

## *The University's Colleges*

Colleges have been formed in areas where programmes and activities may be conducted or co-ordinated University-wide.

The Colleges are the:

- College of Indigenous Australian Peoples
- College of Industry and Professional Education
- Graduate College of Management
- Graduate Research College

Colleges differ significantly in their roles, responsibilities and staffing, details of which are included in this section of the Handbook.

The College of Indigenous Australian Peoples aims to improve the access and participation by Indigenous Australians in higher education and to increase the awareness of Indigenous culture within the wider community. The College offers a range of courses from the Tertiary Foundation Certificate to the Bachelor of Indigenous Studies. The College also has the character of a School in that it has academic staff who teach, supervise and conduct scholarship and research.

The College of Industry and Professional Education is responsible for the co-ordination of all co-operative industry and professional programmes offered by the University. The teaching and administration of programmes is undertaken by the relevant School, College or Centre for Professional Development.

The Graduate College of Management has responsibility for the delivery of all postgraduate management degrees offered by the University. Any student wishing to enrol in a Master of Business Administration or a Doctor of Business Administration should consult the Graduate College of Management. Teaching and supervision is normally provided by staff in the Schools or adjunct staff appointed by the Graduate College of Management.

The Graduate Research College is responsible for the co-ordination of all postgraduate research degrees offered by the University. Any student wishing to enrol in a Research Masters or a Doctor of Philosophy degree should consult the Graduate Research College as well as the relevant School. Research supervision is provided by staff in the Schools or by adjunct staff, not by the staff of the College itself.

*College of Indigenous  
Australian Peoples*

## College of Indigenous Australian Peoples

### Director

Associate Professor S. B. Schnierer MSc(Qld)

The College of Indigenous Australian Peoples (CIAP) is responsible for three broad areas: teaching and learning, research, and student access and support. In the area of teaching and learning, Indigenous Australian students can access the Tertiary Foundation Certificate for Indigenous Australians, which enables students to prepare themselves academically for any award course at the University. All students are welcome to apply to three other award courses: the Associate Degree of Health Science (Aboriginal Health and Community Development); Associate Degree in Law (Aboriginal Paralegal Studies); and the Bachelor of Indigenous Studies. In the area of research, newly-enrolled students will be encouraged to work closely with already enrolled students and College academics. The Student Access and Support Group provides Indigenous students with tutorial support, counselling and ATAS tutors. All students enrolled in CIAP programmes have access to computers including IBM and Macintosh. Past unit evaluations which give a peer's perspective of units offered by the College, are available from the College or Information Services (Lismore Campus).

The College of Indigenous Australian Peoples offers the following programmes:

- The Tertiary Foundation Certificate for Indigenous Australians
- Associate Degree of Health Science (Aboriginal Health and Community Development)
- Associate Degree in Law (Aboriginal Paralegal Studies)
- Bachelor of Indigenous Studies
- Master of Arts (by Research)\*
- Master of Science (by Research)\*
- Doctor of Philosophy\*

\* Information and Rules are given in the Graduate Research College entry in this Handbook. Enquiries should be directed to the Graduate Research College.

### THE TERTIARY FOUNDATION CERTIFICATE FOR INDIGENOUS AUSTRALIANS

#### Introduction

The Tertiary Foundation Certificate for Indigenous Australians is a two-semester foundation course run by the College of Indigenous Australian Peoples. The course is designed specifically for Indigenous Australians who are not at an academic level of preparedness to succeed in an Associate Degree or Degree course at the University.

The Tertiary Foundation Certificate equips students with the skills necessary for tertiary study by acquainting them with the goods and services available to students and a working knowledge of their rights and responsibilities associated with their targeted course of study. The course provides students with academic study techniques related to their targeted course of study, an increased awareness of Indigenous Australian issues, field trips, guest lectures and numerous social events.

Students who successfully complete the Tertiary Foundation Certificate will, upon recommendation of the College, gain access to a course of their choice within the University.

## Admission Requirements

Applicants must:

1. be of Aboriginal or Torres Strait Islander descent;
2. be 18 years of age or over;
3. exhibit a commitment and motivation towards achieving their educational goal.

If students wish to apply through the Special Admissions programme, they are invited to attend a three-day orientation/assessment period prior to admission.

## Rules Governing Candidature

### 1. Qualifications for Admission

Applicants for admission for the Certificate called Tertiary Foundation Certificate for Indigenous Australians shall either:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category; or
- (b) have obtained the Director, College of Indigenous Australian Peoples permission to enrol in the Tertiary Foundation Certificate for Indigenous Australians.

### 2. Requirements for the Certificate

A candidate for the Tertiary Foundation Certificate for Indigenous Australians must complete not less than six (6) units, including not less than four (4) units listed in the Schedule attached to these Rules. In special circumstances the Director of College may permit a candidate to enrol in units other than those specified in the Schedule.

### 3. Duration of Course

Unless the Director of College otherwise determines, a full-time candidate must complete the course in not less than two (2) semesters and not more than four (4) semesters from the time of first enrolment. A part-time candidate must complete the course in not less than four (4) semesters and not more than eight (8) semesters from the time of first enrolment.

### 4. Enrolment

Unless the Director of College otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Director of

College's discretion is exercised such candidate shall be permitted to enrol in not more than five (5) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

- (a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

### 6. Advanced Standing

The College Board, College of Indigenous Australian Peoples may grant a candidate advanced standing for up to three (3) units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the College Board.

### 7. Admission to the Tertiary Foundation Certificate for Indigenous Australians

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Tertiary Foundation Certificate for Indigenous Australians.

## Schedule of Units

CU323	Academic Study Technique I
DP105	Computers in Technology I
CU401	Australian Indigenous Societies Prior to Invasion
CU324	Academic Study Technique II
DP106	Computers in Technology II
CU402	Contemporary Australian Indigenous Societies

**ASSOCIATE DEGREE OF HEALTH  
SCIENCE (ABORIGINAL HEALTH  
AND COMMUNITY  
DEVELOPMENT)  
(Abbreviated title:  
AssocDegHlthSc)**

### Introduction

The Associate Degree of Health Science (Aboriginal Health and Community Development) course is taken in two years for full-time students or four years part-time study.

Graduates of the course will be able to prepare for and conduct education programmes to prevent disease and promote health; assist in initiating and implementing community development programmes; act as health advocate for the community and for individuals; liaise with other health professionals, especially early childhood nurses, school and hospital personnel; advise non-Indigenous Australian health professionals on matters affecting the delivery of local services and programmes; support and counsel families with alcohol, domestic welfare and mental health problems or problems with finances and unemployment, and offer direct services to restore and then maintain health for the injured, ill and disabled.

Course objectives include the exposure of students to the facts of Indigenous Australian health and ill health in the cultural, social and environmental context, the development of ability to combine modern health care principles with cultural practices and the development of ability to convey Indigenous Australian perspectives to non-Indigenous Australian health personnel.

Field studies will occupy one day per week, as well as a two week block period to be conducted each semester.

### Course Pattern

The general course pattern is summarised in the Schedule of Qualifying Units.

### Admission

Admission is open to people of Indigenous Australian descent and who have a background in one or more of the following areas:

1. work experience (e.g. appointment as a Liaison Officer, Health Promotion worker, Teacher's Aid, Welfare Worker);
2. life experience (e.g. participation in community organisation);

3. education experience (e.g. completing the HSC or equivalent, completion of a tertiary preparation course).

Special entry may be granted to mature age persons able to demonstrate community need for, or a personal interest in Indigenous Australian Health and Community work.

Applicants already in employment will ordinarily enrol as part-time or distance students.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules ("the Schedule").  
(b) The Director, College of Indigenous Australian Peoples may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) if enrolled in a full-time study mode, complete the units for the Associate Degree over a period of not less than four semesters and not more than eight semesters from the time of enrolment;
  - (b) if enrolled in a part-time study mode, complete the units for the Associate Degree over a period of not less than six semesters and not more than twelve semesters from the time of enrolment;
  - (c) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units;provided that the Director of College may approve enrolment in an enrichment unit as a fifth unit or, in exceptional circumstances, exempt a candidate from such requirements provided further that these provisions shall not permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Associate Degree;
  - (d) be entitled to be awarded the Associate Degree upon completion of no less than sixteen (16) units comprising;

- (i) all fourteen (14) units in the Schedule; and
  - (ii) two (2) elective units;
  - (e) have completed a unit when either:
    - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
    - (ii) advanced standing has been granted in that unit.
5. A candidate who has completed one or more units and who, with the prior approval of the College Board, College of Indigenous Australian Peoples completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Associate Degree provided that the unit or units so completed are considered by the College Board to be equivalent to a unit or units in the Schedule.
6. The College Board may grant advanced standing:
- (a) of not more than 50% of the Associate Degree to:
    - (i) a graduate of an appropriate institution or a person with equivalent qualifications; or
    - (ii) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;where work or units so completed are considered to be equivalent to a unit or units in the Schedule;
  - (b) of not more than three (3) units to a person whose current work practices are certified, by an appropriately qualified member of the person's work team, as constituting an equivalent educational experience.
7. The Academic Board may grant more advanced standing than that specified in Rule 6(a).
8. The Academic Board may from time to time vary the contents of the Schedule.

- HL103 Physical Assessment and Clinical Skills in Ill Health
- CU406 Australian Indigenous Community Development
- CU402 Contemporary Australian Indigenous Societies
- HL205 Psychosocial Emergency Care
- HL106 Health Education and Illness Prevention
- HL107 Nutrition
- HL108 Family Health
- HL109 Drugs and Alcohol
- CU409 The Mental Health of Australian Indigenous Peoples

**ASSOCIATE DEGREE IN LAW  
(ABORIGINAL PARALEGAL  
STUDIES)  
(Abbreviated title: AssocDegLaw)**

**Introduction**

The Associate Degree in Law (Aboriginal Paralegal Studies) consists of 16 units to be studied over two years on a full-time basis and four years on a part-time basis.

**Schedule of Units**

- ED198 Academic Study Methodology
- CU401 Australian Indigenous Societies Prior to Invasion
- CU408 Health and Australian Indigenous Peoples
- HL102 The Human Body in Health and Illness
- MN133 Indigenous Styles of Communication

## Rules Governing Candidature

### General

#### 1. Pass Level

The Associate Degree in Law (Aboriginal Paralegal Studies) will be granted only as a pass award.

#### 2. Credit for a Unit Within the Associate Degree in Law (Aboriginal Paralegal Studies)

To gain credit for a unit the candidate shall either:

(a) within the time prescribed for that unit attend lectures, seminars and tutorials, complete the assignments and pass the examinations described in that unit's course of study, and shall fulfil such other requirements connected therewith as the Director, College of Indigenous Australian Peoples may from time to time prescribe; or

(b) be granted advanced standing for the unit in accordance with these Rules.

#### 3. Nothing in these Rules shall excuse a candidate from any condition prescribed by any other relevant rule in relation to enrolment for a unit.

#### 4. Requirements for the Award

To qualify for admission to the Associate Degree in Law (Aboriginal Paralegal Studies) a candidate shall gain credit in accordance with these Rules for each of the units listed in Part A of the Schedule hereto and four other units offered at Associate Degree or Degree level at this University including a minimum of two of the units listed in Part B of the Schedule hereto.

