

# STUDENT INFORMATION

## Admission and Enrolment

### RESTRICTIONS ON ADMISSION

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

### Applications for Admission

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

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

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

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

### English Tests

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

IELTS – a minimum score of 6.5 overall with a minimum of 6.0 in each band;

TOEFL – (paper) a total score of 580 with a minimum of 53 in Listening; 51 in Structure /Writing; 52 in Reading; 5.0 in TWE.

TOEFL – (computer) a total score of 237 with a minimum of 19 in Listening; 19 in structure/Writing; 19 in Reading; 5.0 in Essay Writing.

CULT – 70

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

CCPE – C pass

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

HKALE – C pass in Use of English

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

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

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

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

### International Students

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

Applications from international students must be accompanied by documentary evidence confirming all educational qualifications. Documents not in English must be accompanied by certified translations into English.

### CLOSING DATES FOR APPLICATIONS

#### Coursework Programs

##### *First Half-year Admission*

31 October 2003 – first closing date for postgraduate coursework programs (internal and external/distance)

28 November 2003 – second closing date for postgraduate coursework programs (internal and external/distance)

19 December 2003 – final closing date for all postgraduate external/distance coursework programs

16 January 2004 – final closing date for all postgraduate internal coursework programs

#### *Second Half-year Admission*

28 May 2004 – first closing date for postgraduate internal coursework programs

28 May 2004 – first and final closing date for all postgraduate external/distance coursework programs

30 June 2004 – final closing date for postgraduate internal coursework programs

Not all courses have a second half-year intake. Applicants should contact the Student Enquiry Service on (02) 9850 6410 from April for details of mid-year admission.

The Macquarie Graduate School of Management, Applied Finance Centre and the Postgraduate Diploma and Master of Accounting programs have non-standard closing dates. Please contact the relevant Department for further information.

## **Research Programs**

The first closing date for most applications for the first half-year is the end of October. Further applications are accepted for research in late November and mid-December with late applications until 31 January if vacancies remain. Applications for research candidature may be accepted at other times in special circumstances. Further details and special closing dates are available from the Student Enquiry Service on (02) 9850 6410 and the Higher Degree Research Unit.

The closing date for most applications for second half-year admission is 31 May. Not all programs have a second half-year intake. Some professional doctorates have an intake only once per annum. Applicants should contact the Student Enquiry Service on (02) 9850 6410 from April for details of mid-year admission.

## **Offers of Admission**

### **Coursework Programs**

Offers of admission for first half-year, for most coursework programs, will be made during the period November 2003 to January 2004.

Offers of admission to candidature for second half-year coursework programs will be made in July 2004.

Offers will be accompanied by enrolment information. All candidates must enrol by the date specified in the enrolment instructions.

Candidates wishing to enrol after the specified date must request permission from the Postgraduate Enrolment Officer. Enrolment after the specified date may incur a late fee.

## **Research Programs**

Offers of admission to candidature in research programs for first half-year, in most cases, will be made by the end of January 2004.

Further offers of admission to research programs may be made at other times at the discretion of the Departments and the Higher Degree Research Unit.

## **Enrolment**

### **Coursework Programs**

All postgraduate candidates except distance students (whose enrolment forms will be posted) are required to attend Macquarie University in person to complete their enrolment. This will be in mid February 2004 for First Half-year and late July for Second Half-year. The Graduate School of Management, Centre for Applied Finance and Postgraduate Diploma and Master of Accounting programs have non-standard enrolment dates which will be advised to applicants with their offer letter. Continuing postgraduate coursework students unable to attend enrolment may enrol by proxy. Proxy forms are available from the Student Enquiry Service, Level 1, Lincoln Building. New internal candidates and former Macquarie students returning after an absence must enrol in person..

It is not possible to defer enrolment until the following year. A candidate wishing to commence study in the following year must re-apply at the appropriate time.

### **Research Programs**

All new higher degree research candidates, except distance education students, are required to attend Macquarie University in person to complete their enrolment registration on the following dates: New (Local and International) 10 February 2004. Candidature of continuing higher degree research students who have been enrolled in 2003 will continue automatically in the program and the research unit. Continuing research students who are required to enrol in additional units, either coursework or higher degree research training units are required to attend enrolment. New internal candidates and former Macquarie students returning to the same program after an absence (except those granted official leave of absence in 2003) must enrol in person. Enrolment forms will be posted only to candidates officially registered as external or distance education students.

New candidates for second half-year 2004 will be advised in July of the date of their enrolment.

It is not possible to defer enrolment until the following year. A candidate wishing to commence study in the following year should re-apply at the appropriate time.

## **STUDENT IDENTITY CARD**

When enrolment is completed, all new candidates are issued with a photo-identity card, which should be car-

ried during attendance at the University and shown on request. The card must be presented when borrowing books from the Library, applying for transport concessions, using the services of the Careers Development Office and when sitting for examinations.

The student identity card for postgraduate coursework students must be validated each year at re-enrolment. Continuing higher degree research candidates who do not attend enrolment sessions will be provided with an update for their student identity card early in the year.

Candidates should note that the number on the card is your University identification number, which should be quoted in all correspondence to the University. A candidate who loses or damages the identity card should complete an application form for a new card obtainable from the Library and pay the replacement charge of \$10 to the Cashier.

## TUITION FEES

### Coursework Programs

The University has approved tuition fees for postgraduate coursework programs listed in Schedule 2 of the Fees Rules. The Schedule appears in the Sources of Authority Regulations and Rules section in Part Two of this Handbook.

The fees are charged in line with Government guidelines which provide for institutions to charge fees for postgraduate courses. Postgraduate fees paid by a student may, in certain cases, be claimable for taxation purposes as ‘expenses of self-education’.

International students are charged tuition fees. Specific details can be obtained from Macquarie International.

Candidates who are liable to pay tuition fees are not liable to pay the HECS contribution fee. They must also pay Student Activities Fees.

A tax invoice for payment of fees will be issued at or after enrolment with a due date for payment.

In most cases tuition fees are not paid at the time of enrolment. Candidates will receive a student charges notice shortly after the academic year commences.

### Research Programs

The University has approved tuition fees for local students enrolled in some postgraduate higher degree research programs such as professional doctorates listed in Schedule 2 of the Fees Rules. The Schedule appears in the Sources of Authority Regulations and Rules section in Part Two of this Handbook.

The fees are charged in line with Government guidelines which provide for institutions to charge fees for postgraduate courses. Postgraduate fees for local students paid by a student may, in certain cases, be claimable for taxation purposes as ‘expenses of self-education’.

International students are charged tuition fees. Details of approved fees for international higher degree research candidates can be obtained from the website at [www.ro.mq.edu.au/HDRU/](http://www.ro.mq.edu.au/HDRU/).

Higher Degree Research candidates are usually not liable for tuition fees unless they are candidates enrolled in a fee paying professional doctorate or they are international fee-paying students. Local candidates who are liable to pay tuition fees are not liable to pay the HECS contribution. Under the Government RTS Scheme, most local higher degree research students are exempt from HECS. Local higher degree research candidates are liable for Student Activities Fees.

