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

In Human Sciences we offer courses to help you understand people – how we think, act and feel, how we learn from birth and throughout our lives, and how we come to understand one another through the mysteries of language and communication. Our world-leading researchers and award winning teachers will expertly guide you on your journey of discovery.

The Faculty comprises a range of dynamic and exciting fields of exploration and study — linguistics, speech, hearing and language sciences, psychology, cognitive science, health and community services, early childhood studies and education (early childhood, primary and secondary teaching). These fields of study explore people’s characteristics and capabilities and how to help people achieve a better quality of life.

Macquarie University is a university of service and engagement and our goal is to help you become a socially engaged and professionally competent global citizen. Our innovative courses are informed by the latest research and delivered by committed teachers who are passionate about their work.

We welcome staff and students from diverse social and cultural backgrounds who are seeking an opportunity to engage in an exciting educational experience that will lead to a rewarding career.

As a graduate you will be knowledgeable about your field of study and local and global issues through our and People and Planet units. You will have opportunities to build confidence and demonstrate your skills as a responsible worker through our Professional and Community Engagement (PACE) unit.

In Human Sciences, you will be taught by leaders in the their fields who have a deep understanding of the challenges of the university learning experience and how to help you gain the most from it. You will have the opportunity to engage in discovery through research as an integral part of your studies. You will be supported not only by great teachers but also your peers through our Peer Assisted Learning Program and our Student Support staff is second to none in their commitment to providing accurate and helpful administrative and personal support.

We are keen to empower your learning through collaborative, innovative and flexible methods of course delivery and modern teaching technologies that suit your style and pattern of study.

I invite you to come along and help us make a difference in people’s lives through study and work in the Human Sciences.

Best wishes,

Janet Greeley
Executive Dean
Faculty of Human Sciences
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Get to know your Faculty

The Faculty of Human Sciences covers a broad range of disciplines including:

- Human Sciences
- Linguistics
- Psychology
- Education
- Cognitive Science
- Early Childhood Studies
- Speech, Hearing and Language Science

We offer both flexible undergraduate degrees and more specialised degrees which prepare students for successful and rewarding careers, and postgraduate studies. We are a large and diverse Faculty with over 2200 undergraduate students, born in 90 different countries.

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

Faculty of Human Sciences

Student Centre

The Student Centre is the place for program advice and general information. Some examples are:

- 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

Faculty of 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 – 5pm
Public Holidays: Closed
Pre-Enrolment

Academic Advice

Academic advisers are members of staff who are able to advise students on their academic program. To make an appointment with an academic advisor, submit your request through Ask MQ.

The Student Centre is the first stop for general information around the “How do I…?” type of questions and program advice. Ask your question at Ask MQ for a fast response.

Before You Enrol

As a new undergraduate student, you will need to complete all steps in the pre-enrolment process before you can enrol into your degree.

Before registering for enrolment, click through Macquarie’s Plan your degree section to learn more about university terminology, the structure of your degree and how to use important resources. It is also recommended that you read your program guide (if available).

You can also find further information about your program of study in the handbook.

One more thing: The undergraduate booklet “Which Course Now? 2015” is an excellent introduction to Macquarie and its world-class courses. For our courses, see the Human Sciences section from pages 66 to 97.

All new students are required to register for enrolment and commencement at Macquarie University. You will be asked to register for on-line or on-campus information sessions. Enrolment Registration will open in December 2014.
Enrolment

Enrolling into your Course

Enrolment is one of the most important things you will do as a student at Macquarie. It is during enrolment that you decide what units (subjects) you will study and the classes you will attend. Enrolment will be done online, with students having the option to attend on-campus enrolment if they feel they need face to face support, or for activities which need direct engagement with university staff such as exemption approvals, skill assessments or mandatory information sessions.

On-campus enrolment

If you choose to attend on-campus enrolment, it is important to be well prepared for the day.

Getting to Macquarie

The University has regular train and bus services extending to areas across Sydney. If you live within a few kilometres of the campus, cycling and walking is the most healthy, convenient and cheapest way to travel to the Uni. If you need to drive because you live far away, consider carpooling or mixing your travel modes for part of the journey. Click here for parking information. To help you decide the best way to get to University, check out our Transport Guide.

What will I need?

