Welcome to the Faculty of Human Sciences at Macquarie University where we aim to make a difference in people’s lives.

The Human Sciences are interested in understanding people - how we perceive and think about the world around us, why we act and feel the way we do, how we learn new things and how we come to understand one another through the mysteries of language and communication. We welcome you to come and join our world-leading researchers and award-winning teachers on a journey of discovery.

As a university of service and engagement, Macquarie University seeks to enable you to become a professionally competent global citizen who is engaged with your profession and the community. We welcome staff and students from diverse social and cultural backgrounds who are all seeking an opportunity to engage in a rewarding educational experience both as teachers and learners.

The Faculty of Human Sciences comprises a range of dynamic and exciting fields of postgraduate exploration and study that include early childhood studies and education, applied linguistics, translation and interpreting, speech, hearing and language sciences and psychology and cognitive science. These fields of study explore some of the essential features of what it is to be human.

Located within one of the largest business and technology precincts in the southern hemisphere, Macquarie University is well placed to offer exciting opportunities for postgraduate students. With Cochlear’s International Head Office located on campus just across the street from the Australian Hearing Hub, the opportunities for collaboration in research and innovation in hearing and related sciences is unparalleled. The Hearing Hub brings together researchers and service providers from key hearing organisations forming a platform that extends Macquarie University’s postgraduate research and teaching in hearing, cognitive and language sciences.

Our postgraduate clinical programs in speech pathology, audiology, clinical psychology, neuropsychology and organisational psychology have excellent clinical training facilities in the Australian Hearing Hub and benefit from our close links with the Macquarie University Hospital. We have outstanding facilities and strong industry and school links for our professional programs in translating and interpreting and teacher education.

In Human Sciences you will be guided by leaders in their fields who are passionate about their work. You will engage in discovery through research and be supported by great teachers and administrative staff. You will work alongside industry professionals and learn from academic experts who are committed to excellence in the delivery of flexible and innovative learning experiences that suit different styles and patterns of study.

I invite you to join us to help make a difference in people’s lives.

Best wishes,

Janet Greeley
Executive Dean
Faculty of Human Sciences
Contents

4  Get to Know Your Faculty
   Centres of Excellence
   About the Human Sciences Student Centre
5  Key Dates 2015
   Academic Advising and Orientation Sessions
6  Enrolment
   What is eStudent?
   Gmail
7  iLearn
   Campus Card and Access Card
9  Transport Concession
   Computer Authentication
   Reloadable Debit Card
10 Planning Your Degree
   Choosing Units
   Timetable
   Talk to an Advisor
   Changing your Enrolment
   Re-enrolment each year
12 Being a Student
   Have an Enquiry?
   Fees
   Change of contact details
14 Terms to Know
   Academic transcript
   Academic year
   Assessment
   Census date
   Confirmation of Enrolment (CoE)
   (International Students only)
   Credit point
15 Degree
   Department
   Electives
   Enrolment
   eStudent
   iLearn
   Learning Skills
   Not to Count for Credit With
16 One ID
   Prerequisite
   Program of study
   Recognition of Prior Learning (RPL)
   Unit code
   Unit Guide
   Unit of study
   Waivers
18 Useful Links
   Q&A
   Student Connect
   Library Facilities
19 The Co-op Bookshop
   Career and Employment Centre
   IT Student Support
   Macquarie International
   Graduations Office
   Campus Experience
20 Health and Campus Wellbeing
   Student Assistance Line
   Student Advocacy and Support Services
22 Degree Information
Get to know your Faculty

The Faculty of Human Sciences offers a broad range of postgraduate options in:

- Linguistics
- Psychology
- Education
- Early Childhood Studies

Centres of Excellence

The Faculty has concentrations of research excellence in:

- Cognitive Science
- Language Science
- Emotional Health

In addition the Faculty has the:

- Special Education Centre and Children and Families Research Centre
- Faculty Centres
  - the Centre for Elite Performance, Expertise and Training
  - Perception in Action Centre
  - ePhysical Health Centre

About the Human Sciences Student Centre

The Human Sciences Student Centre manages a range of postgraduate programs in Human Sciences disciplines that are specifically designed to meet the career needs of graduates in the challenging and rewarding world of the Human Sciences. The Centre is the place for program advice and general information to current and prospective postgraduate students and can be contacted via Ask MQ, phone and in person.