An invoice for payment of student activities fees will be issued to new local higher degree research students at or shortly after enrolment with a due date for payment. New International students are required to pay tuition fees for the first half year in advance of enrolment.

Continuing higher degree research students will be sent an invoice for fees due on 15th January for first half year fees and 15th July for second half year fees.

In most cases tuition fees are not paid at the time of enrolment. Candidates will receive a student charges notice shortly after the academic year commences.

### Postgraduate Education Loans Scheme (PELS)

PELS is Commonwealth Government scheme which provides an interest-free loans facility for Australian postgraduate students undertaking tuition fee liable coursework programs. It is similar to the deferred payment arrangements available under HECS. Details of the Scheme are set out in the booklet *PELS – Your Questions Answered* and at [www.hecs.gov.au/pels.htm](http://www.hecs.gov.au/pels.htm).

Please note that not all Australian Permanent Residents are eligible to apply for PELS. Please refer to the PELS booklet or contact the PELS enquiry line on 1800 020 108.

Candidates who are liable to pay tuition fees and who are eligible for a PELS loan will be asked to complete a PELS request form and provide their Tax File Number at enrolment.

### Higher Education Contribution Scheme (HECS)

HECS is a Commonwealth Government Scheme for the partial payment by students of the cost of their higher education. Details of the Scheme are set out in the booklet *HECS - Your Questions Answered*, which is available from the Postgraduate Studies Section and at [www.hecs.gov.au/](http://www.hecs.gov.au/).

- The University has approved some postgraduate coursework programs as HECS liable in 2004. These courses are listed in the Fees section of the Postgraduate Handbook.

- In 2004 there may be a limit set for the number of candidates in postgraduate courses who are eligible to pay HECS. Candidates enrolled above the set quota may be liable to pay tuition fees.

### Citizenship Requirements

Australian permanent residents who have not become citizens within one year of meeting residency requirements for citizenship, and New Zealand citizens who do not hold Australian citizenship, will be required to pay their HECS up front, without a discount.

Students need to provide appropriate documentation to establish one of the following:

- citizenship (birth or citizenship certificate)
- permanent residency status, or
- New Zealand citizenship.

Certified copies of these documents are acceptable.

### How much is HECS?

Students who commenced a HECS-liable course of study after 1 January 1997 are liable to pay 'Differential' HECS contributions. Under 'Differential' HECS the rate of HECS to be paid will be based on the discipline of the unit of study being undertaken. A summary table is set below.

### HECS

Band	Discipline Group	contribution per full time year of study
1	Arts Humanities Social Sciences/ Behavioural Sciences Visual/Performing Arts Education, Nursing, Justice and Legal Studies.	\$3,768.00
2	Mathematics, Computing; other Health Sciences, Agriculture/Renewable Resources; Built Environment/Architecture, Sciences; Engineering/Processing; Administration, Business, Economics.	\$5,367.00
3	Law, Medicine, Medical Science; Dentistry, Dental Services; and Veterinary Science.	\$6,283.00

The amount of HECS for which students are liable is calculated on a pro-rata basis each half year, thus, if you are doing less (or more) than a full standard program you will owe less (or more) than the full HECS charge for each half year.

The normal completion times, student load and the post-graduate credit point values of individual units for post-graduate courses being offered in 2004 are given in the Programs Section of the Handbook.

### How do you pay?

Provided you satisfy the Australian citizenship/permanent residency requirements outlined above, you will be given two options at enrolment for payment of your HECS contribution:

(i) (a) payment of the full liability with a 25% discount ('Up Front' payment) - if you choose this option, you will be sent an account by the University early in each half-year to be paid in full by the HECS Census dates - 31 March 2004 for first half-year and 31 August 2004 for second half year. Any amount remaining unpaid after the Census date will be transferred to the Deferred Option. (You should therefore provide your Tax File Number at enrolment).

(b) students may also choose to make partial 'Up Front' payments to the University in accordance with the information provided in the booklet *HECS - Your Questions Answered*

(ii) you may defer your payment, and make repayments through the taxation system when your taxable income reaches the minimum income threshold for the income year.

All students enrolling in a HECS-liable course for the first time must indicate a payment option (i.e. deferred or up-front).

### HECS Places

Where it has been stated that a program has HECS places, it is expected that, based on current enrolment numbers, all new students will be given a HECS place. If it is necessary to limit numbers, the HECS places will be awarded on academic merit.

***Students should be aware that fees may change from year to year and that the University reserves the right to vary, without notice any information relating to fees applicable to enrolment in any course or unit of study.***

## INTELLECTUAL PROPERTY

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

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

Macquarie University recognises the rights of students to intellectual property generated by them during their course of study at the University but requests that student researchers assign their rights to the University in exchange for being included in research programs, so that the University can suitably manage such intellectual property arising from such programs for the benefit of all

concerned. This means that intellectual property in the form of patentable material can be commercialised to the benefit of all inventors and gives the student equal rights with members of the academic staff.

Full details of the policy and the statement are available on the University's Research Office Home Page at [www.ro.mq.edu.au/policy/IP/policy.htm](http://www.ro.mq.edu.au/policy/IP/policy.htm).

## PLAGIARISM

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

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

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

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

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

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

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

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

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

- iii) avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.

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

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

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

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

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

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## Progress During Candidature

### COURSEWORK PROGRAMS

#### Progress

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

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

## **Re-admission After an Absence**

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

## **Re-enrolment**

Candidates for coursework higher degrees, diplomas and certificates are required to renew their registration each year for the duration of their candidature. Candidates in coursework programs will be required to complete re-enrolment in person by the date in February 2004 specified in the re-enrolment information.

Re-enrolment information is usually forwarded in December to all re-enrolling postgraduate candidates except those enrolled in preliminary/qualifying programs. Candidates completing a preliminary/qualifying program for entry to an award program must apply for entry to the award program by the specified closing dates and on the relevant application form.

Enrolment forms will only be posted to re-enrolling coursework students registered as external.

## **Change of Program of Study**

The program of study to be completed by a postgraduate candidate is prescribed by the Academic Program Committee on the recommendation of the Dean of the Division in which the candidate is registered. A candidate in a coursework program who wishes to change their program of study should first discuss the change with their course convenor and complete a Change of Program form, obtain academic approval on the form and take it to one of the online "Change of Program" sessions to be processed. The dates for discontinuance of units are set out under 'Discontinuance' below.

Candidates enrolled for undergraduate units as specified in the Schedule of Units are subject to the same conditions of enrolment as for Bachelor Degree candidates.

## **Transfers**

A candidate completing the requirements for a Postgraduate Diploma has the choice of receiving the Postgraduate Diploma or applying for admission to the appropriate Degree of Master in the year or half-year immediately following completion of the Postgraduate

Diploma and if admitted, commencing the Degree of Master in that year.

A candidate wishing to transfer prior to the completion of requirements must apply by completing the appropriate application form for the next year or half-year (available from the Student Enquiry Service).

## **Discontinuance**

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

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

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

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

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

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

## **RESEARCH PROGRAMS**

### **Progress**

Candidates in higher degree research programs are expected to maintain satisfactory progress in their programs of study.

