

2012 Course Enrolment Guide

School of Tourism & Hospitality Management

Undergraduate Programs

The School of Tourism and Hospitality Management
PO Box 157, Lismore, NSW, 2480
Phone: 02 66203920
Freecall: 1800 626 481 (Student Services) OR 1800 111 890 (Distance Education)
Fax: 02 6626 9155
Email: tourline@scu.edu.au
Web: www.scu.edu.au/schools/tourism

Updated September 2011

Welcome

A very warm welcome to the School of Tourism and Hospitality Management (STHM). On behalf of all of our staff, we hope you enjoy your studies, and trust that you find them richly rewarding and valuable.

You are a student in a School with a distinguished history in tourism and hospitality education and research spanning over 20 years. At STHM we instil our students with the critical knowledge and fundamental business skills required to succeed in the global tourism, hospitality, hotel and events related industries. Our graduates are of the highest quality, in great demand, and fill professional roles in Australia and around the globe.

All of our courses are informed and scrutinised by our Industry Advisory Board, which is composed of managers and executives of leading tourism organisations such as Emirates, Mulpha Australia and Carnival Cruise Lines. Our strong links with industry also form a fundamental part of our internship program, giving our students real experience in real tourism jobs before they graduate and enter the workforce, ensuring that they are career-ready. We also offer an optional international exchange for undergraduate students.

Our courses are accredited, meeting the standards of excellence set by the International Centre of Excellence in Tourism and Hospitality Education (THE-ICE).

We also believe strongly that advanced teaching and learning must be informed by research and innovation. Our research-active academics are widely published and the School runs two progressive research centres. The Centre for Gambling Education and Research conducts research and consulting in gambling operations, management, policy and impacts. The Centre for Tourism, Leisure and Work incorporates research and consulting with a focus on leisure and tourism planning, policy and management and promoting community resilience.

I wish you all the very best in your studies. If we can do anything to support your studies and life at University, please do not hesitate to contact the School's staff.

Best Wishes

Professor Sandra Speedy

Acting Head of School

How to use this guide

This course enrolment guide has been developed to assist students with unit selection, to facilitate online enrolment and provide advice about important contacts, resources and support services available. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** contains course-specific information and sets out the structure of the course, maps suggested or compulsory unit progressions and shows specialisation sequences per study period, if applicable.
- **Part Two** provides helpful information in relation to important dates, useful websites and relevant administrative information including the contact details of specialist staff within the University who are available to assist with specific enquiries.

What to do next

1. Visit the [Getting Started](#) website. This site contains the steps needed to:
 - gain access to [My Enrolment](#)
 - check student details
 - accept an offer
 - choose a payment option
 - gain access to [MySCU](#) and [SCU webmail](#).
2. Print or download this Course Enrolment Guide and retain it for reference throughout the duration of the course.
3. Choose units to study using the course structure and unit information provided in this Course Enrolment Guide. Remember to:
 - read this guide carefully as it will recommend units for enrolment in each study period
 - choose units for each Session or Trimester within the academic year and understand where those units fit into the course structure
 - consider using Session 3 (an optional study period) to spread study load, dedicate time to studying units that might need a concentrated effort, or fast track and complete studies earlier.
4. Enrol in units for the **whole year** using [My Enrolment](#).
Enrolment for 2012 opens on 12 September 2011. Students will receive a notification advising that enrolment is open in their SCU Webmail account. Look out for this email and enrol early.
SCU requires students to plan their studies in advance and enrol in units for the full academic year. Students self manage their enrolment online in My Enrolment and can change enrolled units, add more units or withdraw from units up until the start of each study period.
5. Check the census date for each unit using [My Enrolment](#).
Each unit of study (subject) has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes final. After the census date a student cannot enrol or withdraw from units without financial and/or academic liability.
6. Access the School Student Centre and Unit Learning Site(s) in [MySCU](#).
A Unit Learning Site is generated for every unit in which a student has an official enrolment. One week before the start of each study period, the Unit Learning Sites will open. Inside the

Unit Learning Site students will find the **Unit Information Guide** and **Study Guide**. It is very important students visit this site regularly – SCU recommends students visit every day during the study period.

7. Check the [Class Timetable](#).

Internal students will need to check the class timetable to find out when classes have been scheduled for the activities that have been planned for the on-campus units in which they are enrolled.

8. Register for on-campus classes online through [My Enrolment](#):

- Students who enrol in any on-campus units (internal mode), should attend the scheduled on campus classes for the activities listed in the class timetable.
- Session students must check the [class timetable](#) to see whether they need to register into any classes. Classes fill up quickly so register early. Students will receive an email in their SCU Webmail account to advise when registration will open.
- Trimester students do not register into classes as there is usually only one class to attend.
- Distance education (university-wide; external mode) and online students do not need to attend classes and will find all the information to start studying in their Unit Learning Site(s).

9. Once students are admitted to their course, enrolled in units and registered into classes, they are ready to start studying. SCU recommends students now visit the [Orientation](#) website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.

Need assistance?

For assistance with My Enrolment refer to:

- the [Demonstration Guides](#) located on the Student Enrolment and Support Services site; or
- contact Student Services on 1800 626 481; or
- email enrol@scu.edu.au

For assistance with course structure and study plan advice, students should contact the School Student Liaison and Support Team. Contact details are listed at the end of Part One in this guide.

Welcome to SCU! We hope you enjoy your studies. Remember, staff are here to help, so don't be afraid to contact us.

Important notice

A student's course is governed by the Award Rules for the year in which they commenced study. It is important that students become familiar with the Award Rules for their course, which can be found in the [Student Handbook](#).

If a student is unable to adhere to the structure in place when study commenced, they must consult with a School Student Liaison or Support Officer.

The information contained in this guide is correct at the date of publication. This guide is revised each year.

Contents

Welcome	iii
How to use this guide	v
Part One: Course and Enrolment Information	1.1
Abbreviations used in this guide.....	1.1
Course overviews.....	1.2
2012 Course rules	1.2
Continuing students.....	1.2
Unit availability 2012.....	1.2
2012 Session 1 units.....	1.4
2012 Session 2 units.....	1.5
2012/2013 Session 3 units	1.6
Bachelor of Business in Tourism Management	1.10
2012 Course schedule	1.11
Recommended enrolment for commencing students.....	1.12
Bachelor of Business in Tourism Management 2012 course progression	1.13
Bachelor of Business in International Hospitality Management	1.14
2012 Course schedule	1.15
Recommended enrolment for commencing students.....	1.17
Bachelor of Business in International Hospitality Management 2012 Course progression.....	1.18
Bachelor of Business in Convention and Event Management.....	1.19
2012 Course schedule	1.20
Recommended enrolment for commencing students	1.21
Bachelor of Business in Convention and Event Management 2012 course progression	1.22
Bachelor of Sport Tourism Management	1.23
2012 Course schedule	1.24
Recommended enrolment for commencing students.....	1.25
Bachelor of Sport Tourism Management 2012 course progression	1.26
Bachelor of Business in International Tourism Management	1.27
2012 Course schedule	1.28
Recommended enrolment for commencing students.....	1.29
Bachelor of Business in International Tourism Management 2012 course progression	1.30

Bachelor of Environmental Tourism Management	1.31
2012 Course schedule	1.32
Recommended enrolment for commencing students.....	1.33
Bachelor of Business in Hotel Management	1.35
2012 Course schedule	1.36
Recommended enrolment for commencing students.....	1.37
Bachelor of Business in Hotel Management 2012 course progression	1.38
Honours programs	1.39
Unit descriptions.....	1.39
Other important information	1.46
MySCU learning and information sites.....	1.46
Tourism and Hospitality Management Student Centre (MySCU Information Site).....	1.47
Advanced standing – course specific requirements	1.47
Requirements for studying via distance education.....	1.48
Domestic students studying abroad.....	1.48
Internship.....	1.49
School contacts	1.50
Student liaison or support team.....	1.50
Course co-ordinators and advisors.....	1.51
Other important contacts	1.52

Part Two Administrative and General Information..... 2.1

Fees	2.1
Other related costs	2.3
Income support and the Three-Session Teaching Calendar.....	2.3
Advantages of studying in Session 3	2.3
Study load for International onshore students	2.4
Census dates.....	2.5
Commonwealth Assistance Notices (CAN)	2.5
Final date to enrol in unit/s.....	2.5
Deferring studies.....	2.5
Advanced standing – recognition of prior work or study	2.6
Class timetabling.....	2.8
Class registration	2.8
Leave of absence	2.8
Variation to enrolment.....	2.9
Withdrawing from a course or unit.....	2.9
Cross-institutional studies	2.10

Course transfer	2.10
Further information about enrolment issues	2.11
MySCU.....	2.11
Textbooks.....	2.13
Study materials and Books of Readings.....	2.13
Turnitin.....	2.14
Orientation and transition	2.15
Beat The Stress Week	2.15
Student Health and Support Services	2.15
Indigenous Australian Student Support.....	2.16
University Library	2.16
Academic Skills Development Unit	2.16
Services for distance education students	2.17
Information technology support	2.17
Early engagement and intervention support.....	2.18
Examinations	2.18
Special consideration/special examination.....	2.19
Grades and academic standing	2.19
Staying in touch with SCU	2.20
Complaints @ SCU	2.21
General information.....	2.22
Key dates for 2012	2.22
Useful University websites.....	2.24
Getting started.....	2.24
About the University.....	2.25
Schools and Colleges.....	2.25
Southern Cross University Orientation Program.....	2.26

Course and Enrolment Information

Take time to read the course information in this guide before enrolling.

Please follow the enrolment and course progression pattern suggested in this guide unless advanced standing has been granted, which will alter the order of unit enrolment and progression through the course. For help with unit selection and preparing your study plan contact the Student Liaison or Support Team or a Gold Coast Shared Services Advisor.

Once enrolled, course progression information is also available via the MySCU Information Site (also known as the Tourism and Hospitality Management Student Centre). When in the site, click on the 'Course Info' link.

All first year units are core (compulsory). Some units may have pre-requisites that must be studied before others. Please refer to the Unit Availability Table (later in Part One of this guide) for pre-requisite unit details.

Students commencing in Session 1 or Session 2 are not required to enrol for Session 3. Session 3 is an optional study period which may be utilised to accelerate course progression and complete studies early, repeat any failed units; achieve redemption from Exclusion; or provide consistent life balance by spreading the annual study load over three sessions instead of two.

Before enrolling, students commencing in Session 3 should identify appropriate first year (core) units from the 2012 Unit Availability Table in this guide and confirm the Session 3 availability of these units via the Schedule of Units (SOU) at: <http://www.scu.edu.au/scheduleofunits>.

Full time students enrol in three to four units per study period. Part time students, enrol in one to two units per study period.

Students should enrol as soon as possible for all essential study periods (Session 1 and/or Session 2) in the 2012 academic year as this permits:

- access to MySCU and the MySCU Information Sites (School Student Centres) and Learning Sites for each enrolled unit;
- planning, timetabling and printing requirements for all students;
- dispatch of external study materials before the study period commences;
- class/tutorial registration which occurs before the study period commences, only for students studying internally/on campus.

Abbreviations used in this guide

STHM	School of Tourism and Hospitality Management	BBIHM	Bachelor of International Hospitality Management
BBTM	Bachelor of Business in Tourism Management	BBCEM	Bachelor of Business in Convention and Event Management
BSpTM	Bachelor of Sport Tourism Management	BBITM	Bachelor of Business in International Tourism Management
BETM	Bachelor of Environmental Tourism Management	BBHM	Bachelor of Business in Hotel Management
THHS	The Hotel School Sydney	UIG	Unit Information Guide
SOU	Schedule of Units		

Course overviews

The School of Tourism and Hospitality Management offer for admission, seven undergraduate and two Honours awards (course) in a range of specialisations within the tourism and hospitality industries:

- Bachelor of Business in Tourism Management
- Bachelor of Business in International Hospitality Management
- Bachelor of Business in Convention and Event Management
- Bachelor of Sport Tourism Management
- Bachelor of Business in International Tourism Management
- Bachelor of Environmental Tourism Management
- Bachelor of Business in Hotel Management (THHS)
- Bachelor of Business in Tourism and Hospitality Management with Honours
- Bachelor of Sport Tourism Management with Honours

2012 Course rules

There are specific award rules relevant to each course, as well as general rules relating to all Southern Cross University undergraduate Awards. See the University's Rules Relating to Awards, in conjunction with the Specific Award Rules listed below each course.

All Rules for each course are published in the Student Handbook. Hardcopies of the Handbook are available for purchase at the Coop Bookshop. An online version of the Handbook is found at <http://www.scu.edu.au/handbook>

Each course structure contains core, option and/or elective units. Core units are compulsory and must be completed. Option units should be selected from the relevant specified list of units and Elective units can be chosen from any unit offering at Southern Cross University.

Continuing students

A student's course will be governed by the Award Rules for the year in which they commenced study. Continuing students should consult the Award Rules for their commencing year found in archived handbooks available from the publications web page at <http://www.scu.edu.au/about/index.php/17/>.

Course structures for all years are available on the MySCU Information Site: 'School of Tourism and Hospitality Management Student Centre', under the Course Info button.

Unit availability 2012

This information is derived from the Schedule of Units (SOU) and is correct at the time of printing. Please visit: <http://www.scu.edu.au/scheduleofunits>. Brief unit descriptions are detailed in this guide, appear in the Student Handbook and are downloadable from the SCU University website at: <http://www.scu.edu.au/handbook> by scrolling to the heading 'Course and Unit Information' and selecting the subheading 'Description of Units'.

The following Key and Definitions will assist in interpreting the Campus location codes, requisite information and enrolment restrictions.

Key

L	Lismore Campus	GCB	Gold Coast Beachside Campus
CH	Coffs Harbour Campus	EXT	University Wide/External
S	The Hotel School Sydney	BBHM	Bachelor of Business in Hotel Management

** There is no University Wide location for the Intern Study I–IV unit. University Wide/External students enrolling in the Intern Study I–IV units, should select Lismore as their location.

Double-weighted units (24 credit points)

Definitions

Internal is an on campus course of study at a physical location e.g. Coffs Harbour, Lismore, Singapore, etc. Such a course may be web enhanced e.g. MySCU.

External (EXT) is an externally delivered course of study with study guides and course materials delivered via the post or made available online. Also called distance education or study via correspondence. It is typically web enhanced.

Online (ONL) is a course of study delivered exclusively online. All material for the unit is delivered online via the web.

Pre requisite study package ('Pre') means a study package (unit or course) which must have been completed with a grade of Pass or above before enrolling in another specified study package.

