



MACQUARIE
UNIVERSITY

FACULTY OF
BUSINESS AND ECONOMICS



2009 STUDENT SURVIVAL GUIDE

Use this guide to get started in the Faculty of Business and Economics. It's an overview of what you need to know as an undergraduate first year student, or SIBT student progressing to second year.

Complete details of Macquarie University courses, rules, policies and procedures are in the Handbook of Undergraduate Studies or Postgraduate Studies or online at www.handbook.mq.edu.au.

Also check your Faculty's website for news and important announcements at <http://www.businessandeconomics.mq.edu.au/> especially the Student Support Central pages.

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Welcome to new students

FROM THE DEAN



A warm welcome to the Faculty of Business and Economics.

Thank you for choosing us to be a part of your education and career development — you have made a great choice. Macquarie is a university on the move with a vision to be among the top eight research universities in Australia and among the top 200 in the world. What this means for you is that the academics you come into contact with are actively researching current problems and trends and contributing to theory development within their disciplines. It also means that this work is incorporated in the teaching and materials that you engage with during your studies. That will ensure you are up to date with global business activity and fully conversant with the latest debate across the business and economics disciplines.

This Student Survival Guide 2009 has been prepared by our staff and students from the fantastic information centre for students, called BESS. It tells you what you need to know, who to contact and how to find the right advice and information to make starting university easier than you expected.

Your first port of call for assistance is BESS in building E4B room 106. The Peer Advisers there are experienced and friendly Faculty of Business and Economics students who understand what you are going through and will know how to guide you towards the solutions or resources you need.

Remember that university isn't just about study. So do get involved with activities outside classes, it's a great way to make friends and feel more 'at home'. Give yourself time to settle in, and make the most of your university experience by balancing study with campus life.

I wish you a successful and enjoyable time in the Faculty of Business and Economics.

PROFESSOR MARK GABBOTT
Executive Dean
Faculty of Business and Economics

At a glance — 2009 DATES AND EVENTS

DATE	EVENT	VENUE	NOTES
Thursday 19th February	Academic Orientation Day — Actuarial Students only FREE welcome lunch, tour of campus	C5C T1 9.15am	Before uni classes start, on Monday 23 February, you should attend sessions about starting uni called Academic Orientation Days. Find out more — www.mq.edu.au/transition
Friday 20th February	Academic Orientation Day — Faculty of Business and Economics students FREE welcome lunch, tour of campus	X5B T1 9.15am Accounting Students only Price Theatre 9.15am All other students	Before uni classes start, on Monday 23 February, you should attend sessions about starting uni called Academic Orientation Days. Find out more — www.mq.edu.au/transition
Friday 20th February	Writing Skills Program 2.00pm–5.00pm	X5B T1	Preliminary Essay Writing Seminar
Saturday 21st February	Writing Skills Program 2.00pm–5.00pm	X5B T1	Preliminary Essay Writing Seminar
Monday 23rd February	Classes Start		Semester One
Monday 23rd February to Thursday 26th February	O–Week	Macquarie Central courtyard	Orientation week for new students. During this week the Macquarie central courtyard is filled with bands, activities, and booths from clubs and societies. Watch out for lots of fun and freebies. www.uatmq.com.au
Monday 2nd March	Tutorials and Pracs Start		
Wednesday 4th March	Morning Tea for PAL and Conversation Groups 10.30am–12.00 pm	Courtyard between E4A and E4B	Meet the PAL and Conversation group leaders and learn more about these programs
Monday 9th March	PAL Conversation Groups begin	Go to BESS E4B	Semester 1 — one hour sessions ACCG100, ACCG101, ACCG200, ACCG201, ACCG250, ACCG251 and ACCG253
Wednesday 11th March	Writing Skills Program and academic writing	C5A Level 5 foyer	Signup for 5 week academic writing program

DATE	EVENT	VENUE	NOTES
Wednesday 18th March 12–2pm	FREE BBQ! 12.00 pm–2.00 pm	Courtyard between E4A and E4B	Welcome BBQ for students — rain or shine
	Family Orientation Evening		
Tuesday 31st March	Census Date		Last chance to change enrolment or drop out otherwise fees will apply
Monday 13th April to Friday 24th April	Mid Semester Break		
Monday 27th April	Classes resume		
Monday 8th June	Exams commence		
Monday 29th June to Friday 31st July	Semester break		
Friday 24th July to Friday 31st July	Orientation and enrolment		
Monday 3rd August	Classes commence		Semester Two
Monday 21st September to Friday 2nd October	Mid-semester break		
Monday 5th October	Classes resume		
Monday 19th October	PAL Conversation Groups begin	Go to BESS E4B	Semester 2 — one hour sessions ACCG105, ACCG101, ACCG200, ACCG201, ACCG250, ACCG251, ACCG253 and ACCG100
Monday 16th November	Exams commence		
Saturday 5th December	Academic year ends		

Who or what is BESS?