Under the Doctoral and Master by Research Rules if a candidate's progress in the prescribed program of study is unsatisfactory, the Dean of Division will ask the candidate to show cause as to why candidature should not be terminated.

## Re-admission After an Absence

A candidate who has previously withdrawn from a higher degree research program will be required to apply for re-admission to candidature. Application procedures for re-admission after an absence are the same as for admission for new candidates seeking their first higher degree research enrolment at Macquarie. Assessment of applications for re-admission after an absence will be made in accordance with admission policies at the time, the government Research Training Scheme guidelines and would take account of the availability of adequate supervision. Candidates on official leave of absence in 2003 will be automatically re-enrolled at the end of the period of approved leave.

## Re-enrolment

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

Candidates whose maximum period of candidature has expired and who have not yet completed their program of study should seek an extension of candidature. If the maximum of twelve months' accumulated extensions have been completed, students will be withdrawn from current enrolment, but will be re-enrolled for thesis submission within a period of two years from the end of the extension period.

Information will be forwarded in December to all higher degree research candidates enrolled in 2003 concerning any required re-enrolment formalities.

## Change of Program of Study

All changes of program and details of candidature for higher degree research candidates should be discussed with the candidate's supervisor or the Divisional or Departmental research director or coordinator. All changes must be notified to the Higher Degree Research Unit in writing by completing the appropriate form and obtaining the required signatures from the Department and Division. The form entitled Change of Program Request for Higher Degree Research Candidates is required for the following changes: withdrawal from the program; change of attendance from full-time to part-time or vice versa; change from external study mode to internal/on-campus mode; addition or discontinuance of required coursework units and additional units; addition or change of tentative thesis title; addition or change of supervisor.

Separate forms for the following requests for changes to candidature are required: official leave of absence from candidature and suspension of award for scholarship holders; extensions of candidature; transfer of candidature from one degree to another or from one division or department to another; change to external attendance mode; temporary period of overseas research.

## Discontinuance

Total withdrawal from a higher degree research program must be notified in writing on the Higher Degree Research Change of Program form with the appropriate signatures of supervisor and Dean of Division or nominee. The following dates apply in respect of discontinuance of a higher degree research program and any coursework units or additional units required in the research program except in the case of candidates enrolled in the coursework component of the Doctor of Business Administration offered by the Graduate School of Management.

Where a candidate discontinues study in a higher degree research program and notification of this is received by the Higher Degree Research Unit on or before 31 March for the first half year and 31 August for second half year, the candidate will be regarded as not effectively enrolled. A refund of Student Activity Fees will be made.

If a higher degree research candidate discontinues a postgraduate coursework unit after 31 March, where that unit is a first-half or full-year unit, the candidate's academic record will record a 'W' for the unit.

If a higher degree research candidate discontinues a postgraduate coursework unit after 31 August, where that unit is a second half or full-year unit, the candidate's academic record will record a 'W' for the unit.

It should be noted that withdrawal from first-half or full-year coursework units after 31 March in the first half-year or from second-half units after 31 August in the second half-year may have implications for a student's liability for tuition fees. Withdrawal from a unit with a grade of 'W' will result in liability for the cost of that unit.

## Change of Attendance

Candidates who wish to change from Full-time candidature to Part-time or from Part-time to Full-time candidature must request the change in writing on the appropriate form. Candidates should discuss the change with their supervisor and on the basis of their commitments outside of study a recommendation for change will be made to the Higher Degree Research Unit. Changes will be recorded for half year periods of candidature.

Notification of changes must be received before 31 March for changes to first half year candidature and before the 31 August for second half year.

## Changes to Candidature Requiring Special Approval

Applications from research candidates for the following changes to candidature require special approval and additional supporting documentation: extension to periods of candidature, leave of absence, transfers to upgrade and transfer to external mode of attendance. Full reasons for such applications must be submitted to the Higher Degree Research Unit with the completed appropriate form, endorsement signatures and supporting documentation. Approval is granted after consideration of the individual case by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the candidate is registered.

## Extension of Candidature

Candidates requiring additional time for completion of a higher degree by research are required to apply for an extension of candidature on the appropriate form after consultation with their supervisor. Requests must include full details of progress in the candidature and a timetable for completion with a full supporting statement from the supervisor and endorsement signatures the Dean of Division or nominee.

Requests for extensions of candidature will be limited to a maximum period of four months at any one time. Further application with separate supporting documentation will be required for any additional periods of extensions to a maximum of twelve months accumulated extension unless there are exceptional circumstances.

Candidates who exceed the maximum extension of twelve months will be withdrawn from current enrolment and permitted to submit up to two years after the approved maximum extension date is exceeded.

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

## Leave of Absence/Suspension of Scholarship

Candidates may apply on the appropriate form for periods of leave of absence from candidature and suspension of award for scholarship holders. Leave of Absence may be accumulated up to a maximum of twelve months for the entire candidature.

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

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

## Transfers

Higher Degree research candidates must apply to transfer from one research degree, department or division to another by completing the Transfer Application form. Candidates who wish to change from internal to external attendance must complete a separate application on the Change to External Attendance form.

Students in Master Degrees by Research or Honours Master Degrees by research may be permitted to upgrade their candidature to a Doctorate in some Departments of the University.

Applications for transfers/conversions can be considered at any time but are effected from the commencement of the next half-year.

Applicants applying to upgrade/transfer to a higher degree by research who do not meet the prescribed admission requirements for that program must have completed work at a level acceptable to the Higher Degree Research Committee normally extending over a period of one year full-time or two years part-time. The Committee requires an assurance that the candidate is producing work at the appropriate level.

Candidates who transfer or upgrade from a Master Degree by Research or Honours Master Degree by Research to a Doctorate will be limited to a maximum of four years full-time study or eight years part-time study including the candidature for the Master Degree or Honours Master Degree.

The closing dates for applications for transfer are 15 January for the first half-year and 15 June for the second half-year.

## Transfer to External Candidature

Higher degree research candidates may be permitted to change to external candidature in special circumstances. Candidates must apply on Change to External Candidature form and must be made in advance of any proposed change. Applications will be considered by the Higher Degree Research Committee in light of the University's requirements for external candidature.

Transfers to external attendance mode will only be approved when adequate supervision can be maintained and satisfactory arrangements made for a minimum period of attendance at Macquarie University. This must consist of one month per year of equivalent full-time attendance with a minimum of two months for a Masters degree and three months for a Doctorate, sufficient part of which must be during the final phase of thesis preparation.

The closing dates for applications for change to external candidature are 15 January for the first half-year and 15 June for the second half-year

## Temporary Period of Overseas Research

Higher Degree research candidates who wish to undertake field work, data collection or other research at an

overseas location must seek approval on the appropriate form for periods longer than 4 weeks.

Applications must be made 4 to 6 weeks prior to the departure date.

## CHANGE OF NAME OR ADDRESS

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

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

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

## ASSESSMENT

### Theses

Full information relating to the preparation and assessment of theses is available on the Web at <http://www.ro.mq.edu.au/HDRU/forms.htm>. The appropriate extracts are also available from the Student Enquiry Service on the ground floor of the Lincoln Building. Candidates should consult this information before commencing to write their theses.