The Director of College may permit a candidate to enrol in a unit or units other than, or in place of, a unit or units specified in the Schedule.

#### 5. Limitation of Enrolment

Except in special circumstances with the approval of the Director of College, a student may not enrol in more than the equivalent of ten semester units from the Schedule per year.

#### 6. Selection of Units and Condition for Grant of the Degree

In selecting the units for which he/she seeks to enrol in any year, a candidate shall adhere as far as possible to the order in which the units of the course are set in Part A of the Schedule.

#### 7. Advanced Standing

The College Board, College of Indigenous Australian Peoples may grant a candidate advanced standing for a unit passed at this or another university or an institution approved for this purpose by the College Board. In no case will a candidate be granted advanced standing for more than 50% of the Associate Degree.

8. A candidate who has fulfilled the requirements of these Rules, and otherwise has complied with provisions of the By-laws and other rules applicable to him/her, may be admitted to the Associate Degree in Law (Aboriginal Paralegal Studies).

9. Unless the Director of College otherwise determines, a candidate shall be required to complete the requirements of the Associate Degree in Law (Aboriginal Paralegal Studies) in not more than six years from the date of commencement.

## Schedule of Units

### PART A

- CU401 Australian Indigenous Societies Prior to Invasion
- ED198 Academic Study Methodology
- LA051 Legal Research and Writing
- LA130 Introduction to Law and Contract
- CU402 Contemporary Australian Indigenous Societies
- CU413 Human Rights and Indigenous Peoples
- LA055 Aboriginals, Islanders and Contemporary Legal Issues
- MN133 Indigenous Styles of Communication
- LA059 Welfare Law
- LA056 Aboriginals, Islanders and the Criminal Justice System
- LA050 Criminal Process
- SY215 Dispute Resolution and Aboriginal Communities

#### **PART B\***

AC133	Advanced Taxation Practice
LA004	Company Law
LA057	Conveyancing Law
LA106	EEO and OH&S Law and Practice
LA104	Employment and Industrial Relations Law
LA054	Family Law Practice
LA053	Foundations of Torts
LA052	Introduction to Land Law
LA131	Business Law
LA058	Litigation Practice
LA105	Marketing Law and Ethics
AC125	Securities Markets Regulation
AC132	Taxation
LA062	Wills and Estates
LA048	Legal Project
SY214	Mediation and Dispute Resolution
LA061	Drugs, Crime and the Law
LA514	Criminology
LA120	Victimology
SY215	Dispute Resolution and Aboriginal Communities
SY216	Mediation: Practice and Procedure
CU407	Australian Indigenous Community Administration
CU414	Indigenous Common Law
CU415	Comparative Indigenous Legal Issues

\* Not all units listed in this Schedule will necessarily be offered each semester/year. The offering of any School elective is subject to student numbers, availability of staff and timetabling constraints.

## **BACHELOR OF INDIGENOUS STUDIES** **(Abbreviated title: BIndigS)**

### **Introduction**

The Bachelor of Indigenous Studies is a three-year full-time (or equivalent part-time) course in which students undertake a variety of Indigenous units of a general nature as well as specialising in at least one major area of study - Indigenous Health or Paralegal Studies. Majors may be developed in other areas including Indigenous Environmental Management, Indigenous Educational Issues, Indigenous Arts and Indigenous Business Management subject to the approval of the College.

The degree fully articulates with the Associate Degree in Law (Aboriginal Paralegal Studies) and the Associate Degree of Health Science (Aboriginal Health and Community Development).

### **Aims**

1. A broad understanding of historical and contemporary issues affecting Indigenous Australian peoples.

2. A detailed and specialist understanding of a thematic area in Indigenous Australian studies.
3. Skills and knowledge applicable to the needs of Indigenous Australian communities.
4. A caring commitment to fairness and equity for all.
5. A respect for Indigenous Australian identity and development.
6. A commitment to lifelong learning.

### **Admission**

Applicants for admission shall either:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement; or
- (b) have been granted consideration for admission under one of the following special entry categories:
  - (i) work experience (e.g. with an Indigenous organisation or government agency);
  - (ii) life experience (e.g. participation in community development);
  - (iii) other education experience (e.g. completion of a tertiary preparation course, completion or partial completion of a university award).

### **Selection**

The number of places available will be limited. Selection of students who have completed the HSC, or equivalent, shall be based on academic merit.

Admission under the special entry category is open to Indigenous people after participation in selection week the preceding year (in early December). During the selection period applicants will be oriented to the rights and responsibilities associated with their targeted course of study. Their academic strengths and yet-to-be-strengths will be highlighted through a number of assessment tasks and personalised student advising.

## Rules Governing Candidature

### Interpretation

In these Rules, unless otherwise specified, a reference to *Director of College* is a reference to the Director, College of Indigenous Australian Peoples.

#### 1. Qualifications for Admission

Applicants for admission to candidature for the Bachelor of Indigenous Studies shall:

- (a) have completed the Higher School Certificate, or equivalent, at a level of achievement acceptable to the Director of College; or
- (b) have been granted consideration for admission under a special entry category.

#### 2. Requirements for the Degree

To qualify for admission to the Bachelor of Indigenous Studies a candidate shall have completed not less than twenty-four (24) units comprising:

- (a) all twelve (12) units in Part A of the Schedule;
- (b) a six (6) unit major sequence from Part B of the Schedule, or an alternate major sequence approved by the Director of College;
- (c) six (6) other units, at least four (4) of which have been selected from either Part C and/or additional units in Part B.

In exceptional circumstances the Director of College may vary the components of the required twenty-four (24) 150 hour units.

#### 3. Duration of Course

Unless the Director of College otherwise determines, a candidate shall complete requirements for the course in not less than six (6) or more than twelve (12) semesters if a full-time student, and not less than eight (8) or more than twenty-four (24) semesters if a part-time student.

#### 4. Enrolment

Unless the Director of College otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than the equivalent of four (4) 150 hour units in any one semester. In exceptional circumstances, the Director of College may permit enrolment in a maximum of five (5) units in one semester.

#### 5. Completion of a Unit

A candidate shall have completed a unit when either:

- (a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

#### 6. Advanced Standing

The College Board, College of Indigenous Australian Peoples may grant a candidate advanced standing for units passed at this or another university or an institution approved for this purpose by the College Board for up to the equivalent of twelve (12) units, or in the case of a candidate who has completed an Associate Degree or Diploma of Health Science (Aboriginal Health and Community Development) or the Associate Degree or Diploma in Law (Aboriginal Paralegal Studies) up to the equivalent of sixteen (16) units.

A candidate granted advanced standing greater than the equivalent of twelve (12) units on the basis of one of the awards mentioned in the preceding paragraph must surrender the award prior to conferral of the degree.

Advanced standing greater than the above limits may be approved only by the College Board.

#### 7. Admission to the Degree of Bachelor of Indigenous Studies

A candidate who has fulfilled the requirements of these Rules, and otherwise

has complied with provisions of the By-laws and other rules of the University may be admitted to the degree of Bachelor of Indigenous Studies.

### Schedule of Units

#### PART A

- CU401 Australian Indigenous Societies Prior to Invasion
- CU402 Contemporary Australian Indigenous Societies
- MN133 Indigenous Styles of Communication
- ED198 Academic Study Methodology
- CU406 Australian Indigenous Community Development
- CU408 Health and Australian Indigenous Peoples
- LA055 Aboriginals, Islanders and Contemporary Legal Issues
- CU411 Bundjalung Cultural Heritage
- CU405 Indigenous Australians in Education
- CU412 Indigenous Ways of Cultural Expression
- CU410 International Indigenous Issues
- CU419 Indigenous Environmental Management

#### PART B

##### Indigenous Health

- HL107 Nutrition
- HL106 Health Education and Illness Prevention
- HL205 Psychosocial Emergency Care
- HL108 Family Health
- HL109 Drugs and Alcohol
- CU409 The Mental Health of Australian Indigenous Peoples

#### Paralegal Studies

- LA130 Introduction to Law and Contract
- LA051 Legal Research and Writing
- LA050 Criminal Process
- LA056 Aboriginals, Islanders and the Criminal Justice System
- CU413 Human Rights and Indigenous Peoples
- SY215 Dispute Resolution and Aboriginal Communities

#### PART C

- CU414 Indigenous Common Law
- CU415 Comparative Indigenous Legal Issues
- CU416 Spiritual Well-Being
- NR255 Primary Health Care
- CU417 Race and Racism
- CU418 Indigenous Australians and Anthropology
- CU403 Australian Indigenous Cultural Heritage
- CU407 Australian Indigenous Community Administration
- LA059 Welfare Law

### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

Information and Rules concerning Masters degrees by research and Doctor of Philosophy are given in the Graduate Research College entry in this Handbook.

Enquiries should be directed to the Graduate Research College.

*College of Industry and  
Professional Education*

# College of Industry and Professional Education

## Chair of Board

Professor B.E. Conyngham AM, MA(Hons)(Syd), DMus(Melb)

## Secretary of Board

Professor A.T. Davies BSc(Hons), DipEd, PhD(Melb)

The College is responsible for the co-ordination of all co-operative industry and professional education programmes offered by the University. The teaching and administration of programmes is undertaken by the relevant School, College or Centre for Professional Development. With the exception of the Bachelor of Management and Professional Studies, which is included in this section, information and Rules concerning such programmes are provided in the relevant School entries in this Handbook, as listed below (the name of each industry precedes the relevant award title):

- **School of Law and Justice**  
*NSW Department of Corrective Services*  
Associate Degree in Correctional Administration
  - **School of Commerce and Management**  
*NSW Department of Corrective Services*  
Graduate Certificate in Management  
*Telstra*  
Graduate Certificate in Management  
*Singapore Institute of Purchasing and Materials Management*  
Bachelor of Business Administration
  - **School of Nursing and Health Care Practices**  
*NSW Department of Health*  
Bachelor of Health Science in Nursing  
Master of Health Science
  - **School of Social and Workplace Development**  
*Department of Defence*  
Advanced Certificate in Human Resource Development (APS)\*  
*NSW Department of School Education*  
Graduate Certificate in Professional Development  
*Telstra*  
Certificate of Management
  - **School of Tourism and Hospitality Management**  
*Ansett Australia*  
Diploma of Business Management  
*Club Managers' Association Australia*  
Certificate in Club Management  
Associate Degree in Club Management  
Bachelor of Business in Club Management  
*Restaurant and Catering Industry Association of Australia*  
Diploma of Food Service Management  
*The Australasian Institute of Hotel Management*  
Bachelor of Business in Hotel and Catering Management
- \* The University teaches into, but does not accredit, this Australian Public Service award. Details are available from the School of Social and Workplace Development.
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**CERTIFICATE OF  
MANAGEMENT AND  
PROFESSIONAL STUDIES**  
(Abbreviated title:  
**CertMangt&ProfStudies**)

**DIPLOMA OF MANAGEMENT  
AND PROFESSIONAL STUDIES**  
(Abbreviated title:  
**AdvCertMangt&ProfStudies**)

**ASSOCIATE DEGREE OF  
MANAGEMENT AND  
PROFESSIONAL STUDIES**  
(Abbreviated title:  
**AssocDegMangt&ProfStudies**)

**BACHELOR OF MANAGEMENT  
AND PROFESSIONAL STUDIES**  
(Abbreviated title:  
**BMangt&ProfStudies**)

**Introduction**

The Bachelor of Management and Professional Studies is a three-year full-time (or equivalent part-time) course of study comprising twenty-four (24) units, with exit points at the Certificate level (four units), Diploma level (eight units), and Associate Degree level (sixteen units).

