



FPTP032

Tertiary Preparation 2

IBT1 2015

Macquarie City Campus

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	6
<u>Delivery and Resources</u>	9
<u>Unit Schedule</u>	12
<u>Policies and Procedures</u>	15
<u>Graduate Capabilities</u>	19
<u>Changes from Previous Offering</u>	24
<u>Progression into Undergraduate studies</u>	24

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Tutor

Echo Oh

echo.oh@mqc.edu.au

Contact via echo.oh@mqc.edu.au

MQC

Contact instructor

Lecturer in Charge

Sonya Fehler

sonya.fehler@mqc.edu.au

Contact via sonya.fehler@mqc.edu.au

MQC

Contact instructor

Echo Oh

echo.oh@mqc.edu.au

Credit points

4

Prerequisites

FFTP031

Corequisites

Co-badged status

Unit description

The emphasis in this unit will be building on theoretical knowledge and skills introduced in FFTP031. Analytical and critical thinking skills will be central to teaching and learning in this unit. The unit develops academic study skills needed to succeed in study at university in a Western country, more particularly, in Australia. Through individual and group work, the course focuses on the concepts that distinguish the western model of tertiary educational delivery. It also prepares the student for an appreciation of the perspectives, practices and a conceptual understanding of their role as a global citizen.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task

Use appropriate academic language and referencing conventions to express academic arguments.

Critically analyse and evaluate academic research

Undertake a literature review and in the research process distinguish between and evaluate peer reviewed sources and other forms of information

Complete an in-depth case study

Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

General Assessment Information

Missed Assessments

The only exception to not sitting an in-class test or examination at the designated time or handing in an assessment on the due date is because of a serious or unavoidable disruption.

Students who miss a formal assessment held in class or a final examination due to a serious and unavoidable disruption which commenced after the start of the study period must lodge a [Disruption to Studies](#) Notification via ask.mq.edu.au within five (5) working days of the commencement of the disruption in order to apply for Special Consideration. The notification must be supported by appropriate [evidence](#).

In submitting a Disruption to Studies Notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessable work as a result of a Disruption to Studies Notification is not negotiable. Further, in submitting a Disruption to Studies Notification, a student is agreeing to make themselves available so that they can complete any extra work as required.

Students will be advised of the outcome of their [Disruption to Studies](#) Application via ask.mq.edu.au.

Please refer to the [Disruption to Studies Policy](#) for further details.

Extensions & Late Submissions

To apply for an extension of time for submission of an assessment item, students must submit a notification of Disruptions to Studies via ask.mq.edu.au.

Grounds for extensions are usually serious illness, accident, disability, bereavement or other compassionate circumstances and must be substantiated with relevant evidence (e.g. professional authority form).

Late submissions without an approved extension will be penalised at a rate of **10% per day (weekend inclusive)**. This applies to assessments completed outside of class such as essays and assignments.

Final Examinations and Final Assessment Tasks

Final exams and final assessments typically take place in Week 13 and the first 3 days of week 14. **Please note that you must pass the final exam or final assessment task in order to pass this unit.** You are expected to present yourself for examination at the time and place designated in the Final Examination Timetable. Please note that no special consideration will be given to students who have booked flights out of the country prior to the conclusion of the examination period.

The Final Examination Timetable will be available in provisional form on the MQC Student Portal Noticeboard at <https://student.mqc.edu.au/NoticeBoard.htm> in approximately week 10 of this Session. You will have 1 week to give feedback to the Student Administration Manager should you have concerns or note any clashes in your final exam timetable. From week 12, you will also be able to view your personal final exam timetable via the [MQC Student Portal](#).

The examination timetable is produced to provide the maximum number of students with the least number of consecutive examinations. It is not uncommon for students of Macquarie University at both the City and North Ryde Campuses to be required to sit two consecutive examinations. A maximum of three consecutive exams is also permitted (for example, two on one day, and one the following morning). However, no student is required to sit four consecutive exams and if any student discovers their examination timetable contains four consecutive exams, they should immediately contact the [Student Administration Manager](#) to have an exam rescheduled.