Use the checklist below to ensure that you have everything you need on the day:

- Review your program guide (if available)
- Plan your degree using the Degree Planner
- Register for enrolment
- A list of questions that you need answered
- Recognition of Prior Learning documents, if relevant
- Campus Map

Recognition of Prior Learning (RPL)

This is for students who have successfully completed some tertiary study elsewhere. Before arriving at Macquarie you should have already applied for RPL. That way we can start helping you apply for any corresponding exemptions. More information regarding RPL can be found here. If you have been granted RPL and are hoping to receive exemptions for Macquarie units then you need the following:

- Official transcript from previous institution
- Advice of Recognition of Prior Learning
- Unit outlines from previous units studied
Mentors @ Macquarie

You can apply for a Mentor to be assigned to you during the enrolment process. A Mentor will guide you through the crucial first months of study at Macquarie. The Mentors@Macquarie are experienced student volunteers who will assist you in your orientation and transition into the academic lifestyle at university. They will help you to develop the skills and understanding to achieve your goals at university and assist you to get the most value of your time at Macquarie.

On-campus Enrolment Checklist

When you arrive at Macquarie University you will need to be organized. We've prepared the checklist below to help make your first day at Macquarie a smooth transition.

- Arrive at University and grab a coffee for you and your companions from any one of our cafes and coffee carts scattered around the University.
- Use your map and make sure you know where you are going. If you don’t know, ask someone wearing a red shirt (they will point you in the right direction).
- Attend your information sessions
- Complete your degree planner
- Walk over to E4B for enrolment support
- Have a break.
- Collect your campus card at C7A MUSE Level 2 after you have enrolled, until 27 February 2015. After this date you will be required to go to C5C244.
- Collect your Transport Concession Sticker (if eligible) with your Campus Card.

For Important Enrolment How To's:

- Enrol in units
- Enrol in option units
- Withdraw from units
- Enrol in required units
- Register in classes

Make sure to visit the enrolment tutorials page
Planning your degree

Planning your degree is one of the most important things to do before commencing your studies. It can mean the difference between graduating on time, or enrolling in another session due to missed or unavailable units.

When planning your degree you need to consider when units are available e.g. session / semester 1 or 2.

1. Consider prerequisites (this is knowledge you must have before taking a particular unit of study) when planning.

2. Remember to use the Planning Your Degree resource, your program guide if available, and the handbook.

3. Grab a cuppa and click through the Find a Course tool and the unit guides to glean all unit offerings at Macquarie. Browse the current courses and find details on what you can study, career options, student testimonials and how to apply.

4. You may like to refer to instructions on how to enrol in units and register for 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.

Assumed knowledge

Some 100-level units, while not having prerequisites, assume that students have certain knowledge and skills from previous study (such as the HSC). This information is listed in the UAC Guide each year and can also be found in the handbook.

Census dates

This is the date by which you can withdraw from uni completely, or withdraw from subjects or a program and not be liable for HECS charges or tuition fees. Census dates are always 31st March (Session 1) and 31st August (Session 2).

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 the 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 a discontinuance from the program.
StudyWISE – Learning Skills Resources for all Students

Learning Skills offers academic support as well as a range of workshops to assist you. Current services include training and individual consultations. There is face to face support offered through workshops and at the Learning Help Desk in the Library foyer.

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.

For International Students at Macquarie, there is a resource library that can assist you in developing the skills and confidence to achieve a smooth and successful adjustment.

Writing Skills Program

The Writing Skills Program delivers a series of workshops aimed at helping you - especially in your first year - become a successful academic writer in the various types of written assignments you need to tackle in your chosen subjects and are just part of the Learning Skills resources available to all students.

In addition to Writing workshops many other workshops are accessible through Learning Skills. They will help you develop successful learning strategies at MQ. These workshops are usually one or two hours long and each workshop addresses one of our most requested topics.

Academic Orientation and Mentors

Academic Orientation is designed to give you the best start at Macquarie University by equipping you with the essential academic, administrative, geographic and social information that you need to get started with your studies. Take this opportunity to meet your peers and university staff and explore the campus, all with the assistance of your peer Mentor - a current Macquarie student in their second year or above who has volunteered to support you through your transition to studies at Macquarie. Attend Academic Orientation to ensure you can get the most out of your university experience!

Academic Orientation for Session 1, 2015

A half day Orientation that covers all the essential information that you need to know about navigating the university's online systems, learning about the various academic and administrative support services available to students, discovering the campus, and being prepared for the student experience. Opting in to attend Orientation, will lead to being paired with a student Mentor from your area of study.