This course represents the first major Bachelors degree programme offered by a university specifically tailored in terms of content, design and delivery to address the existing and potential needs of external industry partners nation-wide. It is aimed at persons in employment or those who have been in employment and who may have some professional or technical qualification, but who need to broaden their knowledge and skill base in the areas of management and new technology and who wish to increase their employability inside and outside their current industry or organisation. The course will have particular applicability in the newer, "flatter" or non-hierarchical organisations where all employees are increasingly involved in management and where a broader professional and technical knowledge and skill base is required. It is of particular relevance for those organisations that are negotiating accredited training and education components as a significant part of their enterprise agreements.

This degree is designed to actively and responsively accommodate the learning, training

and educational needs of a range of industries within one flexible programme. The course offers a flexible design comprised of existing approved Southern Cross units in a co-operative cross-University programme within which employers and employees can negotiate a learning contract that is targeted to address their mutual interests and maximise the applied benefits for both. Units may also be acquired from other providers with the approval of the Deputy Vice-Chancellor or nominee.

Applicants apply direct to the University for admission and must show documented evidence of relevant work experience (paid and non-paid) and evidence of an ability to cope with the academic content of the course. This may include secondary education and/or previous tertiary or sub-tertiary studies. Studies in non-related fields may also be taken into consideration.

**Course Structure**

To qualify for the Bachelor of Management and Professional Studies award, a student must complete 24 units. Unless the Deputy Vice-Chancellor or nominee otherwise determines, a candidate shall complete the requirements of the course in not more than sixteen semesters from initial enrolment.

The proposed programmes of study will contain units grouped in three elements, with a range of required units in each element as follows:

**Certificate of Management and Professional Studies**

<b>Unit Groups</b>	<b>Minimum</b>	<b>Maximum</b>
Professional	0	1
Liberal	0	1
Management	2	4

**Diploma of Management and Professional Studies**

<b>Unit Groups</b>	<b>Minimum</b>	<b>Maximum</b>
Professional	0	3
Liberal	0	2
Management	4	8

**Associate Degree of Management and Professional Studies**

<b>Unit Groups</b>	<b>Minimum</b>	<b>Maximum</b>
Professional	3	6
Liberal	2	4
Management	8	12

**Bachelor of Management and Professional Studies**

<b>Unit Groups</b>	<b>Minimum</b>	<b>Maximum</b>
Professional	6	10
Liberal	4	8
Management	10	14

Units for this award can be selected from any undergraduate units offered by the University. The units will be in the appropriate groups (Professional, Liberal/Arts and Management) as nominated by the Head of School responsible for that particular unit.

**Rules Governing Candidature**

**1. Qualification for Admission**

Applicants for admission to candidature for the Degree of Bachelor of Management and Professional Studies should:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement; or
- (b) have been granted consideration for admission under a special entry category as a mature-age student;
- (c) have at least two years work experience;
- (d) provide evidence that they are employed by an organisation which has entered into an agreement with the University to meet the costs of providing tertiary education for their employees.

**2. Requirements for the Award**

- (a) To be eligible for the award of the **Degree** a candidate shall complete not less than twenty-four (24) units in a sequence approved by the Deputy Vice-Chancellor or nominee, comprising:
  - (i) no less than six (6) and no more than ten (10) Professional units as nominated by the relevant School Board;
  - (ii) no less than four (4) and no more than eight (8) Liberal/Arts units as nominated by the relevant School Board;
  - (iii) no less than ten (10) and no more than fourteen (14) Management units as nominated by the relevant School Board;
- (b) to be eligible for the award of the **Associate Degree** a candidate shall complete not less than a total of sixteen units, with no less than three (3) and no more than six (6) Professional units, no less than two (2) and no more than four (4) Liberal/Arts units, and no less than eight (8) and no more than twelve (12) Management units, as nominated by the relevant School Board;
- (c) to be eligible for the **Diploma** a candidate must complete not less than a total of eight (8) units, with no more than three (3) Professional units, no more than two (2) Liberal/Arts units, and no less than four (4) and no more than eight (8) Management units, as nominated by the relevant School Board;
- (d) to be eligible for the **Certificate** a candidate must complete not less than a total of four units, with no more than one Professional unit, no more than one Liberal/Arts unit, and no less than two and no more than four Management units, as nominated by the relevant School Board.

### 3. Duration of the Course

Unless the Deputy Vice-Chancellor or nominee otherwise determines, a candidate shall complete the requirements of the course in not more than sixteen semesters from initial enrolment.

### 4. Enrolment

Unless the Deputy Vice-Chancellor or nominee otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall normally enrol in not more than four (4) units in any semester, provided that in exceptional circumstances with the approval of the Deputy Vice-Chancellor or nominee a candidate may be permitted to enrol in five (5) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

- (a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

### 6. Advanced Standing

- (a) The College Board, College of Industry and Professional Education may, on the advice of the Deputy Vice-Chancellor or nominee, grant a candidate advanced standing for up to sixteen units towards the Degree, up to eight units towards the Associate Degree, up to four units towards the Diploma, and up to two units towards the Certificate on the basis of work or units successfully completed at this University or another appropriate institution which have not been previously counted towards an award, provided that the work or units so completed are considered to be equivalent or comparable in nature to a unit or units in the Schedule of Units attached to these Rules; or
- (b) a candidate who has either:
  - (i) undertaken certified or documented professional development or in-service courses deemed acceptable by the Course Co-ordinator; or
  - (ii) has significant relevant and documented work achievements related to the aims and objectives of

the course;

may be granted advanced standing for up to eight (8) units towards the Degree, up to four (4) units towards the Associate Degree, up to two (2) units towards the Diploma and no more than one (1) unit towards the Certificate, provided that the work or in-service courses completed are considered equivalent to a Professional or Management unit or units in the Schedule of Units attached to these Rules.

- (c) Notwithstanding the above, at its discretion and in exceptional circumstances, the College Board, acting on the written recommendation of the Deputy Vice-Chancellor or nominee, may grant a candidate further advanced standing, providing that the total advanced standing granted towards the Degree shall not exceed a total of sixteen units.

### 7. Admission to the Awards

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the appropriate award as provided by these Rules.

A candidate who while enrolled for the Bachelor of Management and Professional Studies has completed the requirements for the Associate Degree of Management and Professional Studies may elect to be awarded the Associate Degree of Management and Professional Studies.

A candidate who while enrolled for the Bachelor of Management and Professional Studies has completed the requirements for the Diploma of Management and Professional Studies may elect to be awarded the Diploma of Management and Professional Studies.

A candidate who while enrolled for the Bachelor of Management and Professional Studies has completed the requirements for the Certificate of Management and Professional Studies may elect to be awarded the Certificate of Management and Professional Studies.

### Schedule of Units

Units for this award may be selected from any undergraduate units offered by the University. The selected units must be in the appropriate Professional, Liberal/Arts, and Management elements, as nominated by the School Board responsible for that particular unit.

## BACHELOR OF BUSINESS ADMINISTRATION (Abbreviated title: BBA)

The Bachelor of Business Administration is a refinement of Southern Cross University's first major Bachelor's degree programme (the Bachelor of Management and Professional Studies) which was **specifically tailored in terms of content, design and delivery** to address the existing and potential needs of industry. This course is aimed at persons in employment who may have some professional or technical qualification, but who need to broaden their knowledge and skill base in the areas of business, management and new technology.

**Flexibility** is the hallmark of our new approach ranging from the choice of subjects, modes of delivery and level of attainment for the employee. The following key features of the degree translate into reduced cost of training, formalised qualifications and improved organisational performance.

The innovative approach of the Bachelor of Business Administration allows the organisation and employee (with specialised help from the University if requested) to design a degree programme to fit with the **objectives of both the organisation and the training of the employee**. It becomes an integral part of the organisation's training with the employee and organisation still retaining the control and direction of the course.

The Bachelor of Business Administration comprises 24 units, with **exit points** at the Certificate level (four units), Diploma level (eight units) and Associate Degree level (16 units). Southern Cross has a wide range of subjects in the humanities, arts, business, management, social welfare, health and other areas of study.

Students are encouraged to link all assessment work with work based projects. This ensures that studying remains **industry relevant** and results in immediate benefits to the workplace. A student may become accredited as a Chartered Accountant, Australian Computer Society member, Australian Human Resources Institute member, to mention only a few of the organisations available for membership after completing this Degree.

### Rules Governing Candidature

The Rules for Bachelor of Business Administration are as applicable to the Rules Governing Candidature and Schedule of Units for the Bachelor of Management and Professional Studies, with the exception of Rule 2 as detailed below:

#### 2. Requirements for the Award

To be eligible for the award of the Bachelor of Business Administration a candidate must complete not less than twenty-four (24) units approved by the Deputy Vice-Chancellor or nominee:

- (i) no less than six (6) and no more than ten (10) units from Part A of the Schedule of Units attached to these Rules;
- (ii) no less than four (4) and no more than eight (8) units from Part B of the Schedule of Units attached to these Rules;
- (iii) no less than ten (10) and no more than fourteen (14) units from Part C of the Schedule of Units attached to these Rules.

*Graduate College  
of Management*

# Graduate College of Management

## Director

Professor P.G. Graham BAdmin, MPhil(Griff), PhD(James Cook)

**T**he Graduate College of Management brings together the graduate programmes in Management. Courses are taught by the College Professoriate and management specialists from a number of Schools within the University with the College being responsible for overall co-ordination and facilitation.

The College currently offers the following programmes:

- Graduate Certificate in Management
- Graduate Certificate in Strategic Bank Management
- Graduate Diploma in Management
- Master of Business Administration
- Doctor of Business Administration
- Master of Business (by Research)\*
- Doctor of Philosophy\*

The following graduate programmes are available from other Schools. Information and Rules are given in the appropriate School entries in this Handbook.

### School of Commerce and Management

- Master of Accounting Studies

### School of Tourism and Hospitality Management

- Graduate Certificate in International Tourism Management
- Graduate Diploma in International Tourism Management
- Master of International Tourism Management

### School of Social and Workplace Development

- Graduate Certificate in Professional Development
- Graduate Certificate of Training and Development
- Graduate Diploma of Training and Development
- Graduate Certificate of Organisational Development and Training
- Graduate Diploma of Organisational Development and Training
- Master of Organisational Development and Training

\* Information and Rules are given in the Graduate Research College entry in this Handbook. Enquiries should be directed to the Graduate Research College.

