Graduate Certificate
Online Orientation
2018
Welcome to the MAFC Macquarie Applied Finance Centre, Australia’s centre of excellence for postgraduate finance education.

Along with 5,000 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 programs and support services

MASTER OF APPLIED FINANCE
GRADUATE DIPLOMA OF APPLIED FINANCE
GRADUATE CERTIFICATE OF FINANCE
## Elective units by specialisation streams

<table>
<thead>
<tr>
<th>Funds and Wealth Management</th>
<th>Risk Management</th>
<th>Markets and Instruments</th>
<th>Corporate Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Applied Portfolio Management</td>
<td>• Corporate Treasury Management</td>
<td>• Debt Capital Markets</td>
<td>• Applied Business Valuation</td>
</tr>
<tr>
<td>• Economics of Financial Markets</td>
<td>• Derivatives Valuation</td>
<td>• Derivatives Valuation</td>
<td>• Advanced Valuation for Corporate Finance</td>
</tr>
<tr>
<td>• Hedge Funds/ Alternative Assets</td>
<td>• Investment and Credit Analysis</td>
<td>• Economics of Financial Markets</td>
<td>• Capital Allocation Strategies</td>
</tr>
<tr>
<td>• Infrastructure and Property</td>
<td>• Lending and Borrowing Decisions</td>
<td></td>
<td>• Corporate Financial Strategy</td>
</tr>
<tr>
<td>• Investment and Credit Analysis</td>
<td>• Risk and Portfolio Construction</td>
<td></td>
<td>• Corporate Treasury Management</td>
</tr>
<tr>
<td>• Life Cycle Investing</td>
<td>• Strategic Bank Management</td>
<td></td>
<td>• Debt Capital Markets</td>
</tr>
<tr>
<td>• Private Equity Investment</td>
<td></td>
<td></td>
<td>• Infrastructure and Property</td>
</tr>
<tr>
<td>• Private Wealth Management</td>
<td></td>
<td></td>
<td>• Investment and Credit Analysis</td>
</tr>
<tr>
<td>• Resource Industry Investment Analysis</td>
<td></td>
<td></td>
<td>• Investment Banking</td>
</tr>
<tr>
<td>• Risk and Portfolio Construction</td>
<td></td>
<td></td>
<td>• Private Equity Investment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Project Finance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Resource Industry Investment Analysis</td>
</tr>
</tbody>
</table>
Teaching Style

• Plan for a 3:1 ratio

• 1 hour in the classroom requires 3 hours of self-study

• Approximately 10-15 hours per week for each online gateway unit

• We teach from a practitioner’s viewpoint

• We focus on applicability

• We use case studies and real-world examples

• We equip students with a rigorous and contextual framework, not just a bundle of facts or one-off training sessions

Elizabeth Sheedy
Associate Professor, MAFC
Our students

- Our students aim to:
  Enhance their core understanding and focus on specialised skills in applied finance

“I have just completed the Graduate Certificate of Finance and I have thoroughly enjoyed every moment of it. I originally chose to do further studies in finance due to the capital markets and project finance work I was doing.”

– Giselle Finnane
Senior Associate, Marque Lawyers
Graduate Certificate of Finance, 2016
Master of Applied Finance, Current Student
Macquarie University Sydney City Campus (MUSCC)

- Reception open from 9.00am to 6.00pm (Monday to Friday)
- Level 24, 123 Pitt Street, Sydney
- Lifts access between 9.00am and 6.30pm (Monday to Friday)  
  Note: Only students attending classes on weekends will be allowed in the building.
- (02) 9234 1700
- studentsupport@mafc.mq.edu.au
North Ryde Campus

- Macquarie University, North Ryde
- Accessible from the CBD by train every 15 minutes to Macquarie University station, or bus
- Reception open from 9:00am to 5:00pm (Monday to Friday)
- Building E4A, Level 7, Room 746 Macquarie University
- (02) 9850 7282
Online Support

• Open from 9.00am to 5.00pm Australian Eastern Standard Time (Monday to Friday)

• Within Australia: (02) 9234 1700

• Outside Australia: + 61 2 9234 1700

• studentsupport@mafc.mq.edu.au
Library at North Ryde Campus

- Visit: https://www.mq.edu.au/about/campus-services-and-facilities/library

- To search databases, books, articles, unit readings, past exams papers www.multisearch.mq.edu.au

Library Hours:
- Weekdays: 8am to 10pm
- Study spaces Levels 3-5 until 1am
- Weekends: 10am to 10pm

Library Café Hours:
- Weekdays: 8am-10pm
- Weekends: 10am-6pm
Overview of Support Services

StudyWise

Counselling and Psychological Services
• Students can speak to a registered Psychologist about any personal issues they are experiencing as a student at Macquarie University.

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. https://students.mq.edu.au/support/wellbeing
Appointments

• Consultations are by appointment. Students should 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.

• Call: +61 2 9850 7497

• Email campuswellbeing@mq.edu.au
MAFC Student Site –
http://mafcstudents.mq.edu.au
Important Dates

- **Census Date**: Is the last date that you can withdraw from a Unit without incurring financial & academic penalty.

- **Payment Date**: Payment due date is the last date to pay fees without penalties.

- **Last Date to enrol in Core/Elective unit**: Enrolment deadline for core unit and elective unit.