Prior to the examination period, you should ensure that you are familiar with the [Examination Rules](#). You can find these under Exam Information on the MQC [Student Portal Noticeboard](#). A breach in any of these rules will lead to disciplinary action being undertaken.

Students who miss a final exam or final assessment will be awarded a mark of 0 for the task and cannot pass the unit, except for cases where a Disruption to Studies Notification is lodged and a Special Consideration is awarded. Please note that in submitting a Disruption to Studies Notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessable work as a result of a Disruption to Studies Notification is not negotiable.

Supplementary Examinations

Supplementary final examinations are held during the scheduled Supplementary Final exam Period in the lead up to the subsequent teaching period.

Please note that results for supplementary exams may not be available until the conclusion of Week 2 of the subsequent teaching session and until supplementary results are released, continuing students may be prevented from enrolling in certain units in the subsequent teaching session.

Students in their final semester of study who undertake supplementary final exams should note that Formal Completion of the Foundation Program will not be possible until supplementary results are released and this may impact on their ability to enrol subsequent programs of study on time.

Retention of Originals

It is the responsibility of the student to retain a copy of any work submitted and produce another copy of all work submitted if requested. Copies should be retained until after the release of final results each Session.

In the event that a student is asked to produce another copy of work submitted and is unable to do so, they may be awarded zero (0) for that particular assessment task.

The University also reserves the right to request and retain the originals of any documentation/ evidence submitted to support notifications of disruptions to studies. Requests for original documentation will be sent to the applicant's University email address within six (6) months of notification by the student. Students must retain all original documentation for the duration of this six (6) month period and must supply original documents to the University within ten (10) working days of such a request being made.

Turnitin

Students may be requested to submit assessments via Turnitin and in such instances any hard copies submitted without a Turnitin Report will not be marked.

Step by step guidance for Turnitin submissions can be found [here](#). Should you experience any difficulties with Turnitin submission, please see a Lab Demonstrator in Lab 311 at MQC.

If you experience difficulties submitting through Turnitin on the due date, you must email your work in electronic format to your lecturer using the email address provided in the unit guide. Late submissions will be penalised at 10% per day.

Grading & Requirements to pass

This unit will use the following grading system:

- HD - High Distinction (85-100)
- D – Distinction (75-84)
- CR – Credit (65-74)
- P – Pass (50-64)
- F – Fail (0-49)

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available [here](#).

To pass this unit, you must attempt all assessable components of the unit, pass the final exam and attain an overall mark of at least 50%. Failure to do so will result in an F (fail) grade being recorded.

Provision of Feedback

Marks awarded for assessment items will generally be available within fourteen (14) days of the due date.

If you wish to receive further feedback from your instructor, you should contact them directly using the contact details provided in this guide.

Students may seek general feedback about their performance in a unit up to 6 months following results release.

Contacting Staff and Getting Help

Foundation students may approach teaching staff for one-on-one help in one of three ways:

- During Consultation sessions. For details about consultation sessions and Consultation times, please refer to timetabled provided on the Macquarie [City Campus Portal Noticeboard](#).
- Using the "Questions for your instructor" dialogue provided in Week 0 of the respective unit in [iLearn](#).
- Using the instructor's email address provided in the Unit Guide of the respective unit.

For all university related correspondence, students are required to use their official MQ student email account which may be accessed via the [Macquarie University Student Portal](#). Inquiries from personal email accounts will not be replied to.

Assessment Tasks

Name	Weighting	Due
Referencing and Research Quizz	10%	Weeks 3, 6, 10
Critique Task	20%	Week 5
Lit Review & Reference List	20%	Week 7
Case Study	20%	Week 10
Final Examination	30%	Examination Period

Referencing and Research Quizz

Due: **Weeks 3, 6, 10**

Weighting: **10%**

Quizzes will be conducted as individual or group activities and will contain a variety of multiple choice and short answer questions as well as practical tasks. Quizzes are worth 5% each and will be conducted online. The best 2 quiz marks will be counted towards the final result. No

supplementary quizzes will be permitted.

