Postgraduate distance education courses

for Offshore International Students 2011
Macquarie at a glance

Established
1964

A world-class reputation
Macquarie University is one of Australia’s leading universities. The University is placed in Australia’s top ten universities, and the top 40 in the Asia-Pacific region by the international Shanghai Jiao Tong University Academic Rankings of Universities, 2010.

In 2010, The Good Universities Guide gave Macquarie University a five-star rating for graduate starting salaries and the cultural diversity of our student body.

Flexibility
At Macquarie, we recognise the need for flexibility in education. Our advanced teaching methods allow us to offer a range of postgraduate certificates, diplomas and masters programs online, which are described throughout this booklet.

Research
Macquarie is home to some of the world’s preeminent researchers, who attract significant funding to the University. Our concentrations of research excellence span a wide range of disciplines including Cognitive Science, Lasers and Photonics, Social Inclusion and Wireless Communications.

A diverse student community
Total: approximately 33,000 students. International: approximately 9,600 students on campus and 800 transnational and distance students.

Important dates for distance education

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<thead>
<tr>
<th>Academic year 2011</th>
<th>Semester One</th>
<th>Semester Two</th>
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</thead>
<tbody>
<tr>
<td>Application closing date</td>
<td>28 January</td>
<td>8 July</td>
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<tr>
<td>Semester start date</td>
<td>21 February</td>
<td>1 August</td>
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<tr>
<td>Semester end date</td>
<td>27 June</td>
<td>4 December</td>
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Distance education

Macquarie University distance education courses have been designed to deliver exactly the same learning outcomes as those available in the classroom.

What is distance education?
Distance programs are for students who would like to study from an overseas location. Course content is delivered both online and by sending course materials via the post.

Your learning experience will revolve around our online facilities. Our student system, eStudent, will allow you to enrol in your choice of units, and to view your results at the end of each semester. Classes will be presented via the online teaching tool, which will offer course materials, support materials, unit announcements, and communication with lecturers. Lectures can be downloaded or streamed directly from the internet through our iLecture system.

Who should study distance programs?
Distance programs are available to all students able to access the internet*.

For students who are working, or who cannot travel to Sydney to study, distance education may be the best option for you. Distance education allows you to study in your own country at your own pace with personal attention from Macquarie University staff in Sydney. Students who take these courses graduate with a Macquarie University degree.

* International students located in Australia have some restrictions on studying distance programs.

How do I graduate?
Macquarie University holds offshore graduations twice a year and, if eligible, you will be able to graduate at one of these ceremonies.

The following pages provide descriptions distance courses.

For further information about distance education at Macquarie University, please visit

www.international.mq.edu.au/study/distanceeducation
Postgraduate distance courses

Early childhood
The Institute of Early Childhood at Macquarie is committed to maximising opportunities for young children, families and communities through research, teaching, learning and advocacy.

The Institute currently offers three postgraduate programs via distance mode:
• Master of Early Childhood (MECh)
• Postgraduate Diploma in Early Childhood (PGDipEChild)
• Postgraduate Certificate in Early Childhood (PGCertEChild)

These Early Childhood programs provide candidates with an opportunity to undertake advanced study in early childhood, to enhance their professional knowledge, and extend their knowledge of related areas in early childhood.

Further information about the Institute of Early Childhood can be found at: www.iec.mq.edu.au/index.htm

Education
The School of Education has an international reputation for the quality of its programs, its research, scholarship and service to the educational community.

The Department currently offers four areas of study via distance mode:
• Educational Leadership
• Education Studies
• Higher Education
• Education (Information and Communication Technology)

Students may choose to study at postgraduate certificate, postgraduate diploma or master level in these areas.

Program descriptions
The Educational Leadership programs enhance knowledge of theory and research in educational leadership and management and explore implications for practice in school education.

The Education Studies programs are designed to enhance the knowledge, skills and professional development of educators and others with an interest in studies in education.

The Higher Education programs are for those wishing to study higher education and higher education development. Areas of specialisation include higher education learning and teaching, e-learning, leadership and management and medical education.

The Education (Information and Communication Technology) programs are designed for those with a specific interest in developing their expertise in the use of information and communication technologies within educational settings. This includes how to design, develop and implement online learning using contemporary educational technologies.