## GRADUATE CERTIFICATE IN MANAGEMENT (Abbreviated title: GradCertMangt)

### Introduction

The Graduate Certificate, Diploma and Master of Business Administration are designed to provide graduates and experienced managers with the opportunity of advanced study in various fields of expertise within the Graduate College of Management.

The programmes offer candidates the opportunity of specialising in various discipline areas of management or specialising in specific streams developed by the College.

### Course Structure

The Graduate Certificate in Management requires completion of four (4) coursework units with the possibility of advanced standing in some units and will be completed in no more than three (3) trimesters of full-time study or six (6) trimesters of part-time study.

Progression from the Certificate to the Diploma and Master of Business Administration is permitted within the Academic Rules.

## Rules Governing Candidature

### 1. Admission to Candidature

1.1 Applicants for admission to candidature for the Graduate Certificate in Management shall:

- (a) have fulfilled all the requirements for admission to a three year degree or an equivalent qualification acceptable to the Graduate College of Management as sufficient qualification for admission to candidature; or
- (b) satisfy the College by means of other qualifications and relevant experience of adequate preparation for candidature.

1.2 An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.

1.3 Admission to candidature and the date of commencement of candidature shall be determined by the College.

### 2. Approval of Course of Study

After admission to candidature, a candidate shall have a course of study approved by the Director on behalf of the College.

### 3. Requirements for the Graduate Certificate in Management

3.1 To satisfy the requirements for the Graduate Certificate, a candidate shall complete the coursework programme approved by the College.

3.2 The coursework programme shall include units to the value of four units from the Schedule of Units attached to these Rules\*.

### 4. Period of Candidature

4.1 Candidates shall complete the prescribed coursework programme in not more than three trimesters of 15 weeks duration of full-time study and not more than six 15 week trimesters of part-time study. There will be three 15 week trimesters in each calendar year.

4.2 The College may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

### 5. Advanced Standing

5.1 At the discretion of the Academic Committee a candidate may be granted

advanced standing for up to two units on the basis of units completed at this University or another university or tertiary institution prior to admission to candidature for the Graduate Certificate provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

5.2 Work experience will not be accepted as a basis for advanced standing. Candidates who are of the opinion that their level of knowledge is already equal to that required to successfully complete a unit listed in the Schedule attached to these Rules may apply to the College to be permitted to undertake a challenge examination in that unit. Permission may not be granted where previous tertiary study has been undertaken in the subject area and such study forms part of a completed award from a tertiary institution. Advanced standing will be granted for a unit if a result of 60% or greater is achieved in a challenge examination. Advanced standing for up to two units may be granted under this Rule. A challenge examination for a unit cannot be undertaken again if the candidate is unsuccessful at the first attempt.

5.3 At the discretion of the Academic Committee a candidate may be granted advanced standing for up to two units from the Schedule attached to these Rules on the basis of professional qualifications obtained through study and formal assessment. The subject matter studied and assessed must have a reasonable degree of correspondence to that of the units for which advanced standing is sought, and not have been counted towards another University or tertiary qualification.

5.4 Notwithstanding, the total advanced standing granted shall not exceed 50% of the course, except that candidates who have completed four (4) units through the Executive Management Program may be granted 100% advanced standing.

### 6. Special Examinations and Special Extensions of Time

Special examinations or special extensions of time may be granted at the discretion of the College.

### 7. Award of the Certificate

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-

\* The Schedule is to be found at the end of the entry for the Master of Business Administration.

laws and other Rules applicable to the University may be admitted to the Graduate Certificate in Management.

**Note:**

It is intended that a fee will be charged for each challenge examination scheduled with a view to recovering the cost of writing and conducting the examinations.

**GRADUATE CERTIFICATE IN  
STRATEGIC BANK  
MANAGEMENT  
(Abbreviated title:  
GradCertStratBankMangt)**

**Introduction**

The Graduate Certificate in Strategic Bank Management is designed to provide experienced managers in the banking industry who also possess graduate management qualifications together with Australian Institute of Bankers professional membership the opportunity of advanced study in the field of strategic bank management.

**Course Structure**

The Graduate Certificate in Strategic Bank Management requires completion of the four (4) coursework units which also constitute the Strategic Bank Management specialisation within the Master of Business Administration (MBA) programme and will be completed in no more than two (2) semesters of full-time study or four (4) semesters of part-time study.

**Rules Governing Candidature**

**1. Admission to Candidature**

- 1.1 Applicants for admission to candidature for the Graduate Certificate in Strategic Bank Management shall:
  - (a) have fulfilled all the requirements for admission to a Master of Business Administration degree or an equivalent qualification acceptable to the Graduate College of Management as sufficient qualification for admission to candidature; or
  - (b) satisfy the College by means of other qualifications and relevant experience of adequate preparation for candidature; and
  - (c) have fulfilled the educational requirements for admission to senior associate status of the Australian Institute of Bankers.

- 1.2 An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.
- 1.3 Admission to candidature and the date of commencement of candidature shall be determined by the College.

**2. Approval of Course of Study**

After admission to candidature, a candidate shall have a course of study approved by the Director on behalf of the College.

### 3. Requirements for the Graduate Certificate in Strategic Bank Management

To satisfy the requirements for the Graduate Certificate, a candidate shall complete the four (4) units from the Schedule attached to these Rules which constitute the MBA specialisation in Strategic Bank Management.

### 4. Period of Candidature

- 4.1 Candidates shall complete the prescribed coursework programme in not more than three trimesters of 15 weeks duration of full-time study and not more than six 15 week trimesters of part-time study. There will be three 15 week trimesters in each calendar year.
- 4.2 The College may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

### 5. Advanced Standing

- 5.1 At the discretion of the Academic Committee a candidate may be granted advanced standing for up to two (2) units on the basis of units completed at this University or another university or tertiary institution prior to admission to candidature for the Graduate Certificate provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

### 6. Special Examinations and Special Extensions of Time

Special examinations or special extensions of time may be granted at the discretion of the College.

### 7. Award of the Certificate

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Graduate Certificate in Strategic Bank Management.

## Schedule of Units

- MK711 Financial Services Marketing\*
- MN711 Technology Issues in Banking\*
- MN712 Bank Organisations and Human Resource Management\*
- MN713 Strategic Bank Management\*

\* Not offered in 1999.

## GRADUATE DIPLOMA IN MANAGEMENT (Abbreviated title: GradDipMangt)

### Introduction

The Graduate Certificate, Diploma and Master of Business Administration are designed to provide graduates and experienced managers with the opportunity of advanced study in fields of expertise within the Graduate College of Management. The programmes offer candidates the opportunity of specialising in various discipline areas of management or specialising in specific streams developed by the College.

### Course Structure

The Graduate Diploma in Management requires completion of eight (8) coursework units with the possibility of advanced standing for some units, and shall be completed in no more than six (6) trimesters of full-time study or twelve (12) trimesters of part-time study.

Progression from the Certificate to the Diploma and Master of Business Administration is permitted within the Academic Rules.

## Rules Governing Candidature

### 1. Admission to Candidature

- 1.1 An applicant for admission to candidature for the Graduate Diploma in Management shall:
  - (a) have fulfilled all the requirements for admission to a three year degree or an equivalent qualification, acceptable to the Graduate College of Management as sufficient qualification for admission to candidature; or

- (b) have completed the Graduate Certificate in Management.
- 1.2 An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.
- 1.3 Admission to candidature and the date of commencement shall be determined by the College.
- 2. Approval of Course of Study**

After admission to candidature, a candidate shall have a course of study approved by the Director on behalf of the College. The Director may permit a candidate to enrol in up to two (2) units other than those listed in the Schedule of Units attached to these Rules.
- 3. Requirements for the Graduate Diploma in Management**
  - 3.1 To satisfy the requirements for the award of the Graduate Diploma in Management, a candidate shall complete the coursework programme approved by the College.
  - 3.2 The coursework programme shall include units to the value of eight (8) units selected from the Schedule attached to these Rules .
- 4. Period of Candidature**
  - 4.1 Candidates shall complete the prescribed coursework programme in not more than six 15 week trimesters of full-time study and not more than twelve 15 week trimesters of part-time study. There will be three 15 week trimesters in each calendar year.
  - 4.2 The College may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.
- 5. Advanced Standing**
  - 5.1 At the discretion of the Academic Committee a candidate may be granted advanced standing for up to four units on the basis of units completed at this University or another university or tertiary institution prior to admission to candidature for the Graduate Diploma in Management provided that those units have not been counted towards another qualification, and they have a reasonable degree of correspondence to units prescribed for the coursework programme.
  - 5.1A Work experience by itself will not be

accepted as a basis for advanced standing. Candidates who are of the opinion that their level of knowledge is already equal to that required to successfully complete a unit listed in the Schedule attached to these Rules may apply to the College to be permitted to undertake a challenge examination in that unit. Permission may not be granted where previous tertiary study has been undertaken in the subject area and such study forms part of a completed award from a tertiary institution. Advanced standing will be granted for a unit if a result of 60% or greater is achieved in a challenge examination. Advanced standing for up to three units may be granted under this Rule. A challenge examination for a unit cannot be undertaken again if the candidate is unsuccessful at the first attempt.

- 5.1B At the discretion of the Academic Committee a candidate may be granted advanced standing for up to three units from the Schedule attached to these Rules on the basis of professional qualifications obtained through study and formal assessment. The subject matter studied and assessed must have a reasonable degree of correspondence to that of the units for which advanced standing is sought, and not have been counted towards another University or tertiary qualification.
- 5.2 Candidates who have completed the requirements of the Graduate Certificate in Management may be granted advanced standing for up to four units.

5.3 Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate in Management shall not exceed 50% of the course, except that candidates who have completed eight (8) units through the Executive Management Program may be granted 100% advanced standing.

#### **6. Special Examinations and Special Extensions of Time**

A special examination or special extension of time may be granted at the discretion of the College.

#### **7. Admission to the Graduate Diploma**

7.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Graduate Diploma in Management.

7.2 A candidate who is granted advanced standing under Rule 5.2 must surrender the Graduate Certificate in Management prior to the conferral of the Diploma.

## **MASTER OF BUSINESS ADMINISTRATION (Abbreviated title: MBA)**

### **Introduction**

The Graduate Certificate, Diploma and Master of Business Administration are designed to provide graduates and experienced managers with the opportunity of advanced study in fields of expertise within the Graduate College of Management. The programmes offer candidates the opportunity of specialising in various discipline areas of management or specialising in specific streams developed by the College.

### **Course Structure**

The Master of Business Administration (MBA) requires completion of at least twelve (12) units from a number of options described in the accompanying academic rules. The MBA shall be completed in no more than nine (9) trimesters

of full-time study or eighteen (18) trimesters of part-time study.

Progression from the Certificate to the Diploma and MBA is permitted within the Academic Rules.

### **Rules Governing Candidature**

#### **1. Admission to Candidature**

1.1 Applicants for admission to candidature for the degree of Master of Business Administration shall:

- (a) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university or tertiary institution; or
- (b) have completed the Graduate Diploma in Management;
- (c) have demonstrated academic or professional standing considered by the Graduate College of Management to be equivalent to the requirements of (a) or (b).

