



Your degree. Your choice.

SIBT GRADUATE INFORMATION BOOKLET



## Your degree. Your choice.

Very soon your diploma study will be over and when you graduate you will be joining more than 14,000 other students as SIBT alumni.

So what happens next?

If you are due to complete a diploma program this semester, you have the following options:

- a) Continue with your advanced diploma at SIBT
- b) Commence your 2nd year at Macquarie City Campus on 11 July 2011
- c) Commence your 2nd year at Macquarie University on 1 August 2011

As a SIBT diploma/advanced diploma graduate, you have the option to progress into 2nd year bachelor programs at Macquarie City Campus or Macquarie University.

This information booklet explains what options are available, and gives you some information on what to expect. If you've still got questions, feel free to contact:

- Macquarie City Campus  
Level 2 11 York St  
Sydney 2000  
Phone: (02) 9964 6533  
Email: [admissions@city.mq.edu.au](mailto:admissions@city.mq.edu.au)
  
- Macquarie University (International students)  
Level 1 Building E3A  
Phone: (02) 9850 6320  
Email: [SIBTEnquiries@mq.edu.au](mailto:SIBTEnquiries@mq.edu.au)
  
- The advising team at either the North Ryde or city campus

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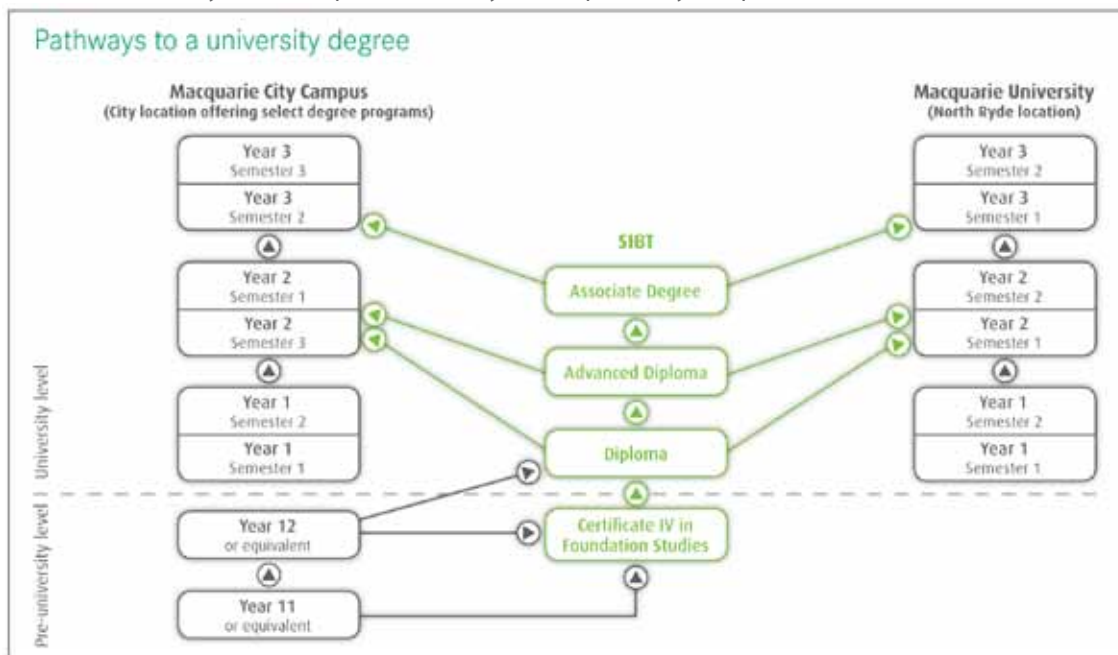
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# Option one: Continue with an advanced diploma at SIBT

Upon completion of your diploma you can choose to stay on at SIBT and study an advanced diploma.

## What is an advanced diploma?

The advanced diploma consists of 4 units (in addition to the 8 diploma units) and is equivalent to the first semester of second year at Macquarie University or Macquarie City Campus.



## Why should I study an advanced diploma?

By choosing to study the advanced diploma you will:

- have the opportunity to increase your GPA
- continue to enjoy the benefits of smaller class size and personalised academic and welfare support
- be able to complete a people or planet unit. For e.g. Business/Commerce students can complete ISYS100 and Computing students can complete STAT170
- fast track your studies as you will not need to return home or take an extended break
- save money as the yearly fee at Macquarie University or Macquarie City Campus is slightly higher
- study units that count towards the second year of your Bachelor degree
- advance directly into second year, second semester
- be able to study advanced diploma units and any remaining diploma units at the same time

## What units are on offer?

The advanced diploma is ideal for business administration, commerce and computing students.

The following units are offered as part of the advanced diploma.



## How do I enroll into an advanced diploma?

Enrolling into the advanced diploma is easy. You do not need to fill out any forms, simply select 'enrol in an advanced diploma course' via the student portal from **12pm on Saturday 18 June 2011**.