Dates: 18 February and 20 February

You only need to register for ONE of the aforementioned sessions. Registration in one of these events will also connect you with a Mentor, who will get in contact with you via email from January onwards. You can register for these events through the Enrolment Planner. For any questions, don’t hesitate to contact the Macquarie Transition Team.

Ask MQ - for answers to all your questions!

Ask MQ is Macquarie University’s online service for students. ask.mq.edu.au - also accessible from the student homepage - is a service that allows you to search for answers to all your administration questions from exam timetables to census dates, student concessions to enrolment procedures. There is vital information about the Student Amenities Help Form and the Commonwealth Assistance Form there too.

Also go to ask to apply for waivers, special consideration, withdrawals and grade appeals. If you can’t find what you’re looking for on ask, you can submit an online enquiry that will go to the appropriate staff member to respond to.

The best part of ask.mq.edu.au is that you can access it from your computer, tablet or smart phone, making it easier and quicker for you to find your answers.

Ask MQ is part of Macquarie University’s ongoing commitment to providing you with an even better student experience.

Next time you have a question about your studies check out ask.mq.edu.au first as the answer you’re looking for could just be a click away!
Studying at Uni

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 be able to log into iLearn.

Lectures

Usually go for 1-3 hours and cover the main content of your unit. Please only attend the lectures which are part of the units you are enrolled in. Make sure you sit somewhere where you can read the lecturer’s presentation and take notes. It is essential to do any required readings (as stipulated in the unit outline) before the lecture. During your first week of uni you will receive access to iLearn and your unit outline will be available on iLearn. The head lecturer for the subject is usually the convenor for the semester and you can always make contact if you need help with course content and study plans.

Tutorials

Tutorials (tutes) are smaller classes designed to actively discuss course material and weekly tasks. These are generally held in classrooms. In your tute you may be asked to complete weekly exercises, assignments, quizzes, present a paper to the rest of the group etc. Most units require minimum attendance at tutorials and active participation in them also. Your tutor is the first person you go to with your questions. Most tutorials commence in Week 2.

Consultation hours with tutors and lecturers

One of the best learning resources is one-on-one time with your teachers. Consultation hours are specific times each week during session when your tutors and lecturers are available to answer students’ questions in person, see the unit outline on iLearn for details. You shouldn’t be afraid to visit your tutor or lecturer during Consultation hours – they really like it when students have questions or want to talk about their work. It shows that you are interested and keen to do well! You can even go with a friend or in a small group if you like.

Check iLearn and your unit outline for details.
Unit Guides

Unit Guides list all units offered by Macquarie as well as the unit outlines. This is an important source of information for you as you decide which units to study, and as you study. You will find convenors names, consult hours, required texts, learning outcomes and you can review this information before you enrol in the subject.

Textbooks and course notes

You can buy your texts on campus or online from the Co-op Bookshop. Your unit might also require the purchase of course notes which are sold in the Course Notes Bookshop (downstairs from the Co-op Bookshop opposite NAB). Your unit outlines in iLearn will list which texts you will need for your study, and buying online means you avoid the rush and the queue at the Bookshop. (The Bookshop also has lists of texts needed for most subjects). You can also go to the Campus Hub or wander the campus to find posters from people selling their second hand texts and notes.

Oh, and make sure you get your hands on the right edition!

Contact Details

Co-op Bookshop, Campus Hub, C10A
Telephone: +61 2 8986 4000
Email: macq@coop-bookshop.com.au
Online

Study groups

Form a study group with other students in your classes. They may understand parts of the course that you don’t and vice versa. You can share notes, take turns writing up notes, discuss the main points from lectures and work on tute questions together. Research shows that sharing and explaining what you know with your peers helps you to understand the material better.
Macquarie Library

The library is your number one study resource. Drop in and visit during O-week and get a feel for the lay-out and services. Ask the friendly staff how everything works.

The Learning Help Desk in the library is staffed by mentors and advisors who are able to answer quick questions about academic writing and study and can direct you to relevant online resources or appropriate services. The Learning Help Desk is open from 9am to 5pm each weekday during semester.

Individual Consultations

Between 12pm and 2pm each weekday during semester, a Learning Adviser is available for 15 minute consultations. No booking is required, just drop in to the Learning Help Desk.

Wireless internet

Wireless coverage at Macquarie is free for Macquarie staff and students. For more information on hot spots/access points across campus click here.

