



MACQUARIE  
UNIVERSITY

**POSTGRADUATE COURSEWORK  
INFORMATION**

**2010**

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Every reasonable effort has been made to ensure the accuracy of the information in this publication.

However, the information is subject to change from time to time.

The University reserves the right to vary, without notice, any information relating to the provision of courses of study, including the content, mode or time of offering of courses or units.

Published by the Coursework Studies Section, Office of the Academic Registrar, Macquarie University.

# POSTGRADUATE COURSEWORK DATES FOR 2010

## January

8	Final closing date for first half-year internal applications
TBA	Enrolment for new local external students (by web).
TBA	Enrolment for re-enrolling internal & external students (web)

## February

TBA	Enrolment for new local internal students (by web)
19	<b>Due Date</b> for payment of first half year or full year fees
22	<b>FIRST HALF YEAR COMMENCES</b>
26	Last day to add a first half year or full year <b>external</b> unit
TBA	Postgraduate Coursework & Skills Workshop

## March

5	Last day to add a first half year or full year <b>internal</b> unit.
31	<b>Census Date for first half year units.</b> Last day to withdraw from a first half-year unit without financial penalty (Early Withdrawn)

## April

28	Last day to withdraw from a first half year unit without academic penalty (Withdrawn).
30	<b>Census Date for full year units.</b> Last day to withdraw from a full year unit without financial penalty (Early Withdrawn).

## May

27	Last day to withdraw from a full year unit without academic penalty (Withdrawn).
28	First closing date for second half-year <b>internal</b> applications.
28	First & final closing date for second half-year <b>external</b> applications

## June

TBA	Enrolment for new external postgraduate students (by web)
30	Final closing date for second half-year internal applications

## July

TBA	Enrolment for new internal postgraduate students (by web)
30	<b>Due date</b> for payment of second half year fees

## August

2	<b>SECOND HALF-YEAR COMMENCES</b>
6	Last day to add a second half-year <b>external</b> unit.
13	Last day to add a second half-year <b>internal</b> unit.
31	<b>Census Date for second half year units.</b> Last day to withdraw from a second half year unit without financial penalty (Early Withdrawn)

## September

28	Last day to withdraw from a second half-year unit without academic penalty (Withdrawn).
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## October

31	Closing date for first round 2011 admission applications.
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# GENERAL INFORMATION

Welcome to Macquarie University. This booklet contains important general information regarding enrolment, candidature, payment of fees and the contact details of administration offices and Faculties of the University.

## Enrolment Procedures

New internal and external Postgraduate students will enrol via the web according to instructions with their offer. Re-enrolling internal and external students will enrol via the web according to enrolment instructions available on the Macquarie University website from early December.

NB You will enrol as a new student if you are commencing a new course or changing or upgrading your course, eg from a Diploma to a Masters degree.

## Late Enrolment

Students are required to complete their enrolment according to their particular enrolment instructions. Students who do not complete their enrolment within the allocated time due to extenuating circumstances must send an email to [coursework@mq.edu.au](mailto:coursework@mq.edu.au) to request late enrolment and set out the extenuating circumstances to be considered. A late enrolment fee of \$200 may apply.

## Postgraduate Coursework Information & Skills Workshop

An information day to assist new postgraduate coursework students will be held on a Saturday prior to the commencement of first or second half year.

To register to attend, new students enrolling on the web should complete the registration section at the time of initial enrolment.

## Handbook of Postgraduate Studies

The Handbook of Postgraduate Studies contains University Rules, approved study patterns, unit descriptions and important University dates. The Handbook is available free of charge at the Student Enquiry Service, Level 1, Lincoln Bld or on the web at <http://www.handbook.mq.edu.au>.

## Postgraduate Study Patterns

To meet the requirements of your course you must complete the study pattern approved for your course. Postgraduate study patterns are set out in the Handbook of Postgraduate Studies (refer to the Handbook section above).

## Criminal Records Check

The NSW Government has enacted legislation that requires students enrolling in a course requiring a placement or access to facilities operated by the NSW Department of Health to undergo a Criminal Records Check. New students enrolling in a course for which this is a requirement must complete and return to the University a NSW Department of Health Criminal Records Check form.