## Still have more questions?

If you have more questions about the advanced diploma and would like a personalised learning plan, visit the SIBT front counter between 12pm – 2pm before 18 June to speak with an Academic Adviser.

## Option two: Commence second year at Macquarie University or Macquarie City Campus

### What degree do you want to study?

This table shows the degree programs SIBT students can progress into, and which campuses you can study at. For more course information, contact the faculty directly. Details are listed below.

SIBT diploma	Course options	Campus options
Diploma of Communication	Bachelor of Arts – Media GPA 3.0	North Ryde <a href="#">(click here)</a>
Diploma of Arts	Bachelor of Arts*	City Campus <a href="#">(click here)</a>
Diploma of Business Administration/ Advanced Diploma of Business Administration	Bachelor of Arts*	North Ryde <a href="#">(click here)</a> City Campus <a href="#">(click here)</a>
	Bachelor of Commerce – Professional Accounting* (for students enrolled in study at SIBT prior to 2008)	City Campus <a href="#">(click here)</a>
	Bachelor of Commerce – Professional Accounting* (for students commencing study at SIBT from 2008)	North Ryde <a href="#">(click here)</a>
	Bachelor of Commerce* (Click on link for majors)	North Ryde <a href="#">(click here)</a>
	Bachelor of Business Administration GPA 2.50 (for students enrolled in study at SIBT prior to 2008)	City Campus <a href="#">(click here)</a> North Ryde <a href="#">(click here)</a>
Bachelor of Business Administration GPA 2.00 (for students commencing study at SIBT from 2008)		

\* For local students: GPA 1.50

Please note: See page 12, for further information about entry requirements

SIBT diploma	Course options	Campus options
Diploma of Commerce/ Advanced Diploma of Commerce	Bachelor of Arts*	North Ryde <a href="#">(click here)</a> City campus <a href="#">(click here)</a>
	Bachelor of Commerce*	North Ryde <a href="#">(click here)</a>
	Bachelor of Economics*	North Ryde <a href="#">(click here)</a>
	Bachelor of Business Administration GPA 2.50 (for students enrolled in study at SIBT prior to 2008)	City campus <a href="#">(click here)</a>
		North Ryde <a href="#">(click here)</a>
	Bachelor of Business Administration GPA 2.00 (for students commencing study at SIBT from 2008)	
	Bachelor of Applied Finance GPA 2.25	North Ryde <a href="#">(click here)</a>
	Bachelor of Actuarial Studies GPA 3.00, plus MATH135 (HD) and ACST101 (CR) or above	North Ryde <a href="#">(click here)</a>
Bachelor of Commerce – Professional Accounting* (for students enrolled in study at SIBT prior to 2008)	City campus <a href="#">(click here)</a>	
	North Ryde <a href="#">(click here)</a>	
Bachelor of Commerce – Professional Accounting GPA 1.50 (for students commencing study at SIBT from 2008)		
Diploma of Computing/ Advanced Diploma of Computing	Bachelor of Arts*	North Ryde <a href="#">(click here)</a>
	Bachelor of Science* (students can major in Information Systems and Software Technology)	North Ryde <a href="#">(click here)</a>
	Bachelor of eBusiness (prescribed units)*	North Ryde <a href="#">(click here)</a>
	Bachelor of Information Technology* (students can major in Information Systems and Software Technology)	North Ryde <a href="#">(click here)</a>
	Bachelor of Engineering (with specialisations in Wireless, Electronics, Telecommunications, Computer, Mechatronic or Software Engineering)*	North Ryde <a href="#">(click here)</a>

\* For local students: GPA 1.50

Please note: See page 12, for further information about entry requirements

SIBT diploma	Course options	Campus options
Diploma of Electronic Engineering	Bachelor of Engineering (specialising in Computer Engineering)*	North Ryde <a href="#">(click here)</a>
	Bachelor of Engineering (specialising in Electronics Engineering)*	North Ryde <a href="#">(click here)</a>
	Bachelor of Engineering (specialising in Software Engineering)*	North Ryde <a href="#">(click here)</a>
	Bachelor of Engineering (specialising in Telecommunications Engineering)*	North Ryde <a href="#">(click here)</a>
	Bachelor of Engineering (specialising in Wireless Engineering)*	North Ryde <a href="#">(click here)</a>
	Bachelor of Engineering (specialising in Mechatronics Engineering)*	North Ryde <a href="#">(click here)</a>

\* For local students: GPA 1.50

Please note: See page 12, for further information about entry requirements

If you'd like further assistance in deciding which course you should choose, contact the faculty directly.

