Sydney, Australia: Macquarie University
Fall/Academic Year 2010-2011
IAP Program Handbook

The Sydney, Australia Program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Macquarie University. This IAP Program Handbook supplements handbook(s) or materials you receive from Macquarie University as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

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Contact Information

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<th>On-Site Program Information</th>
<th>On-Site Internship Coordinator</th>
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<tbody>
<tr>
<td>Jane Allsopp</td>
<td>Amy Ryan, Manager of Inbound Programs</td>
</tr>
<tr>
<td>Education Abroad Advisor</td>
<td>Internships Program Officer</td>
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<tr>
<td>Macquarie Abroad</td>
<td>Macquarie International</td>
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<tr>
<td>Level 1, Building E3A</td>
<td>Building E3A, Level 1</td>
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<tr>
<td>Macquarie University</td>
<td>Macquarie University</td>
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<tr>
<td>North Ryde 2109:NSW Australia</td>
<td>North Ryde  NSW 2109</td>
</tr>
<tr>
<td>Phone: +61 2 9850 4211</td>
<td>P: +61-2-9850-6397</td>
</tr>
<tr>
<td>Fax: +61 2 9850 7733</td>
<td>F: +61 2 9850 7733</td>
</tr>
<tr>
<td>Email: <a href="mailto:jane.allsopp@mq.edu.au">jane.allsopp@mq.edu.au</a></td>
<td>E: <a href="mailto:amy.ryan@mq.edu.au">amy.ryan@mq.edu.au</a></td>
</tr>
</tbody>
</table>
**UW-Madison Information**  
International Academic Programs (IAP)  
University of Wisconsin-Madison  
250 Bascom Hall, 500 Lincoln Drive  
Madison, WI 53706  
Tel: 608-265-6329  
Fax: 608-262-6998  
Web: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

**Jessa Boche**  
IAP Study Abroad Advisor  
Tel: 608-265-8977  
E-mail: boche@bascom.wisc.edu

**Emergency Contact Information**  
In case of an emergency, call the main IAP number (608) **265-6329** between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) **516-9440**.

**Embassy Registration**  
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register online at [https://travelregistration.state.gov](https://travelregistration.state.gov). If you are not a U.S. citizen, register at your home country’s embassy or consulate.

United States Consulate General  
MLC Center, Level 10  
19-29 Martin Place  
Sydney NSW 2000  
Australia  
+61-2-9373-9200  
+61-2-4422-2201 emergency  

**Program Dates**  
**Semester 2: 2010 (Fall)**  
Accommodation Opens: check with accommodations  
Orientation: July 28  
Classes: August 2 – September 17  
Mid Semester Break: September 18 to October 3  
Classes Resume: October 4 – November 12  
Exams: November 15 – December 3  
Academic Year Ends: December 3  
Accommodation closes: (check with accommodations)

**Semester 1: 2011 (Spring)**  
Accommodation Opens: check with accommodations
| Orientation (attendance required) | Beginning February 16 |
| Classes                        | February 21 – April 10 |
| Mid-Semester Break:            | April 11 – April 25   |
| Classes                        | April 26 – June 5     |
| Examination Period             | June 6 – June 24      |
| Semester End:                  | June 25               |
| Accommodation closes           | (check with accommodations) |

**Preparation Before Leaving**
Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Abroad Handbook for essential information.

Macquarie University also provides lots of helpful pre-departure information which you can find at this link: [http://www.international.mq.edu.au/studyabroad/ProspectiveStudents/pre_checklist.aspx](http://www.international.mq.edu.au/studyabroad/ProspectiveStudents/pre_checklist.aspx)

**Immigration Documents**

**Passport**
A passport is needed to travel to Australia and to obtain your student visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website ([http://travel.state.gov/passport](http://travel.state.gov/passport)). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

**Visa**
You must have a visa in order to study in Australia. Macquarie University will supply you with instructions on how to apply for your Visa. Once Macquarie has issued you a Confirmation of Enrollment (CoE), you can apply for your Visa online. You **cannot** apply for a Visa without the Confirmation of Enrollment (CoE). The Confirmation of Enrollment (CoE) will be sent to you once you return your Official Macquarie Acceptance Form to Macquarie University and pay for your OSHC Health Insurance.