## Prohibited Employment Declaration

Child Protection (Offenders Registration) Act 2000 Commission for Children and Young People Act 1998. New students who are offered a place in a course that requires or may require direct contact with children must complete and return to the University a Prohibited Employment Declaration form.

## Parking on Campus

The University operates a Restricted Parking Area Scheme. A parking charge is payable for all vehicles on-campus. Annual, half yearly and monthly permits are available from the University Cashier. Casual daily/hourly parking permits are available at various sites on-campus via a 'pay and display' ticket machine. Please note that casual daily parking is not allowed in a number of parking areas on campus. Only cars with annual, half yearly or monthly permits can use these parking areas. Disabled parking is available in various parking areas throughout the campus. Cars parked illegally without a valid permit will incur a fine, administered by the NSW Police Service Infringement Processing Bureau.

## Security

The security office is located in Building C1A on Macquarie Drive and is open 24 hours, 7 days per week for matters relating to security, general enquiries, lost property, access to buildings, after hours escort vehicle (in term time). Tel (02) 9850 7112.

**Student email**

Macquarie students are issued with an official University email account. It is University policy that the University email account will be used for official University communication.

**All students must access their University account at least weekly.**

# OCCUPATIONAL HEALTH & SAFETY (OH&S) INFORMATION FOR STUDENTS

## OHS Policy

Macquarie University is committed to ensuring the Health and Safety of our Students. Macquarie University has implemented stringent OHS practises and systems to manage occupational health and safety risks. Whilst the responsibility for ensuring the health and safety of students rests with the University, students also have a responsibility to ensure that they comply with OHS policies and that their acts do not cause harm to themselves or others.

## OHS Legislation

OHS is governed in NSW by the following Act and regulations:

- Occupational Health and Safety Act 2000; and
- Occupational Health and Safety Regulation 2001

The Act and Regulation outlines how OHS is to be managed and imposes obligations and penalties on all persons, including students, where breaches occur.

Student responsibilities for health and safety are:

- complying with health and safety policies, procedures and instructions;
- following all safety instructions issued by a staff member;
- use facilities and resources in accordance with their function and design;
- taking action to avoid, eliminate or minimise hazards;
- making proper use of personal protective equipment (where required);
- not wilfully placing anyone at risk;
- being familiar with reporting an emergency and in evacuation procedures.

## Incident and Accident Reporting

If you are injured on campus, ring Security on **9850 9999** or EXT **9999** (24 hour service).

Tell Security:

- your problem: (e.g. Medical Emergency, Assault, Fire);
- location of Emergency;
- your name and telephone extension.

Security staff will make arrangements to help you.

If you CANNOT reach Security -

Dial **0000** for **AMBULANCE, POLICE** or **FIRE BRIGADE**.

## First Aid

First aid kits are located in each building of the university.

All security staff are First Aid Trained and able to use a defibrillator if required.

A First Aid room is located at the Information & Security Office in building C1A.

## Procedures For Evacuations

- **walk**, do not run, to the nearest EXIT;
- **do NOT** use lifts;
- proceed to assembly point as directed;
- only return to the building when instructed.

## Smoking

Macquarie University is designated a **Smoke Free** environment under the 'Smoke Free Environment Act 2000'.

Smoking is prohibited inside all Macquarie University buildings and no closer than 5 meters near a building entrance &/or near windows.

## Bicycle Riding, Skateboarding and Roller blades

You are not permitted to ride a bicycle, skate or rollerblade on pedestrian paths & in car parks within the university.

Bicycle riding is only permitted on general access roads.

Bicycle stands are located outside major buildings or bicycle lockers are available at the F5 car park.

### **Campus Speed Limits**

Students are reminded that the Campus Speed Limit is 30km on roads and 10km in carparks. The speed limits are enforceable and the NSW Police do undertake enforcement activities.

### **For further information contact:**

Manager, Occupational Health & Safety Unit

**Phone:** 9850 9725 or Ext. 9725

**email:** michael.carley@mq.edu.au

# ADMINISTRATION CONTACTS

## Student Enquiry Service

Is the first point of contact for student enquiries.