On successful completion you will be able to:

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Undertake a literature review and in the research process distinguish between and evaluate peer reviewed sources and other forms of information

Critique Task

Due: **Week 5**

Weighting: **20%**

This written task will require students to write a response to a given text or texts demonstrating their abilities to think critically, and in doing so, understand and produce academic arguments, counter arguments and refutations. This task will also require the student to demonstrate their ability to incorporate in-text referencing, drawing upon the skills acquired in Tertiary Preparation 1 (FFTP031).

5% of the total mark will be awarded for bringing a draft copy of the paper to the tutorial class before the final due date for editing purposes.

This assessment must be submitted through Turnitin in iLearn. Step by step guidance for Turnitin submissions will be provided in class, instructions have been provided on iLearn and can also be found here: http://mq.edu.au/iLearn/student_info/assignments.htm#how. Should you experience any difficulties with Turnitin submission, please see a Lab Demonstrator in Lab 311 at MQC. Late submissions will be penalised at 10% per day.

On successful completion you will be able to:

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Lit Review & Reference List

Due: **Week 7**

Weighting: **20%**

Students will need to submit an academic literature review relating to a topic decided or approved by the lecturer. The review should include critical evaluation of the sources found, a reference list following Harvard referencing conventions and must be based on academic journal articles.

5% of the total mark will be awarded for bringing a draft copy of the paper to the tutorial class before the final due date for editing purposes.

This assessment must be submitted through Turnitin in iLearn. Step by step guidance for Turnitin submissions will be provided in class, instructions have been provided on iLearn and can also be found here: http://mq.edu.au/iLearn/student_info/assignments.htm#how. Should you experience any difficulties with Turnitin submission, please see a Lab Demonstrator in Lab 311 at MQC. Late submissions will be penalised at 10% per day.

The only exception to not sitting an in-class test or examination at the designated time is because of a serious or unavoidable disruption. In these circumstances you should consider lodging a [Disruption to Studies Notification](#) via www.ask.mq.edu.au within five (5) working days of the commencement of the disruption otherwise you will not receive any mark for this component of assessment. Please refer to the Disruption to Studies section below for further details.

On successful completion you will be able to:

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Critically analyse and evaluate academic research
- Undertake a literature review and in the research process distinguish between and evaluate peer reviewed sources and other forms of information

Case Study

Due: **Week 10**

Weighting: **20%**

Students will be given a real life problem and will, as part of a team, be required to propose solutions and recommendations to solve the issue at hand. This assessment will include both group consultation and individual work.

5% of the total mark will be awarded for bringing a draft copy of the paper to the tutorial class before the final due date for editing purposes.

This assessment must be submitted through Turnitin in iLearn. Step by step guidance for Turnitin submissions will be provided in class, instructions have been provided on iLearn and can also be found here: http://mq.edu.au/iLearn/student_info/assignments.htm#how. Should you experience any difficulties with Turnitin submission, please see a Lab Demonstrator in Lab 311 at MQC. Late submissions will be penalised at 10% per day.

On successful completion you will be able to:

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Complete an in-depth case study
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Final Examination

Due: **Examination Period**

Weighting: **30%**

The end-of-session examination will be based on all skills studied in the course including analytical and critical thinking and referencing skills, and will require students to write a discursive essay in response to a given text or texts. The format of the exam will be discussed in class. The final exam will be held during the final examination period in either Week 13 or 14 at the City Campus. **Please note that you must pass the final exam in order to pass this unit.**

On successful completion you will be able to:

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Undertake a literature review and in the research process distinguish between and evaluate peer reviewed sources and other forms of information
- Complete an in-depth case study
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Delivery and Resources

Classes

Weekly contact will be 5 hours consisting of a 2 hour lecture, a 2 hour tutorial and 1 hour consultation session.

During Lectures, new content will typically be presented and explained by the lecturer. During

tutorials participants will have more opportunities to engage in discussion and activities.

In the one-hour consultation session, students will be given individual guidance and assistance with their assessment and homework tasks and assignments. This hour is also an opportunity for students to engage in independent research and reading related to the unit, complete additional tasks to extend their knowledge of the field or catch up on any work they have missed.

Attendance of all three sessions (lectures, tutorials and consultation sessions) is compulsory and students must attend at least one consultation session per week.