Co requisite study package ('Co') means a study package (unit or course) in which a student must be concurrently enrolled (or have satisfactorily completed) prior to enrolment in another specified study package.

Anti requisite study package ('Anti') means a study package (unit or course) that if satisfactorily completed will not allow enrolment in another specified study package, normally because they are equivalent or overlapping in content.

Enrolment Restrictions are the enrolment conditions for the particular study package (unit or course) that if relevant are found directly under any requisites for the relevant study package in the Unit Availability Table.

Double-weighted units are units that are equivalent to two single-weighted units. Single-weighted units are 12 credits point and double weighted units are 24 credit points in value.

2012 Session 1 units

Unit Code	Unit Name	Pre, Anti and Co-Requisites	Campus Location
ACC00207	Hospitality and Tourism Financial Management	Pre ACC00206 or ACC10249 BBHM only	S
BUS00211	The Casino, Club and Hotel Environment		L, CH, GCB, EXT
BUS00212	Fundamentals of Gaming Technology Management		EXT
BUS00213	Global Gaming Impacts		EXT
COM00207	Communication in Organisations	Anti EDU10235 or EDU00220	L, CH, GCB, EXT, S
ECO00424	Economic Analysis for Tourism & Hospitality	Anti ECO10250	L, CH, GCB, EXT
EXE00221-4	Tourism and Hospitality International Exchange I-IV	Approval from STHM & International Office prior to concurrent enrolment	L, CH, GCB
HOS10199	Foodservice Operations		CH, EXT
LAW00203	Business Law and Ethics for Tourism and Hospitality		L, CH, GCB, EXT, S
MKT00127	Tourism and Hospitality Marketing	Anti MKT00075	L, CH, GCB, EXT, S
MKT00128	Tourism and Hospitality Sales and Promotion		S
MKT00204	Special Interest Tourism		L, GCB, EXT
MKT01221-4	Intern Study I-IV	Pre Any 19 units	L, CH, GCB, S **
MKT01420	Conventions Meeting and Exhibitions Management		CH, GCB, EXT, S
MKT01425	Tourism in Pacific Asia		L, GCB, EXT
MNG00415	Tourism and Hospitality Research and Analysis		L, CH, GCB, EXT
MNG00417	Strategic Management for Tourism and Hospitality Enterprises	Pre: MNG00440 Anti MNG00114	L, CH, GCB, EXT
MNG00421	Events Management		L, GCB, EXT
MNG00427	Entrepreneurship for Tourism and Hospitality		L, CH, GCB, EXT
MNG00431	Rooms Division Operations		S
MNG00440	Introduction to Tourism and Hospitality Management	Anti MNG10247	L, CH, GCB, EXT, S
MNG01222	Facility and Risk Management for Hospitality Operations		CH, GCB, EXT
MNG01413	Human Resource and Workplace Management		S

Unit Code	Unit Name	Pre, Anti and Co-Requisites	Campus Location
MNG10228	Project Management for Conventions and Events		GCB, EXT
MNG10476	Professional Development for the Workplace	Anti HMS00223	EXT, S
MNG10695	Global Politics of Tourism		GCB, EXT
MNG10696	International Tourism Destinations		GCB, EXT
MNG10697	International Transport and Tourism		GCB, EXT
SCI00428	Food and Beverage Operations	BBHM only	S
SOY00011	Sport Tourism I		L, EXT
SOY00012	Sport Tourism II	Pre SOY00011	L, EXT
SOY00137	Environmental Management for the Hotel Industry	BBHM only	S
SOY00411	Tourism Theories and Practices	Anti MNG10225	L, CH, GCB, EXT
SOY00412	Contemporary Tourism Issues		S

Correct at time of printing. Please visit: <http://www.scu.edu.au/scheduleofunits>

2012 Session 2 units

Unit Code	Unit Name	Pre, Anti and Co-Requisites	Campus Location
ACC10707	Accounting for Business	Anti ACC00206 or ACC10249	L, CH, GCB, EXT, S
BUS00214	Gaming Management, Planning and Governance		EXT
COM00207	Communication in Organisations	Anti EDU10235 or EDU00220	S
ECO00424	Economic Analysis for Tourism and Hospitality	Anti ECO10250	L, CH, GCB, EXT
EXE00221-4	Tourism and Hospitality International Exchange I-IV	Approval from STHM & International Office prior to concurrent enrolment	L, CH, GCB
HMS00423	Sustainable Tourism		L, GCB, EXT
MKT00128	Tourism and Hospitality Sales and Promotion		L, CH, GCB, EXT
MKT01221-4	Intern Study I-IV	Pre Any 19 units	L, CH, GCB, S**
MNG00135	Managing Rooms Division Operations		CH, EXT
MNG00417	Strategic Management for Tourism and Hospitality Enterprise	Pre MNG00440 Anti MNG00114	S
MNG00418	Information Systems for Tourism and Hospitality Management		CH, GCB, EXT, S

Unit Code	Unit Name	Pre, Anti and Co-Requisites	Campus Location
MNG00421	Events Management		S
MNG00427	Entrepreneurship for Tourism and Hospitality		S
MNG00431	Rooms Division Operations		S
MNG00441	Hospitality Services Management		L, CH, GCB, EXT, S
MNG01222	Facility and Risk Management for Hospitality Operations		S
MNG01413	Human Resource and Workplace Management		L, CH, GCB, EXT
MNG10226	Theming and Staging for Conventions and Events		GCB, EXT
MNG00415	Tourism and Hospitality Research and Analysis		S
MNG10476	Professional Development for the Workplace	Anti HMS00223	L, CH, GCB, EXT, S
MNG10526	Foundations of Visitor Interpretation		L, EXT
MNG10723	Hospitality: History, Politics and Culture		CH, EXT, S
MNG10724	Coastal and Marine Tourism		L, CH, GCB, EXT
SCI00419	Food and Beverage Management		L, CH, GCB, EXT
SCI00428	Food and Beverage Operations	BBHM only	S
SOY00411	Tourism Theories and Practices	Anti MNG10225	S
SOY00412	Contemporary Tourism Issues		L, GCB, EXT

Correct at time of printing. Please visit: <http://www.scu.edu.au/scheduleofunits>

2012/2013 Session 3 units

Unit Code	Unit Name	Pre, Anti and Co-Requisites	Campus Location
ACC00207	Hospitality and Tourism Financial Management	Pre ACC00206 or ACC10249 BBHM only	S
BUS00211	The Casino, Club and Hotel Environment		EXT
COM00207	Communication in Organisations	Anti EDU10235 or EDU00220	GCB, EXT
HOS10199	Foodservice Operations		EXT
LAW00203	Business Law and Ethics for Tourism and Hospitality		EXT, S
MKT00128	Tourism and Hospitality Sales and Promotion		EXT, S
MKT00204	Special Interest Tourism		EXT
MKT01221-4	Intern Study I-IV	Pre Any 19 units	L, CH, GCB**
MKT01420	Conventions, Meetings and Exhibitions Management		EXT

Unit Code	Unit Name	Pre, Anti and Co-Requisites	Campus Location
MKT01425	Tourism in Pacific Asia		EXT
MNG00135	Managing Rooms Division Operations		EXT
MNG00415	Tourism and Hospitality Research and Analysis		EXT
MNG00417	Strategic Management for Tourism and Hospitality Enterprises	Pre MNG00440 Anti MNG00114	EXT, S
MNG00421	Events Management		GCB, EXT
MNG00431	Rooms Division Operations		S
MNG00427	Entrepreneurship in Tourism and Hospitality		EXT, S
MNG01222	Facility and Risk Management for Hospitality Operations		EXT, S
MNG10226	Theming and Staging for Conventions and Events		EXT
MNG10228	Project Management for Convention and Events		EXT
MNG10291	The Cruise Business		GCB, EXT
MNG10476	Professional Development for the Workplace	Anti HMS00223	EXT
MNG10723	Hospitality: History, Politics and Culture		EXT, S
SCI00419	Food and Beverage Management		EXT
SCI00428	Food and Beverage Operations	BBHM only	S
SOY00137	Environmental Management for the Hotel Industry		S
SOY00411	Tourism Theories and Practices	Anti MNG10225	GCB, EXT

Correct at time of printing. Please visit: <http://www.scu.edu.au/scheduleofunits>

Units may be taught by other schools

The Tourism and Hospitality Management's courses contain units which are taught by other Schools including Sport and Exercise Science, Environmental Science and the Business School. For any unit enquiry, students should contact the school that teaches the unit. On the second page of the SOU each school is identified by a numerical code. For instance:

- 50 School of Environmental Science and Management
- 41 Southern Cross Business School

The numerical code of the School that teaches the unit is listed under the final 'School' column. For example, the core unit COM00207 Communication in Organisations is **taught by 70**, School of Tourism & Hospitality Management.

Mode of study

Provided the unit availability exists, in any study period a student can study any combination of internal, external or online units that best suit their needs. The mode of study is therefore relative to each unit, not the student. Regardless of the mode of study, all students require reliable access to a computer and the internet.

Students who need to vary the mode of study once the study period has commenced should contact the Student Liaison or Support Officer or Shared Services Advisor for the School that teaches the unit for assistance and advice.

Study load

Both external and internal students can study either full-time or part-time. A student's study load however, does have a bearing on unit selection and the pace of progression.

Students are wise to choose a study load that complements their work, family and social commitments. Each unit represents approximately 150 learning hours per study period and 10 to 12 hours per week involving: face-to-face learning (on-campus lectures/tutorials) or consultation; workshops; tutorials; online discussions; research; assignment preparation, writing and referencing; examination preparation and attendance; and participation in Elluminate Live! sessions.

Full-time study

Students studying full time normally complete three or four units in each of the two compulsory study periods (Sessions 1 and 2). For a 24 unit degree, a typical full-time study sequence would consist of undertaking four units in each of the compulsory study periods being Sessions 1 and 2, (8 units per year) over a three year period; or three units in Sessions 1 and 2, (6 units per year) over a four year period.

It may be possible for a student to study four units in each available study period, being Sessions 1, 2 and 3, depending on course structure and unit availability. Studying 12 units per year may enable students to complete their studies in a two year period. In each of these full-time examples the total study commitment is between 30 – 48 hours per week.

A fifth (5) unit load may be taken in a study period with Head of School approval. The School will take into account a students' academic performance when considering 5th unit requests.

Part-time study

It is recommended that students who are working full-time undertake a part-time study load. Students studying part-time normally complete one or two units in each of the two compulsory study periods (Sessions 1 and 2). It is up to the individual as to which unit/s to enrol in each session, being mindful of requisite restrictions.

A typical part-time study sequence would consist of undertaking two units in Sessions 1 and 2, over a six year period. Should a student take advantage of studying two units in each available study period (Sessions 1, 2 and 3), they may complete their studies in a four year period.

Although students can elect to study one unit in a study period, a twenty four (24) unit degree must be completed within eight years. Students should therefore study one unit in each of the three available study periods.

In each part-time example provided the total study commitment is between 10 – 24 hours per week.

Candidature period guide

A Double Degree (36 or 40 units) has a candidature period of 15 years

A Bachelor Degree (24 units) has a candidature period of 8 years

An Associate Degree (16 units) has a candidature period of 6 years

Selecting a major

The following courses require students to select a major prior to enrolment in Part C units:

- Bachelor of Business in Convention and Event Management
- Bachelor of Business in International Tourism Management
- Bachelor of Business in International Hospitality Management
- Bachelor of Sport Tourism Management

If you would like further information on selection of majors and planning future study options, please contact the Student Liaison Team (refer to School Contacts located later in Part One of this guide).

2012 Course progressions

Each course heading will feature a table detailing the suggested 2012 Course Progression. The table maps out the suggested course structure which will assist with unit selection. Variations to course progressions will occur if advanced standing has been granted.

For queries regarding any aspect of the STHM courses please contact the Student Liaison or Support Team, Gold Coast Shared Services or Course Advisor. Contact details can be found later in Part One of this guide under the heading 'School Contacts'.

Bachelor of Business in Tourism Management

Level of Award:	Undergraduate Degree
Faculty:	Business and Law
Academic Organisational Unit:	School of Tourism and Hospitality Management
Campus:	Lismore, Gold Coast Beachside
Course Mode:	Internal/University Wide
Duration:	3 years*
Total Units:	24

* may be completed in a shorter period subject to Academic Calendar and unit study period availability

Specific award rules

4.1 Requirements for an award

- a. To be eligible for the award of Bachelor of Business in Tourism Management a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules; and
 - ii. all units listed in Part B of the schedule of units attached to these rules; and
 - iii. no less than eight (8) units from Part C of the schedule attached to these rules.
- b. To be eligible for the award of Associate Degree of Business in Tourism Management a candidate shall successfully complete not less than sixteen (16) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules; and
 - ii. no less than eight (8) units listed in either Part B or Part C of the schedule of units attached to these rules.

4.3 International exchange program

Candidates permitted to participate in a one session exchange program at an approved partner university overseas shall:

- a. undertake units at the partner university which have been approved by the School Board;
- b. successfully complete four (4) units of a full-time student load at the partner university in order to receive a maximum of four (4) units recorded as 'satisfied requirements' at Southern Cross University;
- c. and abide by the rules and conditions of the partner university and the exchange agreement.

2012 Course schedule

Bachelor of Business in Tourism Management

Part A – First year core units

Unit Code	Unit Name
COM00207	Communication in Organisations
MNG00440	Introduction to Tourism and Hospitality Management
SOY00411	Tourism Theories and Practices
MNG00441	Hospitality Services Management
MNG01413	Human Resource and Workplace Management
ACC10707	Accounting for Business
ECO00424	Economic Analysis for Tourism and Hospitality
MKT00127	Tourism and Hospitality Marketing

Part B – Second and third year core units

Unit Code	Unit Name	Year
LAW00203	Business Law and Ethics for Tourism and Hospitality	2nd
MNG00415	Tourism and Hospitality Research and Analysis	3rd
MNG00417	Strategic Management for Tourism and Hospitality Enterprises	3rd
MNG10476	Professional Development for the Workplace	2nd
MKT01221	Intern Study I	3rd
MKT01222	Intern Study II	3rd
MKT01223	Intern Study III	3rd
MKT01224	Intern Study IV	3rd

Intern Study I–IV MKT01221–224 can be taken over a 20-week (600 hours) period after the completion of 19 units. All Internship placements must be approved by the Internship Co-ordinator prior to commencement.