**Overseas Health Cover (OSHC)**
Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students need while in Australia and is mandatory for international student visa holders. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

**How do I get OSHC?**
Please refer to the details listed in your Macquarie University Offer Letter. You will be given more information about your health cover during on-site orientation including how to obtain your health card. Should you require more information about your health coverage please visit the OSHC Worldcare site: [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)
Travel and Arrival Information

Macquarie University has a Meet and Greet team who will come and meet you personally at Sydney International Airport provided you notify Macquarie International one week in advance of your confirmed flight details.

The Meet and Greet team will pick you up and take you to your arranged accommodation. This is a free service available to all new Macquarie University International students. Make sure Macquarie has the correct airport arrival information, please apply on-line:

http://www.international.mq.edu.au/accommodation/airport-reception

The accommodation office must be notified of any flight changes at least 72 hours before your arrival. Any changes given after 72 hours prior to your arrival will not be taken into consideration. If the Meet and Greet team are sent to meet you at the airport and you are not there, you will be charged a penalty of AU$50.

Upon arrival at Sydney International Airport:
Go to the MEETING POINT located between exit gates AB and CD and look for someone holding a Macquarie University sign.

What if I my pick up person is not at the meeting point?
After 30 minutes if you cannot find the “pick up person” do not panic - call either

9850 7965 (9am - 5pm Mon-Fri) or
0414 443 754 or 0419 014 745 (other than office hours)
Macquarie International staff will advise you what to do next.

Documents
Macquarie suggests that you prepare a folder of official documents to bring with you to Australia, including:

- Valid passport with Student Visa
- Offer Letter from Macquarie University
- Confirmation of Enrolment (CoE) issued by Macquarie University
- Insurance policies
- Updated copies of your academic transcripts
- Other personal identification documents, e.g. ID card, driver’s license
- Medical records and/or prescriptions
- CAAW if you are under 18 years of age

Orientation

Macquarie University has a compulsory orientation that all study abroad students must attend.
There is also an option to do pre-orientation, also known as Orientation Camp: http://www.international.mq.edu.au/studyabroad/Opportunities/orientation_camp.aspx.

This is a trip where you go to one of the cool places near Sydney for a weekend so you get the chance to meet other students starting at Macquarie, as well as some of the study abroad advisors who will help you during your stay at Macquarie. For more information, contact Macquarie International.

The Academic Program

General Information
As the bulk of Macquarie University's degrees are 3 years in duration, the level of units is 100 (1st year), 200 (2nd year) and 300 (3rd year), which generally equate with 200, 300 and 400 level US units. Most study abroad students enroll in 100 or 200 level units. Postgraduate units are generally labeled as 800.

Study Abroad students are required to take between 9 and 14 Macquarie University credit points per semester, with the recommended course load at 12 credit points. UW-Madison participants are required to take minimally the equivalent of 12 UW-Madison credits during the semester. Most units (courses) at Macquarie are valued at either 3 or 4 credit points, which equate approximately between 12 and 16 hours of study per unit per week, including class attendance, private study, library research, etc. The actual workload can vary from unit to unit and even week to week across the university.

Useful Macquarie Websites:
- Macquarie International: www.international.mq.edu.au/
- Study Abroad at Macquarie: www.international.mq.edu.au/studyabroad
- Macquarie academic departments: www.mq.edu.au/divisions
- Macquarie undergraduate units: http://handbook.mq.edu.au/units.php

Registration
When you apply to the program, you will need to specify courses you intend to take on your application. Keep in mind that it is always better to select more courses you are interested in than you will actually take. This will give you some backup options in case a course you select in not approved. You need to be sure you are choosing courses that are offered in the Australian semester in which you will be studying abroad. The Australia Calendar is a bit different from the US Academic Calendar. The Australian Semester 1 (S1) is the US Spring Semester and the Australian Semester 2 (S2) is the US Fall Semester.