General information about the School of Education can be found at: www.educ.mq.edu.au
Law (for lawyers and non-lawyers)

Macquarie Law School provides a suite of programs designed to meet the needs of students from diverse discipline areas. Staff members are engaged in world class research, and have a wide range of experience in legal practice as well as academic expertise. The Law School includes the Centre for International & Environmental Law which was one of the first in Australia to specialise in environmental law.

Macquarie Law School currently offers a range of postgraduate programs via distance mode:

• Master of Laws in Law (LLM)
• Master of Laws in Environmental Law or International Environmental Law (LLM (EL) & LLM (IEL))
• Masters of International Trade and Commerce Law (MITCL)
• Masters of International Environmental Law (MIEL)
• Masters of Environmental Law (MEL)
• Postgraduate Diploma
• Postgraduate Certificate

Program descriptions

Postgraduate law programs are designed to meet the needs of:

• Graduates looking to specialise in their studies;
• Lawyers seeking to improve their credentials in international law, trade and commerce law, or environmental law;
• Non-lawyers from various disciplines who work in business, private sector consultancies, government, international development agencies and aid programs, and non-governmental organisations.

The LLM is available to lawyers wishing to obtain advanced legal qualifications. The degree will be particularly useful for those seeking specialisation in international and comparative studies across a wide range of legal areas, including environmental law.

The programs also include options for research dissertations which help prepare students for doctoral studies in law. Please note that attendance at intensive, 3 day sessions is a requirement of some distance programs.

Further information is available at www.law.mq.edu.au/html/postgraduate/index.htm

Information about the Centre for International & Environmental Law can be found at www.law.mq.edu.au/MUCIEL

International relations

The Department of Modern History, Politics and International Relations has an international reputation for the quality of its programs, research, scholarship and service to the educational community.

The Department currently offers three postgraduate programs in International Relations via distance mode:

• Master of International Relations
• Postgraduate Diploma in International Relations
• Postgraduate Certificate in International Relations

Program descriptions

The International Relations programs are designed to develop an understanding of the institutions and the political, social, economic and legal processes of the international system. There is an emphasis on the competing explanations of how these processes and institutions operate.

These programs are designed for those who wish to study International Relations both out of interest and for career advancement in public, business, voluntary or political work, including in the media. The programs also help prepare students for doctoral study and research in International Relations.

General information about International Relations can be found at www.pol.mq.edu.au/mir
Jean Brick has extensive experience in the fields of Applied Linguistics and language teaching and has undertaken consultancies funded by a range of agencies including the World Bank, the Asian Development Bank and AusAID. These consultancies have involved living and working in China, Indonesia, Thailand, Kiribati, Tonga, Sri Lanka and most recently Maldives.

Jean’s research interests are focused on literacy development, including the development of academic literacy and cross-cultural communication. She is the author of several books, including China: A Handbook in Intercultural Communication, (2nd edition 2004) and Academic Culture: What you need to know about university study, (2nd edition 2011). She is currently engaged in exploring the use of figurative language in introductory lectures in history.

Jean is the convenor of the distance unit LING925: Language for Specific Purposes.

Jean Brick
Lecturer, Applied Linguistics

The Department of Linguistics at Macquarie University is the largest of its kind in Australia, with substantial undergraduate, postgraduate and research programs.

The Department currently offers 11 postgraduate programs via distance mode:
- Master of Applied Linguistics
- Postgraduate Diploma in Applied Linguistics
- Master of Applied Linguistics (TESOL)
- Postgraduate Diploma in Applied Linguistics (TESOL)
- Postgraduate Certificate in Applied Linguistics (TESOL)
- Master of Applied Linguistics (Teaching English for Specific Purposes)
- Postgraduate Diploma in Applied Linguistics (Teaching English for Specific Purposes)
- Postgraduate Certificate in Applied Linguistics (Teaching English for Specific Purposes)
- Postgraduate Certificate in Linguistics Research
- Postgraduate Certificate in Managing Language Programs
- Certificate in Editing

Program descriptions
The programs in Applied Linguistics are intended for practitioners in a variety of professions whose work is concerned with applied language study.

