Macquarie Applied Finance Centre
Orientation
Graduate Certificate 2015
Welcome to the MAFC Macquarie Applied Finance Centre, Australia’s centre of excellence for postgraduate finance education.

Along with 4,500 Alumni, based in 43 countries, you’ve chosen the MAFC to study alongside future leaders in finance and to build your knowledge of real-world, applied finance.

Our program focuses directly on how finance is practised today. It is a respected market leader and one of the largest of its kind in the world of applied finance. The cache of a Macquarie applied finance award is a platform for career progression. Our student’s achievements are recognised by industry.

Our program is for finance people who want something more – more focused, more useful, more rigorous than a standard business qualification.

The MAFC program has been running for more than 25 years and is supported by close industry connections and partnerships such as CFA, PRIMIA and CAIA.
Orientation

- Supporting you & your studies
- Rules & Procedures for the Master of Applied Finance Centre Students
- Important Dates
- Privacy legislation and use of your student email address
- Your MAFC student site
- Student Systems
  - iManage (Student Administration)
  - eStudent (Fees & Payment)
  - iLearn (Learning & Teaching Portal)
- Setting up your OneID
- Using your student email address
- Fees and payment
- Pre-class “To Do” list
- Workload: scheduling your time and what to expect!
- Keeping in touch and social media
Macquarie University

- Macquarie is renowned for its interdisciplinary research and teaching, highly skilled graduates and first-class facilities.
- CEOs around the world rank us in the top five Australian universities for their graduate recruitment.
- Macquarie was awarded five stars in the international QS Stars rating system for its performance in graduate employability, teaching, research, facilities, innovation, internationalisation, access, specialist subjects.

Macquarie University offer one of the largest and most respected graduate programs in the world. These exceptional programs are for exceptional people and are founded on a vision of applied finance education for and by practitioners. Macquarie was awarded five stars in the international QS Stars rating system. We are one of only 5 Australian universities to receive 5 stars in all categories. Macquarie is renowned for thinking differently; a philosophy instilled in all Macquarie students. This approach ensures our graduates are recognised as assets in their work environments as they are able to adapt to rapidly changing workplaces.
Online Support

• Open from 8.30am to 5.00pm Australian Eastern Standard Time (Monday to Friday)

• Within Australia: (02) 9850 7282
• Outside Australia: + 61 2 9850 7282

• studentsupport@mafc.mq.edu.au
Library

- Available to all MAFC students and alumni
- Access over 200 online databases
- Access multiple electronic journals
- Use an advanced search tool Multisearch for one-stop searching of the entire library’s resources (books, articles, journals etc)

- Students living in Sydney can:
  - Use your Macquarie OneID to borrow or renew online via eReserve or visit North Ryde Campus
  - Print, scan, copy, or laminate
  - Library Café (campus): weekdays: 8am-10pm, or weekends: 10am-6pm
Your Wellbeing

• Macquarie Students have access to Campus Wellbeing and Support Services.

• Campus Wellbeing provides a range of personal supports such as:
  o Disability
  o Counselling
  o Medical
  o Welfare
  o Advocacy
Overview of Supports

Counselling and Psychological Services
• Students can speak to a registered Psychologist about any personal issues they are experiencing as a student at Macquarie University. These can be related to study or simply life in general.

Advocacy Service
• Provides independent advice on the University’s Policies and Procedures as well as support in engaging in University processes such as Discipline and Complaints.

Disability Service
• Provides reasonable adjustments for students who can demonstrate an ongoing health condition.

Welfare Service
• Provides support to students with respect to finances, accommodation, legal referrals.
Appointments

• Consultations are by appointment. Students should try to book an appointment as soon as they feel they need support.

• Campus Wellbeing’s consultations are free of charge.

• Consultations are private and confidential. Campus Wellbeing does not disclose your information without your consent, or except as required by law.