Equivalents and Course Equivalent Request Form (CERF)
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request Form (CERF). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook.
Credits
Conversions

<table>
<thead>
<tr>
<th>Macquarie University</th>
<th>UW-Madison</th>
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<tbody>
<tr>
<td>1 credit point</td>
<td>1 UW credits</td>
</tr>
<tr>
<td>2 credit points</td>
<td>3 UW credits</td>
</tr>
<tr>
<td>3 credit points</td>
<td>4 UW credits</td>
</tr>
<tr>
<td>4 credit points</td>
<td>5 UW credits</td>
</tr>
<tr>
<td>6 credit points</td>
<td>8 UW credits</td>
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</tbody>
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Limits and Load
Undergraduate study abroad students at Macquarie University must take between 9 and 14 credit points to be considered full time. Please note that for those of you doing the internship option, the internship credit points count towards part of your total credits. Please note also that students must be bringing back a minimum of 12 UW credits and a maximum of 18 UW credits.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for academic policies.

Grades and Grade Conversions

<table>
<thead>
<tr>
<th>Macquarie University</th>
<th>Macquarie Percentages</th>
<th>UW-Madison</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction (HD) or</td>
<td>75-100%</td>
<td>A</td>
</tr>
<tr>
<td>Distinction (DN)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit (CR)</td>
<td>70-74%</td>
<td>AB</td>
</tr>
<tr>
<td>Credit (CR)</td>
<td>65-69%</td>
<td>B</td>
</tr>
<tr>
<td>Pass (P)</td>
<td>58-64%</td>
<td>BC</td>
</tr>
<tr>
<td>Pass (P)</td>
<td>50-57%</td>
<td>C</td>
</tr>
<tr>
<td>Pass Conceded (PC)</td>
<td>45-49%</td>
<td>D</td>
</tr>
<tr>
<td>Fail (FL)</td>
<td>Fail</td>
<td>F</td>
</tr>
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Internship Option
Macquarie University offers Study Abroad and Exchange students the opportunity to undertake an internship as part of their studies in Sydney. The internship program is a short term, unpaid, workbased learning experience that provides an opportunity to gain valuable work experience in an organization relevant to the student’s studies. The program is designed to be a professional development experience that allows students to develop a heightened international perspective, interact with a new workplace culture, and establish networks of both colleagues and mentors.

Internships are available at the following times:
• Semester 1: March – June
• Semester 2: August – November
Students are not expected to work during the mid-semester break.
Note: All Internships are unpaid. As students complete internships for academic credit (pass/fail), they are not entitled to receive any form of payment.
**Internship Projects**
Internship projects can be completed in a variety of disciplines including business administration, marketing, event management, human resources, computer science, media, communications, finance, psychology and public relations. The only areas that an internship is not offered is in medicine and clinical practice. There are, however, internships in alternative areas such as psychology. For more questions on the types of internships offered, please ask your study abroad advisor.

**Applications**
To be eligible to apply, students must have:
• obtained a Grade Point Average (GPA) of 3.0 or above (or equivalent)
• met a high standard of English proficiency.

Application Process:
• On your Study Abroad/Exchange application, tick that you are interested in an internship.
• After you have been accepted by Macquarie, you will need to fill out an internship application online and submit supporting documentation. Here is the link to get started: [http://www.international.mq.edu.au/internships/studentinfo/apply](http://www.international.mq.edu.au/internships/studentinfo/apply)
• Macquarie will contact you to discuss your application and potential placements.
• Following your arrival at Macquarie University, you will need to meet with the Internships team. You may be offered an interview at a host organization.
• If your interview is successful and you are officially offered a placement, you will commence your internship in the first couple of weeks of semester.

