Master of Applied Finance
Graduate Diploma of Applied Finance
Graduate Certificate of Finance

ORIENTATION SLIDES
Welcome to Country
Lindesay Brine
DIRECTOR, APPLIED FINANCE PROGRAM

Connect with Macquarie Business School on LinkedIn
Your student experience

GET INVOLVED

Manage your program (systems and tools)

Your learning journey (study skills and resources)

Your supportive community (meet new people)
Course structure
MASTER OF APPLIED FINANCE, ADVANCED, GRAD DIPLOMA & GRAD CERT

Example – Master of Applied Finance

Course structure
120 credit points

Foundation Zone
40 credit points

Essential units
10 credit points
Complete each unit below.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Points</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFCP6017</td>
<td>10 cp</td>
<td>Case Studies in Applied Finance</td>
</tr>
</tbody>
</table>

Elective units
30 credit points
Complete the requirements of each option set listed below.

| Option set | 10 credit points |

Complete 10 credit points from the following options.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Points</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFCP6019</td>
<td>10 cp</td>
<td>Financial Statement Analysis and Modelling</td>
</tr>
<tr>
<td>AFIN6013</td>
<td>10 cp</td>
<td>Financial Statement Analysis and Modelling</td>
</tr>
</tbody>
</table>

You can find more information about the course structure of each of the programs in the course handbook
coursehandbook.mq.edu.au/
Prepare for your units

1. Know the unit offerings and timings

<table>
<thead>
<tr>
<th>Code</th>
<th>CP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACP90001</td>
<td>10</td>
<td>Portfolio Management and Valuation</td>
</tr>
<tr>
<td>ACP90002</td>
<td>10</td>
<td>Professional Practice</td>
</tr>
<tr>
<td>ACP90003</td>
<td>10</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>ACP90004</td>
<td>10</td>
<td>Financial Instruments</td>
</tr>
<tr>
<td>ACP90005</td>
<td>10</td>
<td>Financial Risk Management</td>
</tr>
</tbody>
</table>

Unit Guides >
Timetable >

2. Enrolment

   Enrol through iManage >

   *Please note from Term 1 enrolments must be done through eStudent >

3. Understand pre-work and time commitment involved

   Unit Guides >
   Purchase textbooks >
   iLearn >
   (Online learning environment)

Note: Different systems

Student website  eStudent  iLearn
<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log into iManage</td>
<td></td>
</tr>
<tr>
<td>Update your details in iManage</td>
<td></td>
</tr>
<tr>
<td>Enrol in your unit(s) using iManage</td>
<td></td>
</tr>
<tr>
<td>Upload your photo in iManage</td>
<td></td>
</tr>
<tr>
<td>Student card information via CaptureMe</td>
<td></td>
</tr>
<tr>
<td>Check Tuition fee dates</td>
<td></td>
</tr>
<tr>
<td>Lodge a FEE_HELP form (for eligible students)</td>
<td></td>
</tr>
<tr>
<td>Set up your Macquarie Uni email account</td>
<td></td>
</tr>
<tr>
<td>Check unit guides and announcements on iLearn</td>
<td></td>
</tr>
</tbody>
</table>

**Tuition fees**
- Pay by 30 September ($200 late payment fine)

**Census date** – 2 October
- (Cut-off date to withdraw without financial penalty)

**Last day to self-enrol**
- 7 September

**Essential Course Information**
Delivery modes/class formats
WEEKLY I BLOCK I ONLINE

Weekly
Daytime classes
9am – 12pm, Monday to Friday*

Evening classes
6pm – 9pm, Monday to Friday*

Block
9am – 5pm weekends
6pm – 9pm weeknights

2 blocks for cores (2 weekends)
1 block for electives (1 weekend)
*depending on unit

Online
Commences 7 September
Assessments tasks every week

10 weeks

*depending on unit

Assignments, Projects, Group Work, Study, Online Quizzes, Mid-Term Exam

Assignments, Projects, Group Work, Study, Online Quizzes + Final Exam
“I was told I can enrol in a maximum of 1 unit (10 cps) per term as a part-time student. However, I am taking off work for a few weeks (OR I want to fast track my degree) and I have the capacity to take on one more unit. How do I do this?”
If you would like to enrol in another unit (above normal study load), please apply for credit overload by logging into AskMQ before 7 Sept:

https://ask.mq.edu.au/account/forms/display/credit_overload

Please note, it is the student’s responsibility to ensure they effectively manage their workload. Any enrolment request made after 07 Sept is unlikely to be approved. Students who wish to withdraw without any penalty have until census date for Term 4, 2020 (2 October, 2020)
Question 2

“I have been scheduled to travel on a work trip during exam week. Unfortunately, I am unable to avoid this travel as it is critical to my company and my position. Can I take the exam on another date?”
Question 2 - answer

Yes, there is provision for you to take the exam on another date subject to approval. If you experience serious and unavoidable difficulties at exam time or when assessment tasks are due, you can consider applying for Special Consideration.

Special Consideration applications can be made on AskMQ: https://ask.mq.edu.au/account/forms/display/special_consideration

For more information on Special Consideration see the below link: https://students.mq.edu.au/study/my-study-program/special-consideration
“I am really interested in this elective unit that is being offered in Term 4, 2020. However, I am unable to enrol on iManage as I am getting the error that states: Pre-requisite not met; contact the Macquarie Business School for more information. How can I enrol in this unit?”
A pre-requisite is a unit that must be completed, or a requirement or condition that must be satisfied, before enrolment into a particular unit.

