

DEAN OF STUDENTS

NEWSLETTER

Jubilee Students

Acting Dean of Students
Dr Colin Wastell

September 2006

Welcome to the third Jubilee Newsletter of 2006. For many of you who enrolled for the first time in second half this year this will be your first Jubilee Newsletter. The aim of the Newsletter is to keep you informed of several important issues pertaining to your studies at Macquarie and to remind you of the various support services that are available. Please keep this Newsletter for future reference.

You will continue to receive this Newsletter in the post until you achieve 12 credit points at Macquarie. Additional copies may be downloaded from the Dean of Students website or collected from the Dean of Students Office on Level 2 of the Lincoln Building.

Withdrawal after the Census Date

As from 2005, following a change to Bachelor Degree Rule 12(1)(b), if you discontinue from a unit(s) of study up to four weeks after the census date for that unit(s) you will be granted a **“W”(withdrawal without academic penalty)**. You will, however, still be financially liable. To apply for remission of HEC/HELP and Student Learning Entitlement contact the Student Enquiry Service or go to <http://www.reg.mq.edu.au/Undergrad>

Study Period of Unit(s)	Census Date	Last Date for Discontinuance without Academic Penalty
Second-Half Year	31 August 2006	28 September 2006

Withdrawal after Last Date of Discontinuance without Academic Penalty

If you discontinue after the last date for discontinuance without academic penalty, you will be granted a **FW (Failed Withdrawn) grade**. If you consider that this discontinuance was due to “unavoidable disruption” to your studies, you may apply in writing to the Registrar and Vice-principal for a “W” (withdrawal without academic penalty grade).

For full details of this procedure and the definition of unavoidable disruption please refer to the Handbook of Undergraduate Studies 2006 pp 39-41 and to the Dean of Students Information Sheet available from the Dean of Students Office or on the web at deanofstudents@mq.edu.au

Examination Timetable - Second Half 2006

Approximately eight weeks before the end of year examination period a draft examination timetable is available on the Macquarie home page at <http://www.timetables.mq.edu.au/exam>. A copy of the timetable is also displayed outside Academic Program Section on Level 4 of the Lincoln Building. The final examination timetable (incorporating any amendments that have been made to the draft timetable) will be available from approximately four weeks prior to the examination period. The examination period is from Wednesday 15 November to Friday 1 December 2006.

Which Form to use – Advice of Absence or Special Consideration?

Advice of Absence or other Circumstances

Complete this form if you suffer **unavoidable disruption or misadventure during teaching weeks** or mid semester recess weeks. For example, use this form if you miss classes, class test or due dates for assignments. **Attach Documentation.** To access the Advice of Absence form go to <http://www.reg.mq.edu.au/academic-index.html>

OR

Special Consideration in Exams

Complete this form if you suffer **unavoidable disruption or misadventure during the examination period** or consider your overall performance in a unit/subject has been affected by misadventure or unavoidable disruption. Requests for special consideration must be submitted no later than **five working days** after the date of the examination for the unit for which you are seeking special consideration. **All requests for special consideration must be submitted by no later than 5pm on 1 December 2006 for the end-year examination period.** If you are seeking special consideration for a unit that does not have a formal examination, you must submit your form by no later than 5pm on 1 December 2006. **Original documentation must be provided. A Professional Authority Form must be completed.**

Forms are available on the web at <http://www.registrar.mq.edu.au/Forms/APScons.doc> or from the Student Enquiry Service.

Second Half Results

The University does not issue paper-based result notifications. All unit result information can be obtained from the eStudent website. It is expected that unit result information will be available from eStudent from 12.01 am on Friday, 15 December, 2006.

Transfer Between Courses

Course Transfer forms will be available on the web and at the Student Enquiry Service when the end of year examination results are released on 15 December. The opportunity to transfer courses is available for approximately 10 days at the end of December and again in early January. **Check the course transfer policy to see if you are eligible to transfer courses and also check the 2006 Handbook of Undergraduate Studies pp 30-32.** Please note course transfer requirements are inflexible. If you do not meet the criteria you cannot transfer. If you would like further information or advice regarding course transfers contact the Student Enquiry Service or the Dean of Students Office.

To Drop a Unit On-Line for Second-Half Year

To drop a unit on-line you will need to access *eStudent* on the web at <https://student1.mq.edu.au/t1tbmain.asp> or through the Student Page.

The Writing Skills Advisory Service

Macquarie University runs a Writing Skills Advisory Service through its Writing Skills Program. Students who want individual help with essay writing can make an appointment to see a writing skills adviser by contacting the Centre for Open Education in Building X5B (tel: 9850 7470). The Service can organise phone tutorials for evening and external students. Students should lodge a copy of an essay, or essays, several days before their appointment. Please note that this should be a **marked essay**, as the service is meant to help you work through problems identified by your discipline tutors, not to help you draft an essay for assessment.

On-Line Writing Skills

Your unit outlines and unit information on the web will be an important source of information on the expectations academic staff have in a particular course. There is a web site for academic writing called '**The Macquarie Gateway to Academic Literacy**' which covers in detail most of the important aspects of academic writing.