#### Faculty of Business and Economics

Room 106, Building E4B  
Macquarie University  
Eastern Road  
North Ryde, Sydney, Australia

Telephone: (02) 9850 8450  
Email: [eric@efs.mq.edu.au](mailto:eric@efs.mq.edu.au)

#### Faculty of Arts

Building W6A, Level 1  
Macquarie University  
Balaclava Road  
North Ryde, Sydney, Australia

Telephone: (02) 9850 6783  
Email: [artsenquiries@mq.edu.au](mailto:artsenquiries@mq.edu.au)

#### Faculty of Science

Room: E7A102  
Science Centre  
Macquarie University, NSW 2109

Telephone: (02) 9850 6000  
Email: [enquiries@science.mq.edu.au](mailto:enquiries@science.mq.edu.au)

#### Macquarie City Campus

Level 2, 11 York St  
Sydney NSW 2000

Telephone: (02) 9964 6533  
Email: [info@mq.edu.au](mailto:info@mq.edu.au)

## Which campus?

If you've chosen a degree that's available at both campuses, now's the time to think about which location will be best for you.

You're probably familiar with Macquarie University, but you might not know that much about the city campus.

Have a read of the following information comparing the two locations. We also recommend you visit both locations, and talk to staff and students who study there.

Macquarie City Campus    [www.city.mq.edu.au](http://www.city.mq.edu.au)  
Macquarie University    [www.mq.edu.au](http://www.mq.edu.au)

## What are the differences between the North Ryde and city campus?

### → Class sizes and learning environment

Your friends have probably told you that learning at the University is different from SIBT. That's mainly because class sizes are often much larger, with some lectures having several hundred students.

The city campus delivers the popular Macquarie University degrees in small classes.

This allows you to study the same degree, but with the same teaching style you are used to at SIBT. At the city campus, 2nd and 3rd year units are all delivered with a maximum lecture size of 50, and tutorial size of 25.

Smaller class groups make it easier to ask questions in class, and to get to know your lecturer and classmates – providing a more personal learning environment.

### → Semesters and fast-track options

The city campus was established to give you flexibility. It offers three semesters per year (instead of two), with classes commencing in March, July and November. There are two-week breaks between each semester, just like SIBT.

Many students choose the city campus because they want to fast-track their studies. You can complete your 2nd and 3rd years in 16 months (enrolling in 4 units each semester) – meaning you can start earning an income 8 months sooner than the traditional option.

At the city campus you can also take the full two years to finish your degree (the same as Macquarie University), but choose to take only 3 units a semester (instead of the normal 4 units).

### → Tuition fees

The fees at both campuses are the same.

### → Lecturers

All lecturers at both campuses are highly-educated, and approved by North Ryde campus so you know you are receiving the same high quality of teaching regardless of where you study.

Many lecturers teach the same units at both campuses.

### → Approach to teaching

Unlike North Ryde campus, the city campus doesn't have research taking place on campus. When the lecturers are at the city campus they focus purely on teaching. However, many of our lecturers do participate in research on the North Ryde campus.

The city campus looks for lecturers who have strong industry backgrounds, and strong teaching experience. Lecturers have the skills to teach students in a small class environment and are chosen because they enjoy student interaction.

To find out what current students think of the teaching in the city campus, click [here](#) for the 2010 student survey results.

### → Course content

The content of the units offered at both campuses are exactly the same, so you are guaranteed to graduate with the same quality education. The exams held at different times of the year but are the same high standard.

### → Bachelor degree programs

The city campus offers only a select range of Macquarie University programs. These include the more popular Macquarie degrees, such as the Bachelor of Commerce – Professional Accounting, Bachelor of Business Administration (if you want to focus in marketing or accounting) and the Bachelor of Arts majors in Media, Culture, Communication or Cultural Studies.

The city campus offers all core units and selected elective units. Check the study programs on the website to make sure they suit your needs.

## → Formal documents

If you study at the city campus, you will attend the graduation ceremony at the North Ryde campus together with all university graduates. You will receive the same degree and academic transcripts as North Ryde students.

## → Location

The city campus is located above Wynyard train station, in the middle of the Sydney CBD. It is walking distance from Circular Quay, the Rocks and the Opera House.

Students often choose the city campus because it's easy to get to, and for many it saves them time and money. You can also step out of the campus and enjoy the sights that tourists come from all over the world to visit.

## → Convenience and transport

The train from Macquarie University to the city campus takes between 30–45 minutes.

## → Student diversity

Both locations provide a friendly multicultural environment – with students from Australia, Bangladesh, China, Russia, India, Indonesia, France, Japan, Korea, Vietnam, Thailand and many more countries.

## → Campus environment

The city campus has approximately 1,000 students. That makes it a lot smaller than North Ryde campus, which has 32,000 students with 8,900 international students. This gives the city campus a more intimate feel, with greater interaction between students and lecturers.

## → Workplace internships available

The city campus offers temporary internships for students wishing to gain unpaid workplace experience within a business environment. Internships provide on-the-job training, practical work experience and increase your potential to obtain work in your field of study.