You can apply for a pre-requisite waiver on AskMQ: 
https://ask.mq.edu.au/account/forms/display/special_approval

Please note: waivers are primarily approved in special circumstances, and are not guaranteed. You will need to demonstrate your special circumstances as part of the application.

See link for more information: https://students.mq.edu.au/study/my-study-program/special-approval
“I went through the unit guide for AFCPXXX and realised that I have done most of the content as a part of study that I have previously undertaken. I think I have a good understanding of this unit. Is there any way I can be exempted from doing this unit?”
With the Macquarie University Recognition of Prior Learning (RPL) policy, you could get credit for prior learning completed on a formal and informal / non-formal basis.

Please read the RPL policy before you make an application.
Your student experience

Manage your program (systems and tools)

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Orientations and Workshops

Careers Orientation
Join Tania Currie (Associate Director Careers) and Maria Vaskova (Careers Consultant) from Macquarie Business School for this online Careers Orientation session. This session will be Thursday 17th September 5pm. Please register here.

Writing Workshop
Presented by Norma Harrison the Academic Writing Workshop is scheduled for Monday 21st September at 6pm. Students must register in advance.
# Upskill

**BRIDGE THE GAP**

## MQ Workshops

*These run on Semester schedule*

### Mid-session break weeks

<table>
<thead>
<tr>
<th>DATE</th>
<th>WORKSHOP TITLE</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 19 Sept</td>
<td>Writing workshop (1.5 hours). Bring your own writing to work on; you'll be able to discuss it with a Learning Adviser.</td>
<td>11 am - 12:30 pm</td>
<td>M4.02</td>
</tr>
<tr>
<td>Wed 19 Sept</td>
<td>Avoiding common plagiarism errors</td>
<td>1 pm - 2 pm</td>
<td>M4.02</td>
</tr>
<tr>
<td>Thurs 20 Sept</td>
<td>APA referencing</td>
<td>11 am - 12 pm</td>
<td>M4.02</td>
</tr>
<tr>
<td>Mon 24 Sept</td>
<td>Making your writing more academic</td>
<td>11 am - 12 pm</td>
<td>M4.02</td>
</tr>
<tr>
<td>Wed 26 Sept</td>
<td>Reflective writing</td>
<td>11 am - 12 pm</td>
<td>M4.02</td>
</tr>
<tr>
<td>Thurs 27 Sept</td>
<td>Writing repair workshop (1.5 hours). Bring your own writing to work on.</td>
<td>1 pm - 2:30 pm</td>
<td>M4.02</td>
</tr>
</tbody>
</table>

### Week 10

<table>
<thead>
<tr>
<th>DATE</th>
<th>WORKSHOP TITLE</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 16 Oct</td>
<td>Exam strategies</td>
<td>5 pm - 6 pm</td>
<td>Library M4.02</td>
</tr>
<tr>
<td>Thurs 18 Oct</td>
<td>Writing critically</td>
<td>11 am - 12 pm</td>
<td>Library M4.02</td>
</tr>
</tbody>
</table>

[students.mq.edu.au/support/study/skills-development/workshop-calendar](students.mq.edu.au/support/study/skills-development/workshop-calendar)
Library at North Ryde Campus

Use your Macquarie OneID to borrow or renew online via eReserve or visit North Ryde Campus

Print, scan, copy, or laminate

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

Library Hours:
Weekdays: 8am to 10pm
Weekends: 10am to 6pm
PG Study spaces Levels 3-5 until 1am
Your student experience

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Student Administration

GET HELP

Student Administration

Enrolment

Program Advice

CONTACT
mqbs-studentservices@mq.edu.au
8am – 6pm | +61 2 9850 7829

The Team:
Neta Mahbubani, Manager, Student Administration
Roma Shrestha, Student Administration Team Leader
Dao Lin, Student Administration Officer
Sheen Estabillo, Senior Program Officer
Peggy Lee, Program Officer
Jinsun Lee, Program Officer
Aditya Sawant, Program Officer
Sudipti Baral, Student Services Coordinator
Liam Daniels, Student Services Coordinator
## IT Support

### Requesting help

| Service                       |  
|-------------------------------|---|
| Lab and Syndicate room support | + |
| User account support          | + |
| WiFi assistance               | + |

### OneID account

| Service            |  
|--------------------|---|
| User account       | + |

### Email access

| Service                  |  
|---------------------------|---|
| Student email access      | + |
# Macquarie Uni Facilities and Support

<table>
<thead>
<tr>
<th>CAMPUS WELLBEING</th>
<th>CAMPUS LIFE</th>
<th>MACQUARIE AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Medical services</td>
<td>- Library</td>
<td>MQ Shopping Centre</td>
</tr>
<tr>
<td>- Counselling</td>
<td>- Sport &amp; Aquatic Centre</td>
<td>• Banks (ANZ, Westpac Commonwealth, NAB,)</td>
</tr>
<tr>
<td>- Disability Services</td>
<td>- Food Court, cafés and restaurants</td>
<td>• Food court</td>
</tr>
<tr>
<td>- Tenancy/renting</td>
<td></td>
<td>• Restaurants</td>
</tr>
<tr>
<td>assistance</td>
<td></td>
<td>• Cinema</td>
</tr>
<tr>
<td>- Super/insurance</td>
<td></td>
<td>• Service NSW</td>
</tr>
</tbody>
</table>

[https://students.mq.edu.au/support/wellbeing](https://students.mq.edu.au/support/wellbeing)
Networking opportunities

- Finance Professionals Series
- Career Talk Events
- Student Lunches
- Events with education partners
- Alumni Events
- MAF Student LinkedIn Group