Part C – Option units

Unit Code	Unit Name
SOY00412	Contemporary Tourism Issues
HMS00423	Sustainable Tourism
MKT00204	Special Interest Tourism
MKT01425	Tourism in Pacific Asia
MNG00421	Events Management
SCI00419	Food and Beverage Management
MNG00427	Entrepreneurship for Tourism and Hospitality
MNG00418	Information Systems for Tourism and Hospitality Management
MNG10526	Foundations of Visitor Interpretation

Unit Code	Unit Name
EXE00221-4	Tourism and Hospitality International Exchange (concurrent enrolment in all 4 units)
MNG10291	The Cruise Business
MNG10724	Coastal and Marine Tourism
MKT00128	Tourism and Hospitality Sales and Promotion
BUS00211	The Casino, Club and Hotel Environment

Recommended enrolment for commencing students

Full-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG00441	Hospitality Services Management
SOY00411	Tourism Theories and Practices	ACC10707	Accounting for Business
MKT00127	Tourism and Hospitality Marketing	MNG01413	Human Resource and Workplace Management
MNG00440	Introduction to Tourism and Hospitality Management	ECO00424	Economic Analysis for Tourism and Hospitality

Part-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices	ECO00424	Economic Analysis for Tourism and Hospitality

Bachelor of Business in Tourism Management 2012 course progression

Year 1			
Session 1		Completed	Grade
COM00207	Communication in Organisations		
SOY00411	Tourism Theories and Practices		
MKT00127	Tourism and Hospitality Marketing		
MNG00440	Introduction to Tourism and Hospitality Management		
Session 2			
ACC10707	Accounting for Business		
MNG00441	Hospitality Services Management		
MNG01413	Human Resource and Workplace Management		
ECO00424	Economic Analysis for Tourism and Hospitality		
Year 2			
Session 1		Completed	Grade
LAW00203	Business Law and Ethics for Tourism and Hospitality		
	Part C – Option Unit		
	Part C – Option Unit		
	Part C – Option Unit		
Session 2			
MNG10476	Professional Development for the Workplace		
	Part C – Option Unit		
	Part C – Option Unit		
	Part C – Option Unit		
Year 3			
Session 1		Completed	Grade
MNG00417	Strategic Management for Tourism and Hospitality Enterprises		
MNG00415	Tourism and Hospitality Research and Analysis		
	Part C – Option Unit		
	Part C – Option Unit		
Session 2			
MKT01221	Intern Study I		
MKT01222	Intern Study II		
MKT01223	Intern Study III		
MKT01224	Intern Study IV		

Bachelor of Business in International Hospitality Management

Level of Award:	Undergraduate Degree
Faculty:	Business and Law
Academic Organisational Unit:	School of Tourism and Hospitality Management
Campus:	Coffs Harbour, Lismore
Course Mode:	Internal/University Wide
Duration:	3 years*
Total Units:	24

* may be completed in a shorter period subject to Academic Calendar and unit study period availability

Specific award rules

4.1 Requirements for an award

- a. To be eligible for the award of Bachelor of Business in International Hospitality Management a candidate shall successfully complete twenty-four (24) units comprising:
 - i. all units listed in Part A of the schedule of units (first year core units);
 - ii. all units listed in Part B of the schedule of units (second and third year core units); and
 - iii. one (1) eight-unit (8) major listed in Part C of the schedule of units.
- b. To be eligible for the award of Associate Degree of Business in International Hospitality Management a candidate shall successfully complete sixteen (16) units comprising:
 - i. all units listed in Part A of the schedule of units; and
 - ii. any eight (8) units from either Part B or Part C of the schedule.

4.3 International exchange program

Candidates permitted to participate in a one semester exchange program at an approved partner university overseas shall:

- a. undertake units at the partner university which have been approved by the School Board
- b. successfully complete four (4) units of a full-time student load at the partner university in order to receive a maximum of four (4) units recorded as 'satisfied requirements' at Southern Cross University
- c. and abide by the rules and conditions of the partner university and the exchange agreement.

Prior to enrolling in Part C Option units, students need to nominate one of the two majors detailed in My Enrolment. Contact the Student Liaison or Support Team if you need assistance selecting your major.

2012 Course schedule

Bachelor of Business in International Hospitality Management

Part A – First year core units

Unit Code	Unit Name
COM00207	Communication in Organisations
MNG00440	Introduction to Tourism and Hospitality Management
SOY00411	Tourism Theories and Practices
MNG00441	Hospitality Services Management
MNG01413	Human Resource and Workplace Management
ACC10707	Accounting for Business
ECO00424	Economic Analysis for Tourism and Hospitality
MKT00127	Tourism and Hospitality Marketing

Part B – Second and third year core units

Unit Code	Unit Name	Year
LAW00203	Business Law and Ethics for Tourism and Hospitality	2nd
MNG00415	Tourism and Hospitality Research and Analysis	3rd
MNG00417	Strategic Management for Tourism and Hospitality Enterprises	3rd
MNG10476	Professional Development for the Workplace	2nd
MKT01221	Intern Study I	3rd
MKT01222	Intern Study II	3rd
MKT01223	Intern Study III	3rd
MKT01224	Intern Study IV	3rd

Intern Study I–IV MKT01221–224 can be taken over a 20-week (600 hours) period after the completion of 19 units. All Internship placements must be approved by the Internship Co-ordinator prior to commencement.

Part C – 8 Option units - choice of major from:

- Gaming
- Hotels and Resorts

Gaming Major - Core Units

Unit Code	Unit Name
BUS00211	The Casino, Club and Hotel Environment
BUS00212	Fundamentals of Gaming Technology Management
BUS00213	Global Gaming Impacts
BUS00214	Gaming Management, Planning and Governance
MNG10723	Hospitality: History Politics and Culture
Gaming Major - Option Units	
Choose three (3) units from:	
MNG00421	Events Management
MNG00427	Entrepreneurship for Tourism and Hospitality
MNG01222	Facility and Risk Management for Hospitality Operations
MNG10228	Project Management for Conventions and Events
MKT00128	Tourism and Hospitality Sales and Promotion
SCI00419	Food and Beverage Management

Hotels and resorts major - core unit

Unit Code	Unit Name
MNG10723	Hospitality: History Politics and Culture
Hotels and resorts major - option units	
Choose seven (7) units from:	
BUS00211	The Casino, Club and Hotel Environment
HOS10199	Foodservice Operations
MKT01420	Conventions Meetings and Exhibitions Management
MNG00427	Entrepreneurship for Tourism and Hospitality
MNG01222	Facility and Risk Management for Hospitality Operations
MNG00135	Managing Rooms Division Operations
SCI00419	Food and Beverage Management
MKT00128	Tourism and Hospitality Sales and Promotion
MNG10291	The Cruise Business
MNG10724	Coastal and Marine Tourism
MNG00418	Information Systems for Tourism and Hospitality Management

Recommended enrolment for commencing students

Full-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG00441	Hospitality Services Management
SOY00411	Tourism Theories and Practices	ACC10707	Accounting for Business
MKT00127	Tourism and Hospitality Marketing	MNG01413	Human Resource and Workplace Management
MNG00440	Introduction to Tourism and Hospitality Management	ECO00424	Economic Analysis for Tourism and Hospitality

Part-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices	ECO00424	Economic Analysis for Tourism and Hospitality

Bachelor of Business in International Hospitality Management 2012 Course progression

Year 1			
Session 1		Completed	Grade
COM00207	Communication in Organisations		
SOY00411	Tourism Theories and Practices		
MKT00127	Tourism and Hospitality Marketing		
MNG00440	Introduction to Tourism and Hospitality Management		
Session 2			
ACC10707	Accounting for Business		
MNG00441	Hospitality Services Management		
MNG01413	Human Resource and Workplace Management		
ECO00424	Economic Analysis for Tourism and Hospitality		
Year 2			
Session 1		Completed	Grade
LAW00203	Business Law and Ethics for Tourism and Hospitality		
	Part C Unit		
	Part C Unit		
	Part C Unit		
Session 2			
MNG10476	Professional Development for the Workplace		
	Part C Unit		
	Part C Unit		
	Part C Unit		
Year 3			
Session 1		Completed	Grade
MNG00417	Strategic Management for Tourism and Hospitality Enterprises		
MNG00415	Tourism and Hospitality Research and Analysis		
	Part C Unit		
	Part C Unit		
Session 2			
MKT01221	Intern Study I		
MKT01222	Intern Study II		
MKT01223	Intern Study III		
MKT01224	Intern Study IV		

Bachelor of Business in Convention and Event Management

Level of Award:	Undergraduate Degree
Faculty:	Business and Law
Academic Organisational Unit:	School of Tourism and Hospitality Management
Campus:	Gold Coast Beachside
Course Mode:	Internal/University Wide
Duration:	3 years*
Total Units:	24

* may be completed in a shorter period subject to Academic Calendar and unit study period availability

Specific award rules

4.1 Requirements for an award

- a. To be eligible for the award of the Bachelor of Business in Convention and Event Management a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules
 - ii. all units listed in Part B of the schedule of units attached to these rules; and
 - iii. either all units listed in Part C (excluding EXE00221-4) or EXE00221-4 plus four (4) other units listed in Part C
- b. To be eligible for the award of the Associate Degree of Business in Convention and Event Management a candidate shall successfully complete not less than sixteen (16) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules
 - ii. eight (8) units listed in either Part B or Part C of the schedule of units attached to these rules

4.3 International exchange program

Candidates permitted to participate in a one session exchange program at an approved partner university overseas shall:

- a. undertake units at the partner university which have been approved by the School Board
- b. successfully complete four (4) units of a full-time student load at the partner university in order to receive a maximum of four (4) units recorded as 'satisfied requirements' at Southern Cross University
- c. and abide by the rules and conditions of the partner university and the exchange agreement.

Prior to enrolling in Part C Specialist major units, students need to nominate one of the two majors detailed in My Enrolment. Contact the Student Liaison or Support Team if you need assistance selecting your major.

2012 Course schedule

Bachelor of Business in Convention and Event Management

Part A – First year core units

Unit Code	Unit Name
COM00207	Communication in Organisations
MNG00440	Introduction to Tourism and Hospitality Management
SOY00411	Tourism Theories and Practices
MNG00441	Hospitality Services Management
MNG01413	Human Resource and Workplace Management
ACC10707	Accounting for Business
ECO00424	Economic Analysis for Tourism and Hospitality
MKT00127	Tourism and Hospitality Marketing

Part B – Second and third year core units

Unit Code	Unit Name	Year
LAW00203	Business Law and Ethics for Tourism and Hospitality	2nd
MNG00415	Tourism and Hospitality Research and Analysis	3rd
MNG00417	Strategic Management for Tourism and Hospitality Enterprises	3rd
MNG10476	Professional Development for the Workplace	2nd
MKT01221	Intern Study I	3rd
MKT01222	Intern Study II	3rd
MKT01223	Intern Study III	3rd
MKT01224	Intern Study IV	3rd

Intern Study I–IV MKT01221–224 can be taken over a 20-week (600 hours) period after the completion of 19 units. All Internship placements must be approved by the Internship Co-ordinator prior to commencement.

Part C – Specialist major

Unit Code	Unit Name
MKT00128	Tourism and Hospitality Sales and Promotion
MKT01420	Conventions Meetings and Exhibitions Management
MNG00421	Events Management
MNG01222	Facility and Risk Management for Hospitality Operations
MNG10228	Project Management for Conventions and Events
MNG10226	Theming and Staging for Conventions and Events
SCI00419	Food and Beverage Management
MNG00427	Entrepreneurship in Tourism and Hospitality
EXE00221-4	Tourism and Hospitality International Exchange (concurrent enrolment in all 4 units)

Recommended enrolment for commencing students

Full-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG00441	Hospitality Services Management
SOY00411	Tourism Theories and Practices	ACC10707	Accounting for Business
MKT00127	Tourism and Hospitality Marketing	MNG01413	Human Resource and Workplace Management
MNG00440	Introduction to Tourism and Hospitality Management	ECO00424	Economic Analysis for Tourism and Hospitality

Part-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices	ECO00424	Economic Analysis for Tourism and Hospitality

Bachelor of Business in Convention and Event Management 2012 course progression

Year 1			
Session 1		Completed	Grade
COM00207	Communication in Organisations		
SOY00411	Tourism Theories and Practices		
MKT00127	Tourism and Hospitality Marketing		
MNG00440	Introduction to Tourism and Hospitality Management		
Session 2			
ACC10707	Accounting for Business		
MNG00441	Hospitality Services Management		
MNG01413	Human Resource and Workplace Management		
ECO00424	Economic Analysis for Tourism and Hospitality		
Year 2			
Session 1		Completed	Grade
LAW00203	Business Law and Ethics for Tourism and Hospitality		
MKT01420	Conventions Meetings and Exhibitions Management		
MNG00421	Events Management		
MNG10228	Project Management for Conventions and Events		
Year 2			
Session 2			
MNG10226	Theming and Staging for Conventions and Events		
SCI00419	Food and Beverage Management		
MNG10476	Professional Development for the Workplace		
MKT00128	Tourism and Hospitality Sales and Promotion		
Year 3			
Session 1		Completed	Grade
MNG00417	Strategic Management for Tourism and Hospitality Enterprises		
MNG01222	Facility and Risk Management for Hospitality Operations		
MNG00427	Entrepreneurship in Tourism and Hospitality		
MNG00415	Tourism and Hospitality Research and Analysis		
Session 2			
MKT01221	Intern Study I		
MKT01222	Intern Study II		
MKT01223	Intern Study III		
MKT01224	Intern Study IV		

Bachelor of Sport Tourism Management

Level of Award:	Undergraduate Degree
Faculty:	Business and Law
Academic Organisational Unit:	School of Tourism and Hospitality Management
Campus:	Lismore
Course Mode:	Internal
Duration:	3 years*
Total Units:	24

* may be completed in a shorter period subject to Academic Calendar and unit study period availability

Specific award rules

4.1 Requirements for an award

- a. To be eligible for the award of Bachelor of Sport Tourism Management a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules; and either
 - ii. Pathway 1- six (6) units listed in Part B of the schedule of units attached to these rules
OR
 - iii. Pathway 2- four (4) units from Part B of the schedule attached to these rules and two units from university wide offerings

On completion of the first year core units students are required to select units from those listed in Part B of this schedule. Prior to enrolling in Part B units, students need to nominate one of the two Pathways detailed above in My Enrolment. Contact the Student Liaison or Support Team if you need assistance selecting your pathway.

