



Frequently Asked Questions

Lectures

Q. *Is attending lectures compulsory?*

A. Lectures are very important in supporting your learning in Mathematics. They are your first point of contact with the new mathematics that you will learn at University. A lecture is structured in such a way to allow the lecturer to present and explain the material in the course, supplementing the explanations with solved examples. Not all lecturers have the same style, but all of them are there to explain the material to you in an accessible and engaging way.

Q. *How do I get the best out of lectures?*

A. For the majority of the Department's first year units, notes will be provided to you well before the lecture. You should have a copy of these, either hard or soft, with you during the lecture. The lecturer will spend time expanding on these notes, and often working through some specific examples. In many of our later years unit notes are not provided and you should make sure you take detailed notes during the lecture. If you miss a lecture it is always good to ask to see a friend's notes so that you can fill in any material you may have missed.

Q. *What if I am working and cannot make it to a lecture?*

A. Be sure you watch the ECHO recording as soon after the lecture is delivered as possible. If you get behind with the lecture material and out of synch with the tutorials, then catching up becomes difficult.

Q. *I need to work at a paid job so how many units should I be enrolled in so I can still succeed at University?*

A. On average we'd expect you to spend around 48 hours per week on your studies during teaching periods for a full-time load (i.e., 4 units in each semester). This includes formal contact hours (attending lectures and tutorials), time spent studying, doing assignments, preparing for class tests and doing homework. You should factor this in when thinking about part-time work.

Tutorials

Q. *Must I attend tutorials?*

A. Yes, tutorials are compulsory. They are also where you will have the opportunity to delve into some of the subject material presented in lectures, work through problems and get additional support from your tutor. Tutorials are also where you will get more practice in setting out structured mathematical arguments.

Q. *What if I cannot attend my registered tutorial?*

A. If it is a one-off you should ask permission of the tutor whether you can sit in their class. You may not change your registered tutorial permanently unless you have a clash with other classes. Remember that any homework exercises that you are required to hand-in must be handed in to your normal tutor.

Q. *How do I change my tutorials?*

A. You should first [email](mailto:sci.maths-adm@mq.edu.au)¹ the Mathematics Department to get approval and then, once you have approval change your class in eStudent. This will ensure your changes are recorded and reflected next time you generate an assessment coversheet, thus allowing your work to be returned to the class you are attending.

¹sci.maths-adm@mq.edu.au

- Q. *Can I attend a second tutorial?*
A. No, you must attend the tutorial you are enrolled in.

ECHO recordings

- Q. *Can I learn everything from the ECHO recordings?*
A. No, but ECHO is a useful secondary source of learning.
- Q. *What is the best learning technique with ECHO?*
A. Treat the recording as though you are in the lecture by taking notes and ensuring you are clear on all the material presented by the lecturer. Rewind the recording whenever it is necessary to clarify something you may not have understood first time through.

Study

- Q. *What is the best way to study Maths?*
A. There is no best way to study mathematics. However, we've put together some helpful hints in our "How to Succeed in Maths" document, that will help you in your mathematics study at University.
- Q. *How many hours of study should I do each week for Maths?*
A. We suggest at least 12 hours/week for your Maths unit including lectures & tutorials.
- Q. *Where do I find solutions to past exam papers?*
A. The Department does not provide solutions to past exam papers.

Learning Support

- Q. *Where can I go to get help with my Maths?*
A. It is very important when learning mathematics that you think about the problem first before seeking help, you might even answer your own question. If this doesn't work then there are many places where you can get help. You can approach your lecturer (they will have an office hour when you can drop in). You can ask questions, and get help with specific problems, during your tutorial. If you need more help, then the University's Numeracy Centre (E7B G.88²) runs as a drop-in centre, where you can ask questions.
- Q. *Who do I contact if I have health or life problems that affect my Maths study?*
A. You should contact Campus Wellbeing (ph: 9850 7497) or go to Level 2 of 16 Wally's Walk (above the Cashier's office). You can view their [website](#)³ for all the services they offer.
- Q. *Where do I go if I need help with issues of time management, learning strategies, motivation or engagement with my Maths work?*
A. The Mathematics Department has a Student Support Officer, Mr Garry Lawson. You can contact him on 9850 4175 or via email (garry.lawson@mq.edu.au). His office is room room 6.06, 12 Wally's Walk (E7A).
- Q. *What if I have a medical problem that prevents me submitting an assignment or miss a test (Disruption to Studies)?*
A. Click [here](#)⁴ for details and links.
- Q. *What date must I withdraw from a unit by, in order to avoid penalties?*
A. Withdrawing before Census Day (end of Week 4) means you avoid both academic and financial penalties. Thereafter you will avoid academic penalty only if you withdraw by 28th of the following month.

²near to The Atrium, 12 Wally's Walk

³<https://students.mq.edu.au/support/wellbeing>

⁴<https://students.mq.edu.au/study/my-study-program/special-consideration/disruption-to-studies>

Assessment

- Q. *Must I download a coversheet for all my assessments?*
- A. Yes, all assessment tasks in the Department must be accompanied by a cover sheet. The coversheet contains a unique barcode which we use for recording your mark, and also allows us to return your work to you during your tutorial. Also, by generating a coversheet you are agreeing that you have read and understand the University's policy on plagiarism. Assessment tasks not accompanied by a coversheet will not be marked.
- Q. *Where do I submit my assignments?*
- A. Check on iLearn for details of whether you submit electronically or hardcopy. If hardcopy you should submit in the 'Science and Engineering Assignment Box' outside the Faculty Student Centre on the Ground Floor of 12 Wally's Walk.
- Q. *Must I pass the final exam in this unit; that is, is there a "hurdle" requirement?*
- A. No, your final grade will be determined by the simple addition of your coursework and final exam marks.

If your question doesn't appear above then please contact the Department of Mathematics⁵ with details of your enquiry. It will be passed on to the most appropriate person who will respond as soon as possible.

⁵sci.maths-adm@mq.edu.au