Some of the services provided by the centre include:

- questions about degree structure, core units, credit points
- advice on what you need to do to complete your degree
- information and help with rules and processes
- questions about transcripts and grades
- general enquiries about the Faculty of Human Sciences
- advice on what to do if you experience disruption to your studies during the semester or during exams
- information about services across the University

Human Sciences Student Centre

Building C3A, Level 3
Telephone: +61 2 9850 9898
Inquiries: Ask MQ
Online: www.humansciences.mq.edu.au
Opening Hours: Mon – Fri, 9am to 5pm
Public Holidays: Closed
Key Dates 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 February</td>
<td>Payment due for Session 1 (if applicable)</td>
</tr>
<tr>
<td>23 February</td>
<td>Commencement of Session 1</td>
</tr>
<tr>
<td>6 March</td>
<td>Last day to add an external units to your program</td>
</tr>
<tr>
<td>13 March</td>
<td>Last day to add on campus units to your program</td>
</tr>
<tr>
<td>31 March</td>
<td>Census date for Session 1 (Last date to withdraw from a unit without financial or academic penalty)</td>
</tr>
<tr>
<td>3 April</td>
<td>Session 1 recess</td>
</tr>
<tr>
<td>20 April</td>
<td>Session 1 resumes</td>
</tr>
<tr>
<td>28 April</td>
<td>Last date to withdraw from a unit without academic penalty</td>
</tr>
<tr>
<td>9 June</td>
<td>Exams commence</td>
</tr>
<tr>
<td>26 June</td>
<td>Session 1 ends</td>
</tr>
<tr>
<td>17 July</td>
<td>Exam result release</td>
</tr>
</tbody>
</table>

For a comprehensive list of Important Academic Dates in 2015 follow this link.

Academic Advising and Orientation Sessions

Academic Advising and orientation for postgraduate students is dependent on the course you have received an offer for. Some courses have compulsory advising while others do not. For further information check the MQ Enrolment Guide and click on the “Check if your degree offers academic advising” tab and enter your award (degree) name.
Enrolment

Enrolment in your units will commence from the following dates:

- Postgraduate students (EXTERNAL) will be able to enrol from **Friday 23 January 2015** (except Translating and Interpreting)
- Postgraduate students (INTERNAL) will be able to enrol from **Tuesday 3 February 2015** (except Translating and Interpreting)
- Postgraduate students in Translating and Interpreting courses will be able to enrol from **Wednesday 11 February 2015** (DOMESTIC students only) or **Thursday 19 February 2015** (INTERNATIONAL students)
- International Postgraduate students will be able to enrol from **Friday 13 February 2015** (except Translating and Interpreting)

**Commencing** students will be required to enrol in their program of study using Macquarie’s eStudent system. You can access eStudent from anywhere that internet access is available. You can accept your offer and prepare to enrol by clicking here.

Students who require assistance with enrolment can visit Building E4B. You may like to refer to instructions on how to enrol in units and register in classes in the eStudent Enrolment Tutorials. The videos cover all aspects of undergraduate and postgraduate student enrolment. Students can also visit the MQ Enrolment Guide for up to date information.

What is eStudent?

Your eStudent is your personal university account where you can perform tasks electronically such as enrolling in units, checking your exam results, viewing student fees and updating your personal details. Accessing your eStudent requires your Student ID and password.

**Password Resets**

Students can seek assistance for eStudent password resets by visiting Building C5C Room 244 or via phone (02) 9850 4357. Visit this link to access opening times.

**Gmail**

All Macquarie students are issued with an official University email account which is accessed via myMQ Student Portal. New students need to click on First Time Log in Process.

Communications from the university are sent only to your student email account. Please check these regularly.

If you have any questions with online enrolment refer to the Enrolment FAQs. If you can’t find the answer you’re looking for, submit your inquiry through Ask MQ.
iLearn

iLearn is the University’s Learning Management System (LMS). iLearn enables online learning, teaching, communication and collaboration. It can be used to access lecture notes, readings, quizzes, discussion forums and enables the submitting of assignments. For information about iLearn and to access self-help materials visit here.

Campus Card and Access Card

The Macquarie University Campus Card is your key to a range of resources, facilities and services on and off campus.

Your Campus Card gives you:

- a University ID, the only official proof of identity for University purposes
- library borrowing, printing and photocopying services
- a reloadable, prepaid MasterCard® issued by Commonwealth Bank, letting you make purchases and access your money wherever MasterCard® is accepted on and off campus
- Tap & Go™ with PayPass™, which lets you pay for purchases under $100 by tapping your card at the payment terminal
- free access to any Commonwealth Bank and Bankwest ATM once you’ve activated your card and PIN, and a range of benefits and offers with selected suppliers on and off campus.