2012 Course schedule

Bachelor of Sport Tourism Management

Part A – Core units

Unit Code	Unit Name	Year
COM00207	Communication in Organisations	1st
MNG00301	Sport Management Principles	1st
SOY00411	Tourism Theories and Practices	1st
SOY00011	Sport Tourism I	1st
MNG00307	Sports Policy and Planning	1st
MNG01413	Human Resource and Workplace Management	1st
HMS01202	Sport and the Law	1st
MAT00330	Research and Analysis in Health	1st
SOY00012	Sport Tourism II	2nd
MKT00320	Sport Marketing	2nd
MNG01476	Professional Development for the Workplace	2nd
FIN00320	Sport Economics and Finance	2nd
MKT01425	Tourism in Pacific Asia	3rd
HEA00331	Principles of Behaviour in Physical Activity	3rd
MKT01221	Intern Study I	3rd
MKT01222	Intern Study II	3rd
MKT01223	Intern Study III	3rd
MKT01224	Intern Study IV	3rd

Intern Study I–IV MKT01221–224 can be taken over a 20-week (600 hours) period after the completion of 19 units. All Internship placements must be approved by the Internship Co-ordinator prior to commencement.

Part B – Option units

Unit Code	Unit Name
SOY00412	Contemporary Tourism Issues
MNG00415	Tourism and Hospitality Research and Analysis ##
MNG00421	Events Management
MKT00205	Sport Promotion and Public Relations
MKT00204	Special Interest Tourism
MKT01420	Conventions Meetings and Exhibitions Management
MNG00305	Sports Facilities and Events
MNG00306	Sport Business
MNG00303	Sport Organisation Leadership

This unit (or equivalent) must be satisfactorily completed for entry to the Bachelor of Sport Tourism Management with Honours.

Recommended enrolment for commencing students

Full-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG00307	Sports Policy and Planning
SOY00411	Tourism Theories and Practices	HMS01202	Sport and the Law
MNG00301	Sport Management Principles	MNG01413	Human Resource and Workplace Management
SOY00401	Sport Tourism I	MAT00330	Research and Analysis in Health

Part-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices	MNG00307	Sports Policy and Planning

Bachelor of Sport Tourism Management 2012 course progression

Year 1			
Session 1		Completed	Grade
SOY00011	Sport Tourism I		
MNG00301	Sport Management Principles		
COM00207	Communication in Organisations		
SOY00411	Tourism Theories and Practices		
Session 2			
MNG01413	Human Resource and Workplace Management		
MNG00307	Sports Policy and Planning		
MAT00330	Research and Analysis in Health		
HMS01202	Sport and the Law		
Year 2			
Session 1		Completed	Grade
SOY00012	Sport Tourism II (pre-requisite SOY00011)		
FIN00320	Sport Economics and Finance		
	Part B – Option Unit		
	Part B – Option Unit		
Session 2			
MNG10476	Professional Development for the Workplace		
MKT00320	Sport Marketing		
	Part B – Option Unit		
	Part B – Option Unit		
Year 3			
Session 1		Completed	Grade
MKT01425	Tourism in Pacific Asia		
HEA00331	Principles of Behaviour in Physical Activity		
	Part B – Option Unit or University Wide Elective		
	Part B – Option Unit or University Wide Elective		
Session 2			
MKT01221	Intern Study I		
MKT01222	Intern Study II		
MKT01223	Intern Study III		
MKT01224	Intern Study IV		

Bachelor of Business in International Tourism Management

Level of Award:	Undergraduate Degree
Faculty:	Business and Law
Academic Organisational Unit:	School of Tourism and Hospitality Management
Campus:	Lismore, Gold Coast Beachside
Course Mode:	Internal/University Wide
Duration:	3 years*
Total Units:	24

* may be completed in a shorter period subject to Academic Calendar and unit study period availability

Specific award rules

4.1 Requirements for an award

- a. To be eligible for the award of Bachelor of Business in International Tourism Management a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - i. all twenty units listed in Part A of the schedule of units attached to these rules; and
 - ii. four elective units which can be undertaken either as a one-Session exchange at a partner overseas institution, or
 - iii. four (4) elective units from university offerings as approved by the Course Coordinator. A maximum of 2 of the four elective units may be undertaken as cross institutional study with approval by the Course Coordinator
- b. To be eligible for the Award of Associate Degree of Business in International Tourism Management, a candidate shall complete sixteen (16) units comprising:
 - i. at least twelve (12) units listed in Part A of the schedule of units attached to these rules; and
 - ii. Four units from Part B of the schedule

4.3 International exchange program

Candidates permitted to participate in a one semester exchange program at an approved partner university overseas shall:

- a. undertake units at the partner university which have been approved by the School Board
- b. successfully complete four (4) units of a full-time student load at the partner university in order to receive a maximum of four (4) units recorded as 'satisfied requirements' at Southern Cross University
- c. and abide by the rules and conditions of the partner university and the exchange agreement

Prior to enrolling in Part B Second year elective units, students need to nominate one of the two majors detailed in My Enrolment. Contact the Student Liaison or Support Team if you need assistance selecting your major.

2012 Course schedule

Bachelor of Business in International Tourism Management

Part A – Core units

Unit Code	Unit Name	Year
COM00207	Communication in Organisations	1st
MNG00440	Introduction to Tourism and Hospitality Management	1st
SOY00411	Tourism Theories and Practices	1st
MKT00127	Tourism and Hospitality Marketing	1st
ECO00424	Economic Analysis for Tourism and Hospitality	1st
MNG00441	Hospitality Services Management	1st
MNG01413	Human Resource and Workplace Management	1st
ACC10707	Accounting for Business	1st
MKT01425	Tourism in Pacific Asia	2nd
MNG10695	Global Politics of Tourism	2nd
MNG10696	International Transport and Tourism	2nd
MNG10697	International Tourism Destinations	2nd
MNG00415	Tourism and Hospitality Research and Analysis	3rd
LAW00203	Business Law and Ethics for Tourism and Hospitality	3rd
MNG00417	Strategic Management for Tourism and Hospitality Enterprises	3rd
MNG10476	Professional Development for the Workplace	3rd
MKT01221	Intern Study I	3rd
MKT01222	Intern Study II	3rd
MKT01223	Intern Study III	3rd
MKT01224	Intern Study IV	3rd

Intern Study I–IV MKT01221–224 can be taken over a 20-week (600 hours) period after the completion of 19 units. All Internship placements must be approved by the Internship Co-ordinator prior to commencement.

Students who participate in the International Exchange program will be required to enrol in MNG10476 Professional Development for the Workplace (external) on their return from exchange, prior to enrolling in the Intern Study I-IV units.

Part B – Second year elective units

Unit Code	Unit Name	Year
EXE00221	Tourism and Hospitality International Exchange I	2nd
EXE00222	Tourism and Hospitality International Exchange II	2nd
EXE00223	Tourism and Hospitality International Exchange III	2nd
EXE00224	Tourism and Hospitality International Exchange IV	2nd
OR	4 elective units from those offered at Southern Cross University, with Course Advisor approval. A maximum of 2 of the 4 electives may be undertaken as cross institutional study with approval by the Course Coordinator	2nd

Recommended enrolment for commencing students

Full-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communications in Organisations	MNG00441	Hospitality Services Management
SOY00411	Tourism Theories and Practices	ACC10707	Accounting for Business
MKT00127	Tourism and Hospitality Marketing	MNG01413	Human Resource and Workplace Management
MNG00440	Introduction to Tourism and Hospitality Management	ECO00424	Economic Analysis for Tourism and Hospitality

Part-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communications in Organisations	MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices	ECO00424	Economic Analysis for Tourism and Hospitality

Bachelor of Business in International Tourism Management 2012 course progression

Year 1			
Session 1		Completed	Grade
COM00207	Communication in Organisations		
SOY00411	Tourism Theories and Practices		
MKT00127	Tourism and Hospitality Marketing		
MNG00440	Introduction to Tourism and Hospitality Management		
Session 2			
ACC10707	Accounting for Business		
MNG00441	Hospitality Services Management		
MNG01413	Human Resource and Workplace Management		
ECO00424	Economic Analysis for Tourism and Hospitality		
Year 2			
Session 1		Completed	Grade
MKT01425	Tourism in Pacific Asia		
MNG10695	International Tourism Destinations		
MNG10696	Global Politics of Tourism		
MNG10697	International Transport and Tourism		
Year 2			
Session 2			
EXE00221-4	Tourism and Hospitality International Exchange I-IV		
OR			
MNG10476	Professional Development for the Workplace		
	Elective		
	Elective		
	Elective		
Year 3			
Session 1		Completed	Grade
MNG00417	Strategic Management for Tourism and Hospitality Enterprises		
MNG00415	Tourism and Hospitality Research and Analysis		
LAW00203	Business Law and Ethics for Tourism and Hospitality		
MNG10476	Elective unit OR Professional Development for the Workplace (Externally for students participating in international exchange)		
Session 2			
MKT01221	Intern Study I		
MKT01222	Intern Study II		
MKT01223	Intern Study III		
MKT01224	Intern Study IV		

Elective units can be selected from all units offered at SCU, with Course Coordinator approval. Max of 2 elective units can be taken as cross institutional study with Course Coordinator approval.

Bachelor of Environmental Tourism Management

Level of Award:	Undergraduate Degree
Faculty:	Business and Law
Academic Organisational Unit:	School of Tourism and Hospitality Management
Campus:	Lismore
Course Mode:	Internal/University Wide
Duration:	3 years*
Total Units:	24

* may be completed in a shorter period subject to Academic Calendar and unit study period availability

Specific award rules

4.1 Requirements for an award

- a. To be eligible for the award of Bachelor of Environmental Tourism Management a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules; and
 - ii. all units listed in Part B of the schedule of units attached to these rules; and
 - iii. eight (8) units listed in Part C of the schedule of units attached to these rules, of which four (4) units must be from the School of Tourism and Hospitality Management and four (4) from the School of Environmental Science and Management
- b. To be eligible for the award of Associate Degree of Environmental Tourism Management a candidate shall successfully complete not less than sixteen (16) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules; and
 - ii. four (4) units listed in Part B of the schedule of units attached to these rules, of which two (2) units must be from the School of Tourism and Hospitality Management and two (2) from the School of Environmental Science and Management.
 - iii. four (4) units listed in Part C of the schedule of units attached to these rules, of which two (2) units must be from the School of Tourism and Hospitality Management and two (2) from the School of Environmental Science and Management.

Note for university wide/external students:

Many of the University Wide/external units offered by the School of Environmental Science and Management require attendance at **compulsory 'residential workshops'** to satisfy the requirements of that unit. This will apply to some first year units in this course.

A residential workshop involves a period of time that must be spent either on-campus at Lismore or at specified off-campus locations.

For more information about residential workshops including timetables and unit availability please contact the School of Environmental Science and Management, esm@scu.edu.au or phone Environmental Science reception on (02) 6620 3650.

2012 Course schedule

Bachelor of Environmental Tourism Management

Part A – First year core units

School of Tourism and Hospitality Management

Unit Code	Unit Name
COM00207	Communication in Organisations
MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices
SOY00412	Contemporary Tourism Issues

School of Environmental Science and Management

Unit Code	Unit Name
BIO00201	Biology
BIO00202	Ecology
ISY00241	Environmental Information Management
MAT00211	Environment Information Analysis

Part B – Second and third year core units

School of Tourism and Hospitality Management

Unit Code	Unit Name	Year
MNG00440	Introduction to Tourism and Hospitality Management	2nd
MKT00204	Special Interest Tourism	3rd
MNG01476	Professional Development for the Workplace	2nd
HMS00423	Sustainable Tourism	3rd

School of Environmental Science and Management

Unit Code	Unit Name	Year
SUR00201	Environmental Mapping	2nd
BIO01230	Principles of Coastal Resource Management	2nd
SCI00211	Integrated Project (double weighted unit)	3rd

Part C – Option units

School of Tourism and Hospitality Management

Unit Code	Unit Name
MKT00127	Tourism and Hospitality Marketing
MNG00427	Entrepreneurship for Tourism and Hospitality
ECO00424	Economic Analysis for Tourism and Hospitality
MNG00421	Events Management
MNG10526	Foundations of Visitor Interpretation
MNG00441	Hospitality Services Management

School of Environmental Science and Management

Unit Code	Unit Name
BIO00244	Protected Area Management
ENV00207	Environmental Planning
BIO00213	Plant Identification and Conservation
BIO10184	Ecological Restoration and Monitoring
FOR00113	Extension and Advisory Services
BIO00212	Wildlife Conservation

Recommended enrolment for commencing students

Full-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices	SOY00412	Contemporary Tourism Issues
BIO00201	Biology	BIO00202	Ecology
ISY00241	Environmental Information Management	MAT00211	Environmental Information Analysis

Part-time study

Session 1, 2012		Session 2, 2012	
COM00207	Communication in Organisations	MNG01413	Human Resource and Workplace Management
SOY00411	Tourism Theories and Practices	SOY00412	Contemporary Tourism Issues

Bachelor of Environmental Tourism Management 2012 course progression

Year 1			
Session 1		Completed	Grade
COM00207	Communication for Organisations		
SOY00411	Tourism Theories and Practices		
BIO00201	Biology		
ISY00241	Environmental Information Management		
Session 2			
MAT00211	Environmental Information Analysis		
BIO00202	Ecology		
MNG01413	Human Resource and Workplace Management		
SOY00412	Contemporary Tourism Issues		
Year 2			
Session 1		Completed	Grade
SUR00201	Environment Mapping		
MNG00440	Introduction to Tourism and Hospitality Management		
	1 Tourism Option		
	1 Science Option		
Session 2			
BIO01230	Principles of Coastal Resource Management		
MNG10476	Professional Development for the Workplace		
HMS00423	Sustainable Tourism		
	1 Science Option		
Year 3			
Session 1		Completed	Grade
MKT00204	Special Interest Tourism		
	1 Tourism Option		
	1 Science Option		
	1 Science Option		
Session 2			
	1 Tourism Option		
	1 Tourism Option		
SCI00211	Integrated Project (double weighted)		

Bachelor of Business in Hotel Management

Level of Award:	Undergraduate Degree
Faculty:	Business and Law
Academic Organisational Unit:	School of Tourism and Hospitality Management
Campus:	Sydney, Phillip Street
Course Mode:	Internal
Duration:	3 years*
Total Units:	24

* may be completed in a shorter period subject to Academic Calendar and unit study period availability

Specific award rules

4.1 Requirements for an award

- a. To be eligible for the award of Bachelor of Business in Hotel Management a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - i. all units listed in Part A of the schedule of units attached to these rules; and
 - ii. Two (2) units listed in Part B of the schedule of units attached to these rules; OR
 - iii. Two (2) Other units acceptable to the School Board
- b. To be eligible for the award of Associate Degree of Business in Hotel Management a candidate shall successfully complete not less than sixteen (16) units comprising:
 - i. Sixteen (16) units listed in Part A of the schedule of units attached to these rules