This site can be found at <http://online.mq.edu.au/pub/EDUCGATEWAY>

Learning Skills Seminars

The University Counselling and Health Services offer Learning Skills Seminars in Second Semester. If you are interested please contact **Trish Campbell, Learning Skills Counsellor, on 9850 7498**. The last workshop for the year is "Preparing for Exams" on Tuesday 10th October and Thursday 12th October.

Learning Centre for Numeracy Skills

The Numeracy Centre, co-ordinated by Carolyn Kennett, is located in C5A 225. Carolyn can be contacted by phone on 9850 8924. The Numeracy Centre phone number is 9850 8797 or alternatively you can email at numeracy@ics.mq.edu.au. The web address for the Numeracy Centre is <http://www.maths.mq.edu.au/numeracy/index.html>

Student Enquiry Service

The Student Enquiry Service is the first point of contact between the University and undergraduate students, full-time and part-time. It is located on level 1 of the Lincoln Building and can be contacted on (02) 9850 6410, or by e-mail at sesinfo@mq.edu.au. Frequently Asked Questions from the Student Enquiry Service can be found at www.student.mq.edu.au/ses.

Contact the Student Enquiry Service for all undergraduate enquiries regarding:

- Academic Transcripts
- Admission
- Enrolment
- Advice about Bachelor Degree Rules
- Student Contributions
- Credit for Previous Studies
- Public transport concession stickers
- Private bus concession forms
- General administration

The Student Enquiry Service is open from 8.30am – 5.30pm Monday, Tuesday, Thursday; from 9.30am – 5.30pm Wednesday and 8.30am – 4.30pm Friday.

Environmental and Life Sciences Service Centre

The ELS Service Centre on the ground floor of the Western end of E7A provides a source of initial ELS student enquiries. The Centre is open 8.30 – 5.30. Outside of these hours there is a mail slot for the Centre near the E7A lift. Contact number for the Centre is 9850 6000, Fax is 9850 9671.

First Year Student Support Officer for Environmental and Life Sciences

(Departments of Biology, Chemistry, Earth and Planetary Sciences, Health and Chiropractic, Human Geography, Physical Geography)

Dr Theresa Winchester-Seeto is available for consultation on any issue that you think is hindering progress with your studies to make an appointment to speak with Theresa either phone 9850 8334; or email (twinches@laurel.ocs.mq.edu.au); or drop into Building E7A room 701

First Year Student Support Officer for Computing

The Computing Department has appointed a First Year Student Support Officer for all students enrolled in first year units offered by the Computing Department. Kate Stefanov, can be contacted via email at studentsupport@comp.mq.edu.au, by calling 9850 9571 or drop in to see her in E6A 371.

SAM Women's Room

In order to ensure that women students have access to the support that they need on campus, SAM in partnership with Macquarie University Support Services, is providing a peer support service in the Women's Room.

Ph: 9850 7730 or support@sam.mq.edu.au [re: support service on offer]

Women's Room, SAM Building Level 0 [close to the hairdressers]

Welfare Service

The Welfare Service provides an information, support and referral service to students and staff on issues such as (but not limited to):

- Accommodation/Tenancy issues
- Financial issues/Budgeting
- Centrelink entitlement
- Access to Legal services
- Health promotion and information
[i.e. sexual health, drugs and/or alcohol, health and wellbeing etc]

Ph: 9850 6496

Email: welfare@mq.edu.au or Support Services Reception, Level 2, Lincoln Building [C8A] or access the website at www.sss.mq.edu.au/welfare

Equity Support Unit

The Equity Support Unit [ESU] provides support and assistance to students with a disability/health condition to ensure that they do not experience disadvantage in reaching their academic potential.

To register with ESU, download an Advice of Disability/Health Condition form from <http://www.registrar.mq.edu.au/academic-index.htm>. This form must be completed irrespective of whether a disability/health condition is temporary, long-term or permanent. All students wishing to request support services from the ESU must make an appointment to see a case manager each semester/study period.

Ph: 9850 6494/7497

Email: equity@mq.edu.au,

In Person: Support Services Reception, Level 2, Lincoln Building [C8A] or access the website at www.sss.mq.edu.au/equity

Dean of Students Information Sheets

The following Information Sheets are available from the Dean of Students Office. Alternatively they are available on the web at <http://www.deanofstudents.mq.edu.au/>

- Jubilee Mature Age Students, 2006
- Application for Withdrawal Grade ("W")
- Appeals to the Academic Appeals Committee
- Transferring to a Law Degree
- Special Consideration – Important Points to Read
- Documenting Your Case
- Frequently Asked Questions about Exams
- Appeals by Students Against Grades
- Appeals against Parking Infringement Notices
- Calculating your Grade Point Average (GPA)

Dean of Students Office Contact Details

Dean of Students Office

Room 223 on Level 2 of the Lincoln Building

(Entrance via western entrance, near the Library)

Telephone 9850 7464

Fax: 9850 9920

Email: christine.pegrem@mq.edu.au

Additional copies of this Newsletter are available from the Information boxes outside the Dean's Office