### Examinations

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

### Conduct of Examinations

Students sitting for examinations at the University are allotted a seat number for each unit. These details are posted on the notice boards in the Courtyard of Building E7B. They can also be accessed at the following website: <http://www.timetables.mq.edu.au/exam/>

Country examination centres are established having regard to the areas in which distance education students reside. The centre allocated to each distance education student is shown on the Advice of Enrolment and HECS Liability Notice sent each half-year.

Examination sessions normally commence at 9.30am and 2.00pm. Where reading time is requested by the examiner, candidates are admitted ten minutes before the com-

mencement of the examination. Candidates are not permitted to make notes or otherwise mark their papers during reading time. Candidates may bring into the examination room only basic materials (such as pens, pencils, rulers) unless the use of other material has been specifically permitted for a particular paper.

Candidates are not permitted to take bags or briefcases of any description into an examination area, but they may take in small money purses or cosmetic bags. No mobile phones may be brought into the examination rooms. Candidates may, if they wish, deposit bags or briefcases or other property in an area provided for this purpose or in the cloakroom in the Union building. Such bags, briefcases or other property are deposited at the owner's risk. The University will not be responsible for loss or damage of any description to property so deposited.

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

### Rules Governing Students' Conduct in Examinations

- (a) Candidates are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.
- (b) No bag, writing paper, manuscript or book, other than a specified aid, is to be brought into or removed from an examination room.
- (c) No candidate shall be admitted to an examination after one hour from the time of commencement of the examination. No candidate shall be permitted to leave an examination room before the expiry of one hour from the time the examination commences. Where in special cases this rule is varied an appropriate announcement will be made.
- (d) No candidate shall be readmitted to an examination room after he or she has left it unless during the full period of the absence the candidate has been under approved supervision.
- (e) A candidate shall not by any improper means obtain, or endeavour to obtain, assistance in his or her work, or give, or endeavour to give, assistance to any other candidate.
- (f) There must be no communication of any kind between candidates in the examination rooms except where laid down in the rules for a specific examination.

### Assessment Procedures

The following policy on assessment of students' work prepared and presented as a single entity by a group has been adopted by Senate.

Work prepared and presented as a single entity, and in which contributions of individual students cannot be identified\* should count for not more than 30% of the total assessment if the assessment of the unit is on a graded basis.

*\*Note that individual contributions must be proved by individual log-books or other identifiable evidence.*

**Please note: The following procedures enabling students to appeal against grades for units have been adopted by Academic Senate on its meeting of 12 October 2004. These procedures replace the current procedures for appeals against grades of the University.**

## **Appeals Against Grades**

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

### *Step 1: Consultation*

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

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

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

### *Step 2: Formal appeal to the Dean of the Division*

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

- put in writing the specific reasons why the grade is being questioned and include a copy of the correspondence with the academic member in charge of the unit, and
- submit this written request for a review of the grade awarded to the Dean of Division or nominee. A candidate can only appeal against the award of a grade where:
  1. the unit co-ordinator did not provide a unit outline as required; or
  2. the assessment requirements as specified in the unit outline were varied in an unreasonable way; or
  3. examiners judgement was not objectively applied because of prejudice against the individual candidate; or
  4. a candidate is of the view that a clerical error has occurred in the computation of the grade; or
  5. due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date
  6. a candidate is of the view that they have been disadvantaged in some way due to the conduct of their final examination.

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

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

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

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

## APPEALS

### Coursework Students

The Grading Appeals Committee has agreed that the following steps be used for students wishing to appeal against grades:

#### Step 1

The student should discuss the problem arising from the unit grade with the academic staff member in charge of the unit.

The staff member must give the student access to their examination script and show that the final examination paper has been marked in its entirety and also that the various components of the unit assessment have been incorporated into the grade.

Appeals against grades at the formal level are outlined below

#### Step 2

If the student is not satisfied with the response, or has been unable to get a response from the staff member within seven working days, the student should submit to the Dean of Division or nominee a written request for a review of the grade awarded. The student must specify and make explicit the grounds for concern. The student must make this written request within a further five working days.

At this stage, the Dean of Division or nominee may discuss the matter with the student in private, after which the staff member will have the option to be present for the continuation of the discussions. At the completion of these discussions, the Dean of Division or nominee will notify the Registrar and Vice-Principal and the student in writing of the outcome of the appeal that has been lodged.

#### Step 3

If difficulties continue and an agreeable result is not reached the student may, before the expiration of 7 days after the meeting with the Dean of Division or nominee, lodge an appeal with the Registrar and Vice-Principal which shall detail and make explicit the grounds for claiming that the conclusion reached in step 2 is unfair or unjust.

Students contemplating such an appeal are encouraged to consult the Dean of Graduate Studies before lodging an appeal with the Registrar.

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

### Grading Appeals Committee

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

returned from the Division, the Grading Appeals Committee will meet to consider the issues raised.

The Grading Appeals Committee may, as it sees fit,

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

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

### Appeals deadlines

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

#### (i) Mid-year Examinations

- Lodgement of formal Appeal with Dean of Division: 16 August 2004.
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 24 August 2004.
- Lodgement of Appeal with Registrar and Vice-Principal: within one week of notification of Dean of Division's recommendation.

#### (ii) End-of-year Examinations

- Lodgement of formal Appeal with Dean of Division: 14 January 2005.
- Notification of grade recommendation from Dean of Division to student and to Registrar and Vice-Principal: 28 January 2005.
- Lodgement of Appeal with Registrar and Vice-Principal: within one week of notification of Dean of Division's recommendation.

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

### Higher Degree Research Candidates

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

Higher degree research candidates may appeal against grades in coursework units, where such units form part of their program of study, as described in section I below.

Candidates enrolled in *higher degree* research programs (Doctorates, Master Honours or Master by Research) have the opportunity to appeal to the Higher Degree Research Appeals Committee (HDRAC) against a range of determinations relevant to candidature, scholarships, and thesis examinations under the provisions in the

Degree Rules and according to established protocols as described in section II below.

Appeals will only be considered if submitted within the time limits described in section III and in the prescribed manner.

### *I. Appeals by Higher Degree Research Students Against Grades in Coursework Units*

A formal procedure enabling students to appeal against grades awarded for coursework units of study has been established. The steps to be taken are as follows:

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

If difficulties and differences continue, or if there appear to be undue delays in initiating the required discussion between student and staff, the student has the right to lodge with the Dean of Division, or a director of program, a written request for a review of the grade awarded. Any such request must specify and make explicit the grounds for concern;

Prior to recommending the grade, the Dean of Division will, if requested by the student, discuss the matter with him or her. After the student has initially discussed the matter in private with the Dean, the member of staff will have the option to be present in the continuation of the discussion of that case;

The Dean will notify the Deputy Vice-Chancellor (Research) of the existence of the appeal and the nature of and reasons for the recommendation, which will be either that the original grade is sustained, or is to be raised or lowered or may be subject to re-examination. This information will also be provided in written form to the student;

If difficulties continue after the recommendation is forwarded from the Dean of Division to the Deputy Vice-Chancellor (Research) the student may, before the expiration of seven days after the recommendation has been transmitted, lodge an appeal with the Deputy Vice-Chancellor (Research) which shall detail and make explicit the grounds for thinking that the Dean of Division's recommendation is unfair or unjust. Students contemplating such an appeal should consult the Dean of Graduate Studies before lodgement of the appeal with the Deputy Vice-Chancellor (Research);

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

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

In considering a grading appeal, the Higher Degree Research Committee, or a nominated subcommittee

thereof, will then invite the Dean of the Division to comment on the case. The Higher Degree Research Committee will consider the appeal in the light of the Dean of Division's report and any additional comments made by the Dean of Division.