## → Facilities

While you are probably familiar with the fabulous student facilities Macquarie University offers, the city campus has facilities that suit the city environment, including:

- **Library**  
The city campus has its own library that's modern, bright and friendly. It's smaller than the one at North Ryde campus, but has all the books you need for programs offered in the city. City students can also borrow books from the Macquarie University library (which can be returned to the city campus library), and have online access to the North Ryde campus library databases. In the city you also have access to the State Library, which is only a short walk away.
- **Computer labs and wireless internet**  
The city campus labs are very similar to SIBT Ryde. They are small and modern, and computers are always available. The city campus also has wireless on all floors, so you can access the internet from anywhere at anytime.
- **Student common room**  
Lots of students meet each other in the new student common room. It's a nice place to hang out with friends, watch TV, or grab a bite to eat. The city campus also holds regular social events for students to get to know each other.

## → Employment opportunities

If you want to get a part-time job in the CBD, or if you already work in the CBD, the city campus could be a convenient option for you. Many graduates end up working in the city, so it may be helpful to get to know the CBD, and become familiar with the various employment options.

## Thinking about the city campus?

The city campus opens up a variety of options. It allows you to fast-track your studies, access small classes and use the facilities of both campuses. The new train line makes it easy and convenient to travel between the two locations, so you've got the flexibility to get the best of both worlds.

## What do the lecturers say?

These are the thoughts of some of the lecturers who teach the at both Macquarie University and Macquarie City Campus.



### Dr Charles Koh

Accounting and Finance Lecturer

"An ideal accounting and finance lecturer is one who must be capable of facilitating student-centred learning of current theoretical and technical knowledge but also ethics and professional practice that so characterises and differentiates the accounting profession. I teach mainly in the accounting and finance study areas at undergraduate and postgraduate studies at Macquarie City Campus."



### Steve Erichsen

Marketing Lecturer, North Ryde and city campus

"North Ryde is a large student campus, which has all the features of a traditional university. The city campus is smaller, and can be a good place to feel at home, while still achieving your same goals. I teach undergraduate and postgraduate marketing units at both North Ryde and city campus.

The content and outcomes are the same, but the learning environment is different. I think it's great students have the flexibility to choose to study from two locations. My students choose the environment that's most convenient for them, and fits in best with their learning objectives. I choose to lecture at the city campus as I love the buzz of the city and enjoy teaching smaller classes – it's interactive and fun!"



### Jacqueline Kenney

Coordinator, Consumer Behaviour,  
Macquarie University and Macquarie City Campus

"The city campus offers students a compact study opportunity. The subject I teach achieves the standards of one of the best teaching universities in Australia, and our teaching team delivers the same course at Macquarie University and Macquarie City Campus. Macquarie City provides a convenient, easy-to-access and modern learning environment that has been a pleasure to teach in over the past two years."

## What do the students say?

SIBT graduates share their experiences of the Macquarie City Campus.



### Muhammad Qasim

Diploma of Commerce, SIBT  
Studying Bachelor of Commerce – Accounting at city campus

"I first became interested in the city campus because of its location. Studying in the city cut my travel time by half. I came to the campus to look around and saw some of the lecturers I already knew, so immediately I felt comfortable about the learning quality. I've been studying at the city campus for two semesters, and have been taking the same units as I would have at Macquarie University. The big difference is the small classes. This is an advantage because my friends at Macquarie University say they have very large lectures, so they don't know their teachers. I think I learn more when I can ask questions and talk to the lecturer. The city campus also gives me more flexibility. I study 3 units per semester but will still graduate in the same time. I think this helps me to get better grades. Studying in the city is convenient, and I got a part-time job at Woolworths. Working in the CBD and knowing my way around will be helpful when I go job-hunting when I graduate."



### Melly Krisnawati

Certificate IV and Diploma of Commerce, SIBT  
Studying Bachelor of Commerce – Accounting, city campus

"Initially I wanted to study at the city campus because it's easier to get to from my home, but I soon realised there are many more advantages. I study less units each semester than my North Ryde friends, but we'll all still graduate at the same time. I like studying over the summer. The small classes also give me an advantage. I ask questions in class, and this helps me understand the concepts better. It seems I do less personal study than my North Ryde friends because I understand most things in class. The smaller classes and campus environment also made it easy for me to make friends and talk to people. People seem to know each other at the city, and often meet between classes to study in the library or at the park across the road, or have lunch at one of the many close shopping places. I'm happy with my choice because I love the environment. It suits my lifestyle, and I know I'll graduate with the same degree certificate as my friends."



### Jessica O'Byrne

Certificate IV and Diploma of Communication, SIBT  
Studying Bachelor of Arts, Media and Cultural Studies, city campus

"For me, it's the small classes in the city that are the biggest advantage. But I also save time and money because it's convenient to where I live and work. The ease of transport has made my life much easier. The city campus also lets me study at the pace I want to. I'm less stressed, and I'm hoping I'll achieve better grades! I'm happy with the facilities at the city campus, and really like the fact that I can always access a computer lab. I still visit the North Ryde campus sometimes to go to the library, but I also use the State Library which is close and just excellent."