The Postgraduate Certificate in Editing is designed for those who have some experience of the editorial process, and wish to extend it as a basis for professional editing.

General information about the Department of Linguistics can be found at: www.ling.mq.edu.au
Postgraduate distance courses

Policing, intelligence and counter-terrorism

The Centre for Policing, Intelligence, and Counter Terrorism offers rigorous academic programs based on current research, theory and practice. The Postgraduate programs lead to progressive awards of Certificate, Diploma or Master in either Policing, Intelligence and Counter Terrorism or International Security Studies.

The Centre currently offers ten postgraduate programs via distance mode:

- Master of Policing, Intelligence and Counter Terrorism
- Master of International Security Studies
- Master of Policing, Intelligence and Counter Terrorism with Master of International Security Studies
- Postgraduate Diploma in International Security Studies
- Postgraduate Diploma in Policing, Intelligence and Counter Terrorism
- Postgraduate Certificate in International Security Studies
- Postgraduate Certificate in Policing, Intelligence and Counter Terrorism
- Postgraduate Diploma in Computer Forensics
- Postgraduate Certificate in Computer Forensics
- Postgraduate Certificate in Intelligence

Program descriptions

The Policing, Intelligence and Counter Terrorism (PICT) programs are designed for individuals who wish to gain academic knowledge in these areas. The programs are aimed at those working in, or considering a career in policing, intelligence or security fields.

The International Security Studies (ISS) program is designed for individuals considering a career in government, private industry or non-government organisations. The ISS program provides contemporary courses in security studies, intelligence analysis, transnational crime, and international law.

General information about the Centre for Policing, Intelligence and Counter Terrorism can be found at:

www.pict.mq.edu.au
Postgraduate distance courses

Special education

Macquarie University Special Education Centre (MUSEC), the Centre for Research and Teaching in Special Education, has a national and international reputation for the quality of its research, its excellence in postgraduate teaching and its contribution to program development in the area of Special Education.

The Centre currently offers six postgraduate programs via distance mode:

- Master of Special Education
- Postgraduate Diploma in Special Education

These programs allow students to focus on specialised areas with the option of completing a small scale research project in an area of interest. Career opportunities exist in a wide range of special education and disability settings from the preschool years to adulthood.

Postgraduate Certificate in Special Education (Learning Difficulties)

This course has been designed to assist teachers and clinicians who are working with students with learning difficulties. The approach taken is non-categorical, the emphasis being on the literacy and/or numeracy problems encountered by students and not the underlying aetiology.

Postgraduate Certificate in Special Education (High Support Needs)

This course provides professional training for individuals working with students with intellectual or other developmental disabilities.

Postgraduate Certificate in Special Education (Behaviour Problems)

This course provides a substantive non-categorical rationale for the management of behaviour. The program is designed to introduce students to a wide range of research-based practice in behaviour management and to assist students to develop a research-based approach to the day-to-day management of behaviour.

Postgraduate Certificate in Research Methods (ACES) in Special Education

The aim of this certificate is to prepare students for research in Special Education. It is an essential prerequisite for students who wish to study for a postgraduate degree by research thesis at MUSEC but is available to anyone who is keen to learn the basics of research in Special Education.

In developing its distance offerings, MUSEC staff have been committed to providing the same levels of rigour, quality and student support as are available in on-campus offerings. To this end, a combination of interactive video and internet technologies have been developed to provide the flexibility of distance learning without the disadvantages associated with many traditional distance programs.

Internal and distance versions of units run in parallel, so you have a large number of other motivated students with whom you can share experience and knowledge. You will be provided with extremely high quality learning materials and extensive personalised support in your studies.

Further information about the Macquarie University Special Education Centre can be found at:

www.musec.mq.edu.au
Wildlife management

The Wildlife Management (Habitat) Programs are postgraduate coursework programs in wildlife and habitat management offered by the Graduate School of Environment (GSE). The programs have a strong interdisciplinary and practical focus and a flexible delivery method.

The School currently offers three postgraduate programs in wildlife management via distance mode:

- Master of Wildlife Management (Habitat)
- Postgraduate Diploma in Wildlife Management (Habitat)
- Postgraduate Certificate in Wildlife Management (Habitat)

These programs aim to produce graduates who have the desire, drive, and dedication to become actively and passionately involved in managing wildlife resources and the habitats on which they depend.