Location	Level 1, Lincoln Building (C8A)	
Office hours	Mon,Wed,Thur	8.30am – 5.30pm
	Tues	9.30am – 5.30pm
	Fri	8.30am – 4.30am
Enquiries	Phone	9850 6410
	Fax	9850 6597
	Email	<a href="mailto:sesinfo@mq.edu.au">sesinfo@mq.edu.au</a>
	Web	<a href="http://www.student.mq.edu.au/ses">http://www.student.mq.edu.au/ses</a>

Justice of the Peace Services – Monday 8.30am – 9.30am

## Cashier's Office

Is the location for the payment of fees, fines and to purchase academic transcripts, parking permits or the University Handbook.

Location	Level 1, Lincoln Building (C8A)	
Office Hours	Mon - Fri	9.00am - 5.00pm
Enquiries	Phone	(02) 9850 7228

## Fees Section

Manages the collection of fees and debts and answers all fee enquiries.

Location	Level 1, Lincoln Building (C8A)	
Office Hours	Mon – Fri	9.30am – 5pm
Enquiries	Phone	(02) 9850 7233
	Fax	(02) 9850 9351
	Email	<a href="mailto:student_fees@mq.edu.au">student_fees@mq.edu.au</a>

## Coursework Studies Section

Administers coursework admissions, enrolment and candidature.

Location	Enquiries are made at the Student Enquiry Service, Level 1, Lincoln Building (C8A).	
Office hours	Mon, Wed, Thurs	8.30am -5.30pm
	Tues	9.30am - 5.30pm
	Fri	8.30am – 4.30pm
Enquiries	Phone	(02) 9850 6410
	Fax	(02) 9850 7249
	Email	<a href="mailto:coursework@mq.edu.au">coursework@mq.edu.au</a>

## Centre for Open Education

Supports students studying by distance education and is the main point of contact for evening and Non Award students.

Location	Building X5B		
Office Hrs			
<u>First two weeks of semester</u>	Mon - Thurs	8:30am – 6:30pm	
	<u>During Teaching Periods</u>	Mon – Thurs	8:30am – 5:30pm
		Fri	8:30am – 5:00pm
		Sat	8:00am – 11:00am
<u>Outside Term</u>	Mon – Fri	8:30am – 5:00pm	
	Enquiries	Phone	(02) 9850 7470
		Fax	(02) 9850 7480
		Email	<a href="mailto:coe@mq.edu.au">coe@mq.edu.au</a>
		Web	<a href="http://www.coe.mq.edu.au">http://www.coe.mq.edu.au</a>

## **Macquarie International**

Administer the application and initial enrolment of International students.  
Also administers the management of visa status.

Location	Level 1, Building E3A	
Office hours	Mon – Thu	8.30am – 5.30pm
	Fri	8.30am - 4pm
Enquiries	Phone	(+61 2) 9850 6320
	Fax	(+61 2) 9850 7733
	Email	<a href="mailto:iso@io.mq.edu.au">iso@io.mq.edu.au</a>
	Web	<a href="http://www.international.mq.edu.au">http://www.international.mq.edu.au</a>

# STUDENT SERVICES

## Dean of Students

The Dean of Students acts as a liaison person between students and members of the academic, administrative and support services of the University for students encountering difficulties.

For an appointment contact the Dean's Personal Assistant - Phone (02) 9850 7464 or email [Christine.pegrem@mq.edu.au](mailto:Christine.pegrem@mq.edu.au)

## Accommodation

Macquarie Univ. Accommod Services	Ph (02)9850 7376 <a href="http://www.sss.mq.edu.au/accommodation">www.sss.mq.edu.au/accommodation</a>
Macquarie University Village	Ph (02)9812 6000 <a href="http://www.macquarieuv.com.au">www.macquarieuv.com.au</a>
Dunmore Lang College	Ph (02) 9856 1000 <a href="http://www.dunmorelangcollege.nsw.edu.au">www.dunmorelangcollege.nsw.edu.au</a>
Robert Menzies College	Ph (02)9936 6000 <a href="http://www.mq.edu.au/rmc">www.mq.edu.au/rmc</a>

## Career Development Centre

Assists students in career planning and development of work skills, organises the Careers and Graduate Recruitment Fair, on-campus employer interview programs, job application and interview technique workshops and workshops on leadership and business communication skills. A comprehensive careers library is also available.

Located on Level 2, C8A Lincoln Building, Ph (02) 9850 7372 or visit <http://www.mq.edu.au/careers/Home.php>

## Chaplaincy

Chaplains from most religions are available. The Chaplaincy is located in Building C9B. Phone (02) 9850 7645 or <http://www.mq.edu.au/chaplaincy>

## Childcare

There are three childcare facilities available on-campus.