Internship placements are not guaranteed. The recruitment of Interns is a competitive process and is dependent upon the availability of suitable projects, the quality of your application and the successful outcome of an interview.

**Workshops**
Students are required to attend four workshops throughout the semester, designed to provide students with resources to enhance their Internship experience and professional development. Topics covered include Australian and international business culture, email and phone etiquette, workplace relationships, networking skills and professional presentation skills.

**Assessments**
In addition to time spent at the host organization, the Internships@Macquarie program includes a series of assessments which aid students in reflecting on their experience and seeking out more information about the industry and professional roles they are interested in.
• Weekly Journals (10%): Interns submit a weekly journal of their activities and reflections.
• Intern Presentations (25%): Interns deliver a 15 minute presentation on their experience.
• Final Research Paper (40%): Interns submit a formal written assignment of 3500 words.
• Supervisor Evaluations (25%): Workplace Supervisor will submit an evaluation.

Students must fulfill the required hours at the host organization, attend all workshops and complete all assessments to pass the course.
Recognition
Students will receive an official Macquarie University letter at the completion of their Internship detailing their credit (Pass / Fail), as well as an Evaluation from their Workplace Supervisor which can be used as a reference.

UW- Madison Course Equivalent for the Internship
UW students can intern for **10 hours per week** over 12 weeks (120 hours total) for **3 credit points = 4 UW Credits.** *Please note that Macquarie does offer a 20 hour per week internship option worth 6 Macquarie credit points however UW Madison students can only receive up to 4 UW credits for an internship and therefore should not partake in this option.*

**Credit for internships at Macquarie are offered for credit and graded on a Pass/Fail basis ONLY.**

Students must submit an internship syllabus form describing their internship experience in detail in order to receive credit. The equivalent students receive on the internship will be determined once IAP receives the internship syllabus form. IAP will provide students with the internship syllabus form to complete once they are abroad. It can also be found using the IAP homepage (www.studyabroad.wisc.edu).

Students who do a 3 credit points internship **in their major** will receive the 4 UW Credits as follows: 4 credits SAB (Study Abroad Credits) – STDYABRD 370 [intermediate level, no breadth].

For students who complete an internship outside of their major, equivalent will be determined once IAP receives the internship syllabus form.

**Living Abroad**
For an interactive tour of Macquarie, visit:
http://www.international.mq.edu.au/macquarie/ExperienceMacquarie

**Housing at Macquarie**
There are lots of housing options available at Macquarie University. It is your responsibility to arrange your housing on your own before you depart. To arrange your housing, students need to apply online. Macquarie has a dedicated accommodation service which can give you information on your accommodation options, including temporary accommodation, university accommodation and private accommodation. To see the housing options, go to this link:
http://www.international.mq.edu.au/accommodation

For a full list of Macquarie University (on-campus) accommodation, visit:
http://www.international.mq.edu.au/accommodation/university-accommodation
*Under University Accommodation you will see a list of options for housing. Here is a summary of what they are like:

**On Campus Residential Accommodation**

**Dunmore Lang College**  
Dunmore Lang College is a co-educational college with fully furnished study bedrooms on single sex and mixed corridors. The 240 residents have the opportunity to mix with both undergraduate and postgraduate students of different nationalities and cultures. 20 meals per week are provided. Fees are payable by the academic term (four payments per year).

**Robert Menzies College**  
Robert Menzies College welcomes international and local students of any religion, race or nationality. Located in a quiet bushland setting, the college is only minutes away from lecture rooms, university facilities, and the Macquarie Centre shopping complex. The residential blocks are arranged into male and female rooms, with a Residential Head and two tutors in each block to provide pastoral and academic support. 21 meals per week are available.

**Macquarie University Village Apartments**  
Macquarie University Village Apartments are situated on-campus. Macquarie University leases limited number of rooms on the East Wing of the Village. The weekly fees include utilities up to $800 per apartment per Semester "Conditions apply". Most international students live here. No meals are available.