Applying for your campus card:

For all queries about your Campus Card, please contact:

Student Connect
Level 2 MUSE C7A
Ask MQ
Tel: +61 2 9850 6410
Click here for more information.

⚠️ Your Campus Card must be presented

- To borrow books from the library.
- To obtain services at the Student Centre.
- To display on your desk during class tests and examinations.
Transport Concession

To be eligible for a concession sticker you must be an Australian citizen or hold a Permanent Resident visa, be a full-time student, enrolled in internal classes (not external mode) and not receive any remuneration (scholarships and allowances such as Austudy and the Youth Allowance are not counted as remuneration). Public transport concessions allow students to receive a discounted fare on trains, buses and ferries. Transport Concession Stickers can be collected after you obtain your campus card.

For International Student Travel Discounts

Send a request to Ask MQ and ask for your travel discount codes, and then you will be able to use the unique code to make your purchase online. More information can be found here.

Computer Authentication

You may need your Campus Card to access some computer networks on campus.
Contact Student IT Help for more information.

Reloadable Debit Card

Your Campus Card may be used as a reloadable debit card. You can load funds onto the card at the reloading stations located in the Library on Levels 1 and 2. You can then use your card for photocopying, printing and the purchase of small items.
Planning Your Degree

Choosing Units
Students should follow the appropriate study pattern for the program in which they are enrolled and be aware of the prerequisites for the units they wish to enrol. Refer to the postgraduate courses section in this guide. This information is also available in the Macquarie University Handbook and in course finder.

Timetable
Students can search the University timetable for unit availability online by clicking here. Students are advised to check class times and locations before each Session commences for any late changes.

Talk to an Advisor
The staff at the Human Sciences Student Centre can assist you in planning your program of study. You can visit the Centre on campus or send your request via Ask MQ.

Human Sciences Student Centre
Building C3A, Level 3 Telephone: +61 2 9850 9898
Enquiries: Ask MQ
Online: www.humansciences.mq.edu.au
Opening Hours: Mon – Fri, 9am to 5pm
Public Holidays: Closed

Changing your Enrolment
Students can make amendments to their study plan through eStudent. After classes start, change of units will only be possible if there are places in your preferred unit. Some units are full from the first day of classes, so not all changes can be accommodated.

If you unregister from classes in eStudent you will remain enrolled in the unit. To withdraw from a unit in eStudent select My Enrolment/WITHDRAW from Units and follow the instructions.

Re-enrolment each year
Students are required to re-enrol via eStudent in January (for full year) and/or July (second half year) during the specific times. Click here to get started. All students are responsible for completing their own enrolment correctly. International students must enrol in a full time study load to meet student visa requirements. Domestic students can enrol in a full or part time basis. Absence from your studies for two or more consecutive sessions may result in discontinuance from the program.
Being a Student

Have an Enquiry?
General enquiries are submitted through the university’s online student enquiry management system. To lodge an enquiry, visit Ask MQ. You can also find answers to your questions on the FAQ Library through the search facility available.

Fees
All postgraduate coursework degrees have a tuition fee. This fee is spread over the full period of candidature and students only pay for their current semester. Tuition fees are charged on a credit point basis. Complete information about tuition fees that apply to each course is available here.

Summer vacation units which commence in the current year (e.g. 2015) and continue into the next year (e.g. 2016) are considered to be 2016 units, and will be charged at the 2016 rate.

Students are able to view any fees owing each semester by logging onto eStudent, and selecting My Finances menu and then choosing Outstanding Debt.

All matters concerning Fee Notices must be directed to the Fees Office 9850 7230, or by submitting an enquiry via Ask MQ (Fees, Fines and Loans). The Faculty of Human Sciences does not provide advice on student fees.

Change of contact details
Change of address or other personal information must be completed via the web on eStudent. You must keep your contact details up to date. The University does not accept responsibility if official communications fail to reach you.
Terms to Know

When you arrive at Macquarie you are going to be speaking to a lot of people, and these people will be using terms that you may be unfamiliar with. So let’s go through some of the terms that you are going to hear more than once (you will also find these in the glossary and in your handbook).

Academic transcript
The academic transcript is the official and certified version of a student’s academic record. The academic transcript lists the units and programs a student has enrolled in and all units they have attempted, and the grades received. An official transcript is always printed on watermarked University paper.
Also known as: Transcript

Academic year
The academic year is divided into three sessions, each consisting of a teaching period and an examination period. The University also offers courses with other types of academic year including trimesters, terms and semesters.