Banksia Cottage	Phone (02) 9850 7781
Gumnut Cottage	Phone (02) 9850 7740
Mia Mia Child & Family Study Centre	Phone (02) 9850 9880

## Computer access and going on-line

For access to Macquarie sites you can use the computers in the Library, in the Student Enquiry Service Level 1, Lincoln Building, in many departments, or you can use the internet from a remote computer.

The **myMQ Student Portal** can be accessed at <https://my.mq.edu.au>. The Portal contains links to:

- eStudent the online student system
- Student Email and Calendar
- Online Learning @MQ
- Library catalogue and reserve systems
- Unit home pages and many other student and university resources

**Student IT Help** provides help with usernames, passwords and using your computer.

Located on campus in Bld C5C 244 and can be contacted as follows.

Phone: (02) 9850 4357 or 1800 063 191 (free call outside Sydney)

Email: [ithelp@mq.edu.au](mailto:ithelp@mq.edu.au)

Web: [www.sith.mq.edu.au](http://www.sith.mq.edu.au)

## Library Information

Details of the Library facilities and support can be found on the web at <http://www.lib.mq.edu.au/> or contact the Library by phone (02) 9850 7500.

## MUPRA

Macquarie University Postgraduate Representative Association offers many services to postgraduate students. MUPRA is located in C5A 325. Phone (02) 9850 7699 or <http://www.mq.edu.au/mupra/>

### **Numeracy Centre**

Provides assistance to students who need learning support in numeracy related areas such as mathematics and statistics. Phone (02) 9850 8797 or go to <http://www.maths.mq.edu.au/numeracy>

### **Support Services**

Located on Level 2, Lincoln Building (C8A), Support Services include a medical practice, counselling service, equity support, learning support, financial advice and accommodation services.

Phone (02) 9850 7497 or <http://www.sss.mq.edu.au/>

### **The Centre for Macquarie English (CME)**

CME offers a range of specialised Macquarie University and SIBT approved Direct Entry English programs.

Phone (02) 9850 7667 or visit <http://www.cme.mq.edu.au/>

### **Web Addresses**

Macquarie University Home Page	<a href="http://www.mq.edu.au">www.mq.edu.au</a>
Macquarie site for information re: Schedule of units, census dates, unit fees, student contribution bands	<a href="http://www.mq.edu.au/unifees/">http://www.mq.edu.au/unifees/</a>
Student Site MQnU	<a href="http://www.student.mq.edu.au">http://www.student.mq.edu.au</a>
Class Timetables	<a href="http://www.timetables.mq.edu.au">http://www.timetables.mq.edu.au</a>
DEEWR Website HECS-HELP, FEE-HELP	<a href="http://www.goingtouni.gov.au">www.goingtouni.gov.au</a>
Co-Op Bookshop	<a href="http://www.co-opbookshop.com.au">www.co-opbookshop.com.au</a>

# CANDIDATURE INFORMATION

## Change of Personal Details

Changes of address or other personal information must be kept up to date via the web on the eStudent website <https://student1.mq.edu.au>. The University will not accept responsibility if official correspondence does not reach you due to incorrect contact details.

## Change of Course/Course transfer

- If you wish to change from one course to another course you must make a new application for the course.

For Direct Applications: Complete the application form available from the Student Enquiry Service, Level 1, Lincoln Building or online at <http://www.postgrad.mq.edu.au/forms.html> Closing dates are on the form.

For UAC (Universities Admissions Centre) Applications: Apply via the web at [www.uac.edu.au/postgrad.html](http://www.uac.edu.au/postgrad.html) Closing dates are on the UAC website. (If you applied for Intake 2 (February) but wish to commence in Intake 5 (August) you can submit a change of preference in April/May, via UAC's website using Intake 5 course codes – your initial application is still valid.)

Students enrolled in a double degree can transfer to either component single degree through lodgment of a transfer form available from [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html).

Cut off dates for lodgment of a transfer form in 2010 are:

Semester 1: 08/01/2010

Semester 2: 30/06/2010

## Change of Residency – Permanent Residency/Australian Citizenship

Notification of change of residency must be advised to the University promptly.