1.2 In addition, applicants for admission to candidature must provide evidence of at least one year's experience in a field of employment acceptable to the College.

1.2A Applicants with excellent academic records may, at the discretion of the MBA Director, be exempted from satisfying the one year of acceptable employment experience requirement of Rule 1.2.

1.3 An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.

Admission to candidature and the date of commencement shall be determined by the College.

#### **2. Approval of Course of Study**

After admission to candidature, a candidate shall have a course of study approved by the Director on behalf of the College. The Director may permit a candidate to enrol in up to two (2) units other than those listed in the Schedule of Units attached to these Rules.

#### **3. Requirements for the Master of Business Administration**

3.1 To satisfy the requirements for the Master of Business Administration, a candidate shall complete a programme of studies approved by the College.

3.2 The coursework programme shall include MBA units to the value of twelve units including:

- (a) units to the value of at least six units, but not more than nine units from Part A of the Schedule of Units attached to these Rules, including Strategic Management, with the remaining units to be selected from either Parts B or C of the Schedule with the exception that those candidates enrolled in the Strategic Bank Management specialisation may substitute the unit Strategic

Bank Management for Strategic Management and those enrolled in the Health Services Management stream may substitute the unit Strategic Issues in Health Management for Strategic Management; or

- (b) in exceptional circumstances, units to the value of twelve units in a specialised industry stream in Part C, with the remaining units to be selected from either Parts A or B.
- 3.3 The coursework programme for the Master of Business Administration specialist stream in Accounting shall include MBA units to the value of 16 units including:
- (a) units to the value of a least six units, but not more than nine units from Part A of the Schedule of Units attached to these Rules including MA720 Quantitative Analysis for Management, EC720 Economics for Management, AC721 Managerial Finance, LA720 Legal Studies, and MN721 Strategic Management, but not to include AC720 Accounting for Managers;
  - (b) at least two units from Part B including LA701 Corporation and Securities Law, and AC707 Taxation - Present and Future, but not to include AC722 Advanced Management Accounting;
  - (c) the units in the specialist stream in Accounting shown in Part C of the Schedule attached to these Rules (no student be permitted to count both AC700 Basic Business Accounting and AC720 Accounting for Managers, or both AC702 Industry Internal Accounting and AC722 Advanced Management Accounting toward the award);
  - (d) the remaining units selected from either Parts A, B or C.
- 3.4 To satisfy examiners a candidate must achieve a minimum grade of Pass in all units.

#### 4. Period of Candidature

- 4.1 Except with the permission of the College, a full-time candidate shall pursue the approved course of study for not more than nine 15 week trimesters; in all other cases, the maximum period of candidature shall be eighteen 15 week trimesters. There will be three 15 week trimesters in each calendar year.

- 4.2 The College may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

#### 5. Advanced Standing

- 5.1 At the discretion of the Academic Committee a candidate may be granted advanced standing for up to six units on the basis of units completed at this University or at another university or tertiary institution prior to admission to candidature for the Master of Business Administration provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

5.1A Work experience by itself will not be accepted as a basis for advanced standing. Candidates who are of the opinion that their level of knowledge is already equal to that required to successfully complete a unit listed in the Schedule attached to these Rules may apply to the College for permission to undertake a challenge examination in that unit. Permission may not be granted where previous tertiary study has been undertaken in the subject area and such study forms part of a completed award from a tertiary institution. Advanced standing will be granted for a unit if a result of 60% or greater is achieved in a challenge examination. Advanced standing for up to three units may be granted under this Rule. A challenge examination for a unit cannot be undertaken again if the candidate is unsuccessful at the first attempt.

5.1B At the discretion of the Academic Committee a candidate may be granted advanced standing for up to three units from the Schedule attached to these Rules on the basis of professional qualifications obtained through study and formal assessment. The subject matter studied and assessed must have a reasonable degree of correspondence to that of the units for which advanced standing is sought, and not have been counted towards another University or tertiary qualification.

5.2 Candidates who have completed the requirements of the Graduate Certificate in Management, Graduate Certificate in Risk Management or Graduate Certificate in Innovation Management may be granted advanced standing for up to four units.

5.3 Candidates who have completed the

requirements of the Graduate Diploma in Management or the Graduate Diploma of Business (Information Systems) may be granted advanced standing for up to eight (8) units.

- 5.4 Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate in Management, the Graduate Diploma in Management or the Graduate Diploma of Business (Information Systems) shall not exceed 50% of the course.

## 6. Exemption

- 6.1 At the discretion of the College, a candidate may be granted exemption for up to a maximum of three units from Part A of the schedule attached to these Rules, on the basis of completion of equivalent units which have been counted as part of an award at this or another university or other institution, other than the Graduate Certificate in Management and Graduate Diploma in Management, prior to admission to candidature. A candidate granted such exemption shall choose alternative units in consultation with the Director of the College.

## 7. Admission to the Degree of Master of Business Administration

- 7.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the degree of Master of Business Administration.
- 7.2 A candidate granted advanced standing under Rule 5.2 must surrender the Graduate Certificate prior to the conferral of the degree.
- 7.3 A candidate granted advanced standing under Rule 5.3 must surrender the Graduate Diploma prior to the conferral of the degree.

## Schedule of Units

### PART A

AC720 Accounting for Managers  
EC720 Economics for Management  
LA720 Legal Studies  
DP720 Management Information Systems  
AC721 Managerial Finance  
MK720 Marketing Management  
BS720 Organisational Behaviour  
MN720 Processes of Management  
MA720 Quantitative Analysis for Management  
MN721 Strategic Management  
US261 Unspecified Core Unit I  
US262 Unspecified Core Unit II

### PART B

AC722 Advanced Management Accounting\*  
AC707 Taxation - Present and Future  
LA701 Corporation and Securities Law  
MA721 Management Science  
MN704 Human Resource Development  
MN724 Human Resource Management  
MN725 Industrial Relations  
MN723 International Management  
MN916 Operations and Quality Management  
MN726-8) Research Project (1, 2 or 3  
units)  
MN734-6)  
MN915 Financial Institutions Management  
AC730 Credit and Lending Decisions  
LA730 Law of Finance and Securities  
MN917 Management of the Professional Practice  
MN785 Project Organisation and Management

### PART C

#### Entrepreneurship, Small Enterprise and Family Enterprise Management

MN737 Concepts of Entrepreneurship  
MN740 Corporate Entrepreneurship  
MN743 Management of Small Enterprises  
MN918 Small and Family Enterprise  
Entrepreneurship  
MN726-8) Research Project (1, 2 or 3  
units)  
MN734-6)

#### Marketing

MK711 Financial Services Marketing  
MK721 Marketing Research and Analysis  
MK722 Marketing Professional Services  
MK724 International Marketing  
MK725 Promotion Management  
MK726 Business to Business Marketing  
MK727 Marketing in a Retail Environment  
MN726-8) Research Project (1, 2 or 3  
units)  
MN734-6)

#### Sport Management

MN781 Event and Facility Management  
MN782 Performance Management in Sport  
MN783 Project Management for Sport  
MN784 Industry Based Project  
MK723 Sport Marketing and Public Relations  
LA721 Sports Law

**Information Systems**

DP700 Program Design  
DP701 Information Analysis  
DP702 Data Management  
DP704 Distributed Information Systems  
DP705 Issues in Information Management  
DP706 Systems Design

**Accounting**

AC700 Basic Business Accounting  
AC701 Accounting for Group Entities  
AC702 Industry Internal Accounting  
AC703 Business Financial Accounting  
AC704 Auditing and Accounting Practice  
AC705 Issues in Accounting Theory

**Health Services Management**

HL722 The Sociological and Political Basis of  
Health Care  
MN755 Strategic Issues in Health Management  
LA722 Health Law  
HL705 Health and Epidemiology  
HL721 Health Information Systems\*  
MN726-8) Research Project (1, 2 or 3  
units)  
MN734-6)

**Correctional Management**

MN745 Correctional Management I  
MN746 Correctional Management II

**Tourism Management**

MN760 The Tourism Environment  
MN761 Tourism Systems  
MN762 Contemporary Tourism Issues  
MK761 Marketing as a Management Function

**Human Resource Management**

MN704 Human Resource Development  
MN724 Human Resource Management  
MN725 Industrial Relations  
MN786 International and Comparative Human  
Resource Management

**Finance**

AC723 International Finance for Managers  
AC730 Credit and Lending Decisions  
MK711 Financial Services Marketing  
MN915 Financial Institutions Management

**International Business**

AC723 International Finance for Managers  
MK724 International Marketing  
MN723 International Management  
MN786 International and Comparative Human  
Resource Management

\* Not offered in 1999.

## DOCTOR OF BUSINESS ADMINISTRATION (Abbreviated title: DBA)

### Introduction

The Doctor of Business Administration (DBA) is a postgraduate course, which provides opportunities for candidates with appropriate experience, and qualifications to obtain advanced training in management linked to workplace projects and studies. The DBA requires eighteen units of study and research: six advanced course units; two units representing Research Papers and a ten unit DBA Thesis.

The DBA is a structured programme which may be completed with three or four units per trimester on a full-time basis or one or two units per trimester on a part-time basis. Full-time candidates could therefore complete the programme in six trimesters or two calendar years. Part-time candidates may take up to nine trimesters or three calendar years to complete the programme. Admission to candidature requires an Honours or Masters degree in any discipline linked to appropriate business/management experience in the public or private sectors or the professions.

### Field of Study

Candidates for the DBA are encouraged to relate advanced course units, the Research Papers and DBA Thesis to a discipline linked to workplace employment. Given that staff within the Graduate College of Management will be supervising candidates, field of study may cover any of the following discipline areas: Accounting and Finance, Computing and Information Systems, any area of Management and Marketing as well as Policy Issues. The College has substantial research expertise in the field of Entrepreneurship, Small Enterprise Management and Policy, Marketing Management and Computer Based Systems.

### Rules Governing Candidature

#### 1. In these Rules the following definitions shall apply:

*The Committee* means the Doctor of Business Administration (DBA) Committee, a sub-committee of the Board of the Graduate College of Management.

*Course* means a course of study and research on a topic approved in accordance with these Rules.

*Candidate* includes probationary candidature.

*Unit* means a period of study in a subject that shall be a component of a course.

#### 2. Application for Admission

An application for admission shall be submitted through Student Administration to the Director, Graduate College of Management and shall comprise an application and enrolment form, a proposal for the course of study and research to be pursued and evidence of any qualifications from another tertiary institution upon which the application relies, along with any evidence of research experience at an appropriate level.

Applicants for admission to candidature will be considered by the Director of the Graduate College of Management or nominee and following completion of course units, the Committee will approve the research field and supervisors.

#### 3. Qualifications for Admission

(a) In order to be considered for admission as a DBA candidate, an applicant shall have completed the requirements for an Honours I or IIA degree or a Master Degree of Southern Cross University or of a tertiary institution which, in the opinion of the Committee is equivalent to an Honours I or IIA or a Master Degree from Southern Cross University.

(b) An applicant who does not meet the requirement of (a) but who is able to provide evidence of research experience at the appropriate level may, at the discretion of the Committee, be admitted to candidature on such terms and under such conditions as the Committee may determine.