Assessment
The activities, tasks and/or performances that support learning and are required of a student in order to complete a unit of study.

Census date
This is the date by which a student must discontinue their enrolment if they do not wish to be liable for tuition fees for a unit. If a student remains enrolled after the census date, they will be liable for tuition fees.

Confirmation of Enrolment (CoE) (International Students only)
A document provided electronically, which is issued by Macquarie University to intending international students and which must accompany their application for a student visa. It confirms the international student’s eligibility to enrol in the particular course at Macquarie University.

Credit point
Each unit of study is worth a specified number of credit points. The credit point value of a unit reflects the amount of work required in the unit. Each credit point in a half-year unit would indicate that you should expect to spend about three hours each week on that e.g. a 4 credit point postgraduate unit would take about 12 hours of your time each week.
Degree
A degree is the major qualification awarded by a university. It is awarded either for successful work at undergraduate (bachelor degree) or postgraduate (higher degree) level, or as an honorary recognition (honorary degree) of achievement.

Department
The five faculties of the University are divided into departments reflecting the discipline being studied.

Electives
Units that students can decide to enrol in if they have the appropriate prerequisite.

Enrolment
The process you go through to select a program of study for your degree, be admitted to your course, formally select (enrol) the units you plan to study to complete your degree and register in classes for each selected (enrolled) unit. Click here for the MQ Enrolment Guide.

eStudent
This is the electronic system used at Macquarie University to manage enrolments and other student processes.

iLearn
iLearn is Macquarie’s Learning Management system which you will access for information about your units and about activities which involve you. The interface includes your specific units as well as community units you may be interested in. You can use iLearn to communicate with your unit convenors, tutors and to post in unit forums and complete quizzes in your units. You will be able to access technical information, online study tips, student guides, lecture recordings and Unit guides. After you enrol and receive your student number you will able to log into iLearn.

Learning Skills
On the Learning Skills website you will find a collection of useful resources relating to online workshops, study skills, quick guides, referencing guides, as well as information about the free workshops and advice available to all students, undergraduates and postgraduates.

Not to Count for Credit With
In the schedule of undergraduate units and schedule of postgraduate units in the handbook, a unit labelled NCCW may not count for credit with another specific unit.
One ID

One ID is a user profile that links you to a number of Macquarie University systems. Your One ID is made up of an 8 digit student number and a password of your choice. Your One ID is created within 3 business days of your enrolment. To activate your One ID complete the steps on First Time Login.

Prerequisite

A prerequisite is a statement of the required knowledge or conditions that must be satisfied before enrolment in a particular unit of study is permitted. Prerequisites are listed in the schedule of undergraduate units and schedule of postgraduate units in the handbook.

Program of study

The combination of units and/or research work that must be satisfactorily completed to qualify for a degree. All programs of study available at Macquarie are detailed in the schedule of programs of study in the handbook.

Recognition of Prior Learning (RPL)

Credit given in the form of Macquarie credit points for accredited tertiary-level studies undertaken at other institutions. When granted, RPL counts towards the credit point requirement for the degree in which a student is enrolled. For further information on RPL click here. To apply click here.

Unit code

An individual code that has been allotted to each unit of study.

Unit Guide

Unit guides provides the student with a concise and public source of information about a coursework unit, including, but not limited to, the aims, expected outcomes, structure and requirements of a unit of study. Students may use unit outlines to make decisions about programs of study and to manage their workload during a session. They also serve to introduce students to the expectations, values and priorities of Macquarie University as a community of learners and teachers.

Unit of study

A course, whether it is for a degree or diploma, is made up of a number of units of study, each worth a fixed number of credit points.

Also known as: Subject, Unit

Waivers

A waiver is granted to students who have met prerequisite requirements through previous studies within an undergraduate or postgraduate degree. A waiver enables students to enrol in units for which they have been assessed as meeting the required prerequisite. To be granted a waiver, students must submit a request for special approval via Ask MQ. The Human Sciences Student Centre will conduct an assessment and if eligible, a waiver will be granted. Students should contact the Centre for advice about waivers.

Click here to access the full glossary of terms.
Useful Links

Q&A

General enquiries are submitted through the university’s online student enquiry management system. You can also find answers to your questions on the FAQ Library through the search facility available.

Online: Ask MQ

Student Connect

First point of contact for all general student enquiries.

Student Connect MUSE Level 2 (C7A)
Telephone: +61 2 9850 6410
Online:

Library Facilities

Macquarie University Library is the largest academic library in northern Sydney. The Library uses modern technology to provide access to its collections such as an Automated Storage and Retrieval System (ASRS), the first Australian university to install an ASRS.