## What are the entry requirements?

The entry requirements for North Ryde and city campus are exactly the same. Once the requirements have been met, you will enter the second year\* of your chosen bachelor degree program, with full credit for the units you have passed at SIBT.

\* For those students who have successfully completed required subjects for the 1st year of their chosen degree.

### → Entry requirements

- Successful completion of **eight or more SIBT 100 level units**.
- Meet the GPA requirements of the course you want to enter. The GPA requirements are the same for both North Ryde and city campus. Refer to the table on page 3–5.
- Students must also satisfy the normal prerequisites specified for the unit they wish to take. For example, COMP225 requires students to first complete COMP125(P) and one MATH unit at 100 level.

### → Important information for Australian Citizens and Permanent Residents

- You must achieve a minimum **GPA of 1.50** to enter all Macquarie University programs.

## How do you apply?

Click below to view:

Macquarie City Campus, commencing 11 July 2011 (all students)

Macquarie University, commencing 1 August 2011 (all students)

Macquarie City Campus (all students)	
How to apply	<p>Apply to Macquarie City Campus by completing an Application form. You can download a form at <a href="http://www.city.mq.edu.au/how_apply_SIBT.html">www.city.mq.edu.au/how_apply_SIBT.html</a> or collect it from Macquarie City Campus or SIBT, North Ryde Campus.</p> <p>You must print, sign, date and submit your application form, also including:</p> <ul style="list-style-type: none"> <li>• A certified photocopy of your passport photo page, current visa and</li> <li>• A certified copy of your current OSHC Membership card.</li> </ul> <p>For local students, please include a copy of your passport or Citizenship Certificate or proof of your permanent residency.</p> <p>Please email the form, passport photo page, and a copy of your current OSHC membership card to <a href="mailto:admissions@city.mq.edu.au">admissions@city.mq.edu.au</a> or return in person at Macquarie City Campus reception or SIBT, North Ryde before 11 July 2011.</p>
Application closing date	<p>To ensure a quick application turnaround, please return your form by Friday 13 June 2011. Applications will still be accepted until Semester 2 commences on Monday 11 July 2011. No late fee is applicable.</p>
Letter of offer	<p>Your letter of offer will be sent to your email from Friday 17 June 2011.</p>
Payment of fees	<p>If you are an international student, you need to start preparing now for the commencement fee payment of \$14,500, plus the extension of Overseas Student Health Cover (OSHC) until the end of your visa. This will be included in your letter of offer.</p> <p>For local students, you must complete your Commonwealth Assistance Form (CAF). Details on how to do this will be listed in your letter of offer. Please note: if you are a Permanent Resident, you will need to make payment four days after you enroll.</p> <p>Payment methods will be included in your letter of offer.</p>
Compulsory orientation and enrolment	<p>Semester 2 commences on Monday 11 July 2011.</p> <p>Orientation and enrolment for SIBT students coming to MQC will be held on Thursday 19 May 2011, room 209 at 1pm (early orientation). or Wednesday 6 July 2011, room 209 at 10am.</p>

## Macquarie University (International Students)

How to apply	<p>Apply online at <a href="http://www.international.mq.edu.au/sibt/apply">www.international.mq.edu.au/sibt/apply</a> from Friday 6 May 2011 to 3pm, Friday 13 May 2011.</p> <p>You must print, sign, date and submit your application form, also including:</p> <ul style="list-style-type: none"> <li>• An attached photocopy of your passport photo page, and</li> <li>• A photocopy of your current OSHC Membership card current until 20 July 2011.</li> </ul> <p>Please submit the form, passport photo page, and a copy of your current OSHC membership card to the Macquarie International front desk, or by email to <a href="mailto:SIBTEnquiries@mq.edu.au">SIBTEnquiries@mq.edu.au</a> before 3pm Friday 13 May 2011.</p>
Online application closing date	Before 3pm, Friday, 13 May 2011.
Letter of offer	Your letter of offer will be sent to your email by Saturday 25 June 2011.
Payment of fees	<p>You need to start preparing now for the payment of a \$14,500 commencement fee to Macquarie University before Friday, 8 July 2011.</p> <p>The total payment required is A\$14,500, plus extension of Overseas Student Health Cover (OSHC) until the end of the duration of your student visa. More details can be found at <a href="http://www.immi.gov.au/students/_pdf/oshc-faq.pdf">http://www.immi.gov.au/students/_pdf/oshc-faq.pdf</a></p> <p>Please go to <a href="http://www.international.mq.edu.au/study/fees/how">http://www.international.mq.edu.au/study/fees/how</a> for payment methods.</p>
Compulsory orientation and enrolment	Thursday 21 July to Friday 29 July 2011*

You MUST have OSHC current until 20 July 2011 when you submit your application online.

If you want to make any changes to your degree preferences after you have submitted the application online, you can update your application details by logging in to <http://www.international.mq.edu.au/sibt/apply> and re-submit before 3pm Friday, 13 May 2011. The most recent application submitted online will be regarded as your preferred application.