• Appointments can take place: In person, via Telephone, email or other methods depending on the service.
How to Contact Wellbeing

• Online: http://students.mq.edu.au/support/health_and_wellbeing/

• Call: +61 2 9850 7497

• Email campuswellbeing@mq.edu.au
2015 Program Rules and Procedures

For the latest version, please visit

• Covers areas such as:
  o Enrolment
  o Changing your study plans
  o Withdrawing/discontinuing from a unit
  o Deferring exam dates
  o Satisfactory progress
  o Satisfactory performance
  o Academic honesty
  o Assessment
Important Dates

• Census Date: A Unit of Study
  ‘census date’ is the last date that you can withdraw from a Unit without incurring academic penalty.

• Payment Date: Payment due date is the last date to pay fees

• You can find the dates on the Student Site under ‘Important Dates’
Privacy

• Macquarie University is subject to the Privacy & Personal Information Protection Act 1988 Legislation which protects the privacy of your personal information.

• Personal information collected from you is done by secure means. The University sites have security measures in place to protect the confidentiality, accuracy, completeness & access to information.

• A unique identifier provided to you and your password to visit secure areas. This is to ensure that the information is displayed only to you. You should ensure that your password is kept secure & that you do not reveal it to others.

• Your Macquarie University student email address must be used for all communication between you and other students, academic staff, administrative staff, during all internships, and for all other communication when representing yourself as a student of the MAFC. This is to protect your privacy and to ensure validity of all communications between you and others. Your email address is personalised and takes the form: yourname@students.mq.edu.au
Workload and Effort

- Students should spend 15 hours per week of study
- One unit per term is recommended for part time study

- This will include:
  - Developing knowledge of content
  - Participation in learning activities
  - Quizzes
  - Assignments
  - Preparation for exams
MAFC Student Site – http://mafcstudents.mq.edu.au

Click the link to play the video
http://mafcstudents.mq.edu.au/new-to-mafc/pre-orientation-video-mafc-student-site-demo/
What is a OneID?

Your OneID enables you to access many University systems safely & securely.

- Your OneID consists of your student number & a password of your choice

- Your OneID should now be active in order to access:
  - Your MQ student email
  - iLearn
  - Library resources
    - Journal database
    - e-Reserve (eg: for example past exam papers)
  - IT Support (OneHelp)
You’ll use 3 online systems:

1. ENROL iManage
2. PAY eStudent
3. STUDY iLearn

IMPORTANT

Your account with each of these student systems is not linked

Refer to the Videos for details
Your MQ student email address

IMPORTANT

• All Macquarie students are issued with a free University mail account. It is University policy that all University-related communication will be sent to this account, only.

• Once you have enrolled into any unit(s) with us, all correspondence from us will be sent to your MQ student email address only.

• You can access your student email via the MAFC Student Site.

• To ensure you don’t miss your email:
  
  o Forward your personal email. However, ALL replies must come from your firstname.lastname@students.mq.edu.au email address
  
  o Set up another mail account on your smart phone to receive your email
  
  o Use the RSS feed/alert option to be alerted to new email
IT Resources

Click the image to play the video
http://mafcstudents.mq.edu.au/new-to-mafc/pre-orientation-video-it-demo/
What is iManage?

iManage is MAFC’s student management system.

- Update your personal contact details
- Enrol and discontinue units of study
- View your timetable
- View and print your results and study plan
- View your course details
What is iManage? [File]
http://imanage.mq.edu.au/

Click the image to play the video
What is eStudent?

eStudent is Macquarie University’s student payment system.

MAFC’s students use eStudent to:

• pay fees by credit card
  (allow 48 hours after self-enrolment on iManage)
• view any outstanding debts & payment deadlines for your fees
• complete online FEE-HELP Assistance Form

Reminders:

1. eStudent is not linked to OneID password
2. Payment and Fee-Help Form must be completed BEFORE the payment date/s
What is eStudent? [https://student1.mq.edu.au/](https://student1.mq.edu.au/)

Click the image to play the video

Fees & Payment in eStudent

• Late payment fine ($200 per unit) applies if payment made after the payment date

• Tax invoices & receipts can be requested through the university
  - student_fees@mq.edu.au
  - At least 5 working day processing time

IMPORTANT – AUSTRALIAN CITIZENS ONLY

You must complete the online FEE-HELP form or pay fees BEFORE the PAYMENT DUE DATE.