- International to Permanent Residency – students must obtain and complete a Notification of Change of Residency Status form from the Student Enquiry Service or Macquarie International Office. Complete the form and attach the relevant documents. Take the form, documents and your passport to Macquarie International for checking. Then take the stamped and checked form and documents to the Student Enquiry Service, Level 1, Lincoln Building. The form will then be forwarded to the Coursework Studies Section for processing.

- Permanent Residency to Australian Citizenship - a certified photocopy of your Certificate of Australian Citizenship must be lodged at the Student Enquiry Service as soon as possible after receipt. This will be forwarded to the Coursework Studies Section for processing.

Change of residency documents must be submitted to the University by the census date for your current units of study to allow the change to reflect in the assessment of your fees for the current semester, term, trimester or vacation unit. Submission of documents after the unit census date will mean that local fees will apply from the following semester, term or trimester - whichever is applicable.

## Credit for Previous Studies/Exemptions

Candidates who have completed an award at postgraduate level at Macquarie University or another tertiary institution may receive credit up to one-quarter (25%) of the total credit points for the new Macquarie course. Those who have completed one or more units at postgraduate level at another tertiary institution, where the units do not form part of a completed course, may receive up to one-half (50%) of the total credit points for the new Macquarie course.

Applicants should request credit at the time of application for admission or before enrolment. Applicants for admission through UAC should complete the Postgraduate Request for Credit Form which is available at [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html). Certified full official transcripts (not result slips) of your previous tertiary studies and a description of all subjects completed, taken from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence, should be submitted along with your application. Direct entry applicants can request credit as part of their application or download the application form at the above website.

Credit cannot be granted for units completed elsewhere unless they correspond to units in the Macquarie University study pattern (program).

Credit for previous studies is only granted if the studies have been completed within the previous ten years. Undergraduate units, professional qualifications and work experience do not attract credit.

Where Macquarie offers a set of articulated coursework awards (certificate/diploma/ degree) candidates who are enrolled in and 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. If the lesser awards lead to several higher awards, the credit from the lesser awards in the pathway can only be used once.

### **Leave of Absence**

Formal leave of absence is not available for postgraduate coursework students. Students who wish to interrupt their study for a period of time will need to discontinue their unit/s via eStudent. They will need to complete a "Postgraduate Application for Re-Admission" application when they wish to return (refer to see the section below). The University does not guarantee the continued availability of a particular course or unit of study from year to year.

### **Prerequisites/Co-requisites/Special Approval**

Postgraduate students who wish to undertake a unit of study (approved for their course) which requires a pre-requisite /co requisite/ special approval, must satisfy the requirement or obtain a waiver via the 'Application for Special Approval' form available from the Student Enquiry Service, Level 1, Lincoln Building or from the Postgraduate website at <http://www.mq.edu.au/postgrad/forms/html>

### **Progress in a Postgraduate course**

Postgraduate candidates must maintain satisfactory progress in their course of study. Postgraduate Coursework Master, Postgraduate Diploma and Postgraduate Certificate Rules indicate that, if a candidate's progress in a course is unsatisfactory, candidature may be terminated.

### **Qualifying Programs**

A student who is enrolled in a qualifying program and upon completion wishes to enter a postgraduate course, must make an application for the course by the relevant closing date. Units completed in a qualifying program do not count for credit towards an award course unless approval has been given in advance by the Office of the Academic Registrar.

### **Re-admission to a course after an absence**

A student who completely withdraws from a course or who does not continue in their course and later wishes to re-enter the same course must complete and submit a Postgraduate Application for Re-admission form directly to the University unless intervening studies have been undertaken. In that case a new application must be completed including any request for credit for studies completed elsewhere (if applicable).

Application forms are available at the Student Enquiry Service or on the Postgraduate website at <http://www.mq.edu.au/postgrad/forms.html>. Not all courses have a mid year entry.

Students who are readmitted to a course after a period of absence will enrol in the current program and will pay the current fee rate applicable in the year of their readmission. Also refer to the section above - Leave of Absence.

# POSTGRADUATE UNIT AVAILABILITY

Information regarding postgraduate coursework unit availabilities for 2009 is at <http://www.handbook.mq.edu.au/2009/postgraduate/units/units.php>

Information on the timetabling of units is available at <http://www.timetables.mq.edu.au> or from the relevant academic department.