If you wish to make further changes to your degree preferences after **3pm Friday 13 May 2011**, YOU MUST SEND AN EMAIL TO [SIBTEnquiries@mq.edu.au](mailto:SIBTEnquiries@mq.edu.au) with the subject title as "Degree changes 2011". YOU MUST provide your SIBT ID Number, full name and date of birth in this email. Note: After you have submitted your online application, you are only allowed to change your degree preference **once**.

Any degree preference changes made after **3pm Friday 8 July 2011** WILL NOT BE ACCEPTED.

\*These dates are correct at the time of print and are subject to change. All students MUST check the orientation and enrolment dates at [www.international.mq.edu.au](http://www.international.mq.edu.au) when they are available. The orientation and enrolment sessions are compulsory for all newly commencing international students at Macquarie University.

## Macquarie University, Semester 2 2011 (Australian Citizens and Permanent Residents)

SIBT students should apply online to Macquarie if you wish to gain entry to one of the courses shown on this information sheet. SIBT diploma and Advanced diploma holders are guaranteed entry to one of the courses listed if they meet the entry requirements for the degree, as set out on page 1–4.

If you wish to apply for another Macquarie degree course, or for a course at another university, you should apply through the Universities Admissions Centre (UAC). Final closing date for UAC applications is 10 June 2011.

If you are not a permanent resident or an Australian citizen, you should apply to Macquarie International.

### → When do applications close?

The closing date for on-time applications is Friday, 13 May 2011.

Late applications will be accepted until 20 May 2011, with a late application fee of \$200.

### → How do you lodge your application form?

Lodge your application form online between 6 and 13 May 2011 at <https://secure.mq.edu.au/RegForms/view.php?id=14>

### → What documentation do you need to provide?

You must supply original or certified copies of results of all studies undertaken by you – with the exception of SIBT and Macquarie University results, which we will obtain. If you have undertaken tertiary study (including TAFE and overseas studies) you must include an original or a certified copy of your academic transcript with your application.

Any documentary evidence of studies taken overseas in a language other than English must be accompanied by an official translation. Translation services are provided by:

- Ethnic Affairs Commission of NSW, 164 –174 Liverpool Street, Ashfield NSW 2131  
Phone: 1300 651 500 (toll free)
- Department of Immigration and Citizenship (DIAC), 26 Lee St, Sydney NSW 2000  
Phone: 13 18 81
- Australian Diplomatic Missions and Australian Education Centres

### → When will you be notified of the outcome?

Successful applicants will be notified by post from 24 June 2011.

### → How do you enrol?

All SIBT students will enrol in July 2011. More information will be provided in your letter of offer, to be sent in June 2011.

### → Credit for Previous Studies and exemptions

If you complete a SIBT diploma or advanced diploma, you will be given full credit for the units which correspond to those you have passed at SIBT. You will receive a letter prior to enrolment setting out the credit for previous studies, and exemptions that you have been granted.

- **Credit for Previous Studies** is credit granted to you for having completed a particular qualification. The holder of a SIBT diploma is normally awarded 24 credit points towards the 68 credit points required for a 3-year degree, such as a Bachelor of Commerce.
- **Exemptions** are units that you do not have to do because you have studied and passed a similar unit at another institution.

## Starting the course

### → Accepting your offer

For International Macquarie University students, a letter of offer will be sent to your email after Saturday 25 June 2011.

For local Macquarie University students, you will be notified by post on Friday 24 June 2011. Please allow one week for the mail to arrive.

For Macquarie City Campus, a letter of offer will be sent to your email from Friday 17 June 2011.

Your letter of offer will contain clear information about how to 'accept your offer', how to pay your tuition fees and closing dates.

### → Paying your student fees

The fees at Macquarie University and Macquarie City Campus are the same. However, the payment details and methods are different. Payment details and methods will be included in your letter of offer, and are outlined below.

Click below to view:

- Macquarie City Campus
- Macquarie University (international students): see below
- Macquarie University (Australian Citizens and Permanent Residents) – information contained in your letter of offer: see below

### Macquarie University

You may pay with a bank cheque, or selected credit cards directly to the Cashiers on campus. You can also pay by internet using a credit card or BPay.

NOTE: You must pay \$14,500 commencement fee + OSHC payment before Friday, 8 July 2011.

For more information, please visit <http://www.international.mq.edu.au/study/apply/howtoaccept>

#### Q: Do I have to pay OSHC fees?

**A:** Yes. Its a condition of your student visa to have OSHC for the entire proposed visa duration when accepting the offer. This is known as the "Visa Length Coverage" (VLC). More details can be found at [http://www.immi.gov.au/students/\\_pdf/oshc-faq.pdf](http://www.immi.gov.au/students/_pdf/oshc-faq.pdf)

You have two options:

1. Pay the OSHC fee with your commencement fee to Macquarie International when you accept your offer and we will arrange visa length OSHC for you.
2. Supply evidence of your OSHC covered until the end of the proposed visa duration as required on your offer letter to Macquarie International front desk or electronically to [SIBTEnquiries@mq.edu.au](mailto:SIBTEnquiries@mq.edu.au). Your acceptance of offer will not be processed unless you have paid and shown evidence of OSHC. This means you may not be able to enrol.