2012 Course schedule

Bachelor of Business in Hotel Management

Part A – Core Units

Unit Code	Unit Name	Year
COM00207	Communication in Organisations	1st
SOY00411	Tourism Theories and Practices	2nd
MKT00127	Tourism and Hospitality Marketing	2nd
MKT00128	Tourism and Hospitality Sales and Promotion	3rd
MNG00440	Introduction to Tourism and Hospitality Management	2nd
MNG01413	Human Resource and Workplace Management	2nd
ACC10707	Accounting for Business	2nd
MNG00441	Hospitality Services Management	2nd
MNG00415	Tourism and Hospitality Research and Analysis	2nd
LAW00203	Business Law and Ethics for Tourism and Hospitality	3rd
MNG00417	Strategic Management for Tourism and Hospitality Enterprises	3rd
ACC00207	Hospitality and Tourism Financial Management	3rd
MNG10723	Hospitality: History Politics and Culture	3rd
MNG01222	Facility and Risk Management for Hospitality Operations	3rd
SOY00137	Environmental Management for the Hotel	2nd
MNG10476	Professional Development for the Workplace	1st
SCI00428	Food and Beverage Operations	1st
MNG00431	Rooms Divisions Operations	1st
MKT01221	Intern Study I	1st
MKT01222	Intern Study II	1st
MKT01223	Intern Study III	1st
MKT01224	Intern Study IV	1st

Part B – Option Units

Unit Code	Unit Name	Campus Location
SOY00412	Contemporary Tourism Issues	S
MKT00204	Special Interest Tourism	S
ECO00424	Economic Analysis for Tourism and Hospitality	S
MKT01425	Tourism in Pacific Asia	S
MNG00418	Information Systems for Tourism and Hospitality Management	S
MKT01420	Conventions Meetings and Exhibitions Management	S
MNG00421	Events Management	S
MNG00427	Entrepreneurship for Tourism and Hospitality	S

Recommended enrolment for commencing students

Full-time study

Session 1, 2012		Session 2, 2012	
MNG00431	Rooms Division Operations	MKT01221	Intern Study I
SCI00428	Food & Beverage Operations	MKT01222	Intern Study II
COM00207	Communication in Organisations	MKT01223	Intern Study III
MNG10476	Professional Development for the Workplace	MKT01224	Intern Study IV

The full BBHM course progression is available on the THHS homepage at <http://hotelschool.scu.edu.au>. Please click on the Downloads link and then on the Hotel School Prospectus 2012.

For queries regarding any aspect of the course please contact The Hotel School Sydney Student Liaison. Contact details can be found later in Part One of this guide under the heading 'School Contacts'.

Bachelor of Business in Hotel Management 2012 course progression

Year 1			
Session 1		Completed	Grade
MNG00431	Rooms Division Operations		
SCI00428	Food & Beverage Operations		
COM00207	Communication in Organisations		
MNG10476	Professional Development for the Workplace		
Session 2			
MKT01221	Intern Study I		
MKT01222	Intern Study II		
MKT01223	Intern Study III		
MKT01224	Intern Study IV		
Year 2			
Session 1		Completed	Grade
MNG00440	Introduction to Tourism & Hospitality Management		
MKT00127	Tourism & Hospitality Marketing		
MNG01413	Human Resource & Workplace Management		
SOY00137	Environmental Management for the Hotel Industry		
Session 2			
SOY00411	Tourism Theories & Practices		
ACC10707	Accounting for Business		
MNG00441	Hospitality Services Management		
MNG00415	Tourism & Hospitality Research & Analysis		
Year 3			
Session 1		Completed	Grade
MKT00128	Tourism & Hospitality Sales & Promotion		
ACC00207	Hospitality & Tourism Financial Management		
LAW00203	Business Law & Ethics for Tourism & Hospitality		
	Part B – Option Unit		
Session 2			
MNG00417	Strategic Management for Tourism & Hospitality Enterprises		
MNG10723	Hospitality: History, Politics & Culture		
MNG01222	Facility & Risk Management for Hospitality Operations		
	Part B – Option Unit		

Honours programs

Bachelor of Business in Tourism and Hospitality Management with Honours

Bachelor of Sport Tourism Management with Honours

The School of Tourism and Hospitality Management Honours programs require one year of full time study (or equivalent part time), after completion of an undergraduate degree with a course Grade Point Average of Credit. Honours study helps students develop skills, knowledge and interests in research. The vast majority of work undertaken during the Honours program is research, usually both primary and secondary.

The Honours program is comprised of four double weighted units. The programs require students to undertake a research methods unit accompanied by three thesis units.

An Honours Guidebook is sent to all students enrolling in the Honours year. An Honours Orientation day is also scheduled at the start of the academic year. The Honours Guidebook explains the specific award rules, requirements for the award, course progression, and the suggested course progression.

Honours programs require independent research in close association with a supervisor, which is quite different to undergraduate degrees completed by coursework. As such, students considering admission and enrolment in an Honours degree should contact the Honours Coordinator to discuss research interests, proposed topics and explore potential supervisors for their research area.

If you have any queries regarding any aspect of Honours contact your Student Liaison or Support Team, Gold Coast Shared Services Advisor or the Honours Coordinator. Please refer to the School contacts table for full contact details.

Unit descriptions

ACC10707 Accounting for Business

Provides students with fundamental accounting knowledge and skills used by business managers for planning and control. Non-financial considerations, both internal to the organisation and pertaining to society at large, are also addressed.

ACC00207 Hospitality and Tourism Financial Management

Learn how to use financial and operating information in planning, control, evaluation and decision making in hotels. The focus is management accounting and finance for hotels. The topics include management control, hotel financial statements, financial analysis, cash management, cost management, pricing, performance measurement, operations budgeting, capital structure and investment decisions.

BUS00211 The Casino, Club and Hotel Environment

Introduces students to gaming in the casino, club and hotel environment through a range of activities utilising a teacher/student interaction strategy. Students will challenge their concept of gambling, explore the reasons why people gamble, investigate how to play popular games and learn how gaming management can lead to a lucrative and rewarding career.

BUS00212 Fundamentals of Gaming Technology Management

Explores the exciting new casinos of the Asia/Pacific region and focuses on the skills needed to become an international gaming manager. The core components of technology, surveillance and cash control are delivered in a student-focussed manner that promotes an understanding of the fundamental issues in gaming management.

BUS00213 Global Gaming Impacts

A student focussed approach via active participation in a research project examining the public's perceptions of the legalisation and growth of gambling in Australia and the USA. This includes the major positive and negative impacts on society and the numerous social factors that influence perceptions.

BUS00214 Gaming Management, Planning and Governance

Analyses theories of management and applies these to the dynamic business of gaming venue operations. A student focussed approach is adopted that promotes an understanding of strategic management principles, the value of planning and the importance of accountability and governance issues in the gaming industry.

COM00207 Communication in Organisations

This unit is designed to stimulate improvement in students' communication competencies in business and academia. Provides an understanding of the role and importance of interpersonal communication within organisations. Students are introduced to a range of communication theories and concepts applicable in a business and academic setting. Skills required to improve interpersonal communication competence are illustrated and put into practice.

ECO00424 Economic Analysis for Tourism and Hospitality

Provides an overview of the economic basis and consequences of tourist behaviour. Emphasis is placed on the economic implications of tourism for local communities and the international travel and tourism industry. The role of government in tourism development and management is also addressed.

HOS10199 Foodservice Operations

This unit aims to offer students an experience in planning, organising, managing and the delivery of a themed meal function. Students will develop these skills to complete a meal function project within the framework of a set management process. Pertinent theories learned in other units are drawn upon to provide theoretical underpinning for the process.

HMS00423 Sustainable Tourism

Many tourism and leisure activities are widely promoted as socially, economically and environmentally desirable. The challenge for managers is to ensure that such activities are carried out in a sustainable way, with minimal social, cultural and environmental impacts. The unit gives students an understanding of the concept of 'sustainable development', and how it applies to tourism.

LAW00203 Business Law and Ethics for Tourism and Hospitality

Introduces students to the Australian legal system and key elements of business law specifically relevant to tourism and hospitality. Another segment introduces students to some theoretical principles of business ethics. This unit encourages students to recognise the potential legal and/or ethical implications of issues encountered by managers of tourism businesses using a teacher-focused strategy to develop students' problem-solving and analytical skills.

MKT00127 Tourism and Hospitality Marketing

Provides an introduction to the role of marketing in the hospitality and tourism industry. Examines consumer behaviour, strategic planning, creating a marketing plan, market segmentation and use of the marketing mix.

MKT00128 Tourism and Hospitality Sales and Promotion

This is a skills-based marketing unit that covers the areas of destination marketing, media releases, brochure development, internet marketing, product development, pricing, packaging, advertising, and the overall management and control of the marketing function in tourism and hospitality organisations. Covers the areas of product development, pricing, packaging, advertising, public relations and the overall management and control of the marketing function in tourism and hospitality organisation.

MKT01221–224 Intern Study I–IV

Provide practical workplace experience within the tourism and hospitality industry. Students can undertake a placement in any appropriate industry sector (e.g. hotels, resorts, clubs, casinos, government tourism bodies, restaurants, catering and food service operations, private consultancies, airlines, event and conference management, marketing/promotions and special interest tourism operations) in Australia or overseas. These units provide an opportunity for students to apply concepts and principles of business management to a workplace setting in the tourism/hospitality industry and they enable students to better appreciate the nature of the employment in the industry.

MKT00204 Special Interest Tourism

Introduces students to the phenomenon of Special Interest Tourism and its relationship to more traditional forms of tourism and leisure. Examines various special interest market segments, the growth and diversity of these segments, and their impact on individuals, communities, the tourism industry and policy makers.

MKT01420 Conventions Meetings and Exhibitions Management

Provides students with an overview of the convention, meeting and exhibition industry. It examines the physical requirements, marketing, management and operation of convention and exhibition facilities. Emphasis is also placed on the planning and organisation of conventions and meetings.

MKT01425 Tourism in Pacific Asia

This unit gives students an overview of tourism developments in the Pacific Asia region. It examines the responsibilities of tourism development by investigating the impacts, as well as considering important factors necessary for sustainable tourism growth. Students are given the opportunity to focus on a particular country or region. The unit provides instruction in cross-cultural understanding to prepare students for management position within tourism and hospitality businesses operating in the region.

MNG00135 Managing Rooms Division Operations

This unit examines rooms division operations and management. Topics covered include managing reception and reservation services, challenges and issues in housekeeping, financial transactions, night audit processes, handling complaints, and trends in the area of rooms division management.

MNG00415 Tourism and Hospitality Research and Analysis

Understanding of the research process is important to tourism businesses. Ability to choose the appropriate collection, interpretation and presentation methods are the focus of this project-based unit. Students are given an introduction to research where they can develop skill in the planning, preparation and design of a tourism research project.

MNG00417 Strategic Management for Tourism and Hospitality Enterprises

Every organisation (large or small, in the private or public sectors) contains issues of strategy. Theories about strategies and strategic management are studied alongside illustrative and analytical cases from tourism and hospitality industries, internationally and in Australia.

MNG00418 Information Systems for Tourism and Hospitality Management

Provides an introduction to information systems management in the tourism and hospitality industries. Provides a basic understanding of the value and uses of computer-based information systems for business operations, management decision-making and strategic success of the organisation. Allows students to enhance their computer literacy and develop skills for managing information and communication technology (ICT) in accommodation businesses.

MNG00421 Events Management

Provide students with an international, national, regional and local perspective of events management. It will examine and evaluate management, marketing, financial and operational considerations together with the strategies necessary to ensure a viable event. Project planning techniques will be examined and evaluated. The events industry will be reviewed as part of the overall tourism product.

MNG00427 Entrepreneurship for Tourism and Hospitality

Explores innovation and the entrepreneurial process in the context of tourism and hospitality industries by examining environmental, personal and sociological antecedents to entrepreneurship, the process of new venture creation, and the general and strategic management of entrepreneurial ventures from start-up through growth.

MNG00431 Rooms Division Operations

Provides an understanding of basic operations and functions of the rooms division department within a hotel or resort. There is an increasing need for employees within the accommodation sector to understand the management principles and issues concerning rooms division. Examines and evaluates the impact of size, ownership and target market on the organisation, and on management strategies in the rooms division. Administrative, operational and revenue management controls of rooms division management are examined at each stage of the guest cycle.

MNG00440 Introduction to Tourism and Hospitality Management

Examines in an integrated way, management concepts and competencies common to managing all organisations, but particularly managing service and providing quality service in tourism and hospitality businesses and organisations. Uses tourism and hospitality case studies to encourage students to find links between theories and practice.

MNG00441 Hospitality Services Management

This unit introduces students to the concept of hospitality services management where the customer is the centre of the organisation. It develops an understanding of the links between marketing, operations and human resource functions to facilitate effective strategies and service management techniques for hospitality-related enterprises. In particular, this unit takes a student-centred approach and aims to develop students' teamwork skills. To complete the assessment requirements for this unit students will need access to a computer and internet.

MNG01222 Facility and Risk Management for Hospitality Operations

Examines organisations' procedures to manage facilities and risk in hospitality industries. This knowledge is needed to protect guests from safety hazards and organisations from loss of profits. The unit evaluates how tangible aspects of hospitality products are determined feasible in different contexts. It estimates the need to introduce strategic facility management measures for the benefit of operational efficiency. Examines risk management processes and their potential to protect physical, non-physical, financial and human assets.

MNG01413 Human Resource and Workplace Management

Highlights the importance of strategic HRM to tourism and hospitality. The interaction between line managers and human resource specialists is also examined. Students gain an appreciation of the value of people and human capital to organisations while critically engaging with contemporary research literature to identify future industry HR trends. Uses a student-focused strategy developing case-study analysis and critical thinking.

MNG10226 Theming and Staging for Conventions and Events

This unit aims to provide students with the ability to analytically apply the processes of production operations 'i.e. programming and theming, and logistics and staging' used in convention, exhibition and event management. These technical and creative processes encompass the decisions which influence how human and technical resources are employed to achieve the desired outcome of an event and are of fundamental importance to event management and planning. The unit investigates effective means of evaluating options and making the selections required to successfully manage a range of diverse events in a variety of contexts.