## How to change your units of enrolment

If you wish to change your units of enrolment after you have enrolled you can do so as follows:

On-campus coursework students – online via eStudent at <https://student1.mq.edu.au>. Standard Half Year internal units can be added until the end of the second week of the relevant half year.

External coursework students – online via eStudent at <https://student1.mq.edu.au>. External units can be added up until the end of the first week of the relevant half- year.

CPA (Extension) units – on-line via eStudent at <https://student1.mq.edu.au> units can be added until the end of the second week of the relevant semester.

If you discontinue a unit by the unit Census Date, you will not be liable for the unit fees and you will be eligible to receive a refund of any relevant fees already paid. If you withdraw from a unit after the unit Census Date you will incur fees for the unit.

Not attending a unit does not constitute discontinuance.

Discontinuance refers to the formal withdrawal from a unit online via eStudent or, for external students, online or by written advice (email) to the Centre for Open Education.

## Census Dates

Unit census dates can be found on the Macquarie University website at <http://www.mq.edu.au/unifees/>

### Important Dates for 2010 Standard Half-Year Units

Last Day to:	First half year	Second half year	Full year
Add an external unit	26 February	6 August	26 February
Add an internal unit	5 March	13 August	5 March
Early Withdraw (Census)	31 March	31 August	30 April
Withdraw Without Fail (W)	28 April	28 September	28 May

### Important Dates for 2010 - CPA/CA Units ACCG833/834

Last Day to:	First half year	Second half year
Add a unit		
Early Withdraw (Census)	TBA	TBA
Withdraw Without Fail (W)		

### Important Dates for 2010 - CPA (Extension) units ACCG901 – ACCG912

Last Day to:	First half year	Second half year
Add a unit		
Early Withdraw (Census)	TBA	TBA
Withdraw without Fail (W)		

## Non Standard Census Dates

Macquarie Graduate School of Management and the Applied Finance Centre courses have non standard census dates. Please refer to the University website <http://www.mq.edu.au/unifees/> for those dates.

# FEES INFORMATION

This fees information relates to students who are Australian Citizens, New Zealand citizens, Permanent Residents. International students can obtain fee information from Macquarie International.

Postgraduate coursework programs are either tuition fee-paying or they have Commonwealth supported places for which the Australian Government makes a contribution to the University towards the cost of a student's education.

The University website <http://www.mq.edu.au/unifees> gives detailed information regarding fee charges.

## 1. Tuition Fee Courses

Students in a tuition fee course either pay fees upfront to cover the full cost of their course or if eligible may apply for FEE-HELP.

### FEE-HELP

FEE-HELP is a Commonwealth Government loan scheme that assists eligible students to pay their tuition fees. FEE-HELP can cover all or part of a student's tuition fees. Over their lifetime a student may borrow through FEE-HELP an amount up to the FEE-HELP limit to pay their tuition fees.

A FEE-HELP loan is repaid through the Australian Taxation Office (ATO). You must provide your Tax File Number to the University by the census date. Repayments will commence once your income is above the minimum threshold for compulsory payment which in 2009 was \$104,142 for medicine, dentistry and veterinary science and \$83,313 for all other students.

## 2. Commonwealth Supported Places and Student Contributions

A Commonwealth supported place (prior to 2005 known as a HECS place) is a higher education place for which the Australian Government makes a contribution to the University towards the cost of a student's education and the student also makes a contribution. This is called your student contribution.

Commonwealth supported places are available to:

Australian citizens

New Zealand citizens, or holders of an Australian permanent visa who are enrolled in a unit/s of study that are Commonwealth supported and who are resident in Australia for the duration of the unit/s of study.

For eligible students, student contribution amounts can be paid through HECS-HELP.

For further information about HECS-HELP refer to the Going to Uni website at [www.goingtouni.gov.au](http://www.goingtouni.gov.au).

### 100% up-front payments

If you are commencing a course that has Commonwealth supported places and you are a New Zealand citizen or the holder of an Australian permanent visa (other than Humanitarian), you must pay your student contribution upfront 100%.

### Student Learning Entitlement

From 1 January 2005 all Commonwealth supported students receive a Student Learning Entitlement (SLE) to the value of 7.0 EFTSL (equivalent full time student load). This entitles you to seven years of equivalent full-time study as a Commonwealth supported student. You are issued with a Commonwealth Higher Education Student Support Number (CHESSN) from the Department of Education, Employment and Workplace Relations (DEEWR).