Your acceptance of offer and eCoE request will not be processed unless you have paid and shown evidence of visa length OSHC. This means you will not be able to enrol and an updated eCoE will not be issued if you do not have visa length OSHC.

#### Q: What should I do with my receipt and acceptance papers?

**A:** Please make a copy of your receipts (for your records), complete your Payment and eCoE Request Form, and sign and date your Acceptance of Offer page.

You must return your forms (and original receipts) to Macquarie International immediately upon payment before 3pm Friday, by Friday, 8 July 2011.

## Macquarie City Campus

You must pay \$14,500 commencement fee + OSHC by Monday 4 July 2011. You may pay your fees via the methods listed below. Please note that an electronic Confirmation of Enrolment (eCoE) will be issued once all funds are cleared.

- **Bank cheque.** Make a cheque payable to Macquarie City Campus and send it to the Macquarie City Campus (Locked Bag 3004, Australia Square NSW 1215)
- **Telegraphic transfer.** State your student ID to the bank, and fax or bring a copy of the transfer application to the Macquarie City Campus – Account Name: Macquarie City Campus Student Fees Account; Bank: Westpac; Branch: St George Terrace Perth; BSB: 036 000; Account Number: 847628; Swift Code: WPACAU2S.
- **Direct deposit.** Collect a bank slip from Macquarie City Campus and make your payment at any Westpac Bank; Branch: St George Terrace Perth; BSB: 036 000; Account Number: 847628
- **Internet banking.** Send a copy of electronic payment receipt to Macquarie City Campus; Account Name: Macquarie City Campus Student Fees Account; Bank: Westpac; Branch: St George Terrace Perth; BSB: 036 000; Account Number: 847628
- **Credit card or EFTPOS.** You must be present at the front counter to have your card swiped. There is a 1.5% surcharge on the total amount payable. Mastercard and Visa are accepted. We also accept debit cards.

NOTE: You must pay \$14,500 commencement fee + OSHC payment before Monday 4 July 2011.

**Q: Do I have to pay OSHC fees?**

**A:** Yes. DIAC requirements and Macquarie University policy require that all international students must have OSHC coverage for the entire length of their visa before commencement.

You have two options:

1. Pay the OSHC fee with your commencement fee to Macquarie City Campus in full when you accept your offer, or
2. Supply evidence of current OSHC with expiry date of 31 August 2013 (or after) to Macquarie City Campus

Your acceptance of offer will not be processed unless you have paid and shown evidence of OSHC. You will not be able to enrol until your OSHC is finalised.

**Q: What should I do with my receipt and acceptance papers?**

**A:** Please make a copy of your receipts (for your records), complete, sign and date your Acceptance form.

You must return your acceptance of offer to Macquarie City Campus immediately upon payment before Friday 4 July 2011.

→ **Electronic Confirmation of Enrolment (eCoE)**

Once you have completed your acceptance form and paid your tuition fees, Macquarie University or Macquarie City Campus will email you an eCoE.

**Q:** I still have a valid student visa, do I need a new eCoE?

**A:** If you hold a subclass 572 Student Visa, you are required to submit your new Macquarie University or Macquarie City Campus eCoE (for your bachelor program) to the Department of Immigration and Citizenship (DIAC) to apply for a new subclass 573 Student Visa.

If you were issued a university eCoE and your student visa subclass is 573, you are required to ensure the details on your eCoE are correct. If you have changed your degree course, or the details on your existing eCoE are incorrect in any way, you will require a new eCoE.

This is your responsibility, and failure to do so may seriously effect your study and/or eligibility to remain in Australia.

**Q:** How do I get my new student visa?

**A:** A new electronic Confirmation of Enrolment (eCoE) will be issued by Macquarie University or Macquarie City Campus and sent to your email address provided on your application. This will be created according to information provided by you in the eCoE request form (provided with your offer letter) and your receipt. Please ensure you complete the eCoE request form clearly and answer ALL questions.

You will also need to provide evidence of current health cover to DIAC.

Please visit [www.immi.gov.au/students/student-information.htm](http://www.immi.gov.au/students/student-information.htm) for more information on online visa application.

Note: A health check may also be required. Please contact DIAC directly to confirm whether this applies to you.

→ **Orientation**

Once you have accepted your offer and paid your tuition fees, Macquarie University or Macquarie City Campus will send you details about orientation.

Macquarie University orientation and enrolment is held in July 2011.

Macquarie City Campus orientation and enrolment will be held on Thursday 19 May (early enrolment) and Wednesday 6 July 2011. If you attend early orientation, qualify and accept your offer, you will be sent details on how to enrol on-line.

You will be invited to attend one of these four-hour sessions.