Student IT services

For enquiries relating to:

- Student IT Help
- Student / myMQ Portal
- Wireless internet access for students
- E-Student password enquiries

- iLearn support
- Student cards
- Support of computing labs

Contact Details

Telephone: 1800 67 4357
Email: ithelp@mq.edu.au
Website:
Being a Student

Academic Orientation
Academic Orientation will be held on 18 and 20 February. Further information can be found on page 9 of this guide.

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 or online
- 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.

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.

Campus Wellbeing and Support Services
Campus Wellbeing and Support Services provide a range of support and assistance services for students at Macquarie, including a drop in service for students who need to be seen on the day:

- **Counselling** - provides free, confidential counselling for students to discuss any issue of concern including career counselling, psychological, emotional and/or social difficulties affecting academic progress, university and personal life.
- **Disability** - provides support and assistance to students with a permanent or temporary 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, and sexual health.
- **Student advocacy and support** - provides advice and support to students relating to all aspects of studying at Macquarie University.
  Contact us for advice on matters such as student visas, university policies and procedures including complaints and appeals, academic and personal support services, and much more.
- **Student exchange** – provides opportunities for students to study at other Universities around the world in subjects that can usually be credited towards their Macquarie degree and includes short term, semester long and full year study. Click here for more details.
- **Career and employment** - provides career and employment information, advice and guidance for students. Career staff can help you to research your options, evaluate and gain employable skills, find and apply for jobs or work experience opportunities, and manage your career.
- **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.

Contact Details
Suite 305, Building F10A
Macquarie University Clinic Building
Telephone: +61 2 9812 3944 or 9812 3906
Email: campuswellbeing@mq.edu.au
Website: 

Women's Room - A women-only safe and friendly environment. All women are encouraged to be a part of this space. Boys under 12 years old are also welcome when accompanied by a woman.
Level 3 Campus Hub C10A

Queer Space - A safe area for GLBTIQ identifying students and staff on campus to hang out, access resources, or relax.
Level 2 Campus Hub C10A

Indigenous student support
Offers support to Indigenous students

Contact Details
W3A 309
Telephone: 1800 066 465 (Toll Free)
Email: warawaraadmin@mq.edu.au
Website: 

Website:
Your university email account

You will be given a personal uni email account that is run through Gmail. This is how the university will communicate with you about things like change of lecture time, or place, or change of exam venue, anything that you need to know quickly. It is also the only email lecturers, convenors and tutors will use to email you. So it is really important to keep checking your student email, and to use it for university business. Your student email address will consist of your first and last name. For example: firstname.lastname@students.mq.edu.au

Campus experience

We are committed to creating a fun and healthy university experience for students and staff on campus. With over 100 student groups and sporting clubs as well as regular entertainment and events such as O-week and Conception Day, we offer an array of ways to get involved including:

- Support service
- Places to eat, drink and shop
- Student groups and sporting clubs
- Entertainment
- Sport and recreation services and facilities
- Scholarships
- A student publication
- Events and catering services
- Children’s services
- Employment services
- Student engagement
- Women’s room

For more information, please visit the Campus Life page.

Security service

The security service operates 24 hours a day, seven days a week throughout the year.

Well marked help points are strategically placed across the University. Help points should only be used in an emergency. Each help point has a direct dial telephone line to the security control room.

When you activate the help point by pressing the red button, it connects to the security control centre emergency line and initiates a CCTV recording of the site.

A free night-time shuttle bus service for staff and students operates during sessions. Buses are in constant two-way radio contact with the security office. The bus route covers the campus (car parks, colleges, libraries, bus interchanges and railway station) and Culloden Road accommodation sites.

A security escort service is available for students and staff between 6pm and 6am, 7 days a week, all year. The escort service can be requested via the Macquarie University security office. It is recommended that you call in advance (if possible) because sometimes security is unable to come immediately.

Contact Details
C1A
Telephone: +61 2 9850 7112 or Ext 7112
Emergencies: + 61 2 9850 9999 or Ext 9999
Sustainability

As a university we are aware of our impact on the social and physical environment. We are proud of our beautiful campus, and work with students to make it something we can all enjoy.

The sustainability team works with students, faculties and departments to help make us all become more socially and environmentally responsible. There are lots of activities to get involved in on campus and plenty of opportunities to learn more as a part of your degree.