The programs are suitable for:

- Government agency staff seeking to update their expertise or seeking a higher degree in wildlife and vegetation management
- Students seeking future employment in government agencies or the private sector
- Professionals (e.g. zoo staff and wildlife carers, vets, environmental consultants, policy and planning specialists, lawyers, economists, accountants)
- NGO staff (e.g. conservation lobbyists, Land Councils, animal welfare groups, community groups) seeking improved understanding of wildlife and vegetation management issues

Further information about Wildlife Management Programs can be found at:

www.gse.mq.edu.au/WildlifeManagement
How to apply

There are four main steps when applying for admission to a distance course at Macquarie University.

**Step 1**  
Research your study options

Use this booklet, or visit the distance courses database to choose a course that is suitable for you.

- [www.international.mq.edu.au/study/distanceeducation/apply](http://www.international.mq.edu.au/study/distanceeducation/apply)

**Step 2**  
Check the entry requirements

Each program has specific entry requirements that you need to fulfil, in order to be considered for entry.

**Entry requirements**

**University qualifications (or equivalent)**  
The minimum university qualification for entry to a postgraduate degree at Macquarie University is a bachelor degree from a recognised university. Other qualifications and work experience are assessed separately.

During the assessment of your application, your total academic record is taken into account in determining suitability for admission, including failed, repeated or incomplete courses. Your equivalent Grade Point Average (GPA) is calculated in accordance with Macquarie University’s admission procedures.

**Prerequisite subjects and work experience**  
Some programs require you to have a certain level of prior knowledge in particular subject areas (prerequisite subjects) or work experience in order to be considered for entry into a postgraduate program. There are specific prerequisite subject and work experience requirements for each program.

For these requirements, visit

- [www.international.mq.edu.au/study/postgraduate](http://www.international.mq.edu.au/study/postgraduate)

**English language requirements**

All international students at Macquarie are required to provide evidence of proficiency in English. For details on English language requirements please visit

- [www.international.mq.edu.au/applications/apply/english](http://www.international.mq.edu.au/applications/apply/english)

**Step 3**  
Submit your application

Macquarie University also accepts postal applications. The application form is attached to this guide, or can be downloaded from

- [www.international.mq.edu.au/study/distanceeducation/apply](http://www.international.mq.edu.au/study/distanceeducation/apply)

**Supporting documents**

You need to provide either original or certified copies of documents such as transcripts, qualifications and English proficiency test results. Macquarie University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures. Falsifying documents is a very serious offence which will result in your application for admission being refused by the University.

**Step 4**  
Accept your offer

If your application is successful, you will receive an offer letter as part of an offer pack, which contains instructions on how to accept your offer and Macquarie University’s tuition fee refund policy.

Remember to read all the information in your offer pack very carefully – it includes important information on what steps you need to take to confirm your place at Macquarie University, and will state if your course has a non-standard commencement date.

To secure a place at Macquarie University, you must accept your offer by the deadline clearly stated in the offer letter, or the offer will lapse.
International application form – Transnational and Distance Programs

Complete this form if you are applying for a Transnational or Distance degree at Macquarie University as an international student. Please complete all sections of the form clearly, using BLOCK LETTERS and a blue or black ballpoint pen.

Use this application form if:
• you are an international student applying for a postgraduate coursework degree by distance

Section A: Your details

Have you previously applied to Macquarie University OR have you been a Macquarie University student?

No [ ] Yes [ ] If yes, student number: XXXXXXX

Macquarie University will contact you by email, post, telephone and/or SMS, to provide you with information relevant to your application as well as relevant news, coming events, and enrolment and orientation activities. To avoid delays in processing your application, it is important that you complete ALL of your details including your email address.

Title: Mr [ ] Mrs [ ] Ms [ ] Miss [ ]
Gender: Male [ ] Female [ ]

Family Name: 
Given Names: 
Date of Birth: DD MM YYYY

PLEASE NOTE: Your date of birth MUST be written with the day first, followed by the month and year.
(as in passport)
(as in passport)

Representative Stamp/Address:

Applicant contact address (compulsory)
It is compulsory to complete ALL the fields below including your email, phone and mobile number.