BESS is your first stop for questions about how things work.

What's BESS?

One of the things that makes our Faculty so special is the Business and Economics Student Services or BESS, as it is commonly known. It is Student Support Central, the HQ for all sorts of information for students who are taking units in the Faculty of Business and Economics. It is located in Room 106, Building E4B, off the courtyard, opposite building E4A.

BESS is staffed by Peer Advisers who are current students selected for their experience and helpful attitude. Anything you want to ask is OK, even if it is about how to catch a bus to uni or make sense of your timetable.

What happens at BESS?

- assignment submission and collection
- general enquiries and referrals
- information about rules and processes
- noticeboards with important information
- information about services across the University
- PAL Program
- Conversation Groups

- student events like BBQ's and morning teas
- Faculty of Business and Economics student club/society activities

Opening Hours

During semester:

Monday to Thursday 9am–7.30pm
Friday 9am–5pm

During mid-semester breaks and exam periods:

Monday to Thursday 9am – 6pm
Friday 9am – 5pm

Out of semester:

Monday to Friday, 9am–5pm
T: +61 (02) 9850 8450
F: +61 (02) 9850 9958
E: BESS@efs.mq.edu.au
W: <http://www.businessandconomics.mq.edu.au/current/undergraduate/bess>

Look out for the Faculty of Business and Economics Welcome BBQ for new students. To be held on Wednesday 18th March, 12–2pm, in the courtyard between buildings E4A and E4B. Come along for a free bbq lunch and to meet other new students, plus some of your lecturers and tutors.

What else does BESS do?

Peer Assisted Learning (PAL)

PAL is a FREE, voluntary program provided by your faculty to give you extra help with study skills in some accounting units.

PAL sessions are led by experienced Faculty of Business and Economics students who have completed these units with a good grade. They are selected because of their exceptional communication, facilitation and leadership skills.

Quick tip

"We (student advisers in BESS) know what it feels like to be on the other side. We really understand and can give you realistic advice based on our experience".

ANITA

Why do it?

PAL provides opportunities for students to discuss various topics from the unit, ask questions and gain a better understanding of unit material. The emphasis is on students asking questions and working together in pairs and groups, with guidance from the leader. PAL sessions are less formal than tutorials. Everyone who attends is expected to contribute to discussions and share their ideas.



How does it work?

It is a weekly one hour study session, starting in week three of semester. You can go as many times as you want.

PAL is offered in the following units:

Semester 1

ACCG100, ACCG101, ACCG200, ACCG201, ACCG250, ACCG251 and ACCG253

Semester 2

ACCG105, ACCG101, ACCG200, ACCG201, ACCG250, ACCG251, ACCG253 and ACCG100

More information:

Julie Monteban
Student Activities Co-ordinator
BESS (E4B106)
T: (02) 9850 8642
E: jmonteba@efs.mq.edu.au

Quick tip

"PAL groups help you to understand your lecture material through the use of case studies, shared knowledge from each other and the PAL leader's experience. I'm a PAL leader in ACCG200 which many students have trouble with."

PETER, PAL Leader

What our students say

"PAL helps you to review the lectures and understand definitions. You get to meet new friends who do the same subject and can help you with studying." — Florence

"You're more relaxed in PAL sessions; there's more interaction; the leaders encourage you to talk and you get feedback from other students. The sessions increased my confidence." — Jennifer

"I like to learn from someone who's done the unit — you can share experiences" — Richard

Quick tip

Get organised and note important dates in your diary! A week or so before an assessment is due, write yourself a reminder in your diary.

Conversation Groups

Conversation Groups are designed for international students to practice their spoken English and learn about other cultures. It's a very social, fun and relaxed setting where everyone is encouraged to talk about a wide range of topics. These can vary from your experiences on campus to getting a job, Australian colloquialisms and slang, Hollywood gossip, sport and much more. We also occasionally get into deep and meaningful issues.