MNG10228 Project Management for Conventions and Events

Enables students to apply event project planning and management techniques to specific conventions and events. Topic areas cover all aspects of the event planning and management processes including: undertaking feasibility studies, scheduling and resource allocation, creating a work breakdown structure, and a Gantt chart, cost estimation techniques and event evaluation strategies. Microsoft Project is introduced as an application to assist with the management of event projects.

MNG10291 The Cruise Business

Provides students with an insight into the international cruise sector and current practices in terms of operations and management of cruise ship operations. Students have the opportunity to analyse issues associated with the international cruise sector through 'real life' case studies. A non-compulsory field trip will be scheduled. Students will need a computer and internet access to complete this unit.

MNG10476 Professional Development for the Workplace

A professional development unit enhancing skills necessary for gaining employment. Includes goal setting, job search skills, resume writing, interview skills, insights into organisational behaviour and practical approaches to dealing with common workplace issues. A key component of this unit is the development of a personalised Professional Development Plan.

MNG10526 Foundations of Visitor Interpretation

Visitor Interpretation is the professional practice of communicating with visitors in recreational and tourism settings such as protected natural areas, museums, zoos, art galleries and other natural and cultural heritage settings. This unit provides an overview of interpretation; an understanding of the key theories of communication and representation that underpin it; survey of interpretive methods such as signage, brochures, tour guiding; and an examination of its social, cultural, political and managerial implications. Students will have an opportunity to design and critique specific interpretive approaches.

MNG10695 Global Politics Of Tourism

This unit introduces students to tourism policy, planning and development in the context of global politics. This unit adopts a student-centred learning strategy in which students gain advanced insights into tourism as a by-product of global capitalism. Students will broaden and deepen their understandings of tourism, global politics, and the political economy of tourism.

MNG10696 International Tourism Destinations

This unit requires access to the Internet. Develops students' understanding of the planning, development and management aspects of tourism destinations. It examines the core theoretical models and tourist typologies, as well as managerial issues related to destination management organisations (DMOs) and crisis preparation and recovery. This is supported by the use of several case studies applied in different contexts (urban, rural, mountain, island and coastal) and scales (national, regional and local).

MNG10697 International Transport and Tourism

This unit requires access to the Internet. Develops students' knowledge of the various transportation modes (air, sea, road and rail) within the context of tourist displacement. It discusses the relationship between transport and tourism development, particularly from the perspective of transport networks, as well as those transport issues (economic, environmental, managerial, operational, regulatory and technological) related to the different means of transport used by tourists

MNG10723 Hospitality: History, Politics and Culture

Introduces students to contemporary developments, trends and issues in the wider, international hospitality industry. Develops students' understanding of the structure and characteristics of the industry and political, cultural and historical factors that shape the way international hospitality organisations are managed. Uses a student-focused strategy developing skills in case study analysis.

MNG10724 Coastal and Marine Tourism

Coastal and Marine Tourism builds understanding of the growth and variety of tourism operations and management in these locations. The unit involves teacher - student interaction aimed at developing students' conceptions and worldview of the issues related to tourism development in coastal and marine locations. Using an inductive approach based on case study examination of various types of tourism in coastal and marine locations such as dive tourism, coastal destination management and marine wildlife tourism, issues which impact experiences, operation and management will be explored. The challenges of sustainable management are also examined from a range of stakeholder perspectives.

SCI00419 Food and Beverage Management

Provides students with an understanding of strategic, operational and managerial issues facing food and beverage operators. The unit equips students with foundation skills and knowledge required to successfully manage a food and beverage enterprise in a convention, event, industrial catering and cafe or restaurant setting. Emerging trends and developments in the food and beverage industry are also discussed.

SCI00428 Food and Beverage Operations

Introduces students to the dynamic and challenging area of food and beverage operations. Initially it analyses the historical and cultural issues that have developed and influenced social and cultural norms. Students develop an understanding of the key operational activities, legal responsibilities and technical knowledge necessary for the successful management of a food and beverage outlet. This is followed with an examination of the main issues facing food and beverage operators today and evaluates current trends and practices that are emerging.

SOY00011 Sport Tourism I

Provides students with a theoretical and practical overview of sport tourism with global and Australian examples. Adopts a teacher/student interaction during which students acquire an understanding of the theory and practice. Unit looks at the historical development of sport tourism, provides conceptual frameworks and sport tourism models and introduces business practices that outline the symbiotic relationship between sport and tourism, finally introduces contemporary issues.

SOY00012 Sport Tourism II

Uses a student/teacher interaction strategy aimed at students developing their worldview of sport tourism. More theories and constructs about sport tourism are studied, leading into a number of significant issues such as: economic, social and cultural impacts upon communities and environmental impacts; sport tourism and urban and regional development; government policy; the organisation of sport tourism events and future management issues.

SOY00137 Environmental Management in the Hotel Industry

Topics covered in this unit include a systematic framework that encourages a strategic approach to the environment as a business issue. The unit encourages a proactive approach to environmental management while examining the environmental review process, staff commitment, resource acquisition and allocation, leadership and team building, the selection of priority areas, developing plans, measurement target setting, implementation and review of the process.

SOY00411 Tourism Theories and Practices

Students develop their knowledge and understanding of the dynamics of the tourism system and their capability for independent, university level (i.e. professional) education. This process can be intrinsically interesting and it has practical uses, such as providing students with background knowledge for other subjects that involve marketing, management and other disciplines related to tourism.

SOY00412 Contemporary Tourism Issues

More foundation topics about tourism and hospitality, including environmental impacts and attractions. Topical issues are explored with examples from many countries. These include sustainability and ecotourism; strategic and structural issues in tourism industries, authenticity; and impacts on tourism of the Olympic Games.

Other important information

MySCU learning and information sites

General Information regarding MySCU Learning and Information sites is contained in Part Two of this guide under the 'MySCU' heading. This site will also explain how new and continuing students access 'MySCU' at <http://study.scu.edu.au>

What is a unit learning site

The School of Tourism and Hospitality Management utilises the students' MySCU' site to provide information regarding the unit/s being studied each study session. Upon current enrolment into a Tourism and Hospitality unit/s, a link will appear in 'MySCU' homepage for each unit the student is enrolled in. This link gives access to the Unit Learning Site and if the link to the unit does not appear, the first step is to check current enrolment via the 'MyEnrolment' site.

What does the unit learning site contain?

Each Unit Learning Site contains vital information about the unit of study. Students will notice a variety of information tabs to the left, including:

Notice board: contains important announcements that are posted by the Unit Assessor and teaching staff.

General information: contains relevant information in relation to the unit.

Unit documents: contains the unit materials including the Unit Information Guide (UIG) and Study Guide. The UIG is the important document which contains details of the aims, objectives and syllabus of the unit; as well as the essential prescribed textbook (if applicable) and the assessment tasks with due dates.

Assignments: contains information in relation to the assessment tasks of the unit. This is where students upload assignments for marking.

Staff information: contains information regarding academic and administrative staff associated with the unit.

Discussion board: contains postings from students and/or the Unit Assessor in relation to study topics and discussion threads. This is an interactive forum that allows students to communicate with the Unit Assessor and/or network with other students. The discussion board can be utilised as part of the assessment tasks.

eReadings: directs students to the eReadings Library website where the Book of Readings can be accessed and printed via RapidPrint.

'Elluminate Live!': contains the link to the planned session of this web based application which assimilates an online classroom environment. There is also a link to 'Elluminate Help' for tips and assistance with the application.

SCU Webmail: contains the link to the student's SCU email account. Please read 'Staying in touch with SCU' in Part Two of this guide for further information about the importance of weekly access and forwarding email instructions.

Individual sites may also include link to pertinent unit information such as Lecture notes, Podcasts, External links and Group folders.

Tourism and Hospitality Management Student Centre (MySCU Information Site)

The Tourism and Hospitality Management Student Centre is an information forum for all students admitted to Tourism and Hospitality Management courses. It contains a wealth of information to assist students' progress through their studies at the STHM. Further information is provided in Part 2 of this guide and we encourage students to familiarise themselves with all MySCU sites early in their studies.

Advanced standing – course specific requirements

General information regarding advanced standing is contained in Part Two of this guide. The following information is specific to the School of Tourism and Hospitality Management courses. We encourage you to apply for advanced standing at the beginning of your course so that you can best plan your studies throughout the course.

The basis of application

A student may apply for credit (advanced standing) in any of the courses on the basis of;

1. previous tertiary education for Certificate IV, or higher level qualifications normally completed in the last ten (10) years
2. relevant industry experience at a professional level, certified or documented workplace or industry training

School specific rules

The Tourism and Hospitality School Board may grant advanced standing of up to sixteen (16) units provided that;

- i a maximum of four (4) units are counted towards Intern Study; and
- ii a maximum of twelve (12) units are counted towards units other than the Intern Study.

To obtain advanced standing for the four units of Intern Study students are required to demonstrate two years full time (or equivalent part time) work experience, which provides appropriate breadth and depth of practical experience within tourism, hospitality or the sport tourism industry. Some experience needs to be at a supervisory level or higher.

Applications are accepted for advanced standing for the Internship units based on work completed prior to enrolling in the course. It does not apply to those students who undertake casual work during the course of their studies. University Wide/external students who are working full-time while studying and wish to use this work for internship, should discuss their situation with the Internship Coordinator. Students who have enrolled and commenced the Internship will not be eligible for advanced standing.

Supporting documents required

Applications for advanced standing based on **previous study** require:

- a completed, signed and dated Application for Advanced Standing form, downloadable from the Student Services site. (A list of useful websites appears in Part Two of this guide.)
- certified copies of the transcript/s or Statement of Results and the award (Testamur or Certificate) if completed, or Statement of Attainment for a partially completed qualification
- relevant Unit Statements and/or detailed Course Outline.

Applications for advanced standing (toward the Intern Study units) based on relevant **industry experience** require:

- a completed, signed and dated Application for Advanced Standing form
- an up-to-date resume
- position description(s)
- statement/s of service from previous employer/s signed and dated on company letter head. This is not a reference; we simply need details of length of service, full or part time work and information about your main responsibilities and duties

Applications for advanced standing for Intern Study units must be submitted no later than the session prior to the commencement of the Internship.

Submission requirements

Applications, together with supporting documents should be submitted in person, by post, fax or email to:

In person at any campus:

School of Tourism and Hospitality Management,
Lismore Reception
U Block, Room 2.02

OR

School of Tourism and Hospitality Management
Coffs Harbour Student Liaison, Room MG.39,
Hogbin Drive, Coffs Harbour NSW 2450

OR

Gold Coast Beachside Shared Services Hub,
Southern Cross University

Level 1, Building A, Shared Services HUB
Southern Cross Drive, BILINGA

Email: tourline@scu.edu.au

Fax: Lismore: 02 6626 9155

Post:

School of Tourism and Hospitality
Management

Student Liaison Team

Southern Cross University

PO BOX 157

LISMORE NSW 2480

Requirements for studying via distance education

University wide/external students only

Students enrolled via distance education, are required to own (or have regular access to) a computer that has internet access and a CD-ROM drive with a current operating system.

Bachelor of Environmental Tourism Management

This degree is offered in conjunction with the School of Environmental Science and Management. Some of the units offered through this School have a **compulsory 'Residential Workshop'** that students must attend to satisfy the requirements of that unit. A Residential Workshop involves a period of time that must be spent either on-campus at Lismore or at specified off-campus locations. The Residential (that can include lectures, tutorials, workshops, fieldwork and/or laboratory classes) provides students with valuable 'hands-on' experience in the field and in laboratories, and provides an excellent opportunity to meet staff and fellow students.

Specific details regarding the timetable and requirements for Residential Workshops and Intensive units can be accessed from the School of Environmental Science and Management. Email to esm@scu.edu.au or phone Environmental Science Reception on (02) 6620 3650.

Domestic students studying abroad

Students that are contemplating studying externally from overseas, should advise us of this as soon as possible. The External Student Liaison or Support Team will need to confirm study package courier delivery, assignment and examination costs and arrangements to ensure that studies are not delayed.

Internship

Although the Internship is normally completed in the final semester of studies the services and support of the Internship office is available from a student's first day at university. Weekly emails detailing current employment opportunities within the industry and current volunteer opportunities are advertised. The annual Careers Day is open to all STHM students. The Internship information site on the blackboard also provides resources for applications and resumes, industry information and potential Internship locations as well as a variety of other relevant and necessary information.

The Internship consists of four Intern Study units and is taken over a 20-week (600 hour) period after the completion of 19 units. All Internship placements must be approved by the Internship Co-ordinator prior to commencement.

There are dedicated Internship team members located at each campus. For queries regarding any aspect of Internship please contact the Internship Office. Full contact details for the Internship Officer and Coordinator at the Lismore campus can be found in the School contacts table below.

School contacts

Student liaison or support team

The Student Liaison or Support Team aims to provide students with a high level of friendly, efficient and professional service and is the first point of contact for all enquiries including:

- enrolment advice
- unit selection
- course structure and planning
- support for distance education students
- advanced standing
- special consideration
- general course administration
- assignment administration

If they cannot assist, they will refer students to the relevant area or the appropriate staff member within the University. General operating hours are 9:00am – 5:00pm Monday to Friday (Eastern Standard Time). During daylight savings the Tweed Heads Riverside and Gold Coast - Beachside campuses operate on Queensland time (8:00am – 5:00pm).

Lismore campus

Staff Name	Role	Contact Details	Location
	Reception	02 6620 3920 tourline@scu.edu.au Southern Cross University PO Box 157 LISMORE NSW 2480	Room U2.02
Maree Jeffery	Student Liaison Team Leader	02 6620 3352 tourline@scu.edu.au	Room U2.02
Nic Rowe	External Studies and Honours Liaison	02 6620 3985 tourline@scu.edu.au	Room U2.02
Junee Boyd	External Studies and Honours Liaison	02 6620 3621 tourline@scu.edu.au	Room U2.02
Julie Glass	External Studies and Honours Liaison	02 6620 3627 tourline@scu.edu.au	Room U2.02
Joanne Cooper	Internship Officer	02 6620 3154 tourline@scu.edu.au	Room O2.02
Lismore Campus		Fax: 02 6626 9155	

Gold Coast campus - Beachside

Staff Name	Role	Contact Details	Location
Shared Services Advisor for the Gold Coast Beachside Campus	Shared Services Advisor	Phone: 07 5589 3001 gcsharedservices@scu.edu.au Southern Cross University Locked Mail Bag 4 COOLANGATTA QLD 4225	Level 1, Building A, Gold Coast Shared Services Hub (Southern Cross Drive, BILINGA)
Gold Coast Campus - Beachside		Fax: 07 5589 3700	

Coffs Harbour campus

Staff Name	Role	Contact Details	Location
Rachel Ashbrook	Student Liaison	Phone: 02 6659 3212 tourline@scu.edu.au	Room: MG.39
Coffs Harbour Campus		Fax: 02 6659 3144	

The Hotel School Sydney

Staff Name	Role	Contact Details	Location
	Senior Administrator/ Student Liaison	Phone: 02 9240 3200 hotel@scu.edu.au	Macquarie St, Sydney
The Hotel School Fax		02 9240 1338	

Course co-ordinators and advisors

Course Coordinators and Advisors have responsibility for the overall coordination, development, review and administration of a course. Initial enquiries should be directed to the Student Liaison or Support Team.