Street address:

City: 
Postcode: 
Country: (Country) (Area)

Tel: 
Mobile: 
Email: 

Country of citizenship: 
Country of birth: 
What is the main language spoken at home?

Do you already hold a current visa to be in Australia?

No [ ] Yes [ ] If yes, visa type?

Expiry date?

Applicant home country address
These details must be different to the contact address provided to the left. If same, please leave this section blank.

Street address:

City: 
Postcode: 
Country: (Country) (Area)

Tel: 

If you apply through a representative, you should ensure that your representative is registered with Macquarie University to avoid delays with your application. For details of representatives in your country visit www.international.mq.edu.au/representatives
Section B: Previous academic qualifications

In this section, you need to include details of your previous academic qualifications, including dates of completion or indication that you are yet to finish your study. Refer to the Macquarie University international student guide or check the Macquarie International website [www.international.mq.edu.au/study](http://www.international.mq.edu.au/study) for course requirements or prerequisites. Certified copies and official translations of academic transcripts must be attached to this application. Visit [www.international.mq.edu.au/certify](http://www.international.mq.edu.au/certify) to check who can certify and translate your documents.

Please list most recent qualifications first (including courses that you are yet to complete)

<table>
<thead>
<tr>
<th>Qualification/award</th>
<th>Duration</th>
<th>School/ institution</th>
<th>Country</th>
<th>Date award conferred</th>
<th>OR tick if you are yet to complete</th>
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Section C: English language proficiency

Macquarie University has minimum English proficiency requirements and some courses have higher English proficiency requirements. For more information on meeting these requirements, please visit [www.international.mq.edu.au/applications/apply/english](http://www.international.mq.edu.au/applications/apply/english)

Please attach evidence of your English language proficiency if required.

If you do not meet the English proficiency requirements, you may be eligible for a Package Offer, which includes an appropriate amount of English study at the Centre for Macquarie English (or another approved ELICOS provider) before you start your degree program.

Section D: Degree preferences

Before completing this section, you should refer to the Macquarie University international student guide or check the Macquarie International website [www.international.mq.edu.au/study](http://www.international.mq.edu.au/study) for degree names, codes, locations and commencement dates. Choose three degrees you would like to study and list them in order of preference (your first choice should be placed first). If you do not meet the entry requirements for your first preference, you will be considered for your second and then third preferences.

<table>
<thead>
<tr>
<th>Degree name</th>
<th>Degree CRICOS code</th>
<th>Commencement year</th>
<th>Sem 1 (Feb)</th>
<th>OR Sem 2 (July)</th>
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<tr>
<td>Preference 1</td>
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<td>Degree name</td>
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<td>Preference 2</td>
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<td>Preference 3</td>
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<td>Degree name</td>
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Section E: Credit for previous study

If you have studied at another academic institution, you may be eligible for credit towards your degree at Macquarie University.

To request credit for previous study or credit transfer, you will need to provide documentary evidence of your current or previous studies. Certified copies and official translations of relevant documents must be attached to this application. For more information on credit for previous study, please visit www.international.mq.edu.au/cps.

Are you seeking credit for previous studies?  No  Yes

Your letter of offer will contain further information on general credit for previous study and course exemptions.

Section F: Employment history (where applicable)

In this section, you should provide details of any work experience that is relevant to your application. Refer to the Macquarie University international student guide or the Macquarie International website www.international.mq.edu.au/study to check if your course has specific work experience requirements.

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<tr>
<th>Employer's company name</th>
<th>Date started</th>
<th>Duration of employment</th>
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Section G: Students with a disability/health condition

If you are a prospective student with a disability or health condition and wish to request support services at Macquarie University, please contact the Disability Support Unit at www.campuslife.mq.edu.au/campus-wellbeing/disability-support-unit or via email equitydisability@mq.edu.au
Section H: Privacy and student declaration

Privacy and Right to Information
Macquarie University is subject to the Privacy and Personal Information Protection Act PPIPA 1998 (NSW). For more information on Macquarie University's Privacy Management Plan and Code of Practice please refer to www.international.mq.edu.au/privacy.