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

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

### *II. Appeals on Matters of Candidature, Scholarships and Thesis Examinations.*

The Higher Degree Research Appeals Committee is a standing committee of Academic Senate set-up to investigate cases referred to it to:

- (1) Determine appeals against decisions of Academic Senate in respect of thesis examinations. Such appeals can only be made by the higher degree research candidate the subject of that decision and must be restricted to claims of procedural irregularity in the conduct of the examination.
- (2) Determine appeals against decisions of the Higher Degree Research Committee which fall into the following academic and procedural areas:
  - i) admission to candidature;
  - ii) extensions of candidature;
  - iii) leave of absence;
  - iv) supervisory arrangements;
  - v) termination of candidature;
  - vi) ranking of scholarship applicants and the awarding of Australian Postgraduate Awards with stipend, and Macquarie University Postgraduate Research Awards;
  - vii) implementation of scholarship conditions.

Such appeals can only be made by the higher degree research candidate the subject of that decision and must be restricted to claims of procedural irregularity.

In the case of 2(vi), where it can be demonstrated that there may have been procedural irregularities, appeals will be referred back to the Program and Scholarships Sub-Committee of the Higher Degree Research Committee.

- (3) Deal with any other matters referred to it by the Higher Degree Research Committee.

HDRAC will only consider appeals made in writing and there shall be no provision for the personal appearance or representation of the parties involved in the appeal.. Candidates wishing to lodge an appeal against decisions of Academic Senate or the Higher Degree Research Committee should contact the Higher Degree Research Unit, for further details of procedures and grounds for appeal.

### III. Appeals Deadlines

- a) Appeals to the Higher Degree Research Committee on coursework grades: this appeals procedure is subject to strict deadlines which will only be varied in exceptional circumstances. Appeals not received within the time scale set out below will not be considered.
- (i) *Mid-year Examinations*
- Lodgement of formal appeal with Dean of Division: 2 August 2004
  - Notification of grade recommendation from Dean of Division to student and to Deputy Vice-Chancellor (Research) 16 August 2004
  - Lodgement of appeal with Deputy Vice-Chancellor (Research): within one week of notification of Dean of Division's recommendation.
- (ii) *End-of-year Examinations*
- Lodgement of formal appeal with Dean of Division: 14 January 2005
  - Notification of grade recommendation from Dean of Division to student and to Deputy Vice-Chancellor (Research) 28 January 2005
  - Lodgement of appeal with Deputy Vice-Chancellor (Research): within one week of notification of Dean of Division's recommendation.
- Students permitted by a Dean of Division to enter a unit for which a previous unit grade which is subject to appeal is a prerequisite, will do so at their own risk.*
- b) Appeals to the Higher Degree Research Appeals Committee on matters other than coursework grades: within one calendar month of the date of issue of the notice to the candidate of the matter at issue.

Students who satisfy requirements for a Higher Degree or Postgraduate Diploma on or before July 2004 will graduate in September 2004. Qualified students will receive preliminary graduation information with their mid-year examination results. The last qualification Senate for September 2004 graduation will be held on 17 August. If you are unsure of your graduation status, you must contact Academic Program Section before 17 August. Students who qualify after 17 August will not be eligible to graduate until April 2005.

Graduation information will be posted to prospective September graduands on 2 August with a return date of 2 September. All graduation related changes to personal or mailing details, requests to defer graduation and requests to graduate at one of our end of year overseas graduation ceremonies must be received by the Graduation Unit, in writing, before 2 September. It will not be possible to process requests received after this date.

As all graduation communication is conducted by mail, students must keep their mailing details current at all times. International students should lodge a change of address form with the Student Enquiry Service before they return to their home country.

The University has scheduled overseas ceremonies in Singapore in June 2004, Hong Kong in June 2004 and Hong Kong in November 2004. It is possible that a graduation ceremony will also be held in China at the end of the year. Local students intending to graduate in either Singapore or Hong Kong in June should contact Academic Program Section in February. Students completing mid-year who wish to graduate in Hong Kong (or China) in November should contact Academic Program Section in July.

Please refer to the Schedule of Dates in the front of this Handbook for the dates and times of the April 2004 and September 2004 Graduation Series.

## GRADUATION

Students who satisfy requirements for a Higher Degree or Postgraduate Diploma on or before December 2003 will graduate in April 2004. Qualified students will receive preliminary graduation information in December with their end of year results.

All students graduating in April 2004 must have their qualification confirmed by the December or 17 February meeting of Academic Senate. Students who qualify after February Senate will not be eligible to graduate until September 2004. If you are unsure of your graduation status, you must contact Academic Program Section before 17 February.

Graduation information will be posted to prospective April 2004 graduands on 2 February. Graduating students must ensure that their mailing details are kept current at all times. All graduation related changes in personal or mailing details, requests to defer graduation and requests to graduate at one of our overseas ceremonies must be received by the Graduation Unit, in writing, before the 5 of March. It will not be possible to process requests received after this date.

## SCHOLARSHIPS AND AWARDS

Details of scholarships and awards are published regularly in the publication Macquarie University Staff News and further information is available from the Higher Degree Research Unit of the Research Office, the Student Enquiry Service and in Division/Department offices. The information presented below relates to just some of the awards available. The scholarship information website provides further information about awards on offer and application forms for currently available scholarships can be downloaded from this site at <http://www.ro.mq.edu.au/HDRU/scholar.htm>

Candidates intending to study overseas should consult the Consulates/Embassy of their intended destination for current scholarship offerings and educational advice. Handbooks and other reference material related to scholarships are also held in the Library.

Information relating to scholarships currently available to international students can be obtained from the university website: <http://www.ro.mq.edu.au/HDRU/intern.htm>

## Scholarships for Research Programs

### *Australian Postgraduate Awards (APA)*

These awards, which are limited in number and for which there is considerable competition, are available for tenure by graduates who wish to undertake postgraduate research in Australian institutions of higher education.

Awards will only be available to those applicants who are Australian/New Zealand citizens or have Australian permanent residency. Applicants should hold or expect to obtain high range Honours Class I degrees or equivalent qualifications.

The awards are tenable initially for one year, are subject to satisfactory progress, and may be extended annually for a second year in the case of a candidate proceeding to a research Master's degree and for up to two years for a candidate proceeding to the Degree of PhD.

Under special circumstances related to research delays, a PhD candidate may be granted an extension of tenure of up to six months. There is provision for a limited number of part-time awards under special circumstances. Part-time awards are taxable with a stipend of \$9,620 per annum; full time awards have stipend of \$18,009 per annum and are currently tax exempt. These rates have been applicable from 1 January, 2003. Provision is made for relocation and a thesis allowance. Holders of the award will be required to meet the cost of any Student Activities Fees, and subject to confirmation of Government funding, shall be eligible for exemption under the Research Training Scheme from any HECS liability.