Staff Name	Role	Contact Details	Location
Michele Day	International Exchange Advisor BBTM, BSpTM and BBITM Course Coordinator	02 6620 3654 michele.day@scu.edu.au	Lismore Room: 02.03
Yun Lok Lee	BBHRM and BBIHM (Hotels & Resorts Major) Course Coordinator	02 6659 3617 yun-lok.lee@scu.edu.au	Coffs Harbour Room: MG.38
Michelle Whitford	BBECM Course coordinator	07 5506 9307 michelle.whitford@scu.edu.au	Gold Coast Beachside Room: A3.27
Erica Wilson	BETM and Honours Course Coordinator	02 6620 3920 erica.wilson@scu.edu.au	Lismore Room: O2.10
John Haw	BBCGM and BBIHM (Caming Major) Course Coordinator	02 6626 9429 john.haw@scu.edu.au	Lismore Room: R1.29
Paul Weeks	THHS Academic Director	02 9240 3203 paul.weeks@scu.edu.au	Phillip Street, Sydney
Andrea Boyle	Internship Coordinator	02 6620 3927 andrea.boyle@scu.edu.au	Lismore Room: O2.15

Other important contacts

The Head of School and other important contacts are listed below. Find out more about the School of Tourism and Hospitality Management at: <http://www.scu.edu.au/tourism>

Staff Name	Role	Contact Details	Location
Professor Sandra Speedy	Acting Head of School	02 6620 3257 tourline@scu.edu.au	Lismore Room: O3.12
Tracey Flaherty	International Offshore Student Enquiries	02 6620 3288 tourline@scu.edu.au	Lismore Room R2.15
Jane McLennan	Postgraduate Program Enquiries	07 5506 9342 tourline@scu.edu.au	Tweed Riverside Campus Room: 3.22A

Part Two

Administrative and General Information

This section of the guide is a summary of administrative and general information relevant to students and their studies. Wherever possible students will be directed to sources of further information and assistance. A comprehensive list of useful websites is located at the end of this guide.

Fees

The cost of attending university will vary and much depends on your program of study. Expenses can generally be broken into three groups: study costs, living expenses and other expenses. This section focuses on study costs or fees and includes important information to remember when enrolling into units of study in a course.

At SCU a student is either a Commonwealth supported student or a fee-paying student, also known as a non-Commonwealth supported student.

Fee-paying students are required to pay full tuition fees for each unit of study.

Undergraduate courses

The University offers very few undergraduate fee-paying courses. Generally, undergraduate courses are Commonwealth-supported for eligible students.

Postgraduate courses

The majority of SCU fee-paying courses relate to postgraduate study and FEE-Help is available to eligible students.

Commonwealth-supported students

A Commonwealth-supported place entitles all eligible students in an undergraduate degree (and some postgraduate degrees) to a Student Learning Entitlement (SLE), with access to seven years of equivalent full-time study. Every unit of study undertaken under Commonwealth support has a cost. The Commonwealth Government meets part of that cost and the student pays the other part. This student cost is called the Student Contribution Amount.

At SCU the Student Contribution varies and is determined by the units selected by each student, the discipline category or 'band' of the units studied and the year the student commenced their course of study or degree. To find out exactly which band(s) your unit/s of study belong to visit the University's [Fees and Financial Assistance website](#)

Before enrolling in units for the first time, new students must read the 'Information for Commonwealth Supported Students' booklet available from SCU Student Services or at www.goingtouni.gov.au

Students complete the request for Commonwealth Support Form (and HECS-Help) from SCU. This is known as an electronic 'Commonwealth Assistance Form' (eCAF), which is completed and submitted electronically via 'My Enrolment'. The eCAF must be completed before enrolment into any units.

The deadline for finalising payment arrangements for each unit of study is the census date.

Commonwealth-supported students can pay for all or part of their Student Contribution upfront or defer payment to the Australian Tax Office (ATO) and repay it later through the Australian tax system when their income is above the nominated minimum threshold.

If the Student Contribution is paid on or before the census date a 10% discount applies for payment of \$500 or more.

Domestic fee-paying students

A fee-paying student, also known as a non-Commonwealth supported student, is required to pay full tuition fees for each unit of study in a study period. Eligible fee-paying students can either:

- pay some or all of their tuition fees up front on or before two weeks prior to the start of the study period; and/or
- apply for an Australian Government FEE-HELP loan for some or all of their tuition fees by submitting a 'Request for FEE-HELP assistance form' (eCAF). The Australian Government will pay the amount of the loan to SCU on the student's behalf. A loan fee of 20% applies for undergraduate courses of study. There is no loan fee to a FEE-HELP loan for postgraduate study, enabling courses, units of study with Open Universities Australia and bridging study for overseas trained professionals.

The deadline for finalising payment arrangements via a FEE-Help loan is the census date.

To be eligible to receive a FEE-HELP loan the student must be an Australian citizen or holder of a Humanitarian visa. FEE-HELP is not available to New Zealand citizens or permanent residents.

Students, who wish to access a FEE-HELP loan, must read the 'FEE-HELP information booklet' available from Student Services or at www.goingtouni.gov.au. They must also complete and submit an eCAF via 'My Enrolment' and provide their Tax File Number.

Payment of a FEE-HELP loan is deferred to the Australian Tax Office (ATO) and is repaid later through the Australian tax system when the student's income is above the nominated minimum threshold.

International on-shore and miscellaneous fee-paying students

International onshore students and miscellaneous fee-paying students are required to ensure that their fees are paid on or before two weeks prior to the start of the study period.

International tuition fee information, including information about unit withdrawal impacts, due dates for student fees and refund rules, is available from the International Office and the SCU [Fees and Financial Assistance website](#).

To contact the International Office:

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

Remission of Student Contribution Amounts

Where extenuating circumstances exist, students may apply for a remission of the Student Contribution Amount by contacting Student Services.

More information

For more information on University fees or Commonwealth-supported places go to the University's [Fees and Financial Assistance website](#) and www.goingtouni.gov.au

To contact Student Services:

Phone: 1800 626 481

Email: enrol@scu.edu.au

Other related costs

There are a number of other administrative fees that students may be required to pay at some time during their University life. These may include such things as textbooks, field trips, student services and amenities fee, penalty charges (sanctions) and costs associated with graduation etc.

For further information see Administrative Charges in the [Student Handbook](#).

Income support and the Three-Session Teaching Calendar

The Southern Cross University three-session teaching calendar provides students with the flexibility to spread their full-time study load over three sessions, if they choose. This does not mean that students have to enrol in all three sessions to qualify for income support. There are many combinations of study that satisfy the eligibility criteria for income support. Students will still be able to study a full-time load over Session 1 and 2 and take Session 3 as a break. It is an optional study period. Schools will be offering units during Session 3 that will enable students to accelerate their learning or spread their study load. Please note, not all courses offer units in Session 3, students will need to check the Schedule of Units for that study period to see what is available to study.

Centrelink considers students to be full time if they are doing a HECS loading of at least 0.375 for each study period OR they are doing at least 75% of the full-time workload. At Southern Cross University one single weighted unit of study has a HECS loading of 0.125. Students need to demonstrate to Centrelink that they are studying at least 3 single-weighted units in each study period OR at least 6 single-weighted units over the full teaching year in order to be entitled to income support. Please note if a student is enrolled in less than 3 units in Session 1 and receiving income support payments, Centrelink will write to them and ask if they intend to be enrolled as a full-time student over the remainder of the teaching year. To prove to Centrelink a student will be studying full-time they will need to enrol in units over the remainder of the year and send that study plan advice to Centrelink. Students don't necessarily need to enrol in both the remaining sessions to make up a full-time study load.

There is no obligation to study in all three sessions of the Teaching Calendar.

Requirements regarding full-time study can be found on the Centrelink website at <http://www.centrelink.gov.au/>. Students should discuss their eligibility for income support with Centrelink's Youth and Student Services by telephoning 132490.

Advantages of studying in Session 3

Session-based students are not obliged to study in Session 3; however there are advantages in doing so. Studying in Session 3 can help students to:

- fast track their studies
- dedicate time to studying a unit that might need a concentrated effort
- maintain their study momentum by undertaking a unit or units over the break between the end of Session 2 and commencement of Session 1 the following year
- catch up on failed units so that course progression and completion is not extended

- graduate sooner, if nearing course completion with 4 or less units to complete, consider studying these over session 3;
- negotiate a study plan with their School or College to align with Session 3 unit availabilities that suits individual goals and career aspirations
- redeem themselves from exclusion by enrolling in a Session 3 unit or units and achieving a GPA of 4 or above. (Not applicable to International Students studying in Australia).

To find out more about the units available to study during Session 3 visit the SCU [Units Search](#). Here students will be able to search for units (subjects) by name, code, school or campus. Once a unit or list of units has been retrieved, students can also see a description of the unit by clicking on the unit name.

HINT: Prior to enrolling in a unit remember to check the [Schedule of Units](#) for any requisite requirements.

Study load for International onshore students

International onshore students must complete their course within the expected duration of study as specified by Standard 9 of the National Code of Practice 2007. This means Southern Cross University must monitor the workload of International onshore students to ensure they complete their course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. SCU will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

International onshore students are required to complete eight (8) single-weighted units of study (1 EFTSL) each year, or pro-rata if a student commences after the first study period.

Students can study up to twenty-five percent (25%) of their course by online and/or distance learning. Approval to study online or by distance education must be sought from both the International Office and the relevant School using a 'Unit Approval Request' submitted through My Enrolment. Students undertaking a session or trimester based course must study at least one (1) unit that is not by distance or online in each mandatory study period.

Students studying in sessions

International onshore students who undertake a session-based course must study a minimum of four (4) units in each of the mandatory sessions (Sessions 1 and 2) to satisfy full-time enrolment. In special circumstances this can be varied.

Students not studying four units in each of the two mandatory sessions (Sessions 1 and 2) are required to liaise with an International Student Advisor to map and sign their study plan for each year of study.

Students studying in trimesters

International onshore students who undertake a trimester course in the *fast track* mode are required to enrol in four (4) units per study period. Students not undertaking the fast track path are required to enrol in three (3) units per study period. Where the *fast track* study mode is being undertaken it will be stated in the student's offer letter and Confirmation of Enrolment (CoE).

All trimesters are compulsory study periods; international onshore students must be enrolled in all study periods while on a student visa. Any variation to the required study load for trimester students must first be discussed with an International Student Advisor.

More information

For more information go to Southern Cross University's [International Office website](#) or the Australian Government – Australian Education International website at www.aei.gov.au/AEI

To contact Southern Cross University's International Office:

Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

Census dates

Each unit of study in a study period at SCU has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes fixed and final. After the census date a student cannot enrol or withdraw from units without significant financial and/or academic liability.

If using the HECS-HELP or FEE-HELP Government loan schemes, the debt for units in the study period is deferred on the census date.

Census dates vary depending on the unit/s in which a student is enrolled. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To determine the actual census date for each unit of study, students must check My Enrolment:

- log into My Enrolment
- select *My Study Plans*
- from the menu to the left of the screen select *Current Enrolment*.

Each unit in which a student is enrolled will be displayed with the census date clearly identified.

Commonwealth Assistance Notices (CAN)

A Commonwealth Assistance Notice (CAN) is issued to all Commonwealth Supported, FEE-HELP and OS-HELP assisted students within twenty-eight (28) days past the census date for each unit of study. The CAN shows detailed enrolment information for each unit of study within the relevant study period including upfront student contribution amounts and/or amounts deferred via HECS-HELP, FEE-HELP or OS-HELP. The CAN is available by accessing My Enrolment (use the *My Finance* menu option). It is important to check all the information on your CAN within fourteen (14) days of its release. If you believe the information on the CAN is incorrect, please make a request in writing to enrol@scu.edu.au to have your information corrected.

More information

For more information on census dates or Commonwealth Assistance Notices go to the University's [Fee and Financial Assistance website](#).

Final date to enrol in unit/s

The final date to enrol in unit/s online without approval is the end of Week 2 (Sunday) of each study period. Students wishing to enrol in unit/s after this date will require approval from the relevant School and should submit a Unit Approval Request through My Enrolment stating the reason for the late enrolment. Where approval is not granted, the relevant School will contact the student.

Deferring studies

If you cannot commence studies in this academic year, then you need to defer to secure your place in the following year. But, if you can commence studies in Session 2 or Session 3 then you do not need to defer, you simply enrol in that study period.

Note, if your offer is for Session 3 and you are unable to commence study, deferment is the only option available as there are no remaining study periods.

Deferment will incur a non-refundable \$100 fee.

Deferment is only available to applicants who have been made a Commonwealth Supported or Hotel School Employer Reserved offer. Deferment is not available for Bachelor of Education (Secondary) graduate entry, Bachelor of Laws graduate entry, Bachelor of Education (4th year upgrade) and all one year Honours courses. Deferment is also not available to continuing students (continuing students wishing to take a break from studies should refer to the section 'Leave of Absence').

Students can defer an offer to a course prior to accepting through My Enrolment. To defer an offer once a student has accepted, declined or enrolled in units, please send a request by email to defer@scu.edu.au

Students will be notified in writing of the outcome of their deferment request and payment options.

For more information about how to defer an offer please download the '[My Offers – Request to Defer your Offer](#)' guide, which is located on the Student Services downloads page.

Advanced standing – recognition of prior work or study

At Southern Cross University a student's previous work or study experience may help them cut months off their degree.

Students who have completed tertiary study elsewhere, for example TAFE or university, or had work experience at a professional level during the past 10 years, may be eligible for Advanced Standing.

Advanced Standing is also known as Credit for previous study, Exemption, Recognition of Prior Learning (RPL) or Credit transfer.

The amount and type of credit awarded will determine a student's study plan so we recommend, where possible, students apply for advanced standing at the same time as they apply for admission.

International students should apply to be pre-assessed for advanced standing (Credit Transfer) at the time of lodging their application for admission to the International Office.