Why join?

Aside from meeting new people, Conversation Groups enable YOU to speak up when you want, discuss things YOU are interested in and provide an opportunity for YOU to share YOUR experiences.

Conversation Groups are FREE and will definitely help you to improve your spoken English! This may help you to speak up in your tutorials, which may in turn lead to extra marks in your courses! You will also make new friends, with common interests and experiences and have the chance to participate in various social activities like weekend trips.

Who attends?

Conversation Groups are for everyone, not just Faculty of Business and Economics students and both undergraduate and postgraduate students are welcome. Bring a friend and your lunch! People with all levels of English attend — there is no minimum standard.

Want to get involved?

Conversation groups are on Monday to Thursday in semester from 1–2pm. Don't be shy — the leaders are friendly and anyone who is not confident speaking English is especially welcome.

More information:

Julie Monteban
Student Activities Co-ordinator
BESS (E4B106)
T: (02) 9850 8642
E: jmonteba@efs.mq.edu.au



Quick tip

"Start planning in weekly chunks. Allocate your lecture time, study time, work time, food time and procrastination time. Plug it all into your diary and follow it, it really does work!"

RASHNA

PAL and Conversation Groups — 2009 will be launched at a special MORNING TEA on Wednesday 4th March 2009, 10.30am–12noon, in the courtyard between buildings E4A and E4B. Come along and meet the PAL and Conversation Group leaders and learn more about these programs!

Let the LEARNING BEGIN!

Lectures usually go for 1–3 hours and cover the main content of your unit. You will find yourself with a few hundred other students in big lecture theatres. Generally, as a Faculty of Business and Economics student you will be in the really BIG theatres, like:

Macquarie Theatre — W5B
(affectionately known as Mac Theatre),
E7B T1 — Mason Theatre,
W5A — Price Theatre and X5B T1
Check out the Map on page 24.

Make sure you sit somewhere where you can read the lecturer's presentation and take notes. It is a good idea to do any required readings (as stipulated in the unit outline) before the lecture. During your first week of uni you will receive a unit outline.

Tutorials:

'Tutes' are smaller classes used for discussion and expansion of lecture material. These are generally held in classrooms but some are in the theatre right after your lecture. In your tute you may be asked to complete weekly exercises and assignments or present a paper to the rest of the group. This is much more like the classroom lessons you are used to.

Most units require a minimum number of attendances and active participation for you to pass the unit. Your tutor is the person you go to with your questions. Most tutorials commence in week 2.



Quick tip

"It's such a big transition in life, from the comfort of school, where everyone knows your name, to uni; it's your first taste of being a nobody... not as personal as school... there can be hundreds of students in your lecture."

ANITA

Quick tip

If you missed anything in your lecture, it is worthwhile checking whether the unit offers iLecture — a sound recording of the lecture that can be found in the unit webpage for your subject.

Practicals:

Pracs are conducted mainly in the Faculty of Business and Economics Student Computing Labs. You are in smaller groups and go through practical applications of the material taught.

Not all units have practicals. Examples include statistical computer applications, word processing or programming. Most practical classes for Faculty of Business and Economics units are held in E4B118 (e.g. STAT170). Other computing labs available for Faculty of Business and Economics coursework include E4B111, 102, 104, 208, 214. You can use these labs outside of your class time, however, do NOT use these computer labs if a “CLASS IN PROGRESS” sign is displayed on the door, and don't forget to bring your ID CARD! Pracs usually commence in week 2.

The essentials for study

Unit Outlines:

For each unit you take you will be handed a unit outline. This details the core outcomes, required readings, assignments, assessment criteria, important dates/deadlines and contact details for teaching staff.

Text Books and Course Notes:

You can buy your texts on campus at the Co-op Bookshop. Your unit might also require the purchase of course notes which are sold in the Course Notes Bookshop (downstairs from the Co-op Bookshop and opposite NAB). The MQ Student Portal (see page 9) will also tell you which texts you'll need for your units. You can also go to the U@MQ shop or wander the campus to find posters from people selling their second hand texts and notes. Make sure you get the correct edition!

Co-op Bookshop, U@MQ Building (C10A)
T: (02) 8986 4000
E: macq@coop-bookshop.com.au
W: www.coop-bookshop.com.au

Quick tip

Remember to join up as a Co-op Bookshop member so that you can get discounts on future textbook purchases! And get in early when buying your textbooks, because the queues are very long during week 1.