It should be noted that value and benefits of awards are subject to change.

Further information and application material may be obtained from the Higher Degree Research Unit of the Research Office or downloaded from the University Website: <http://www.ro.mq.edu.au/HDRU/scholar.htm#scholar>

Applications must be made on the prescribed form and lodged with the Higher Degree Research Unit no later than 31 October.

### *Research Awards for Areas and Centres of Excellence (RAACEs)*

These awards, introduced by the University in 2000, are open to postgraduate students of exceptional research promise in the nominated Research Areas of Excellence. The eligibility criteria, stipend and conditions are similar to those of the APAs except that the awards are available to those students who are prepared to undertake research in a designated Area of Excellence. Applicants may be Australian or New Zealand citizens, or have Australian permanent residency. Application forms and full details of eligibility, application procedures and award benefits are available from the Higher Degree Research Unit, phone (02) 9850 7277 or may be downloaded from the University website: <http://www.ro.mq.edu.au/HDRU/scholar.htm#scholar>

### *Macquarie University Postgraduate Research Awards (MUPGRA)*

These awards, which are very limited in number and for which there is considerable competition, are available for tenure by graduates who wish to undertake postgraduate research at Macquarie University.

Awards will only be available to those who are Australian or New Zealand citizens or have Australian permanent residency. Information is available from the Higher Degree Research Unit. Applicants should hold an Honours Class I degree or equivalent qualifications from an Australian or overseas university or recognised tertiary institution.

The awards are tenable initially for one year and subject to satisfactory progress, may be extended annually for a second year in the case of a candidate proceeding to the research Master's degree and for up to two years for a candidate proceeding to the degree of PhD. Under special circumstances a PhD candidate may be granted an extension of tenure of up to six months. The stipend as from 1 January 2003 was \$18009 per annum, currently tax exempt. There is provision for a limited number of part-time awards under special circumstances. Part-time awards are taxable with a stipend of \$9,620 per annum.

Holders of the awards will be required to carry out a program of full-time study and research (or part-time where approved) leading to the research Master's degree or Doctor of Philosophy.

Application forms and full details of eligibility, application procedures and award benefits are available from the Higher Degree Research Unit, phone (02) 9850 7277 or may be downloaded from the University website: <http://www.ro.mq.edu.au/HDRU/scholar.htm#scholar>. They must be lodged with the Higher Degree Research Unit no later than 31 October.

### *Australian Postgraduate Award (Industry) APA(I)*

These awards are won by the University and an industry partner for a project in an area of common research interest. The award funds a Masters or Doctorate of Philosophy scholarship in that area.

The stipend paid is slightly higher than for the APAs, but other conditions are similar.

APA(I)s are normally advertised from December onwards. Students are encouraged to contact academic staff in their area of research interest to enquire about the availability of awards.

### *International Postgraduate Research Scholarships (IPRS)*

These awards, which are limited in number and for which there is considerable competition, are available for tenure by graduates who wish to undertake postgraduate study and research in Australian institutions of higher education.

Applicants must be citizens of countries other than Australia and New Zealand, and must not hold permanent residency of Australia.

Scholarships will cover tuition fees only for a period of two years for a Master Degree and three years for a PhD Degree.

Application forms and eligibility criteria are available from the Higher Degree Research Unit, phone: (02) 9850 7277 or may be downloaded from the University website <http://www.ro.mq.edu.au/HDRU/scholar.htm>. The closing date is 31 August for awards for the subsequent year.

### *International Macquarie University Research Scholarships (iMURS)*

These prestigious scholarships were introduced by the University in 2001 to assist international students (except NZ citizens) with fee relief and to provide a living allowance (stipend). These awards may also provide a stipend for students who already hold a tuition fee only International Postgraduate Research Scholarship (IPRS). There are three levels of award with the highest level, an iMURS1 providing full fee relief and a living allowance stipend equivalent to the Australian Postgraduate Award Scheme. Awards are available to eligible international students wishing to study in one of Macquarie's areas of excellence.

Application forms and eligibility criteria are available from the Higher Degree Research Unit, phone: (02) 9850 7277 or may be downloaded from the University website: <http://www.ro.mq.edu.au/HDRU/scholar.htm>.

### *Applied Finance (PhD) Scholarships*

These awards are offered in the Macquarie University Applied Finance Centre to assist Australian citizens and permanent resident postgraduate students in the area of applied finance. Applicants should hold at least a Bachelors Honours Class II Division 1 degree and be eligible for PhD candidature within the Division. The conditions of award generally follow those of the APA and the stipend is \$35,000 per annum tax exempt. There is some additional funding for conferences and thesis production. There are generally two rounds per year with each closing on 31 March and 30 September. Application forms and eligibility criteria are available from the Higher Degree Research Unit, phone: (02) 9850 7277 or may be downloaded from the University website: <http://www.ro.mq.edu.au/HDRU/scholar.htm>.

### *Geochemical Evolution and Metallogeny of Continents (GEMOC) Postgraduate Research Scholarship*

A Postgraduate Research Scholarship for a project in the area of Geochemical Evolution and Metallogeny of Continents is offered in the Division of Environmental and Life Sciences. Applicants must have a Bachelors Honours Class II Division 1 degree or equivalent. The purpose of the Scholarship is to enable the holder to pursue a research program leading to the degree of Doctor of Philosophy (PhD) or Honours Degree of Master (MSc [Hons]). The Scholarship has a living allowance of up to the level of the APA(I) (currently \$23,294) per annum tax exempt. The award will be made available to the best

qualified applicant on the basis of academic merit. Details can be obtained from Professor Suzanne Y. O'Reilly on phone: (02) 9850 8362 Fax: (02) 9850 8943 or email: [sue.oreilly@mq.edu.au](mailto:sue.oreilly@mq.edu.au).

### *Macquarie University Graduate School of Management Scholarship (MGSM)*

These awards are offered from time to time in the Macquarie University Graduate School of Management to assist full time PhD students in the School. Applicants must have at least a Bachelors Honours Class I or II degree, or equivalent, and be eligible for PhD candidature within the School. The value of the scholarship is \$20,000 per annum tax exempt. Applications close 30 September. Forms and eligibility criteria are available from the Higher Degree Research Unit, phone: (02) 9850 7277 or may be downloaded from the University website: <http://www.ro.mq.edu.au/HDRU/scholar.htm>.

### *Scott Russell Johnson Memorial Award*

These awards are offered from time to time for postgraduate research studies in the Centre of Australian Category Theory (CoACT) in the Division of Information and Communication Sciences. This scholarship has a living allowance of \$15,000 per annum tax exempt. A supplementary scholarship may be awarded to students who already hold another university award up to the maximum allowed under the award conditions. The Scholarship applicant shall hold at least a Bachelors Honours degree Class II Division 1 and will be required to register as a candidate for the degree of Doctor of Philosophy in the Centre of Australian Category Theory and to undertake a program of full-time study and research leading to the degree in the area of Mathematics. Forms and eligibility criteria are available from the Higher Degree Research Unit, phone: (02) 9850 7277 or may be downloaded from the University website: <http://www.ro.mq.edu.au/HDRU/scholar.htm>. The closing date for applications is subject to funding availability.