**Q:** What should I do if I cannot attend the orientation and enrolment?

**A:** The orientation and enrolment session is compulsory for all new students.

You CANNOT send someone else to enrol for you. In order to enrol late, you will need to apply for a Late Enrolment Approval after you receive the Letter of Offer. You may be charged a AU\$200 late enrolment fee. Please send **an email to** [SIBTEnquiries@mq.edu.au](mailto:SIBTEnquiries@mq.edu.au) with the subject title of "Late Enrolment 2011" if you think that you cannot attend Enrolment.

For Macquarie City Campus students:

If you can not attend the orientation, you will need to make an appointment with the Student Services Adviser.

## FAQ

**Q:** I want to apply for a double degree. How do I do this?

**A:** A double degree is not a direct articulation option for SIBT graduates. You will have to first apply for a single degree.

Upon completing one year of that program at Macquarie University or Macquarie City Campus, you may apply to transfer into the double degree of your choice – provided you meet the entry requirements as stated in the Internal Transfer Policy.

For more information on course transfer visit <http://www.reg.mq.edu.au/undergrad/current/currentstudents/coursetransfer.htm>

**Q:** I want to enrol into a double major. How do I do this?

**A:** Some programs allow you to specialise in two areas. One example is the Bachelor of Commerce (BCOM) with accounting and finance majors. Studying a double major should be discussed with an Academic Adviser during enrolment.

**Q:** How many credit points are awarded for a completed SIBT diploma?

**A:** Each SIBT diploma unit is worth 3 credit points.

The holder of a SIBT diploma who has completed 8 diploma units qualifies for 24 credit points towards the 68 credit points required for a standard 3-year degree, such as a Bachelor of Commerce.

**Q:** Can I transfer between Macquarie University and Macquarie City Campus?

**A:** Students can transfer between the two locations. However you must abide by the Macquarie University internal transfer rules, available at [www.reg.mq.edu.au/undergrad](http://www.reg.mq.edu.au/undergrad)

Remember that Macquarie City Campus and Macquarie University offer different commencement dates, so you will need to check the semesters you would like to transfer. A Student Advisor at the City Campus can give you more information.

**Q:** Are there any scholarships available for SIBT graduates?

**A:** The only scholarship available for SIBT graduates is the SIBT Macquarie Scholarship. This scholarship is automatically awarded to the highest performing diploma/advanced diploma student upon graduation from SIBT. There is no application procedure for this scholarship.

**Q:** If I got a 'PC' in some SIBT units will I need to repeat them at university?

**A:** There are prerequisites for some units at Macquarie University and Macquarie City Campus. A 'PC' grade is not considered to be a passing grade for some units. Where this occurs students will need to enrol in that unit again at university in order to meet the prerequisite requirements. The University advises students to check the details of their particular program in the University handbook. Refer to [www.handbook.mq.edu.au/2011](http://www.handbook.mq.edu.au/2011) for the online handbook.

**Q:** Can I apply to both campuses?

**A:** We encourage students to explore their options prior to applying. Speak to an adviser on both campus to help you with your decision.

Remember though that the entry requirements are exactly the same. For example, if you do not get accepted into Macquarie University due to not meeting the programs GPA requirement, you will also not be accepted into this program at Macquarie City Campus.

**Q:** Will my SIBT GPA score continue when I go to university?

**A:** No. Your GPA score will start again when you commence 2nd year degree.

**Q:** How will the new curriculum affect SIBT students transferring to Macquarie University?

**A:** There will be minimal impact to SIBT students transferring to Macquarie University. Some students will find their Macquarie University preference is not listed on the application form when they fill out the on-line application to Macquarie University; they only need to choose the equivalent course listed below.

(Refer to back page)

## Dates for orientation and start of semester

Macquarie University Academic Calendar  
[www.international.mq.edu.au/study/calendar](http://www.international.mq.edu.au/study/calendar)

Macquarie City Campus Academic Calendar  
[www.city.mq.edu.au/Dates-2011.html](http://www.city.mq.edu.au/Dates-2011.html)

## Changes to course names

SIBT diploma	Discontinued course	New course names
Diploma of Arts/ Diploma of Communication	Bachelor of International Communication	Bachelor of Arts (major in International Communication)
	BA in Media and Cultural Studies	Bachelor of Arts (major in Media, Culture and Communication)  Bachelor of Arts (major in Cultural Studies)
	B Media	Bachelor of Arts – Media
Diploma of Business Administration/ Diploma of Commerce	Bachelor of Commerce – Marketing	Bachelor of Commerce (major in Marketing)
	Bachelor of International Business	Bachelor of Commerce (major in International Business)
	Bachelor of Commerce – Accounting	Bachelor of Commerce – Professional Accounting
	Bachelor of Commerce – Actuarial Studies	Bachelor of Actuarial Studies
Diploma of Computing	Bachelor of Information Systems	Bachelor of Information Technology OR Bachelor of Science
	Bachelor of Computing Science	