(c) An applicant shall have appropriate executive or managerial experience in the public or private sector acceptable to the Director, Graduate College of Management.

#### 4. Requirements for the Award

- (a) Before being permitted to proceed to the thesis section of the course, the candidate shall have completed the requirements of at least four advanced course and research paper units and have completed the units with results which average Credit level.
- (b) At least 67% of the course of study shall comprise research papers and a research thesis and the thesis will be in a field approved by the Committee.

#### 5. Duration of the Course

- (a) Candidates shall pursue a supervised programme of advanced study and research approved by the Committee. Candidates shall attend such seminars, tutorials or courses as the supervisor and Academic Co-ordinator of the Doctor of Business Administration programme may require.
- (b) A full-time candidate shall pursue the programme of study after the date of registration of candidature, for a period of not less than six trimesters or semesters. Full-time candidates may complete the DBA with three years of full-time study with two semesters each year, or two years of full-time study with three trimesters each year, provided that the student normally only enrolls in one form of candidature within the one calendar year. The maximum period of candidature for a full-time candidate shall be five (5) years.
- (c) A part-time candidate shall pursue the programme of study after the date of registration as a candidate, for not less than nine trimesters or semesters. The maximum period of candidature for a part-time candidate shall be twelve trimesters or semesters.
- (d) The Committee shall determine on a pro rata basis the minimum and maximum periods of candidature for candidates proceeding partly full-time and partly part-time.
- (e) Unless the Committee in special circumstances otherwise approves, the candidate shall pursue the course without interruption from the date of first enrolment until submission of the DBA thesis.

#### 6. Interruption

- (a) Applications for interruption of candidature must be submitted prior to the trimester or semester for which the interruption is sought and interruption of candidature will only be approved to take effect from the commencement of a trimester or semester.

- (b) At its discretion the Committee may permit candidates to interrupt their candidature while completing Advanced Course Units for one discrete trimester or semester only, and may permit interruption of candidature while the thesis is being completed for one or two discrete trimesters or semesters only.
- (c) The Academic Board may permit interruption beyond the total of three discrete trimesters or semesters at the discretion and on the recommendation of the Committee.

#### 7. Advanced Standing

- (a) The Committee, at its discretion, may grant a candidate advanced standing for up to six (6) coursework units and/or two (2) research paper units on the basis of units completed at this University or another university or tertiary institution, provided that those units have a reasonable degree of correspondence to units prescribed for the coursework or the research paper component as relevant.
- (b) Where a candidate has undertaken research work as part of enrolment in a research degree at this University or another tertiary institution, but has not completed that degree, the Committee, at its discretion, may grant credit towards completion of the thesis, provided that the research already completed will form part of the work required for the thesis component of this degree and will not be used for work towards any other award.
- (c) Where advanced standing or credit is granted, the Committee may approve a reduction in the minimum period of candidature prescribed in 5(b) of these Rules.

#### 8. Enrolment

- (a) A candidate may cancel an enrolment at any time by giving written notice to the Executive Director of Administration.
- (b) Upon the applicant being permitted by the Committee to enrol in the thesis section of the course, one or more supervisors under whose general guidance candidates shall complete a thesis, shall be appointed by the Committee.
- (c) If by reason of absence, illness, or other sufficient reasons, the person appointed as supervisor is unable to perform the duties of the office, the Committee may, at any time, appoint another person as supervisor in that person's stead. The Committee may, at any time, on the

application of the supervisor or of the candidate, approve a change of the supervisor provided that, if the candidate applies for a change of supervisor and the Committee is of the opinion that the original supervisor shall not continue in that office, and there is no other suitable person available or willing to be appointed, the Committee may terminate the candidature.

- (d) The candidate shall pursue the thesis research approved by the Committee under the immediate direction of the supervisor appointed by the Committee. The candidate shall, as the supervisor may from time to time require, submit to the supervisor drafts of sections of written thesis for discussion thereof and shall submit a final draft of the DBA thesis to the supervisor for advice and comments for the purpose of such correctional revisions as may be expedient before the written thesis is submitted for examination.
- (e) Candidates, while enrolled in the thesis component of the course shall, through the supervisor and the Academic Co-ordinator of the Doctor of Business Administration programme, submit in the prescribed form and at the prescribed times, reports satisfactory to the Committee on their work and their compliance with the provisions of these Rules.

#### 9. Examination of DBA Thesis

- (a) The thesis submitted by a candidate, shall be referred to two examiners appointed by the Higher Degrees Committee (Research) of the Graduate Research College on the recommendation of the Academic Co-ordinator of the Doctor of Business Administration programme. At least one of these examiners shall be external to the University. A Supervisor of the thesis shall not also be an examiner.
- (b) Examiners may require the candidate to submit to a written examination on the subject of the thesis.
- (c) After considering the examiners' report, and the report from the Higher Degrees Committee (Research) of the Graduate Research College, the Board of the Graduate College of Management may recommend to the Academic Board that the DBA be awarded or may require a candidate to submit to written, oral or practical examination as it considers desirable; may require the candidate to submit supplementary essays or papers;

may require the candidate to correct the thesis; may give the candidate the opportunity to revise and resubmit the thesis for examination; may reject the thesis or may make such other decisions or recommendations as it considers proper.

#### 10. Award of DBA Degree

Candidates who have fulfilled the foregoing requirements and whose work is of a standard equivalent to a Credit level of achievement in course work and research papers, and whose thesis has met the requirements of examiners, may be admitted to the degree of Doctor of Business Administration by the Council on the recommendation of the Academic Board and Committee.

#### 11. Waiver of Rules

If the Academic Board, on the recommendation of the Committee, shall be of the opinion that compliance with any of these Rules should be waived in a particular instance, it may permit such departure from the Rule in question as in its opinion is necessary or desirable.

### Schedule of Units

MN808	Research Methods and Design I
MN809	Research Methods and Design II
MN811	Strategic Management in a Global Environment
MN812	Innovations in Entrepreneurship
MN813	Business Trends in the Asia/Pacific Region
MN814	Leadership Strategies and Communication Network
MN821	DBA Thesis (1 of 10 units)
MN822	DBA Thesis (2 of 10 units)
MN823	DBA Thesis (3 of 10 units)
MN824	DBA Thesis (4 of 10 units)
MN825	DBA Thesis (5 of 10 units)
MN817	Research Papers I
MN818	Research Papers II

**MASTERS DEGREE BY  
RESEARCH  
DOCTOR OF PHILOSOPHY**

Information and Rules concerning Masters degrees by research and Doctor of Philosophy are given in the Graduate Research College entry in this Handbook.

Enquiries should be directed to the Graduate Research College.

*Graduate Research College*

# Graduate Research College

## Dean

Professor P.R. Baverstock BSc(Hons), DSc(Adel), PhD(WAust)

The Graduate Research College is responsible for the co-ordination of all postgraduate research degrees offered by the University. These degrees include Master of Science, Master of Arts, Master of Business, Master of Education, Master of Education (Training and Development), Master of Laws, and Doctor of Philosophy. All the postgraduate research degrees are offered on a full-time or part-time basis, internally or externally.

Any student wishing to enrol in one of these degrees should consult the Graduate Research College as well as the relevant School or College.

## MASTERS BY RESEARCH

### Rules for the Degree of Master by Research

(Master of Science [MSc], Master of Arts [MA], Master of Business [MBus], Master of Education [MEd], Master of Education (Training and Development) [MEd(T&D)], Master of Laws [LLM])

#### 1. Definitions

In these Rules, the following meanings shall apply to the words indicated:

- "the Committee" means the Higher Degrees Committee (Research), which is a sub-committee of the Graduate Research Committee.
- "Dean" means the Dean, Graduate Research College.
- "course" means a course of study and research on a topic approved in accordance with these rules.
- "candidature" includes probationary candidature.
- "Masters" means a Masters by Research (the percentage of research being determined from time to time by the Graduate Research Committee).
- in relation to a candidate "principal supervisor" means the member of the academic staff appointed as such by the Higher Degrees Committee (Research).

- in relation to a candidate "School" means the School to which the principal supervisor is attached and "College" means the College to which the principal supervisor is attached.

#### 2. Application for Admission

- (a) A person seeking a degree of Master shall prior to submitting an application for admission consult the School Director of Postgraduate Studies and Research, the Head of School and the proposed principal supervisor as to eligibility, the work to be carried out, and resources available.
- (b) An application for admission shall be submitted through the Graduate Research College to the Committee and shall comprise an application and enrolment form completed to the satisfaction of both the Head of School or College director and the School Director of Postgraduate Studies and Research, if relevant, a proposal for the course of study and research to be pursued and evidence of any qualification from another tertiary institution on which the applicant relies, along with any evidence of research experience at an appropriate level.
- (c) Applications may be received and processed by the University at any time and candidature may commence at any time during the calendar year.

#### 3. Qualifications for Admission

To be eligible for admission to candidature for the degree of Master an applicant shall have met one of the following requirements:

- (a) hold a Bachelors degree of this University with first or second class Honours and which the Committee considers relevant; or
- (b) have obtained an award from another tertiary institution which the Committee considers relevant and of a comparable standard to a degree, with first or second class honours, of this University; or
- (c) have obtained an award from this or another tertiary institution which the Committee considers relevant and of a comparable standard to a degree of this University; and either:
  - (i) have passed a masters qualifying examination or another postgraduate course at this or any other tertiary institution which the Committee considers relevant, or
  - (ii) can provide evidence of research experience at an appropriate level.

#### 4. Qualifying Examination

Unless the Dean, on the recommendation of the School Director of Postgraduate Studies and Research or College director, in special circumstances determines otherwise, a candidate for the masters qualifying examination shall:

- (a) undertake a programme of study considered by the Committee, on the recommendation of the School Director of Postgraduate Studies and Research or College director in consultation with the principal supervisor, to be, in combination with any relevant past research experience, at least equivalent to a fourth year of advanced undergraduate study and research in a relevant field; and
- (b) complete the course of study and research in not less than 3 months nor more than one year after enrolment in the course, if a full-time candidate, and in not less than 6 months nor more than two years if a part-time candidate.

#### 5. Field of Study

The degree of Master may be taken in any field approved by the Graduate Research Committee.

#### 6. Course of Study

- (a) A candidate shall not enrol for the degree of Master in any field unless the Committee, on the recommendation of the School Director of Postgraduate Studies and Research or College director, is satisfied that the course pursued by the candidate while studying for the Bachelors degree of that course together with subsequent experience or other qualifications

subsequently obtained lead appropriately to a Masters degree in that field.

- (b) At least seventy per cent of the course of study shall comprise an original research project and a thesis.

#### 7. Appointment of Supervisor

Upon the applicant's admission to candidature one or more supervisors, under whose general guidance the candidate shall work, shall be appointed by the Committee on the recommendation of the School Director of Postgraduate Studies and Research or College director, and with the approval of the Head of School, if relevant, and the intended supervisor. One supervisor will be appointed the principal supervisor.