The Library is open all year, although students should check with the Library’s Information Desk located on ground level, regarding opening hours during weekends, vacation and public holidays.

Macquarie University Library Building C3C
Telephone: +61 2 9850 7500
Online:
The Co-op Bookshop
The Co-op Bookshop is a provider of educational, professional and lifelong learning resources in Australia. Students can purchase textbooks at The Co-op Bookshop located on campus.

Co-op Bookshop
Campus Hub, C10A
Telephone: +61 2 8886 4000
Email: macq@coop-bookshop.com.au
Online.

Career and Employment Centre
Offers career information, advice and development assistance to students. The Career Service uses CareerHub to upload jobs, events and career information that students can log on and access.

Career and Employment Centre
Ground Floor, Campus Hub Building (C10A)
Telephone: +61 2 9850 7372
Email: careers@mq.edu.au
Online.

IT Student Support
Student IT Help (SITH) provides information technology support and assistance to the students and staff of Macquarie University. For students, SITH provides assistance with usernames and passwords, campus cards etc.

IT Student Support
Building CSC Room 244
Telephone: +61 2 9850 HELP (4357) Option 1
Or FREECALL 1800 063 191
Online.

Macquarie International
The enquiry service for international students studying at Macquarie University providing various information, services, support and links to those studying in Australia.

Macquarie International
Level 1, Building E3A
Telephone: +61 2 9850 6320
Online.

Graduations Office
Co-ordinates ceremonies for graduating students. Website contains frequently asked questions about graduating.

Graduations Office
Telephone: +61 2 9850 7354
Email: graduation@mq.edu.au
Online.

Campus Experience
Provides support services for students through campus engagement and program offerings, food and beverage, retail, recreational, accommodation and campus wellbeing including medical and counselling amenities.
Online.
Health and Campus Wellbeing

Delivers services in counselling, medical, disability and welfare. The university medical centre is located on campus and is available for students Monday to Friday from 9am to 5pm.

**Counselling** – Provides free, confidential counselling for students to discuss any issue that may be of concern. Such issues may include psychological, emotional and/or social difficulties affecting academic progress, university and personal life.

**Medical** – Provides a comprehensive general practitioner service to all students and staff on campus including sexual health, preventative medicine, women’s health, quit smoking advice, as well as health and travel vaccinations.

**Disability** – Provides support and assistance to students with a disability and/or health condition to enable them to have an equal opportunity to flourish at University.

**Welfare** – Provides support, information, advocacy and referral service on welfare, health and wellbeing related matters such as (but not limited to), financial tenancy, legal, sexuality, drugs and alcohol, mental health, and sexual health.

**Macquarie University Clinic**

Suite 305, Level 3, Building F10A
Telephone: +61 2 9850 3944

**Campus Wellbeing**
Level 2, Lincoln Building (C8A)
Telephone: +61 2 9850 6496 or +61 2 9850 7497
Email: campuswellbeing@mq.edu.au
Online:

**Student Assistance Line**

The University provides a free, 24/7 wellbeing and safety assistance helpline for students. If you need help or are worried about something, for example a medical issue, mental health concern or safety question, or you have a general question about uni life, this service connects you with a wide range of experts who will provide support at any time of the day or night.

Telephone: 1800 CARE MQ (1800 2273 67)

**Student Advocacy and Support Services**

Student Advocacy and Support Services ensure that you are fairly represented by providing relevant information and advice as well as acting as a liaison or support person. The service offers free and confidential support.

**Student Advocacy and Support Services**
Level 2, Lincoln Building (C8A)
Telephone: +61 2 9850 7497
Online:
Degree Information

We offer Postgraduate Courses in the areas of:

- Advanced Medicine
- Applied Linguistics, TESOL, Editing
- Audiology, Speech Pathology
- Cognitive Sciences
- Early Childhood
- Education and Teaching
- Medical Sciences
- Physiotherapy (Health Professions)
- Psychology
- Research
- Translating and Interpreting

The above information is meant as a guide only, to plan your enrolment or study please see the official Handbook. For further information you are invited to visit the Schools, Departments and Centres pages.

Please refer to the online handbook as the most up to date and accurate source of information.
Acknowledgement: We wish to acknowledge the Faculty of Business and Economics initiative and design in the development of this guide.

Disclaimer: Information contained in this Guide is correct at 3 December 2014.

CRICOS Provider Number 00002J