- Find the dates on the MAFC Student Site under **Important Dates**.
Program Rules for MAFC Students

For the latest version, please visit
https://mafcstudents.mq.edu.au/student-administration/program-rules/

Covers areas such as:

- Enrolment
- Changing your study plans
- Withdrawing/discontinuing from a unit
- Special Consideration
- Satisfactory progress
- Satisfactory performance
- Academic integrity
- Assessment
Your OneID allows you to access online systems through the same identity.

- To manage your OneID and view the list of Macquarie University online resources that require your OneID go to: https://oneid.mq.edu.au/

- Once active use your OneID to access:
  - Your MQ student email
  - iLearn
  - IT Support (OneHelp)
  - Library resources
    - Journal database
    - Multisearch for example past exam papers
All Macquarie students are issued with a free University mail account hosted on Google platform.

Once enrolled into an MAFC unit ALL correspondence from MAFC will be sent to your MQ student email address ONLY.

Access your student mail just like you access any Gmail address. [https://www.gmail.com](https://www.gmail.com)
Username: firstname.lastname@student.mq.edu.au
Password: your OneID password

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

Email: help@mq.edu.au
Phone: (02) 9850 4357 or 1800 674 357
Visit this website for any IT support requirements:
https://staff.mq.edu.au/support/technology/it-service-desk
You’ll use 3 online systems:

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

NOTE: Your account with each of these student systems is not linked
What is iManage?

iManage is MAFC’s student management system.

- Update your personal contact details
- **Enrol** and discontinute units of study
- View your **timetable**
- View and print your **results** and study plan
What is eStudent?

eStudent is Macquarie University’s student payment system.

MAFC’s students use eStudent to:
• pay fees by credit card
• view any outstanding debts & payment deadlines for your fees
• complete online FEE-HELP Assistance Form

Payment and Fee-Help Form must be completed BEFORE the payment due date.

Withdrawal from unit/s must be done BEFORE census date.
• Tax invoices & receipts can be requested by emailing studentfees@mafc.mq.edu.au
  – At least 5 working day processing time
  – Quote Student number and unit/s
Outstanding Debts/Cancellation of enrolment

- Late payment fine ($200 per unit) applies if payment made after the payment due date.
- Cancellation of enrolment will occur for any unit/s with outstanding debts after census date.
- FEE-HELP students will remain liable for the fee if they choose to withdraw after census date.
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 elective units of study will be removed at the end of each term.
- You will retain read-only access on core units of study for one year.
Recognition and Partnerships
Industry Connections

- Partnerships with global, professional associations
- Endorsement by professional associations for the MAppFin
- Preparation for students to qualify for membership of:
  - CFA Institute
  - Professional Risk Managers’ International Association (PRMIA)
  - Chartered Alternative Investment Analyst (CAIA) Association (including scholarships)
Lifelong connections
FROM CURRENT STUDENTS TO ALUMNI
• The current students’ LinkedIn group is a private, closed group

• All members are validated against the University’s systems. You can trust that every member of this private group is a student of MAFC

• There is only one LinkedIn group for MAFC’s current students

• Invitations, news updates, important information is distributed via this Group

• Your classmates’ profiles will help you get to know each other, find common ground, and ensure you form successful syndicate groups

• Search “Macquarie Applied Finance Centre Current Students’ Official Group” in LinkedIn and request to join now
Alumni Network

- MAFC’s Alumni LinkedIn group is a private, closed group

- All members are validated against the University’s systems. You can trust that every member of this private group is alumni of MAFC

- There is only one LinkedIn group for MAFC’s alumni. Protect yourself from 3rd party marketing, and do not join an unofficial group

- Invitations, news updates, important information is distributed via this Group

- Once you graduate, resign from the current students’ group and join the Alumni LinkedIn Group

- The Alumni LinkedIn Group will facilitate your lifelong connection with your peers, with industry, and with MAFC
What to do before unit commences? (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 unit commences? (Part 2)

• Review Program Rules on our MAFC Student 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.
Contact us

- Learn more: mafc.mq.edu.au
- Email questions: studentsupport@mafc.mq.edu.au
- Telephone: (MUSCC): +61 2 9234 1700
- Telephone: (North Ryde Campus): +61 2 9850 7282
- Subscribe at mafc.mq.edu.au to attend: Free Finance Professionals’ Seminars in Sydney & Melbourne
- Social media:
  - Current students should join the only official LinkedIn private members’ group for networking, news, invitations, collaboration, to meet fellow students for syndicate work, for updates on enrollment, etc
  - Alumni join the only official LinkedIn private members’ group for networking, news, invitations, research papers
  - All students and alumni are asked to Follow the Company Page on LinkedIn
  - See photos and network on MAFC’s Facebook page. Like us!
- Visit one of our Sydney campuses for syndicate group meetings, coffee/tea, and networking:
  - Level 24, 123 Pitt Street, Sydney NSW 2000
  - E4A, Level 7, Room 746, Macquarie University

Disclaimer: The information provided is correct at publication, and every reasonable effort has been made to ensure its accuracy. However, the information is subject to change from time to time. Macquarie University Applied Finance Centre reserves the right to vary, without notice, any information relating to the provision of courses or units of study including the content and mode of offering of such courses or units, the withdrawal of any course or unit for whatever reason, requirements for entry (including score conversions) to a program and the fees applicable to enrolment in any course or unit of study.
Questions?