Consultation Hours with Tutors and Lecturers:

One of the best learning resources is one-on-one time with your teachers. Consultation Hours are specific times each week during semester when your tutors and lecturers are available to answer students' questions in person. You shouldn't be afraid to visit your tutor or lecturer during Consultation Hours — they really like it when students have questions or want to talk about their work. It shows that you are interested and keen to do well! You can even go with a friend or in a small group if you like. There's no need to make an appointment, you just show up at the available times. Check Blackboard or your unit outline for details.



Blackboard:

Blackboard is the online web application that allows students to access unit related information such as unit outlines, assessment tasks, iLecture, class results, lecture notes, other resource material, important notices and announcements.

To login:

Use your Student ID and MyMQ password
<http://learn.mq.edu.au>

Study Groups:

Form a study group with other students in your classes. They may understand parts of the course that you don't and vice versa. You can share notes, take turns writing up notes, discuss the main points from lectures and work on your tute questions together. Research shows that teaching others helps you to understand the material better.

Library:

The library is your number one study resource. Drop in and visit during O-Week and get a feel for the lay-out and services. Ask the friendly staff how everything works.

eStudent:

The online web application used by students use to manage their own degree. You can enrol and re-enrol in units, change your personal details, add and withdraw from units, view your academic record, change details about when you expect to graduate and find out if you have fulfilled the requirements for the award of your degree.

How to login

Username = your 8 digit student ID number
Initial Password = your date of birth = ddmmyyyy
W: <https://student1.mq.edu.au/>

MQ Student Portal:

<http://my.mq.edu.au>

myMQ is the Macquarie University student portal. It provides a gateway to many important student resources in one convenient location such as:

- Co-op Bookshop for required textbooks
- electronic version of the Macquarie University handbook
- eStudent
- exam timetable
- Macquarie University careers website
- online teaching facility (called Blackboard)
- student email and online calendar

Your Student Email:

Students **MUST** check their Macquarie student email account at least weekly for official Macquarie correspondence. If you don't keep doing this you may miss really important information. This is your responsibility!

To logon to your Macquarie student email account: <http://my.mq.edu.au>

Quick tip

Listen out in your week 1 lecture as your lecturer will tell you which core texts are required for the unit. There is a big rush at the start of semester to get texts so don't miss out.

Wireless internet:

Wireless coverage at Macquarie is free for Macquarie staff and students. For more information on hot spots/access points across campus refer to:

http://www.its.mq.edu.au/student_services/wireless.html

Census Dates:

If you want to change your enrolment or drop out you must do this **BEFORE** the census date, otherwise you will pay fees for the unit(s).

IT Help:

When all else fails IT Help can be found at C5C 244.

Hours:

Mon to Thur, 8am–10pm;
Fri 8am–6pm;
Saturday and Sunday, 9am–5pm.

T: (02) 9850 HELP (4357) or

Freecall: 1800 063 191

Internet Chat: MSN Messenger at ithelp@mq.edu.au

Face to Face:

IT Help Desk, C5C 244

Web Contact Form:

<http://www.library.mq.edu.au/justask/>

E: ithelp@mq.edu.au

Social STUFF

O-Week:

The term used for Orientation Week (it is really week 1 of semester 1). It marks the beginning of semester for new students, and is where the social side of uni takes off. During this week the Macquarie central courtyard is filled with bands, activities, and booths from clubs and societies. Watch out for lots of fun and freebies.

When:

Monday 23 February to Thursday 26 February 2009 (Week 1).

W: www.uatmq.com.au

Get a life:

If you thought uni was just about hitting the books you were wrong. Get out and have fun! Make a network of friends and 'study buddies'. Sit next to someone you don't know in lectures, and start talking. Group work can lead to lasting friendships, and will expose you to different worldviews and cultures. The best way by far is meeting people through student clubs and societies. If you are meeting up with people, popular hangouts are in front of the library, around the U@MQ building (C10A) or outside BESS (E4B106).



Student COMPUTING LABS



All Faculty of Business and Economics Student Computing Labs are in Building E4B and are available for your coursework and study, as long as there are no classes scheduled in the rooms.