Timetables for lectures and tutorials as well as consultation sessions can be found on the Noticeboard on the [City Campus Student Portal](#).

If any scheduled class falls on a public holiday a make-up lesson may be scheduled, usually on a Saturday. Where appropriate, the instructor may instead organise an online make-up lesson which would require students to access online learning materials and/or complete activities outside of class rather than attending a make-up lesson. Scheduled make-up days are noted in the Teaching Schedule and attendance is taken for both weekend and online make-up lessons.

Learning and Teaching Activities

In this unit, students will cover three broad topic areas; Conflict and Reconciliation, Ecological Disasters and Globalisation. These topics will underpin the assessment tasks and classroom activities and it is advised that students do independent reading and research to familiarise themselves with the issues surrounding these topics.

In class, students will be required to work independently as well as in small groups and engage in extensive class discussions. A significant amount of time will also be devoted to research in the computer laboratories, and during this time students will be expected to make use of the library catalogue and Macquarie University Databases.

iLearn

[iLearn](#) is Macquarie's online learning management systems. The following unit specific information will be available on the website:

- Announcements
- Staff contact details
- Lecture notes and recordings
- Learning and teaching activities and resources
- Assessment information
- Tutorial questions and solutions
- Assessment submission tools such as Turnitin
- Other relevant material

Please note that you must enrol in a unit via [eStudent](#) in gain access to the unit in iLearn.

You are required to regularly check the website and use it as an information and resource centre

to assist with your learning.

Ensure that when you have finished using the website, you log out. Failure to do so could allow unauthorised access to your account.

Please contact the IT helpdesk (Ph. 02 9850 4357) or lodge a ticket using [OneHelp](#) if you need assistance accessing iLearn.

Required and Recommended Texts and Materials

There are no prescribed texts for this unit. However, students may find the below texts useful in this unit and while completing your Foundation Studies.

Recommended textbook(s):

- Brick, J. (2011) Academic culture: A student's guide to studying at university, NCELTR: Australia
- Cottrell, S. (2005). Critical thinking skills: Developing effective analysis and argument. Basingstoke: Palgrave Macmillan. 9781403996855
- Cottrell, S. (2008). The study skills handbook (3rd ed.). Basingstoke: Palgrave Macmillan. ISBN 9780230573055
- Faigley, L. (2011), The little penguin handbook, Pearson Australia Group Pty Ltd. ISBN: 9780205743391
- Fry, R. W. (2005). How to study (6th ed.). Clifton Park, New York: Thomson Delmar Learning. ISBN: 9781401889111
- Game, A., & Metcalfe, A. (2003). The first year experience: Start, stay, succeed at uni. ISBN 13: 9781862874701 ISBN 10: 1862874700
- Grellier, J., & Goerke, V. (2006). Communication skills toolkit : Unlocking the secrets of tertiary success. South Melbourne, Vic: Thomson/Social Science Press. 9780170129749 : 0170129748
- Marshall, L., & Rowland, F. (2006). A guide to learning independently (4th ed). Melbourne, Vic: Pearson Education. ISBN 1 74103 372
- Orr, F. (1977). How to pass exams (2nd ed.). Sydney: George Allen & Unwin. isbn-10: 1741145511, isbn-13: 9781741145519
- Oshima, A. & Hogue, A. (2006), Writing academic English (4th ed.). NY, Pearson Longman. ISBN: 9780131523593
- Reichmann, W.J., (1962) Use and abuse of statistics. New York, Oxford University Press.
- Summers, J., & Smith, B. (2009). Communication skills handbook (3rd ed.). Milton, Brisbane: John Wiley & Sons. ISBN 9780470820513

- Turner, K., Ireland, L., Krenus, B. & Pointon, L. (2009), Essential academic skills, South Melbourne, Oxford University Press. ISBN: 9780195568363
- Wisker, G. (2009), The undergraduate research handbook. Basingstoke: Palgrave Macmillan. ISBN: 9780230520974
- All prescribed textbooks will be made available to students to purchase at the Phillip Street Coop Bookshop. Students can view a full list of textbooks for all units on the Macquarie City Campus Student Portal Noticeboard at <https://student.mqc.edu.au/NoticeBoard.htm>.