For further information refer to the Department of Education, Employment and Workplace Relations (DEEWR) Going to Uni website [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

## 3. Fee Sponsorship vouchers or authorities

Students who are sponsored for course fees must submit a voucher, authority or official documentary evidence of sponsorship to the Fees Office at enrolment. Enrolment without a sponsorship authority will require payment of fees by the student, by the due date, in order to avoid cancellation of enrolment.

## 4. Scholarships for Postgraduate Students

Please refer to the Postgraduate Scholarships information at <http://www.reg.mq.edu.au/scholarships>.

## **5. How to pay your fees**

Payment can be made by one of the following methods:

- At the Cashier, Level 1, C8A Lincoln Building- 9am-5pm Monday to Friday
- Web payments on-line at <http://onlinepayments.mq.edu.au>
- BPay: Biller Code 50443; Reference number is your Student ID number
- Telephone 1300 301 043 (24 hours) on Visa, Bankcard, MasterCard or American Express
- Cheque or money order mailed to Revenue Services, Rm 108, Lincoln Building, Macquarie University 2109
- Image Post Billpay. Billpay code 2156. Payment slip on Statement of Outstanding Charges. Pay at any Post Office or phone 13 18 16
- A late fee of \$200 will apply for payments after the due date

## **6. How to obtain a refund of fees**

If you are due to receive a refund of fees you should submit a written request to the Fees Section, Level 1, C8A Lincoln Building, Macquarie University 2109.

## POSTGRADUATE COURSEWORK FORMS

The following postgraduate coursework forms are available on the web at <http://www.postgrad.mq.edu.au/forms.html> . Please read the form carefully so that you lodge the correct form and supplementary form if required.

### Direct Coursework Application Forms

- Coursework Program Schedule 2010
- Coursework application form
- Cross-Institutional application form
- PG Diploma in Accounting and Master of Accounting application form
- Postgraduate Coursework Transfer form (double degree to either of the component single degrees)
- Business and Economics Graduate Centre progression form for student s completing Preliminary program
- Credit for Previous Studies form
- Re-Admission Application form (previous Macquarie students wishing to return to the **SAME** program, please complete this form regardless of whether or not the program you are returning to is now accepting applications through UAC)
- Document Cover Sheet

### Supplementary Forms are required for the following courses:

- Educational Leadership Supplementary Form and Referee Report
- Linguistics Research Supplementary Form for PG Certificate in Linguistics Research
- Research Preparation/ Research Methods Supplementary Form
- PICT Courses Supplementary Form
- Psychology/Applied Psychology  
Registration – Applied Psychology  
Postgraduate Diploma in Psychology  
Clinical Psychology/ Clinical Neuropsychology/Organisational Psychology

### UAC Applications

- Access to Universities Admissions Centre on-line Application
- Credit for Previous Studies form for UAC applicants
- Document Cover Sheet

### Criminal Record Check Forms

#### Forms for Currently Enrolled Students

- Advice of Incorrect Unit Enrolment
- Notification of Potential Award Qualification form
- Application for Special Approval (Waiver Approval, Dean of Division Approval)
- Application to Withdraw from Units (s) Without Academic and/or Financial Penalty

## UNIVERSITY & FACULTY WEB PAGES

MACQUARIE UNIVERSITY	<a href="http://www.mq.edu.au">http://www.mq.edu.au</a>
FACULTY OF ARTS	<a href="http://www.mq.edu.au/arts">http://www.mq.edu.au/arts</a>
FACULTY OF BUSINESS AND ECONOMICS	<a href="http://www.mq.edu.au/businessandeconomics">http://www.mq.edu.au/businessandeconomics</a>
FACULTY OF HUMAN SCIENCES	<a href="http://www.mq.edu.au/humansciences">http://www.mq.edu.au/humansciences</a>
FACULTY OF SCIENCE	<a href="http://www.mq.edu.au/science">http://www.mq.edu.au/science</a>

Student Enquiry Service Macquarie University NSW 2109

Phone +61 2 9850 6410  
Fax +61 2 9850 7249  
Email [coursework@mq.edu.au](mailto:coursework@mq.edu.au)

Information as at October 09