Opening Hours

During semester:

8am–10pm Monday to Friday

9am–5pm Saturday and Sunday

Outside of semester:

9am–7pm Monday to Friday

9am–5pm Saturday and Sunday

Rooms are supervised with Computer Demonstrators. Students requiring assistance can contact the Demonstrator on duty via the internal phones in each room by dialing either #6360 or #6361.

Note: Specific labs may be closed when demand is low, or for maintenance purposes.

Conditions of Use:

The University has limited resources with which to provide for the IT requirements of its students. To best guard the interests of all of our students, our aim is to maintain high availability and functional consistency of equipment. However, this can be compromised by student misuse. Hence, students are expected to act responsibly at all times when utilising University IT facilities. In particular, they are expected to comply with the following:

- These facilities are provided for use exclusively for coursework in units offered by the Faculty of Business and Economics, and other specified units that have been authorised to use these rooms.
- Student ID cards must be displayed at all times.
- These facilities must be used in accordance with University and Faculty policies and rules relevant at the time.
- The University reserves the right to monitor all student activities from these facilities.
- Attempting to alter the normal function, tampering with or removing any equipment or consumables will be deemed an act of vandalism, and will be dealt with accordingly.

- Surfing the Net, accessing inappropriate websites, or downloading inappropriate material (which includes movies and other copyright material), are not permitted. Material that is not directly related to coursework in units authorised to use these facilities is deemed to be inappropriate.
- Students must adhere to all instructions from Demonstrators and other officers of the University given in the course of their duty.

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

In addition to Faculty of Business and Economics rules and regulations, all students are bound by University IT policies. Details at:

<http://www.its.mq.edu.au/policies/index.html>

RM	CAPACITY	ACCESS
102	24 PCs + 1 Printer	All students
104	24 PCs + 1 Printer	All students
111	35 PCs + 1 Printer	All students
118	80 PCs + 2 Printers	All students
206	36 PCs + 1 Printer	Postgraduate students only
208	35 PCs + 1 Printer	All students
214	80 PCs + 2 Printers	All students
306	36 PCs + 1 Printer	Postgraduate students only

Quick tip

“Just enjoy the diversity of people, cultures and personalities... If you do feel alone in class and want to make a friend, sit on the seat second from the end of the row... it’s likely that another ‘loner’ will sit in the end seat”.

JULIANNE

Get to know YOUR DEPARTMENT

Many students don't realise that as a student in the Faculty of Business and Economics they also belong to one of the Departments below.

Before seeking advice from Department offices first check out the website.

You may find the answer to your question quickly online at www.businessandeconomics.mq.edu.au

Most of your general questions will be answered by the administrative staff contacts in each Department, as listed below. You can ask them about administrative policy/processes including exemptions, degree progression, confirmation of enrolment, exchange program approval, assignment submission and so on.

Department of Accounting and Finance

Jan Fourro

E: accounting@efs.mq.edu.au

T: +61 (02) 9850 8535

Location: E4A, Room 325

Iris Chung

E: ichung@efs.mq.edu.au

T: +61 (02) 9850 8511

Location: E4A, Room 324

Department of Actuarial Studies

Sharon Collett

Alison Petto-Hamilton

E: scollett@efs.mq.edu.au

E: apetto@efs.mq.edu.au

T: +61 (02) 9850 9987

Location: E4A, Room 619



Department of Business
(including Business Admin,
Demography, HR Mgt, International
Business and Marketing)

Margaret Wiseman

E: mwiseman@efs.mq.edu.au
E: business-students@efs.mq.edu.au
T: +61 (02) 9850 8468
Location: E4A, Room 644

**Kelvin Phe (until April), Rebecca Young
(after April) — Student Advisers**

E: kphe@efs.mq.edu.au
E: rjyoung@efs.mq.edu.au
T: +61 (02) 9850 8583
Location: E4A, Room 624

Department of Business Law

Sumi Pilkington

E: spilking@efs.mq.edu.au
T: +61 (02) 9850 8452
Location: W3A, Room 438

Department of Economics
(including Applied Finance)

Helen Boneham

E: hboneham@efs.mq.edu.au

For Economics:

E: economics@efs.mq.edu.au

For Applied Finance:

E: finance@efs.mq.edu.au

T: +61 (02) 9850 8488
Location: E4A, Room 410

You must see the lecturer-in-charge about unit-specific details relating to your program of study like course content, assessment and understanding your performance.