Day to day you can help to reduce waste and use less energy at home and university by:

- Reviewing documents online rather than printing – you can still add comments by using the reviewing toolbar.
- Printing double-sided and trying to print two or more pages per sheet.
- Bringing your own mug for coffee and tea - it saves money and the environment.
- Using reusable containers for your lunch instead of aluminium foil or plastic wrap.
- Throwing all your rubbish in the university bins. We have an easy one-bin system where all the waste gets sorted to minimise the amount of waste going to landfill.
- Travelling to university on public transport, riding your bike or walking.
- Car-pooling with other students and making sure that your tyres are inflated to the correct pressure.
- Bringing a green bag and reusable water bottle to cut down on plastic.
- Working with your lecturers and tutors to come up with the least resource intensive way of distributing class materials and assessment submission.
- Reporting water leaks and faulty toilets to the Office of Facilities Management on 9850 7176.
- And finally, getting active – joining sports team, hitting up the gym or just enjoying our gorgeous campus green spaces.

International exchange

Spending a semester studying overseas is a really exciting way to enhance your degree, engage with students from other countries and gain new experiences.

- Go on exchange programs for one or two semesters.
- Grants and scholarships are available.

Learn more about exchange programs here.

Contact Details
Campus Hub, C10A, Level 1
Website:
Open: Monday to Wednesday 10am – 1pm & Thursday 1pm - 4pm
We’re here to Help!

University is a big step to take. So it is normal that it may feel a bit overwhelming at times. Throughout your studies at Macquarie, there will always be someone there to help you.

First year

A common mistake that many people make in their first year is thinking that they can just relax after a tough final year of school, only to find that University can be just as challenging. That’s why it’s really important to get into a good routine early:

- Establish a balanced timetable of university study and leisure time.
- Meet like-minded students in your course and study together.
- If you are not keeping up let someone know. Don’t keep it to yourself, go and talk to your lecturer, or attend some study skills workshops.

Coping Strategies

If University is not what you expected and you are thinking about withdrawing, consider the following strategies:

- Why not drop in on a friendly mentor before you make the final decision.
- Go to Drop In B4 U Drop Out, 12 - 2, Monday to Friday Weeks 4 & 5, StudyWISE Learning Help Desk in the Library.
- Consult your Department or favourite lecturer.
- Reduce your study load – i.e. taking less units each semester.
- Seek Academic Advice about planning your degree – to ensure a balanced work load each semester.

You’ll never know if improving your study skills, managing your stress or changing your course may be the answer if you don’t get help and try these things.

Withdrawing

If you are sure that University is not for you and you would like to withdraw there is a process to follow, this process can be found here.

The University has specific dates by which you have to apply for withdrawal from a course; otherwise you will be charged fees. These dates, known as Census Date, are the same each year being 31st March for Semester 1 and 31st August for Semester 2.
Key Dates 2015

### Session 1

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<td>27 February</td>
<td>Last day to add External unit(s) to your program</td>
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<td>6 March</td>
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<td>31 March</td>
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<td>Session 1 recess</td>
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<td>Session 1 resumes</td>
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<td>Last day to withdraw from a unit without academic penalty (Financial penalty still applies)</td>
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<td>26 June</td>
<td>Session 1 ends</td>
</tr>
<tr>
<td>17 July</td>
<td>Exam result release</td>
</tr>
</tbody>
</table>

### Session 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 July</td>
<td>Payment due date for Session 2 (if applicable)</td>
</tr>
<tr>
<td>27 July</td>
<td>Commencement of Session 2</td>
</tr>
<tr>
<td>31 July</td>
<td>Last date to add External unit(s) to your program</td>
</tr>
<tr>
<td>7 August</td>
<td>Last date to add Internal unit(s) to your program</td>
</tr>
<tr>
<td>31 August</td>
<td>Census date for Session 2 (Last date to withdraw from a unit without financial or academic penalty)</td>
</tr>
<tr>
<td>14 September</td>
<td>Session 2 recess</td>
</tr>
<tr>
<td>28 September</td>
<td>Last date to withdraw without academic penalty (Financial penalty still applies)</td>
</tr>
<tr>
<td>9 November</td>
<td>Exams commence</td>
</tr>
<tr>
<td>27 November</td>
<td>Session 2 ends</td>
</tr>
<tr>
<td>10 December</td>
<td>Exams result release</td>
</tr>
</tbody>
</table>
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 may be unfamiliar to you. So let’s go through a couple of terms that you are going to hear more than once (you will also find these in the glossary 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 for most courses consists of two half-years (sessions), each consisting of 13 weeks of teaching and an examination period of several weeks. The University also offers courses with other types of academic year including trimesters, terms, session 3.
Also known as: Half-year, Session

Advanced standing
See Recognition of Prior Learning (RPL).