#### 8. Change of Supervisor

If, by reason of absence, illness or other sufficient cause, the person appointed as supervisor is unable to perform the duties of the office, the Committee may, at any time, appoint another person as supervisor in that person's stead. The Committee may, at any time, on the application of the supervisor or of the candidate, approve of a change of supervisor provided that, if the candidate applies for a change of supervisor and the Committee is of the opinion that the original supervisor should not continue in that office and that there is no other suitable person available or willing to be appointed, the Committee may terminate the candidature.

#### 9. Obligations of Candidate

A candidate shall pursue a course of study and research approved by the Committee, under the immediate direction of a principal supervisor appointed by the Committee. A candidate shall, as the supervisor may from time to time require, submit to the supervisor drafts of the major sections of the written thesis for discussion thereof and shall submit a final draft of the written thesis to the supervisor for advice and comment and for the purpose of such correction or revision as may be expedient before the written thesis is submitted for examination.

#### 10. Progress Reports

Candidates shall, through the principal supervisor and Head of School or College director, submit in the prescribed form and at the prescribed times reports satisfactory to the Committee on their work and their compliance with the provisions of these rules. The principal supervisor and Head of School or College director shall at the same time furnish their comments to the Committee.

#### 11. Period of Candidature

- (a) A Masters course should normally be

completed in one year of full-time study.

- (b) A candidate may not submit a thesis for examination before the expiration, after the candidate lodged an enrolment form for the Masters course, of 9 months if a full-time student or, unless the Committee otherwise permits, of 18 months if a part-time student.
- (c) Unless the Committee in exceptional circumstances approves otherwise, a candidate shall be required to complete all prescribed work, including submission of the thesis, no later than 18 months after first enrolling for the award in the case of a full-time candidate, and no later than three years after first enrolling for the award in the case of a part-time candidate.
- (d) Unless the Committee otherwise determines a candidate shall maintain continuous enrolment in the course until all requirements have been completed.

#### 12. Interruption

- (a) At its discretion and on the recommendation of the principal supervisor and the School Director of Postgraduate Studies and Research or College director, the Committee may permit candidates to interrupt their candidature for a period or periods totalling no more than 12 months.
- (b) The Academic Board may permit interruption beyond 12 months at its discretion and on the recommendation of the Committee.

#### 13. Submission of Thesis

- (a) A candidate shall furnish satisfactory evidence of both scholarship and independence of thought or of having made a contribution to knowledge.
- (b) To this end the candidate shall submit as prime evidence a thesis on a topic proposed by the candidate and approved by the Committee. A thesis must have a substantial written component but may also contain a significant amount of non-written material.
- (c) On submitting a thesis the candidate shall adduce sufficient evidence of its authenticity and originality, and to this end shall submit a written statement at the front of the thesis:
  - (i) indicating which portions are original and which are not; and
  - (ii) giving the sources of information if these are not adequately indicated in the thesis, and indicating whether, and if so to what extent, any of the material submitted, or work on which it is based, has been used in seeking another degree in the University or elsewhere.
- (d) The principal supervisor shall submit a

statement with the thesis to indicate that it is in a form suitable for examination.

#### 14. Examination of Thesis

- (a) The thesis submitted by a candidate shall be referred to two examiners appointed by the Committee on the recommendation of the School Director of Postgraduate Studies and Research or College director. At least one of the examiners shall be external to the University, and a supervisor of a thesis shall not also be an examiner.
- (b) The examiners may require the candidate to submit to a written examination on the subject of the thesis.
- (c) After considering examiners' reports, the Committee may, after consulting the Head of School or College director and the School Director of Postgraduate Studies and Research, if relevant, recommend to the Academic Board that the Masters degree be awarded or the Committee may require a candidate to submit to written, oral or practical examinations as it considers desirable; may require the candidate to submit supplementary essays or papers; may require the candidate to correct the thesis; may give the candidate the opportunity to revise and resubmit the thesis for re-examination; may reject the thesis or may make such other decision or recommendation as it considers proper.
- (d) A candidate who has revised the thesis in terms of 14 (c) above and who fails the re-examination, shall have his/her candidature terminated by the Committee and shall not be eligible for re-enrolment in the degree.

#### 15. Award of Degree

A candidate who fulfils the foregoing requirements and whose work is of a standard that satisfies the examiners may be admitted to the degree of Master of Science, Master of Arts, Master of Business, Master of Education, Master of Education (Training and Development), Master of Laws, as the case may be, by the Academic Board on the recommendation of the Committee.

#### 16. Appeal

An appeal against a decision of the Committee may be made to the Academic Board. An appeal must be received by the University within three calendar months of the date of notification of the decision being appealed.

#### 17. Waiving of Rules

If the Academic Board, on the recommendation of the Dean, shall be of the opinion that compliance with any of these rules should be waived in a particular instance it may permit such departure from the rule in question as in

its opinion is necessary or desirable.

### 18. Rules Relevant to Specific Awards Only

- (a) Master of Business students are required to attend a university campus on at least one occasion per year in order to present one or more seminars covering the current stage of development of their research and to meet with their supervisors. In special circumstances, with the agreement of the School Director of Postgraduate Studies and Research, such meetings and seminar presentations may take place at other off-campus venues.
- (b) Applicants will be eligible for admission to candidature for the degree of Master of Education if they possess the qualifications stipulated in Rule 3 Qualifications for Admission, or
  - (i) a four year Bachelors degree in Education; or
  - (ii) a Bachelors degree and a Diploma of Education; or
  - (iii) a Graduate Diploma in an appropriate specialised field (where the Masters degree is in the same field); or
  - (iv) a relevant coursework Masters degree.

In each instance a minimum GPA of 2.5 or equivalent will be required and normally at least three years' experience in the practice of education.

## DOCTOR OF PHILOSOPHY

### Rules for the Degree of Doctor of Philosophy (PhD)

#### 1. Definitions

In these Rules, the following meanings shall apply to the words indicated:

- "the Committee" means the Higher Degrees Committee (Research), which is a sub-committee of the Graduate Research Committee.
- "Dean" means the Dean, Graduate Research College.
- "course" means a course of study and research on a topic approved in accordance with these rules.
- "candidature" includes probationary candidature.
- "unit" means a period of study in a subject and shall be a component of a course.

- in relation to a candidate "principal supervisor" means the member of the academic staff appointed as such by the Higher Degrees Committee (Research).
- in relation to a candidate "School" means the School to which the principal supervisor is attached and "College" means the College to which the principal supervisor is attached.

#### 2. Application for Admission

- (a) A person seeking a PhD shall prior to submitting an application for admission consult the School Director of Postgraduate Studies and Research and the Head of School and the proposed principal supervisor as to eligibility, the work to be carried out, and resources available.

Where the principal supervisor is attached to a College, the prospective candidate shall consult instead the director of the College and the principal supervisor.

- (b) An application for admission shall be submitted through the Graduate Research College to the Committee and shall comprise an application and enrolment form completed to the satisfaction of both the Head of School or College director and the School Director of Postgraduate Studies and Research, if relevant, a proposal for the course of study and research to be pursued and evidence of any qualification from another tertiary institution on which the applicant relies, along with any evidence of research experience at an appropriate level.

#### 3. Eligibility

- (a) In order to be considered for admission as a PhD candidate, an applicant shall have completed the requirements for:
  - (i) a degree of Bachelor with first class Honours or second class Honours, First Division; or
  - (ii) a degree of Master where at least one-half of the assessment for the award of that degree was based upon a thesis or dissertation and the degree was awarded at a level considered by the Committee to be appropriate; or

- (iii) a qualification awarded by a tertiary institution which, in the opinion of the Committee, is equivalent to either (i) or (ii) above.
- (b) An applicant who does not meet the requirements of (a) but who is able to provide evidence of research experience at an appropriate level may, at the discretion of the Committee, be admitted to candidature on such terms and under such conditions as the Committee may determine.
- (c) An applicant for a PhD candidature in Education who does not meet the requirement of either (a) or (b) above, but who has a coursework Masters degree which includes a relevant and significant research methodology coursework component, and a research project/dissertation/thesis which comprises 25% or more of the degree, may, at the discretion of the Committee, be admitted to candidature for a PhD in Education on such terms and under such conditions as the Committee may determine. Achievement in the degree must have been at a consistently high level (a GPA of at least 2.5 or equivalent).

#### 4. Probationary Period

Candidates for the degree of PhD will be required to undertake probationary candidature for a period of one year.

#### 5. Enrolment in Another Course

No full-time candidate for the degree of PhD shall be permitted to undertake another course of study or subject or unit, concurrently with their enrolment for PhD, without the prior consent of the Committee.

#### 6. Approval of Application

If the Committee is satisfied that the applicant is qualified to be a candidate for the degree, that the proposed course of study is satisfactory, and that supervisory arrangements are satisfactory, it may grant the application; determine the date which is to be deemed the date of registration as a probationary candidate; and determine the special conditions, if any, which it considers should be imposed upon the candidate.

Except where the Committee is satisfied that appropriate alternative arrangements have been made, in the case of a part-time or external candidate, the Committee shall determine the period of residence being not less than 3 months in all, including not less than two weeks during each 12 months of candidature, during which the candidate shall be required to pursue the course of study and research at the University.

#### 7. Recognition of Other Study

Where a candidate has been enrolled for, but

has not completed a research degree at this University or at another institution, the Committee may vary the period of candidature to recognise the past work under such terms and under such conditions as it sees fit, provided that the variation shall not normally exceed one year of full-time study or equivalent.

#### 8. Classification of Candidates

- (a) A candidate may be accepted either as a full-time internal candidate or a part-time internal or external candidate, provided that:
  - (i) the Head of School or College director has certified that the application for candidature and the proposed field of study and place of work are acceptable;
  - (ii) a staff member acceptable to the Committee is willing to accept responsibility as principal supervisor; and
  - (iii) where external candidature is requested, the application is accompanied by a recommendation from the School Director of Postgraduate Studies and Research or College director and proposed principal supervisor concerning the appointment of a co-supervisor who is able to supervise the candidate's work on a day-to-day basis.
- (b) A candidate may transfer from one classification to another on such terms as the Committee may prescribe.

#### 9. Probationary Candidature

After a candidate has, at this University, completed the probationary period, the Committee shall consider the reports furnished in respect of the candidate, then may admit the student as a full candidate, continue the probationary candidature or terminate the enrolment.

#### 10. Supervision

The Committee shall determine the criteria for appointment as a principal supervisor.

- (i) Each candidate shall be allocated a supervisor, to be known as the principal supervisor, who is a staff member acceptable to the Committee and who has indicated, in writing, a willingness to accept responsibility as principal supervisor.
- (ii) At the discretion of the Committee, and on the recommendation of the Head of School or College director, a candidate may be allocated one or more co-supervisors and/or associate supervisors to assist the principal supervisor. A co-supervisor need not be a staff member of

the University but must have demonstrated expertise in the discipline and qualifications which are acceptable to the Committee.

#### 11. Progress Reports

Candidates shall, through the principal supervisor and Head of School or College director, submit in the prescribed form and at the prescribed times reports satisfactory to the Committee on their work and their compliance with the provisions of these rules. The principal supervisor and Head of School or College director shall at the same time furnish their comments to the Committee.