ACTUARIAL SUPERSTAR

Singaporean Actuarial Studies / Science (Statistics) student Weihao Choo has notched up a number of firsts: he finished high school two years early at age 16, and is Macquarie's youngest ever international student; he gets consistently brilliant grades, and is an accomplished classical pianist and violinist (in his spare time). At the 2007 Division Awards Ceremony he once again scooped the pool in prizes.

Tips for GETTING THE MOST OUT OF UNI

Student life isn't just about hitting the books so get involved! Research has shown that balancing studies and a social life can help you to make a smooth transition from school to uni and achieve higher grades. There's a lot to learn in those first few weeks so get right in there and fill your diaries with interesting things to do!

1. Academic Orientation Days and Macquarie Mentors

Thursday 19 February

(Actuarial Studies students)

Friday 20 February (all other Faculty of Business and Economics students)

Go to www.mq.edu.au/transition for details.

This is your chance to find out about university life and prepare yourself for your first few weeks. Your Academic Orientation Day starts with an introduction from Macquarie Mentors who are older students specially trained to support new students in first semester. You will also meet the Dean and some of your teachers for first semester, as well as other new students like yourself.

The session will tell you what it's like being a uni student including how to get organised, what to expect in class, using the library, developing study skills and making new friends.

Your Macquarie Mentors will then take you on a tour of the campus, followed by a FREE welcome lunch in the U@MQ building (C10A).

This introduction to uni is called the Macquarie Transition Program:

W: www.mq.edu.au/transition

T: (02) 9850 8636

E: transition@mq.edu.au

Justin.Dutch@vc.mq.edu.au

Did you know?

Macquarie's Transition Program makes sure new students are not left to fend for themselves. Students are welcomed, in faculty groups, by Macquarie Mentors (second-year students), who spend time getting to know the first-years, and encourage them to talk about things that may be worrying them.

2. O-Week

**Monday 23 February–Thursday
26 February 2009 (Week 1)**

O-Week marks the beginning of semester for new students and is where the social side really gets going.

W: www.uatmq.com.au

3. Welcome BBQ

**Wednesday 18 March 2009
(Semester 1, Week 4)**

Courtyard between E4A and E4B
(rain or shine).

Your faculty of Business and Economics Welcome BBQ is on each semester for new students to meet academic and administrative staff, and other students. These popular events are very casual, and full of new students like you.

More information:

Julie Monteban
Student Activities Co-ordinator
BESS (E4B106)
T: (02) 9850 8642
E: jmonteba@efs.mq.edu.au



Quick tip

“One of the best things to do is to get out there, particularly during O-Week, and get involved... meet people, make friends... go to the club lounge in the U@MQ building and play pool with people you’ve never met before”.

DANIEL

4. ‘Need it Now’ Survival Sessions

Check times and locations in Student Central (C5C244) once semester starts

If you didn’t get it the first time around or just want a refresher come along to “Need It Now” lunchtime sessions held by MacTransition.

Topics covered include: IT issues, Tutorials, How to tackle essays and assignments, Writing for academic purposes.

5. Family Orientation Evening

Watch for an invitation in the mail in March. Something for your family and friends! Put an end to the hundreds of questions from your loved ones by leaving them with us for the evening.

Tips for survival

ORIENTATION: *Get out there and get involved.*
LIBRARY: *Learn how to use it.*
CLASSES: *Attend and participate.*

Get INVOLVED

There are over 60 clubs and societies on campus offering social and sporting activities. So no matter what your tastes are, you'll find something that's right for you.

More details at www.uatmq.com.au

Here are some popular clubs for Faculty of Business and Economics students:

ASES (Australia–Pacific Student Entrepreneurial Society) — ASES is an international entrepreneurship network, focused around the Asia–Pacific region, helping to foster a new generation of entrepreneurs.

Macquarie University is proud to host the first ASES chapter in Australia. The network offers entrepreneurs (that's you!) an array of opportunities and events such as:

- Meeting keynote speakers
- Competitions such as the Business Plan and Global Innovation Challenge (with great prizes!)
- Committed members can attend two annual summits — one in Stanford, the other in a selected Asia-pacific host city.

- Networking with other like-minded people.
- Mentoring: got a great business idea that you would like to develop? ASES will help guide you down the right path! There is no such thing as a 'silly' idea.

E: asesmq@gmail.com

W: www.asesmq.org.