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

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

Assumed knowledge
Some 100-level units, while not having prerequisites, assume that students have certain knowledge and skills from previous study (such as the HSC). This information is listed in the UAC Guide each year and in the online handbook.

Bachelor degree
The term commonly used to describe the award issued by all higher education institutions on completion of a set program of undergraduate units that confirms successful completion.

Capstone unit
A final year unit of study in an undergraduate degree program which integrates the material presented across a major or program of study.

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 3 credit point undergraduate unit would take about 9 hours of your time each week.

Census date
This is the date by which a student must discontinue their enrolment if they do not wish to be liable for HECS charges or tuition fees for a unit. If a student remains enrolled after the census date, they will be liable for all associated HECS charges or 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.
Co-requisite
A co-requisite is a unit of study which has to be completed prior to or concurrently with another. Prerequisites and co-requisites are listed in the schedule of undergraduate units and the schedule of postgraduate units in the handbook.

Course
An unofficial term for program of study.

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.

Designated unit
A unit which is accredited by the University for the purposes of the Bachelor Degree Rules. Some courses require a specific number of credit points to be completed in specific unit designations. The Unit Designation is identified in the Schedule of Undergraduate Units in the Unit Designation column.

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.

Enrolment process
This is the process that new students must follow after accepting their offer of admission. It either involves online self-assisted enrolment or on-campus enrolment. This involves participating in online information sessions, using program guides and the handbook to plan your degree, enrolling in unit and choosing tutorial classes through eStudent. Students have the option to attend the University on a specified date before the beginning of teaching, and receiving academic advice, enrolling in units and choosing tutorial classes. Click here for further information.

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

Faculty
An administrative grouping of research and academic staff and students based on the area they teach and study. There are four faculties in the University. All students will be registered in a Faculty.

Lecture
A session where an academic presents to students enrolled in a unit of study, generally in a lecture theatre.

Major
A structured sequence of units in a particular discipline or subject area which is approved by the University.

iLearn
iLearn is Macquarie's Learning Management system which you will access for information about your units and about activities which involve you.
Not to Count for Credit With (NCCW)
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 specified 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 of your enrolment. To activate your One ID complete the steps on First Time Login.

Participation unit - also known as PACE
A unit that provides students with an opportunity to learn through practical experience and make a valuable contribution to communities by applying knowledge and skills acquired in the classroom to real world situations. The structure of each degree program determines whether completion of a Participation unit is a requirement. In some cases it will be a requirement; in other cases you will have an opportunity to complete a Participation unit if you choose to do so. Check the program you are doing to establish if you are required to do a Participation unit. To see the Participation units in your Faculty, click here.

People unit
People units focus on the challenges of contemporary society and on what it means to be ethical local and global citizens. People and planet units must be taken in two different faculties. Click here for information on People units.
Planet Unit
Planet units help students to understand the nature of science and the challenges and issues facing the planet, with a particular focus on sustainability. People and planet units must be taken in two different faculties.

Click here for information on Planet units.

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 Macquarie University Handbook. Related terms: assumed knowledge, corequisite, waiver. For more information refer to the handbook.

Program code
An individual code has been allocated to each program of study.

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
From 2015, Macquarie University acknowledges that learning can take place outside of the formal education system, and that recognising Formal, Informal and Non-Formal learning supports an individual's lifelong learning goals. When granted, RPL may count towards the credit point requirement for your degree. Click here for further information.

Tutorial
A session with a small group of students who meet with an academic to discuss topics within a unit of study.

Undergraduate
A course of academic study for a bachelor degree is regarded as an undergraduate course.

Unit code
An individual code that has been allotted to each unit of study. The code is three or four letters to represent the subject area followed by one digit to represent the level of the unit: 1 = 100 level, 2 = 200 level, 3 = 300 level followed by 2 further digits to distinguish the particular unit.

Unit Guides
Please refer to the definition on page 11 of this guide.

Unit of study
A course, whether it is for a degree or diploma, is made up of a number of units of study (sometimes informally called subjects), 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.