### **Scholarships for Coursework Programs**

#### *The Mallesons Stephen Jacques Bill Wallace Memorial Scholarship*

The purpose of this scholarship is to assist in meeting part of the tuition fees for the Master of Applied Finance course. The scholarship is offered to part-time students resident in either Sydney or Melbourne who are eligible to proceed to the second part-time year of the Master of Applied Finance course.

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

#### *Karen Lynch Memorial Award: Grant-in-Aid*

This grant-in-aid of \$10,000 per annum, is offered to an indigenous student to assist in postgraduate studies. These studies should be seen to have positive community outcomes. Candidates are nominated by Warawara at

Macquarie University and compete for the award with students from other universities.

#### *Master of International Business Scholarship*

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

#### *Reader's Digest Scholarship in Editing and Publishing*

The purpose of this scholarship is to enable the holder to pursue a program of study leading to the Postgraduate Diploma in Editing and Publishing. The scholarship covers tuition fees for the program initially for one year, and subject to satisfactory progress by the holder, may be extended for a second year. One award is available every second year and is usually advertised during Semester One of the year of offer. Details can be obtained from Associate Professor Pamela Peters on phone: (02) 9850 8773 or email: ppeters@ling.mq.edu.au.

#### *Woolworth's Scholarship*

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

#### *Women in Publishing Scholarship*

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

## POSTGRADUATE PRIZES

The following postgraduate prizes are offered by the University:

#### *The ACNielsen Australia Marketing Award*

Open to all candidates proceeding to the degree of Master of Business Administration. Awarded for proficiency in the unit MGSM820 Marketing Management.

#### *The Aisling Society Prize*

Open to all candidates proceeding to the degree of Master of Arts within the Division of Humanities. Awarded for an essay in Irish or Irish-Australian history or literature.

#### *The Allen Knott Scholar Award*

Open to all candidates who have qualified for the Master of Business Administration degree. Awarded for academic merit in the Master of Business Administration program.

#### *Planning Institute Australia Prize*

Open to all candidates proceeding to the degree of Master of Environmental Planning. Awarded for proficiency in the Master of Environmental Planning program.

#### *The Australian Business Limited Prize*

Open to all candidates proceeding to the Postgraduate Diploma in Operations Management. Awarded for proficiency in all units in the Postgraduate Diploma in Operations Management program.

#### *The Australasian Institute of Banking and Finance Prize*

Open to all candidates proceeding to the degree of Master of Applied Finance. Awarded for proficiency in the unit ECFS857 Credit and Lending Decisions.

#### *The Australian Institute of Public Administration Prize*

Open to all candidates proceeding to the degree of Master of Business Administration. Awarded for excellence in the public sector units in the Master of Business Administration program.

#### *The Buspak Advertising Prize*

Open to all candidates proceeding to an award program in the Graduate School of Management. Awarded for proficiency in the unit MGSM818 Advertising and Promotions Management.

#### *The Chiropractic Education Australia Limited Award*

Open to all candidates proceeding to the degree of Master of Chiropractic. Awarded for proficiency in the unit CHIR860 Clinic Internship.

*The Chiropractic Student of the Year Prize*

Open to all candidates proceeding to the degree of Master of Chiropractic. Awarded for proficiency in the final year of study in the Master of Chiropractic program.

*The Cochlear Prize*

Open to all candidates proceeding to the degree of Master in the Division of Linguistics and Psychology. Awarded for proficiency in the unit CAUD814 Rehabilitation of the Hearing Impaired.

*The College of Organisational Psychologists*

Open to all candidates proceeding to the degree of Master of Organisational Psychology. Awarded for proficiency in the Master of Organisational Psychology program.

*The Decision Sciences Institute Prize*

Open to all candidates proceeding to the degree of Master of Business Administration or the degree of Master of Management. Awarded for academic excellence in the unit MGSM890 Operations Management.

*The E.C. Bloomfield Memorial Prize*

Open to all candidates proceeding to a degree or diploma in the Graduate School of Management. Awarded for the best performance in the unit MGSM835 Financial Management.

*The Fred Rush Convocation Prize*

Open to postgraduate candidates in the Division of Humanities. Awarded for creative writing or literary criticism in Australian literature.

*The Galley Club Prizes*

Open to all candidates proceeding to the Postgraduate Diploma in Editing and Publishing. Two prizes shall be awarded for proficiency in the units LING873 Design and Production of Books and LING874 Publishing and Management taken in the first year of the program, and two prizes shall be awarded for proficiency in the units in LING876 Option I and LING877 Option II taken in the second year of the program.

*The Gary Stavrou Prize*

Open to all candidates proceeding to the degree of Master of Chiropractic. Awarded for proficiency in CHIR840 Terminal Point Therapy and CHIR861 Technique V.

*The Graduate Management Association of Australia Prize*

Open to all candidates proceeding to the degree of Master of Business Administration. Awarded for academic proficiency and student participation in the Master of Business Administration program.

*The Graham Hermann Memorial Prize*

Open to all candidates proceeding to the degree of Master of Education and Work. Awarded for proficiency in the Master of Education and Work program.

*The Human Resource Partners Prize*

Open to all candidates proceeding to the degree of Master of Business Administration, Master of Management or a Postgraduate Diploma in the Graduate School of Management. Awarded for academic excellence in the unit MGSM801 Advanced Human Resource Management.

*The Industrial Relations Society of NSW Prize*

Open to all candidates proceeding to the degree of Master of Business Administration or the Postgraduate Diploma in Human Resource Management. Awarded for academic excellence in the unit MGSM803 Industrial Relations.

*The Institute Prize for Banking Management*

Open to all candidates proceeding to the Postgraduate Diploma in Banking Management or the Master of Management in Banking Management. Awarded for the highest academic merit in the Postgraduate Diploma in Banking Management or the Master of Management in Banking Management.

*The Logistics Association of Australia Prize*

Open to all candidates proceeding to the degree of Master of Business Administration or a Postgraduate Diploma in the Graduate School of Management. Awarded for proficiency in the unit MGSM893 Logistics Management.

*The Macquarie Foundation Raymond Powys Memorial Prize*

Open to all candidates proceeding to the degree of Master of Commerce in Professional Accounting (CA/CPA). Awarded for the most meritorious performance in all units in the Master of Commerce in Professional Accounting (CA/CPA) program. Supported by the University's Alumni.

*The Macquarie University Graduate Accounting and Commerce Prizes*

Open to candidates enrolled in various postgraduate accounting, commerce, and business units. Awarded for academic merit in the following units:

ACCG805	Research Methods in Finance.
ACCG806	Risk Management and Derivatives.
ACCG807	Research Seminar (Accounting).
ACCG808	Topics in Corporate Finance.
ACCG811	Advanced Auditing and Assurance Services.
ACCG812	Information Technology Management.
ACCG818	Capital Markets and Investments.
ACCG822	Information Systems in Business.
ACCG825	Management Accounting: Strategy and Control.
ACCG827	Business Strategy.
ACCG828	Management Control Systems.
ACCG832	Financial Statement Analysis.
ACCG835	International Accounting.
ACCG849	Economic Analysis.
ACCG851	Business Law.