ASSOC (Actuarial Studies Students Society) — Membership to ASSOC is open to anyone, however their services are directed towards students studying BCom–ACST degrees. They run annual “Meet the Professionals” nights, careers forums and basketball/soccer/badminton/pool competitions. Their annual ball is the hottest ticket in town! Look out for “Actuality”, their quarterly publication, with all the gossip on upcoming events.

W: <http://www.mqassoc.org>

ECFS (Economics, Commerce and Finance Society) — Most Faculty of Business and Economics students sign up to ECFS, from there it's what you do with them that counts!

Join in their industry specific career nights, harbour cruise and annual ball. Keep a look out for all their cool competitions, and sign up for the Business Strategy Challenge (real life problem solving where you get to present to a panel of industry judges). ECFS also have a publication every semester.

W: <http://www.ecfs.com.au>

SIFE (Students in Free Enterprise) — SIFE Macquarie is part of an international non-profit organisation. SIFE aims to develop community outreach projects that educate people and help those less fortunate.

SIFE Macquarie is involved in 5 major projects: Future Entrepreneurs of the World Summit (FEWS); Innovative Youth Challenge (IYC); Business Without Borders (BWB); Chutzpah and The Entrepreneurs Club.

SIFE Macquarie aims to take these projects to competition level in the next SIFE National Competition in 2009. Membership is open to students from various disciplines who are interested in making a difference in people's lives; developing their skills in teamwork, management and planning and networking with leading business professionals.

E: sifemacquarie@gmail.com

Global Leadership Program (GLP) — The GLP promotes training in international issues, leadership and entrepreneurship. You gain points for participating in various activities like colloquia and distinguished speaker series. There are also international and domestic events including conferences and seminars (you can apply for funding and grants too!). The activities and functions are a great way to meet new people, pick up new skills, or just participate in thought-provoking discussion. Participation is FREE.

W: <http://www.international.mq.edu.au/GLP>

U@MQ active — U@MQ Active is part of U@MQ and is the sport and leisure hub of Uni. Activities include fencing, golf, salsa dancing, tae kwon do, gym membership, group fitness, competitive sports and clubs. For those who want to get serious, there are athletic services and professional coaching. The CEO is Deidre Anderson, a well-known sports psychologist, who assisted Olympic swimmer Ian Thorpe to reach a decision to retire from elite sport.

In 2007 U@MQ Active opened a new AU \$17 million Sport and Aquatic Centre which features an outdoor 50m pool, a 25m indoor pool, a new gym and fitness studios. What are you waiting for?

W: www.uatmq.com.au/active
T: (02) 9850 7636



Writing Skills Program

The Writing Skills Program is aimed at helping undergraduate students — especially students in their first year of study- to become successful academic writers in their chosen subject.

The program includes:

Preliminary essay writing seminar on Friday 20th Feb 2–5pm and repeated on Saturday 21st Feb 1.30–4.30pm (X5B T1).

Short courses in several different aspects of essay writing. Course 1 focuses on the strategies and structures of essay writing. Course 2 focuses on expression in academic writing.

Both courses run from week 5–9 in semester 1 & 2. Sign up for semester 1 begins Wednesday 11th March 2009 in Building C5A Level 5 foyer.

Individual consultations by appointment, available at Centre of Open Education. (X5B level 1, ph. 98507470).

Quick tip

“Find out for yourself, that’s what uni is about a lot of the time, it’s all about you and self-responsibility”.

KERI

When things GO WRONG

Got a problem? Ask BESS. Or see a Faculty of Business and Economics Student Representative, your lecturer-in-charge or Department office.

First-year blues

Picture this. You spend the first few weeks of uni partying and getting involved in clubs. Many students make the mistake of thinking that they can just relax after a tough final year at school.

Then Shock! Horror! They find uni can be just as challenging. That's why it's really important to get into a good routine early.

Quick tip

"Not bothering to know my rights stopped me from fulfilling my academic potential... I should have applied for special consideration when I got really sick just before my exams."

Simon

Thinking of dropping out?

So uni's not what you expected and you want out. There's a special way to go about it. But before you do anything about dropping out consider your options:

Talk to senior students at BESS; see a university student counsellor; consult your Department or favourite lecturer. You'll never know if improving your study skills, managing your stress or changing your course may be the answer if you don't discuss your problems with someone first.

The uni has special dates — CENSUS DATES — by which you have to apply for withdrawal from a course, otherwise you'll be charged fees.