Visit http://mafcstudents.mq.edu.au to view the full list of Important Dates.
What is iLearn?

- iLearn is Macquarie University’s Learning and Teaching Portal
  
  - Access on-line lecture notes
  - Access on-line readings
  - Access solutions to problems (exercises)
  - Discussion forums
  - Submit assignments

Note: You should download all course materials for future reference.

- Access to Units of Study will be removed at the end of each term.
What is iLearn? ilearn.mq.edu.au

Click the image to play the video
http://content.jwplatform.com/players/zpT3BQHs-Vb9yij1A.html
What to do before class starts? (Part 1)

You should have already completed all the Pre-Orientation steps:

(If you haven’t, you must complete the steps immediately)

Pre-Orientation - Graduate Certificate of Finance Program

Congratulations on your place in the Macquarie University Graduate Certificate of Finance program. Please ensure you complete the following steps before your Online Orientation session:

1. Enrol into your unit(s) using iManage
2. First Time Login Set-Up (Allow 3 business days after enrolment)
3. Update Contact and Next of Kin details in eStudent
4. For Australian Citizens Only
5. Review all sections under ‘New to MAFC’ on Student Site

http://mafcstudents.mq.edu.au/new-to-mafc/pre-orientation-gcertfin/
What to do before class starts? (Part 2)

- Review Program Rules & Procedures on our website
- Log into iLearn to review course materials
- Set-up forwarding to your personal email
- Set up your LinkedIn profile and/or request to join the private, members-only, official Student Group. Search for: Macquarie Applied Finance Centre Current Students’ Official Group.
Keeping in Touch

- **Visit:** www.mafc.mq.edu.au
- **Email:** campusprogramservices@mafc.mq.edu.au
- **Telephone:** + 61 2 9850 7282

- **LinkedIn:** Follow the MAFC company page and join the private, members’ only LinkedIn students’ group to network with your peers, and learn of upcoming activities, events, scholarships, and prizes

- **Facebook:** Like the MAFC page, post an idea, share or view photos, and learn of upcoming activities and events
“The Macquarie MAAppFin demystified many of the assumed complexities surrounding the world of finance so it immediately helped in my then day-to-day job. More importantly, it helped me to think much more strategically and that was instrumental in my promotion and transfer to work in London in 1998.

In a nutshell, it taught me to think, rationally, logically, commercially. While I now use little of the specific technical skills I learned on the MAAppFin, I use the thinking process I acquired through the programme every day.”

Ultan MacDonald, Head of Offshore Banking Unit, Commonwealth Bank of Australia
Macquarie University Applied Finance Centre’s Education Partnership with Finsia is the first partnership of its kind for Finsia.

The MAFC & Finsia Education Partnership delivers MAFC’s students the many benefits of joining the finance industry’s peak body.

- **Real-world exposure** to the finance sector
- Current industry research & key stakeholders whilst undertaking graduate finance studies at MAFC
- **Unlimited access** to Finsia’s daily news & features about the finance industry
- **Subscription to JASSA**, Finsia’s journal of applied finance
- **50% discount on Finsia’s events** and access to a wide range of Finance Professionals’ Seminars at MAFC
- **Access to industry networks**, career development events, practitioner webinars, and Finsia’s career mentoring program
- **Membership of MAFC’s** private LinkedIn group for current students, and
- **Use of the Members’ Lounge** in Sydney and Melbourne, and more…
Activate your Finsia membership

Your Finsia membership complements your graduate finance studies at MAFC.

Opt in to activate your membership status:

• **Graduate Certificate of Finance** students receive complimentary membership as a **Finsia Affiliate**.
  This is your pathway to Professional Membership status.

• **Master of Applied Finance and Graduate Diploma of Applied Finance** students receive significantly discounted Professional Membership status as a **Finsia Associate**, with the post-nominal **Afin**

• **Questions?** membership@finsia.com or studentsupport@mafc.mq.edu.au


Images of the Finsia Members’ Lounge at 1 Bligh Street, Sydney. All lounges offer Finsia members complimentary use of Thomson Reuters’ Eikon
Questions?