master of Management (Mgt) in the Graduate School of Management. The scholarship holder, prior to commencing the award, shall be currently employed in a permanent (full or part-time) position in the Australian retail industry and have demonstrated commitment to a career in that industry. Applications should be made on the relevant application form available from the Graduate School of Management.

Women in Publishing Scholarship
The purpose of this scholarship is to assist the holder in pursuing a program of study leading to the Postgraduate Diploma in Editing and Publishing. The Scholarship will be tenable for one year and, subject to satisfactory progress by the holder, will be extended for a second year. The Scholarship shall be to the value of $500 per annum. Applicants need to demonstrate the importance of training for career development. Further information on the Scholarship may be obtained from Associate Professor Pamela Peters on (02) 9850 8773 or email ppeters@ling.mq.edu.au.

The Alex Mitchell Scholarship in Educational Leadership
The purpose of this scholarship is to assist the holder in pursuing a postgraduate coursework program in Educational Leadership (School Education). The eligible applicant must have a bachelor’s degree (or equivalent), be a graduate of Macquarie University and have at least two years’ relevant work experience in a school education context; strong referees’ reports and a statement of potential career benefits. The recipient of this scholarship will receive a waiver of tuition fees relating to the Postgraduate Certificate in Educational Leadership (School Education). Applications are available at /www.cpd.mq.edu.au/edlshp.htm

The George Cooney Scholarship
The purpose of this scholarship is to assist the holder in pursuing a program of study leading to the Postgraduate Certificate in Education Studies. The eligible applicant must have a bachelor’s degree (or equivalent), be a graduate of Macquarie University and commenced in the teaching service in 2000 or later. The recipient of the scholarship will receive a waiver of tuition fees relating to this program of study. Application material can be found at: www.postgradandbeyond.mq.edu.au/Coursework/george-cooney.htm