Technology Used and Required

- Headphones & USB (Student to provide. Headphones are available on loan from MQC reception).
- Access to internet (Available in all MQC laboratories)
- Access to iLearn (<http://ilearn.mq.edu.au/>)
- Access to MQ University catalogue and journal databases (can be accessed via http://www.mq.edu.au/on_campus/library/)

Unit Schedule

Week	Topic	Readings
Beginning:		
Week 1 Mon 23 February	Introduction to the course <ul style="list-style-type: none"> • Overview of the course – topics, objectives, assessments • Definitions of important concepts e.g. independent learning, critical reading and reflective writing • Time management, self-discipline, stress management • Review concepts introduced in TP1. Explain how these will be developed • Introduction to resources • Explanation of assessment tools • Academic Honesty Policy 	<ul style="list-style-type: none"> • Review of concepts from Tertiary Preparation 1 (FPTP031) • Introduction to critical thinking • Review of source selection criteria • Critical thinking – discuss and define. What are the barriers to critical thinking? • Critical reading & note-making. • Selection, interpretation & noting source of material • SMART Research (specific, measurable, attainable, relevant, time oriented) • Introduction of conflict: students asked to select conflict topic by week 3. • Ask students to locate Academic Honesty Policy • Students enrol into Study Wise iLearn unit (http://www.students.mq.edu.au/support/learning_skills/undergraduate/studywise/)

<p>Week 2</p> <p>Mon 2 March</p> <p>&</p> <p>Week 3</p> <p>Mon 9 March</p>	<p>Critical thinking and reading</p> <ul style="list-style-type: none"> • Arguments, Counter Arguments and Refutations <p>Discursive and Argumentative Writing</p>	<ul style="list-style-type: none"> • Critical thinking/reading exercises • The argumentative and discursive genres in academic writing • Using facts, opinions or arguments • Arguments, counter arguments and refutations • Framework for argumentative and discursive essays • Evaluative/analytical writing • Position/opinion • Persuasion/reasoning • Agreement & disagreement • Summative/logical conclusions <p>Referencing and research quiz 1 in Week 3</p>
<p>Week 4</p> <p>Mon 16 March</p>	<p>Selection of Sources</p> <p>Incorporation of in-text references to support own ideas</p>	<ul style="list-style-type: none"> • Source Selection Exercises • Preparation for upcoming critique task • In-text referencing as backup for own arguments • Reliability of sources • identifying bias in texts • sample critique task will be completed in class
<p>Week 5</p> <p>Mon 23 March</p>	<p>Case Studies</p>	<ul style="list-style-type: none"> • Preparation for upcoming critique task • Introduction to case studies • Case study purpose • Approaching a case study SWOT analysis • Analytical skills • Tutorial: draft submission and editing of Critique Task <p>Assessed Critique Task due</p>
<p>Week 6</p> <p>Mon 30 March</p> <p>&</p> <p>Week 7</p> <p>Tue 7 April</p>	<p>Introduction to Academic Journals</p>	<ul style="list-style-type: none"> • Students continue work on their group case study. • Academic Journals – what are they? • Analysis of academic journal features • Students continue research • Tutorial; draft submission and editing <p>Referencing and research quiz 2 in Week 6</p> <p>Assessed Literature Review due in class Week 7</p>

<p>Week 8 Mon 13 April</p>	<ul style="list-style-type: none"> • Academic Journals • Literature Reviews 	<ul style="list-style-type: none"> • Research exercises using MQ journal database • What is a literature review? • Purpose, structure and features of literature reviews • Review of primary and secondary sources • Library Talk – Literature reviews • Students given literature review assessment & requirements • In-text referencing language and exercises
<p>Week 9 Mon 20 April</p>	<p>Literature Reviews</p> <p>Use of Statistics 1</p>	<ul style="list-style-type: none"> • Students conduct research • In-text referencing language and exercises • What are statistics • How to present statistics. • Tables, charts, graphs • Use of Appendices • Research on individually selected case study and guided writing in class
<p>Week 10 Mon 27 April</p>	<ul style="list-style-type: none"> • <p>Use of Statistics 2</p>	<ul style="list-style-type: none"> • Research on individually selected conflict and guided writing in class • Conferencing of literature reviews in class • How to collect &interpret statistics • Representative samples • Certainty & probability • Statistical significance • Overgeneralization • Controlling variables • Correlations/false correlations • Authenticity/validity • Currency/reliability <p>Referencing and research quiz 3</p> <p>Assessed Case Study due</p>
<p>Week 11 Mon 4 May</p>	<p>Bringing it all together</p>	<ul style="list-style-type: none"> • How do analytical, critical and discursive skills into academia • Understanding & deconstructing academic essay questions and tasks • Analysis of academic essay questions and requirements • Responding to academic texts – practice exercises