Declaration
I wish to be considered for enrolment as an international student in a course at Macquarie University and declare that the information submitted is correct and complete. I understand the University may obtain official records from any school, university or other tertiary institution previously attended by me for the purpose of verification of my supporting documents. All documents submitted become the property of the University and will not be returned. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information or fraudulent documentation. I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected. If an offer has been made, it will be withdrawn. If a visa has been issued, the Department of Immigration and Citizenship (DIAC) will be notified. All matters concerning fraudulent documentation will be reported to the relevant Government and statutory authorities, including NSW Police, Department of Immigration and Citizenship (DIAC) and Independent Committee Against Corruption (ICAC). I authorise the University to release any personal information held about me to any other educational institution or authority to verify my student conduct, academic record or supporting documentation for the purpose of determining my eligibility for admission to the University. I herewith give the University permission to provide my address and details of enrolment to the Department of Immigration and Citizenship (DIAC) and the Department of Education, Employment and Workplace Relations (DEEWR), should I enrol at Macquarie University. I am able to make appropriate arrangements to fund my studies. I have read and understood the University’s tuition fee refund policy and conditions set out at www.international.mq.edu.au/study/fees.

I agree to comply with Macquarie University's rules of admission and enrolment. I agree to tell the University immediately if there is any change to the information I have given in this application.

Please complete the following checklist before submitting
Please tick each box to indicate that each item has been completed, or attached, as appropriate:

- Attach certified copies or original evidence of all academic qualifications, including transcripts and graduation certificates (Section B)
- Attach certified copies or original evidence of English language proficiency (Section C)
- Attach certified copy of passport
- If necessary, attach any other additional information or portfolios (see the entry requirements for the degree you are applying for)
- Sign declaration on the application form

Signature: X  Date: D M Y

Unsigned applications will NOT be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicant’s behalf.

Send your application to:
Macquarie International
Macquarie University
Building E3A, Level 1
NORTH RYDE NSW 2109, AUSTRALIA
Tel: +61 2 9850 7346
Fax: +61 2 9850 9198
Email: iso@mq.edu.au

When will you know?
Applications are processed continually throughout the year and processing times may vary depending on the program applied for. You (or your representative) will receive an acknowledgment of your application once assessment has commenced. The email address you provide on this application (or that of your representative) will be used for all correspondence including requests for any further information we may need and the outcome of the application assessment.

Macquarie University staff comments
There are a number of electronic services that are used at Macquarie to deliver distance programs. These include the Student Portal (my MQ), eStudent and the Online Learning system. This section provides a brief introduction to these systems.

**Student portal (myMQ)**

myMQ is the gateway for information for enrolled students. myMQ has been designed to bring all student resources to one location. The Portal contains links to:

- Student Email and Calendar
- Online Learning @ MQ
- Library catalogue
- Many other student and University resources

Click on the Student Portal link on the Macquarie homepage: [www.mq.edu.au](http://www.mq.edu.au)

**eStudent**

eStudent is the main portal through which distance students can access their student enrolment information and re-enrol in future semesters.

**Online Learning**

Macquarie uses Blackboard to give students access to online learning.

Click on Online Units on the Macquarie homepage. To access Blackboard after you have enrolled visit: [www.mq.edu.au](http://www.mq.edu.au)
Want to keep in touch with the latest news from Macquarie?

**THE MACQUARIE GLOBE**

Subscribe to The Macquarie Globe, Macquarie International’s weekly online news. The Macquarie Globe is written especially for international students and offers the latest news on study programs, student profiles and international events.

It’s essential reading for all students!
For more information visit

[www.international.mq.edu.au/globe](http://www.international.mq.edu.au/globe)

**Macquarie on the web**

Visit our YouTube page to see videos from our students, Vice-Chancellor, special events and more.

[www.youtube.com/macquarieuniversity](http://www.youtube.com/macquarieuniversity)

**Join us on Facebook**

Participate in discussions about what everyone’s studying, contribute to topics such as whether it’s better to live on or off campus, and hear from students in video interviews.

It’s a great way to connect with international students at Macquarie, and to keep in touch for upcoming events and opportunities.

Head to [www.facebook.com/macquarieinternational](http://www.facebook.com/macquarieinternational) and become a fan now!