**Macquarie Apartments**  
**Macquarie Parklands**  
Macquarie Parklands is situated adjacent to the campus, and provides fully furnished apartments, each accommodating up to four students (2 single bedrooms and 1 twin bedroom). A Residential Director oversees Macquarie Parklands throughout each semester. The Complex is situated within walking distance of the Macquarie Centre Shopping Mall, and has easy access to transport.

**The Balaclava Apartments**  
The Balaclava Apartments are located adjacent to Macquarie University, an easy five-minute stroll from campus. The apartments are part of a large residential complex, which accommodates members of the local community as well as students. Students are therefore required to maintain reasonable noise levels, as expected in Australian residential areas. Each apartment accommodates up to four students in either single or twin/shared bedrooms. The complex incorporates a tennis court, swimming pool, and barbeque area for use by all residents.
Herring Road Apartments

Herring Road Apartments are situated on-campus. There are twenty self-catering, fully furnished, single bedroom apartments. All apartments have either three, four or six bedrooms. The complex is situated within walking distance of the Macquarie Centre Shopping Mall and has easy access to transport into the city and other shops. Residential Directors oversees Herring Road Apartments throughout each semester.

Applying for Housing

*Be sure in your online application to list what school you are from (UW-MADISON in the USA). There may not be a place to actually list this but you need to be sure you SQUEEZE it in somewhere on the application.*  You also need to be sure and do this for roommate requests. Be sure to list your preference in the online application somewhere and the person you want to room with needs to do the same. I don't think that roommate placements are guaranteed but hopefully it won't be too much of an issue.

Student Life

For more information about Life in Campus, please visit:

Communication

When making calls, keep in mind time zone differences ([www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online ([www.timeanddate.com/worldclock/dialing.html](http://www.timeanddate.com/worldclock/dialing.html)). Some of above steps can vary if you are using a calling card.

Travel

Students are responsible for inquiring about all entry requirements for other countries they plan to visit before, during, and after their program. It is important for students to understand that they may be denied entry into, or be deported from, a country for which they have not obtained the required documentation. In addition, make sure to leave your travel itinerary with the on-site contact as well as with a family or friend in the U.S. in case someone needs to get hold of you in a hurry as well as for your own protection.

You are strongly discouraged from traveling to areas both in the country and in the surrounding areas that the U.S. State Department has designated as hazardous or has advised against travel. Make sure to check the U.S. State Department website [http://travel.state.gov/index.html](http://travel.state.gov/index.html) for Travel Advisories and Consular Information Sheets for any country you are considering traveling to before you make any travel plans. If you do not have access to the Web, check with the U.S. Embassy or Consulate nearest you.
Websites of Interest

UW-Madison International Academic Programs
http://www.studyabroad.wisc.edu

Macquarie University
http://www.mq.edu.au

Macquarie University Study Abroad
http://www.international.mq.edu.au/studyabroad/

U.S. State Department:
http://travel.state.gov

Center for Disease Control
http://www.cdc.gov/travel/

Current exchange rates
http://www.oanda.com

Lonely Planet
http://www.lonelyplanet.com

Student Testimonials

The Sydney experience was amazing. Everything that people say about Australian culture and people are true. They are most down to earth, friendly people I have ever met. They truly made it feel like home.

Studying abroad is a huge risk. You miss out from your UW experiences for a semester, miss out on your friends and family, but overall, no other experience is as remarkable as studying abroad.

As far as advice, I would tell people to do as much research they can . . . it will save you valuable time and money. Also, travel as much as possible when you are there. . . it is half way around the world and you may never be there again!

Sydney is an amazing city where there is always something to do and new things to experience. The beauty of Australia and the people there are incredible and something I think few other places can match!

My spring holiday to Cairns, Australia was most memorable because I got to travel by myself and do unbelievable things like take a night trek through the rain forest, go white water rafting down the Tully River, and scuba dive in the Great Barrier Reef!