#### 12. Period of Candidature

Except as hereinafter provided, a candidate shall pursue a supervised programme of advanced study and research approved by the Committee. The candidate shall attend such seminars, tutorials, or courses as the principal supervisor, or the School Director of Postgraduate Studies and Research, or Head of School or College director concerned may require.

- (a) (i) A full-time candidate shall pursue the programme of study, after the date of registration as a candidate, for not less than two years if the candidate has completed the requirements for a research masters degree and for not less than two and a half years in all other cases. A candidate who has not completed requirements for the degree in four years must apply for an extension of time. The maximum period of candidature for a full-time candidate shall be five years.
- (ii) A part-time candidate shall pursue the programme of study, after the date of registration as a candidate, for not less than three years if the candidate has completed the requirements for a research masters degree and for not less than four years in all other cases. The maximum period of candidature for a part-time candidate shall be six years.
- (iii) The Committee shall determine on a pro rata basis the minimum and maximum periods of candidature for candidates proceeding partly full-time and partly part-time.
- (b) The Committee may, on the recommendation of the principal supervisor and School Director of Postgraduate Studies and Research or College director, permit a candidate to submit a thesis before the time limited by sub-rule (a) hereof, but in no case more than one year before such time.
- (c) (i) Unless the Committee in special circumstances otherwise approves, the

candidate shall pursue the course without interruption from the date of first enrolment until submission of the thesis.

- (ii) The period of candidature shall be calculated from the approved date of registration as a candidate, including any probationary period, but shall not include approved periods of interruption or suspension of candidature, the period of examination of the thesis, or the period of revision following examination.

#### 13. Interruption

- (a) At its discretion and on the recommendation of the principal supervisor and the School Director of Postgraduate Studies and Research or College director, the Committee may permit candidates to interrupt their candidature for a period or periods totalling no more than 12 months.
- (b) The Academic Board may permit interruption beyond 12 months at its discretion and on the recommendation of the Committee.

#### 14. Cancellation of Enrolment

A candidate may cancel enrolment at any time by giving written notice to Dean.

#### 15. Change of Supervisor

If, by reason of absence, illness or other sufficient cause, the person appointed as supervisor is unable to perform the duties of the office, the Committee may, at any time, appoint another person as supervisor in that person's stead. The Committee may, at any time, on the application of the supervisor or of the candidate, approve of a change of supervisor provided that, if the candidate applies for a change of supervisor and the Committee is of the opinion that the original supervisor should not continue in that office and that there is no other suitable person available or willing to be appointed, the Committee may terminate the candidature.

#### 16. The Thesis

A candidate shall present four copies of a thesis embodying the results of the candidate's research. The thesis shall be in the form prescribed from time to time. It must have a substantial written component but may also contain a significant amount of non-written material. The principal supervisor shall submit a statement with the copies to indicate that the thesis is in a form suitable for examination.

The thesis shall not include a substantial part of work submitted for another degree at this or any other university, and shall be prefaced by a statement, signed by the candidate, that this condition is satisfied, and specifying the portions of the work claimed as original. The

thesis shall include detailed references to the sources from which the information was derived and the extent to which the candidate has made use of the work of others.

#### **17. The Examination**

The thesis and any published work submitted by the candidate shall be submitted to not fewer than three examiners appointed by the Committee, at least two of whom shall be external to the University. A supervisor of a thesis shall not also be an examiner. The examiners may consult with each other, but each examiner shall make a separate report and recommendation on the merit of the thesis and other work submitted for examination. An examiner may question the candidate, through the Dean, in relation to any aspect of the work which, in the opinion of the examiner, requires clarification. A copy of the question and answer shall be sent to the other examiners. An examiner may recommend to the Committee that the candidate be required to submit to examinations, whether written, oral or practical.

After considering examiners' reports, the Committee may recommend to the Academic Board that the PhD degree be awarded or the Committee may require a candidate to submit to written, oral or practical examinations as it considers desirable; may require the candidate to submit supplementary essays or papers; may require the candidate to correct the thesis; may give the candidate the opportunity to revise and resubmit the thesis for re-examination; may reject the thesis or may make such other decision or recommendation as it considers proper.

#### **18. Access to Examiners' Reports**

A candidate shall have access to each examiner's report upon the conditions determined by the Committee, which may withhold the name of the examiner and may specify any portion of the report to which the candidate may not have access.

#### **19. Award of Degree**

A candidate who has duly complied with the provisions of these rules applicable to them and in respect of whose work the Committee has made a favourable recommendation may be awarded the degree of Doctor of Philosophy.

## 20. Appeal

An appeal against a decision of the Committee may be made to the Academic Board. An appeal must be received by the University within three calendar months of the date of notification of the decision being appealed.

## 21. Waiving of Rules

If the Academic Board, on the recommendation of the Dean, shall be of the opinion that compliance with any of these rules should be waived in a particular instance it may permit such departure from the rule in question as in its opinion is necessary or desirable.

## POSTGRADUATE SCHOLARSHIPS

### Research Scholarships and Research Support Scholarships

#### Conditions of Award

#### 1. Eligibility for Scholarship

To qualify for a scholarship, applicants should hold or expect to complete, within one (1) month of the closing date for applications, a degree or other qualification which, in the opinion of the relevant committee, is equivalent to a degree.

#### 2. Closing Date for Applications

Applications shall close with the Graduate Research College on 31<sup>st</sup> October each year, or at other times at the discretion of the Dean of the Graduate Research College.

#### 3. Duration of Scholarship

The duration of the scholarship will be in accordance with the contract with the external provider. The award will cease on expiry of the award or upon submission of the thesis, whichever occurs first. However, if the award has not expired, it may be reinstated, upon the work being returned to the candidate for amendment, and continued until it either reaches that limit or the thesis is re-submitted, whichever occurs first. Periods of study already undertaken towards the degree or undertaken during suspension of the award may be deducted from the period of tenure.

#### 4. Mode of Study

Scholarship holders will be required to pursue their course of study on a full-time or part-time basis. Holders of a full-time scholarship may not engage in any academic course of study leading to a qualification which is not an essential part of their research programme.

#### 5. Allowances

Awards shall carry a stipend and other allowances outlined in a schedule of benefits

and guidelines available from the Graduate Research College.

#### 6. Other Awards

Scholars may not hold a research award or support award concurrently with any other award, without the approval of the Dean of the Graduate Research College.

#### 7. Employment

Full-time scholarship holders may, with the approval of the Dean of the Graduate Research College, be permitted to undertake casual teaching or other duties. Where such approval is given it must be equivalent to not more than 20% of the normal teaching load of a level A academic.

#### 8. Leave

Scholars are entitled to 20 days paid recreation leave a year calculated on a pro-rata basis. No more than 20 days recreation leave may be accumulated and leave must be taken during the tenure of the scholarship. The principal supervisor's agreement must be obtained before leave is taken. Any other absence from studies in excess of 2 weeks must be reported to the Dean of the Graduate Research College.

#### 9. Interruption of Scholarship

A scholar may apply for interruption to the scholarship for a period or periods of up to 12 months in total. During this period benefits are not payable and the period will be added to the tenure of the award.\*\* Any further period of interruption will be subject to the approval of the Academic Board. Where permission for interruption is sought, scholarship holders must consult the Administrative Officer of the Graduate Research College.

#### 10. Contact with Supervisor

A scholar is required to maintain regular contact with the supervisor in accordance with the document signed by the scholar entitled "Arrangement between Principal Supervisor and Applicant".

#### 11. Progress Report and Renewal of Scholarship

Scholars will be required to submit at least two (2) progress reports each year. Other reports may be required at the discretion of the Dean of the Graduate Research College. An unsatisfactory report may result in cancellation of the scholarship or the scholarship holder being placed on probation

\* Where candidature continues part-time, the equivalent period may be deducted from the tenure of the scholarship.

## **POLICY STATEMENT - RESEARCH AWARDS**

### **Candidature**

#### **Admission**

An application for candidature, proposed field of study and place of work, must be acceptable to an appropriate supervisor, the Head of School or College director and to the School Director of Postgraduate Studies and Research, where relevant. A candidate may not concurrently undertake any other course of study at the University or elsewhere without prior approval of the Dean of the Graduate Research College. The candidate must forward a full completed re-enrolment form to the Executive Director of Administration at the beginning of each year.

If a candidate wishes to change status from full-time to part-time or vice versa the approval of the Higher Degrees Committee (Research) must first be secured. The minimum time required for a candidate who transfers between full-time and part-time classification shall be calculated on a pro-rata basis.

Where the conditions of acceptance no longer apply, a candidate must secure the approval of the Higher Degrees Committee (Research) for acceptance of the new study programme.

#### **Involvement in Confidential Research Projects**

A postgraduate research student may not, as part of a postgraduate programme, undertake research which requires the student to sign a confidentiality agreement imposing restrictions on the publication of any resulting thesis, unless the specific agreement has been endorsed by the Higher Degrees Committee (Research).

#### **Intellectual Property**

*Refer to the Intellectual Property Policy approved by Council on 7<sup>th</sup> December, 1995.*

#### **Attendance**

A candidate must attend the University for seminars, tutorials, courses, or for any other purpose required by the supervisor, Head of School or College director where relevant. A candidate shall, in addition, pursue the course at the University for at least the prescribed period. The candidate must, in the annual report, indicate the dates and times of attendance and the supervisor certify that the candidate is attending as required. The course must be pursued without interruption except with the approval of the Higher Degrees Committee (Research). A candidate may cancel or withdraw but will not

necessarily be allowed to re-enrol for the same topic or be granted credit for work already done if re-enrolment is permitted.

#### **Progress Reports**

Every candidate shall submit a report each April and November, the first being merely a checklist and the second more comprehensive, outlining the progress of work to date and shall also provide such other reports, thesis drafts, calculations and other data as the principal supervisor may require. A candidate must, in the report, indicate the dates and times of attendance and the supervisor certify that the candidate is attending as desired. The report must be signed by the supervisor, the Head of School or College director and the School Director of Postgraduate Studies and Research where relevant.

After a candidate has, at this University, completed the probationary period, the Committee shall consider the reports furnished in respect of the candidate, then may admit the student as a full candidate, continue the probationary candidature or terminate the enrolment.

#### **Knowledge of Rules**

The candidate has a responsibility, throughout the course, to be aware of and to abide by the relevant award rules and the instructions contained in the University Handbook.

#### **Change of Supervision**

A candidate may apply through the School Director of Postgraduate Studies and Research or College director where relevant to the Higher Degrees Committee (Research) at any time for a change in supervision. However, it should be appreciated that unless suitable supervision can be arranged, the candidature may lapse. The candidate may, however, complete the degree elsewhere.

#### **Requirement to Make Satisfactory Progress**

The full-time candidate should plan to complete the programme of study and to submit a thesis for examination within the time limits set in the award rules. The candidate and the principal supervisor may be called on to provide a special report on the stage reached, on the steps to be taken, and on the estimated time required for submission of the thesis.

#### **Termination of Candidature**

Candidature may be terminated at any time by resolution of the Higher Degrees Committee (Research) for failure to meet any prescribed conditions.