ACCG852	Managerial Accounting.
ACCG853	Accounting Information Systems.
ACCG854	Company Law.
ACCG855	Corporate Accounting.
ACCG856	Auditing and Assurance Services.
ACCG857	Taxation Law.
ACCG858	Financial Management and Policy.
ACCG859	Current Issues in Accounting.
ACCG860	Quantitative Methods.
ACCG861	Principles of Accounting A.
ACCG862	Principles of Accounting B.
ACCG871	Advanced Corporate Accounting
ACCG872	Contemporary Issues in Financial Reporting.
ACCG882	Advanced Taxation.
ACCG884	Current Issues in Tax and Corporate Law.
ACCG890	Corporate Financial Forecasting.
ACCG893	Research Methods in Accounting.
ACCG894	Special Interest Seminar.
BUS851	Comparative Human Resource Management
BUS852	International Taxation

*The Macquarie University Applied Finance Prizes -Brisbane*

Open to all candidates proceeding to the degree of Master of Applied Finance in Brisbane. Awarded for academic excellence in the following units conducted in Brisbane:

Best Overall Performance in the Brisbane Class – for the best performance in all units undertaken in the program

ECFS842	Mergers and Acquisitions
ECFS845	Applied Portfolio Management
ECFS850	Corporate Treasury Management
ECFS854	Strategic Marketing in Finance
ECFS857	Credit and Lending Decisions
ECFS860	Swap Book Management
ECFS871	Risk and Portfolio Construction
ECFS874	Legal Risk in Finance
ECFS875	Corporate Financial Policy
ECFS876	Structured Finance Law
ECFS877	Project Finance
ECFS878	Managing Information Technology
ECFS879	Balance Sheet Management
ECFS880	Infrastructure and Property
ECFS881	Derivatives Valuation
ECFS882	Exotic Options
ECFS883	Venture Capital
ECFS886	Debt Capital Markets
ECFS888	Economics of Financial Markets
ECFS889	Taxation in Finance
ECFS892	Managing Innovation
ECFS895	Private Equity Investment
ECFS896	Credit Risk Management
ECFS897	Managing Shareholder Value
ECFS898	Managing Energy Risk
ECFS991	Equity Capital Markets
ECFS992	Hedge Funds
ECFS993	Negotiation in Finance
ECFS994	Cash Flow Structuring
ECFS995	Credit Risk Management

*The Macquarie University Applied Finance Prizes -Melbourne*

Open to all candidates proceeding to the degree of Master of Applied Finance in Melbourne. Awarded for academic excellence in the following units conducted in Melbourne:

Best Overall Performance in the Melbourne Class - for the best performance in all units undertaken in the program

ECFS842	Mergers and Acquisitions
ECFS845	Applied Portfolio Management
ECFS850	Corporate Treasury Management
ECFS854	Strategic Marketing in Finance
ECFS857	Credit and Lending Decisions
ECFS860	Swap Book Management
ECFS864	Property Investment
ECFS871	Risk and Portfolio Construction
ECFS874	Legal Risk in Finance
ECFS875	Corporate Financial Policy
ECFS876	Structured Finance Law
ECFS877	Project Finance
ECFS878	Managing Information Technology
ECFS879	Balance Sheet Management
ECFS880	Infrastructure and Property
ECFS881	Derivatives Valuation
ECFS882	Exotic Options
ECFS883	Venture Capital
ECFS886	Debt Capital Markets
ECFS888	Economics of Financial Markets
ECFS889	Taxation in Finance
ECFS892	Managing Innovation
ECFS895	Private Equity Investment
ECFS991	Equity Capital Markets
ECFS992	Hedge Funds
ECFS993	Negotiation in Finance
ECFS994	Cash Flow Structuring
ECFS995	Credit Risk Management

*The Macquarie University Applied Finance Prizes - Sydney*

Open to all candidates proceeding to the degree of Master of Applied Finance in Sydney. Awarded for academic excellence in the following units conducted in Sydney:

Best Overall Performance in the Sydney Class – for the best performance in all units undertaken in the program

ECFS842	Mergers and Acquisitions
ECFS845	Applied Portfolio Management
ECFS850	Corporate Treasury Management
ECFS854	Strategic Marketing in Finance
ECFS857	Credit and Lending Decisions
ECFS860	Swap Book Management
ECFS864	Property Investment
ECFS871	Risk and Portfolio Construction
ECFS874	Legal Risk in Finance
ECFS875	Corporate Financial Policy
ECFS876	Structured Finance Law
ECFS877	Project Finance
ECFS878	Managing Information Technology
ECFS879	Balance Sheet Management

ECFS880	Infrastructure and Property
ECFS881	Derivatives Valuation
ECFS882	Exotic Options
ECFS883	Venture Capital
ECFS886	Debt Capital Markets
ECFS888	Economics of Financial Markets
ECFS889	Taxation in Finance
ECFS892	Managing Innovation
ECFS895	Private Equity Investment
ECFS991	Equity Capital Markets
ECFS992	Hedge Funds
ECFS993	Negotiation in Finance
ECFS994	Cash Flow Structuring
ECFS995	Credit Risk Management

*The Mindshifts Group Competitive Intelligence Prize*

Open to all candidates proceeding to an award in the Graduate School of Management. Awarded for proficiency in the unit MGSM985 Competitive Intelligence for Global Business.

*The New South Wales Treasury Corporation Prize for Best Overall Performance in Sydney Class*

Open to all candidates proceeding to the degree award of Master of Applied Finance, Sydney. Awarded for academic excellence in the Master of Applied Finance program, Sydney.

*The NRMA Insurance Ltd Prize*

Open to all candidates proceeding to the degree of Master of Business Administration. Awarded for excellence in core units.

*The Peter Hunt Memorial Prize*

Open to all candidates proceeding to a postgraduate diploma or a Master degree in the Division of Law. Awarded for the best essay or thesis on environmental law.

*The Peter Strickland Memorial Prize*

Open to all candidates proceeding to the degree of Master of Business Administration. Awarded for academic excellence in the unit MGSM880 Foundations of Management Thought.

*The Phonak Audiology Prize*

Open to all candidates proceeding to the degree of Master by coursework. Awarded for proficiency in the unit CAUD805 Hearing Aids.

*The Planning NSW Prize*

Open to all candidates proceeding to a postgraduate degree or diploma in the Graduate School of the Environment. Awarded for the best achievement in the final year of degree or diploma studies within the Graduate School of the Environment.

*The Reader's Digest Prizes*

Open to all candidates proceeding to the Postgraduate Diploma in Editing and Publishing. Awarded to the candidates judged to have the best overall performance in each of their respective years.

*The Society of Editors Prize*

Open to all candidates proceeding to the Postgraduate Diploma. Awarded for proficiency in the units LING961 Essentials of Editing, LING962 Language and Writing Style, LING963 Structural and Electronic Editing, LING964 Editorial Issues and Responsibilities.