<p>Week 12</p> <p>Mon 11 May</p>	<p>Exam preparation</p>	<ul style="list-style-type: none"> • Practice reading & response essay • Review of examination preparation techniques • Assistance with preparation for final exams in other units <p>Complete LEU surveys in class</p> <p>(use of statistics, incorporation of statistics in academic writing, analysis of essay questions, essay structures in preparation for final exam)</p>
<p>Week 13</p> <p>Mon 18 May</p>	<p>Revision & Final Exam</p>	<p>(Final Exams may be Held in Week 13 or 14, during the scheduled final exam period. Please refer to the Information Provided on the Portal Noticeboard). Please note that you must pass the final exam in order to pass this unit.</p>

Other Important Dates

<p>Public holidays & make-up days</p> <p>Good Friday Make-up: Saturday 28 March</p> <p>Easter Monday Make-up: Saturday 11 April</p> <p>(Please note that online lessons may be organised in lieu of make-up day).</p>
<p>Census Dates</p> <p>Financial Census Date (last day to withdraw without financial penalty) - Friday Week 4, 20 March</p> <p>Academic Census Date (last day to withdraw without academic penalty) - Friday Week 8, 17 April</p>
<p>Exam Period:</p> <p>Monday 18 May 2015 – Wednesday 27 May 2015 inclusive.</p>
<p>Results Release:</p> <p>Session 1 2015 results are scheduled to be released to students via e-Student and MQC Student Portal on Friday 12 June 2015</p>

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty and schedule of penalties that will apply to breaches please consult the [Academic Honesty Policy](#).

If you are unsure about how to incorporate scholarly sources into your own work, please speak to your Instructor or the Student Services team well in advance of your assessment. You may also enrol in [StudyWise](#) or visit the University's [Library Webpage](#) for more resources.

Final Examination Script Viewings and Grade Appeals

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to http://www.city.mq.edu.au/new_and_current_students/appeals/ for information about associated cut off dates.

Please note that any requests to view exam papers must be booked in immediately following results release.

Before submitting a Grade Appeal, please ensure that you read the [Grade Appeal Policy](#) and

noted valid grounds for appeals.

Attendance

Please refer to the [Attendance Policy for Foundation Students](#).

A minimum level of 80% attendance is compulsory for all classes, including consultation sessions and any make-up classes scheduled on weekends. Attendance will be recorded in every lesson and note made of any lateness or period of absence from class.

Where a student is present for only for a minor portion of a lesson (for example arrives late, leaves early, leaves the class frequently or for lengthy periods, engages in inappropriate or unrelated activities or does not participate actively in the majority of the lesson) the instructor reserves the right to mark a student absent for that particular lesson and make note of such incidents.

Students should note that absenteeism (including partial absenteeism) not only has a negative impact on not only their overall attendance record and their academic progress, but could also have ramifications for their visas or eligibility for social benefits where relevant.

In cases of unavoidable non-attendance due to illness or circumstances beyond control, students are advised to lodge a [Disruption to Studies](#) Notification via ask.mq.edu.au even if they have not missed a formal assessment task so that appropriate records of the reasons for unavoidable attendance can be made on their record.

Course Progression

Macquarie City Campus monitors Foundation students' course progress. Please refer to the [Course Progress Policy](#).

To maintain satisfactory program performance students are required to pass 50% or more of their enrolled units in each session.

Students who fail to make satisfactory course progress will be classified as "at risk" students and may have conditions placed upon their enrolment.