W: <http://www.reg.mq.edu.au/Undergrad/current/currentstudents/discontinue.htm>

Falling behind

If you are not keeping up let someone know. Don't keep it to yourself, go and talk to your lecturer, a student counsellor, your friends... attend some study skills workshops.

W: www.sss.mq.edu.au

Not settling in?

This is a common problem. That's why Macquarie University has a Mentor Program supporting first year students. Contact a mentor and spend time with them.

T: (02) 9850 8636

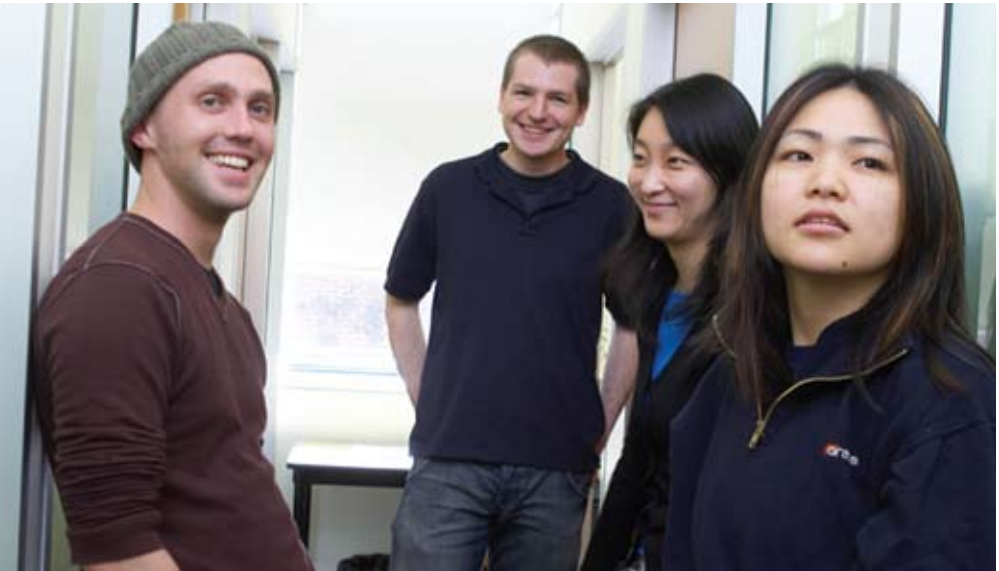
E: transition@mq.edu.au

W: www.mq.edu.au/transition

Quick tip

Know what the rules are so you can use them when you need them. You also have certain rights, eg. to look at your exam paper.

W: www.handbook.mq.edu.au



GETTING AROUND MQ — Quick tip

Getting around campus can be tricky. If you understand the layout and how the room numbering works it will be easier to find your way.

C — Central

E — East

W — West

F — Far (beyond E)

X — Extra Far (beyond W)

The building number comes first, then the level or floor, and finally the room, eg. E4A718 means it's building E4A, level 7, room 718.

Grab a campus map and off you go.

2009 IMPORTANT DATES

SEMESTER ONE — FEBRUARY

Orientation and enrolment	Friday 13 February to Friday 20 February 2009
Classes commence	Monday 23 February 2009
Mid-semester break	Monday 13 April to Friday 24 April 2009
Classes resume	Monday 27 April 2009
Exams commence	Monday 8 June 2009
Semester break	Monday 29 June to Friday 31 July 2009

SEMESTER TWO — JULY

Orientation and enrolment	Friday 24 July to Friday 31 July 2009
Classes commence	Monday 3 August 2009
Mid-semester break	Monday 21 September to Friday 2 October 2009
Classes resume	Monday 5 October 2009
Exams commence	Monday 16 November 2009
Academic year ends	Saturday 5 December 2009

<http://www.international.mq.edu.au/study/calendar>

BESS

Your student information office in the Faculty of Business and Economics

When

- During semester (excluding mid-semester breaks and exam time):
Monday–Thursday 9am–7.30pm, Friday 9am–5pm
- Mid-semester breaks and exam time:
Monday–Thursday 9am–6pm, Friday 9am–5pm
- Out of semester: Monday–Friday 9am–5pm

Where

Building E4B, Ground Floor, Room 106

Phone: +61 (02) 9850 8450

Fax: +61 (02) 9850 9958

Email: BESS@efs.mq.edu.au

Web: <http://businessandeconomics.mq.edu.au/current/undergraduate/bess>

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