International students must comply with the Course Progress policy in order to meet the conditions of their visa.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)

- [Ask a Learning Adviser](#)

Student Support at Macquarie City Campus

Macquarie City Campus students who require assistance or support are encouraged to contact Student Services (studentadvisor@city.mq.edu.au) or make an appointment to see a student advisor at Reception on Level 2.

Macquarie University Campus Wellbeing services are also available at the City Campus. If you would like to make an appointment, please email info@city.mq.edu.au or visit their website at: <http://www.campuslife.mq.edu.au/campuswellbeing>.

Academic Support at Macquarie City Campus

Macquarie city campus provides free tutoring / support classes to its student. Support is available for Accounting, numeracy and essay and report writing, research presentation and referencing skills.

Students who are experiencing difficulties in these areas are advised to attend these classes on a drop-in basis. So that the tutor can assist best, students must bring the work (e.g. assignment draft, essay draft, homework problem) with which that they are having difficulties.

For further information about tutoring services, please refer to the [City Campus Portal Noticeboard](#) under Timetables, Tutor Availability.

If you require additional support with university skills, you may also consider enrolling in [UNIWIS E](#). UNIWIS E is an iLearn resource which provides:

- Online learning resources and academic skills workshops
- What is expected of you as a student at Macquarie University
- Personal assistance with your learning & study related questions
- Key strategies and tips that you can use to achieve successful learning both in and out of the classroom
- The definitions and examples of the types of assignments you will encounter in your units

Additional study spaces are also available on Level 1.

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/hel>

p/.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

IT Help at Macquarie City Campus

A lab demonstrator is situated in Lab 311 and can help you with any usage of university systems or resetting your password.

You may also refer to the Online Systems Password Document which has been made available on the [City Campus Student Portal Noticeboard](#).

Whilst utilising the City Campus IT facilities, students are expected to act responsibly. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted.
- Material that is not related to coursework for approved unit is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Equipment available for loan

Students may borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) or a video recorder.

Please ask at Level 2 Reception for details. You will be required to provide your MQC Student ID card which will be held as a deposit while using the equipment.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Use appropriate academic language and referencing conventions to express academic

arguments.

- Critically analyse and evaluate academic research
- Complete an in-depth case study
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Complete an in-depth case study
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Complete an in-depth case study
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Critically analyse and evaluate academic research

- Complete an in-depth case study
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Complete an in-depth case study

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Employ research and note-taking skills to locate, record and summarise information relevant and appropriate to an academic task
- Complete an in-depth case study
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work

with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Use appropriate academic language and referencing conventions to express academic arguments.
- Critically analyse and evaluate academic research
- Structure and compose an academic research paper presenting a range of academic arguments and viewpoints.

Assessment tasks

- Referencing and Research Quizz
- Critique Task
- Lit Review & Reference List
- Case Study
- Final Examination

Changes from Previous Offering

Order of the in class tasks has been changed to reflect research & writing process.

Progression into Undergraduate studies

Completing the Foundation Program

When you successfully complete your Macquarie Foundation Program to the required level, you can articulate into a bachelor's degree at Macquarie University, either the North Ryde campus or the City Campus. Students who successfully complete the Macquarie University Foundation Program but are not eligible for direct admission into an undergraduate degree can still apply to study an [SIBT diploma](#) either at Macquarie University or city campus.

How is entry into Macquarie Undergraduate degrees assessed?

In the Macquarie Foundation Program, students' performance is measured against the MQA (Macquarie University Average). This MQA score is used to determine whether a student is eligible for entry into their chosen bachelor degree at Macquarie University. The MQA is calculated as the average of each student's performance in their level 2 elective units only.

For further information about the MQA and progression into your Undergraduate degree, please see the [Entry pathways to Macquarie University](#) webpage.

Exiting Foundation Student Information Session

An information session will be held in Week 10 for students in their final session of the Foundation Program. You will receive an invitation to attend this session in Week 9 of your final semester, via your student email. At the session you will be provided with information on how to apply for your preferred degree and will be given an opportunity to ask questions, so it is strongly recommended that you attend the Information Session for Finishing Foundation Students.