Students wishing to apply for advanced standing during their studies should submit an application to their School or Shared Services Centre at least one month before the start of the relevant study period. All requests for advanced standing must be completed before the final study period. This will ensure that course completion and graduation are not unnecessarily delayed.

Students should also check that the basis on which they are applying for advanced standing aligns with that stipulated for the course or the relevant School or College. Therefore, if applying for advanced standing solely on the basis of professional level experience it is important to check with the relevant School or College to ensure that applications for advanced standing are accepted on this basis.

If applying for advanced standing based on previous tertiary study, including study at TAFE, private providers or other universities, please attach the following:

- Transcript/s for completed or partially completed qualification/s (including failures and an explanation of the grading system)
- Detailed course and/or unit outline/s

and where applicable:

- Statement of Attainment for partially completed qualification/s OR Testamur/Certificate for completed qualification/s.

Students who have previously been enrolled at Southern Cross University (SCU) will not generally need to submit their transcript of results but may need to supply copies of unit statements for units completed.

The documents submitted must be originals or certified copies of originals. Non-English documents must be submitted in the original language, accompanied by an authorised English translation. For further guidance download the Certification and Translation Guidelines, this is located on the [Advanced Standing website](#).

To apply for Advanced Standing students should first download and complete the [Advanced Standing Application Form](#).

Be sure to:

- read the form carefully
- print clearly and neatly, in English, using black pen, completing all relevant sections in full
- initial and date any change that you make to the form
- sign and date Part 3, DECLARATION
- photocopy the completed form for your records
- securely attach supporting documents to the form. Individual schools may have particular documents that will be required, if this is the case those documents will be noted in Part One of this guide.

Submit the Application for Advanced Standing together with supporting documents to the relevant School or College, or Shared Services Centre.

It may take from one to four weeks to process and assess an application, depending on the level of assessment complexity and whether complete information and sufficient supporting documents have been supplied.

Students will be notified of the outcome in writing. International students studying in Australia, who have applied and been granted advanced standing following the commencement of the course, are required by the Education Services for Overseas Students (ESOS) Act to acknowledge, in writing, acceptance of the advanced standing granted. The 'Advanced Standing Acceptance Declaration', supplied with the notification of advanced standing, must be signed, dated and returned to the SCU International Office within two calendar weeks of the date of the 'Advanced Standing Notification'. The International Office will then vary the period of study on an International student's Confirmation of Enrolment (CoE).

Students may query the outcome of their Application for Advanced Standing and may appeal any decision except academic judgement. Appeals will be dealt with in accordance with the Student Grievance Policy.

A student who has accepted advanced standing may at any time, apply in writing to the relevant School or College to rescind (withdraw, overturn or cancel) part or all of this credit. Requests to rescind credit will only be approved for sound academic reasons (e.g. the student wishes to undertake the unit, to change direction in their degree or undertake an approved exchange or study abroad program). Once credit has been rescinded, students will not automatically be re-granted that credit.

Any advanced standing granted or rescinded will affect a student's study plan and the units in which they will need to enrol to complete their course. For study plan and unit sequence advice contact the relevant School or College. International students should consult their International Refund Policy ('Listed in your Acceptance of Offer Agreement') about the refund impacts this may have.

[Advanced Standing Search Website](#)

The Southern Cross University (SCU) [Advanced Standing Search](#) allows you to see how much advanced standing you may be granted for your previous studies.

[More information](#)

For more information go to Southern Cross University's [Advanced Standing website](#).

Class timetabling

Information about class timetables is available from the University's [Class and Exam Timetables](#) website. This represents the most up-to-date timetable information for SCU on-campus students and does not apply to external studies.

Students can use the timetables online search facility to check class timetables for the following locations:

- Coffs Harbour
- Gold Coast–Beachside
- Lismore
- Port Macquarie
- Tweed Heads–Lakeside
- Tweed Heads–Riverside.

Please continue to check timetables periodically as times may change.

Class registration

Students who elect to enrol in units offered internally must register for classes online. Students will receive an email from Student Services advising when online class registration is open for each study period. All Schools/Colleges use online class registration and students must register for classes through My Enrolment. Please note some students do not register for classes, for example, distance education/external/university-wide students.

It is easier for students to register into their preferred class if they already know the class they wish to take. Therefore, we recommend students review the class timetables for their enrolled units prior to class registration opening and to have alternative classes selected in case their preferred class is already full. This will make online registration easier. Remember – you must be enrolled in the unit before you can register into classes.

There are very few classes that do not register online. However, if a unit has only one class scheduled (i.e. there is no choice about the days students can attend classes), then students will be automatically allocated to that class. Students will see they have been registered into the class when they look at their timetable in My Enrolment.

Where there is a choice of classes (usually for tutorials, workshops or Lab sessions), then students must register for classes online through My Enrolment (use the *My Classes* menu option).

Class registration opens progressively during the week for Schools/Colleges. Please note, units belong to each School; students should ensure that classes are open before they try to register. This is particularly important for students who are studying units across schools.

HINT: the earlier a student registers for classes once class registration opens the greater chance they have of gaining their first preference of class.

For more information about class registration download the Student Services Demonstration Guides: [My Classes – Registering in Classes](#).

Leave of absence

Students can apply for a Leave of Absence for up to one year (12 months) provided they have remained enrolled in at least one unit of study past a given census date. Students can apply for an extended Leave of Absence up to two years (24 months) upon approval from the relevant School.

Applications for Leave of Absence are submitted through My Enrolment.

Students who do not make application for a Leave of Absence will be automatically withdrawn from their course of study where no enrolment is evident after a certain period. Should the

student wish to return to study at a later date, they will need to re-apply to the University either directly or via UAC/QTAC and either provide the same supporting documentation as the initial application or evidence of the SCU study prior to withdrawal.

International onshore students are only permitted six (6) months Leave of Absence. All International onshore students considering taking a Leave of Absence must first seek approval from the SCU International Office.

For further information please refer to Rules Relating to Awards in the Student Handbook (see Rule 2.7(a–f)).

Variation to enrolment

A student may vary their original unit enrolment details through My Enrolment. Deadlines exist for enrolment variations and course and unit withdrawals. Changing the mode of study, for example internal (on-campus) to external study (distance education/university wide), and unit substitutions are enrolment variation requests and are subject to the same deadlines.

The dates by which a student must vary their enrolment are set out in the Principal Dates section of the Student Handbook. Enrolment variations after the prescribed dates can affect a student's academic record and financial liability.

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide). All International onshore students considering varying their enrolment to include external units must first seek approval from the SCU International Office.

Withdrawing from a course or unit

After certain dates in the academic calendar have passed, withdrawing from a course or unit can have a serious impact on a student's financial liability and/or academic record.

Withdrawing from unit/s without incurring a Student Contribution Amount

The final day to withdraw from unit/s without incurring a Student Contribution Amount (SCA) is the census date. Census dates vary depending on the unit/s in which a student is enrolled. Students can check the census date for each enrolled unit through My Enrolment. Each enrolled unit will be displayed with its census date clearly identified. Students who withdraw from unit/s after census date will incur a SCA.

Withdrawing from unit/s without incurring a Fail grade

The final day to withdraw from unit/s without incurring a Fail grade is referred to as the 'Withdrawal Without Failure' date. Withdrawal Without Failure will still incur a Student Contribution Amount as the final day to withdraw without incurring this debt is census date. Students who withdraw from unit/s after the Withdrawal Without Failure date will incur a Fail grade. To check the final day to withdraw without incurring a Fail grade go to the [Key Dates](#) published at the end of this guide.

Fee-paying courses

If you are enrolled in a fee-paying course and you withdraw from your course or unit/s after the start of the study period you may be liable for a partial fee. Refer to the University Refund Policy set out in the Rules Relating to Student Fees and Charges in the Student Handbook.

It is the responsibility of each student to be aware of the relevant dates and consequences before withdrawing from a course or unit. Course or unit withdrawal can be done through My Enrolment.

Regulations relating to a course or unit withdrawal are also set out in the Enrolment Rules, which are printed in the Rules section of the Student Handbook (see Rules 2.6–2.8).

Students who require further information or assistance should contact Student Services on:

Phone: 1800 626 481
Email: enrol@scu.edu.au

International on-shore students

International on-shore students should contact the International Office if they intend to withdraw from their course.

Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

Further information about unit withdrawal impacts for International students are detailed at www.scu.edu.au/students/fees/index.php/14/

Cross-institutional studies

It may be possible for SCU students to undertake a unit/s of study at another university and have the unit/s credited to their award (course, degree or program).

Students interested in applying for approval to study cross-institutionally at another institution should first discuss their intention with their school. The School may require the application be in writing and accompanied by the unit statement/s for the unit/s a student wishes to study.

Where the request is approved, the School will provide written approval, which will be required by the university that you wish to study at. It is the student's responsibility to organise enrolment at that university. As each university will have different requirements and deadlines, students will need to check these carefully.

On completion of cross-institutional study, the student will need to provide their School with their academic transcript, or a certified copy, attached to a completed Advanced Standing Application form to have the unit/s credited towards their SCU degree. To avoid delays with graduation, please make sure that all applications for advanced standing are submitted as soon as possible after the completion of cross-institutional study.

International on-shore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide), which includes cross-institutional studies. All International on-shore students considering undertaking a unit of study at another university must first seek approval from the SCU International Office.

Students studying at other universities may apply to study cross-institutionally at SCU. Application is made direct to SCU using the University's Direct Application form. Normal admission deadlines apply.

For more information about cross-institutional study please contact Student Services:

Phone: 1800 626 481
Email: stusadmin@scu.edu.au

International onshore students should contact Southern Cross University's International Office:

Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

Course transfer

If you are currently admitted to a course at Southern Cross University you may apply for a course transfer to study a different Southern Cross University course. Students can apply to do so by making application online through My Enrolment.

If you are seeking credit transfer (advanced standing) for units in the course that you are transferring to based on similar units you have studied in your current course, please complete an Advanced Standing Application form. You will not have to supply supporting documentation as a copy of your academic record will be accessed to ascertain your eligibility to course and credit transfer.

Students cannot transfer to another course at another University or Higher Education Institute. Instead you must withdraw from the SCU course using My Enrolment and make application to the new institute via their published application process.

Please note students wishing to exit from an SCU course with a lesser award should contact the relevant School or College for further information.

Further information about enrolment issues

Further information or assistance regarding enrolment issues is available by consulting:

- the relevant course and unit entries in the Student Handbook
- the relevant Enrolment Rules in the Rules section of the Student Handbook
- the School or College Student Liaison or Support Team
- a Student Services Enrolment Officer:

Phone: 1800 626 481

Email: enrol@scu.edu.au

MySCU

The 'MySCU' portal is a student's point of entry to a range of services and resources that are available online to support study and student life at Southern Cross University. The services and resources include online learning sites, support services and the University Library. MySCU is a student's 'doorway' to unit materials and online activities.

MySCU contains two main sites on the home page: Information Sites and Learning Sites, where students can access resources and communication tools and links that are integral to their study throughout the study period. Contact details for teaching staff and information and messages specific to each unit are provided, together with grades and grading standards and the referencing requirements specific to an area of study.

Students should regularly check the following location in their browser:

<http://study.scu.edu.au>

This opens the MySCU student intranet page.

MySCU Information Sites

MySCU 'Information Sites' contain the Student Centres for each School and are typically online information forums specifically developed to support students studying units offered by a particular school. Following are examples of the information that may be contained within Student Centres under MySCU Information Sites:

- **Notice Board** contains important announcements posted in relation to administrative deadlines, re-enrolment, examinations, upcoming events and internship opportunities, as well as a range of other relevant details.
- **Important Information** about advanced standing, leave of absence, candidature extension and graduation together with links to other University sites such as Schedule of Units, principal dates, Student Handbook, special consideration and examination, maps, student classifieds and My Enrolment.

- **Textbooks and Timetables** link students to information about textbooks and timetables for classes and examinations.
- **Course Information** contains a link to the current course enrolment guides and relevant course related information.
- **Unit Assessor List** for units on offer in each study period.
- **Discussion Board** is an interactive forum that allows students to communicate with staff and/or network with other students.
- **Staff Contacts** lists School staff and their contact details.
- **Job Opportunities** provides students with information in relation to employment vacancies and where applicable opportunities for industry scholarships.
- **Important Links** are provided to the University Co-op Bookshop, Schedule of Units, University Library, Student Services, Academic Skills Development Unit and Counselling Services.

MySCU Learning Sites

A unit 'Learning Site' is a central place to access information, learning resources and activities for each unit of study in which a student is currently enrolled. Within these sites students access essential information on study requirements including the Unit Information Guide, content (that can be presented as text and multimedia formats) and participate in learning activities, such as, online sessions and assessment tasks and interact with teaching staff and fellow students.

The Unit Information Guide is important for study as it contains details of the aims, objectives and syllabus of the unit, details of essential readings and textbooks (if applicable) and due dates for assessment tasks.

Through Learning Sites students may be provided with access to interactive communication tools to share ideas and content with your teachers and fellow students. For example, students may have access to discussion forums, blogs and wikis, email, instant messaging, recordings of lectures and online class sessions via Collaborate (formerly Elluminate) with live audio, video, text chat and shared, interactive content (e.g. PowerPoint presentations, Excel spreadsheets).

Collaborate is used in many SCU units (both on-campus and external units). To use audio in Collaborate live sessions, students are advised to use a headset with a microphone. Students are encouraged to find out more by clicking the Collaborate Live! Help button within the Learning Site, or go to the [Collaborate site](#).

Students will obtain access to MySCU Learning Sites one week prior to the commencement of the study period providing they are enrolled in that unit. Please note Learning Sites will be open to allow students to become familiar with the site and to download information but teaching and online interaction will not occur until the first teaching day of the study period.

If the symbol  is displayed to the left of the link to the Learning Site this means the site is not yet available. Where a student cannot see a particular unit listed under Learning Sites they should first check their enrolment status through My Enrolment. If it appears the student is not enrolled in that unit, they should either enrol in that unit or email a variation request to Student Services at enrol@scu.edu.au. If a student is enrolled in a unit but still cannot see the Learning Site they should send an email to helpdesk@scu.edu.au

MySCU login details

Students can access their MySCU login details through My Enrolment. Once in My Enrolment students can click on the 'MySCU Details' tab to find their MySCU username, SCU email address and login details. Following is an example of the login message a student will find there:

Listed below are the MySCU details we have recorded for you.

Your MySCU and SCU email password is initially set to your date of birth in eight digit format – DDMMYYYY e.g. 15061989

This password **MUST** be changed after your first login – you can change your password by accessing the following link:

<http://study.scu.edu.au/it/index.php/2/>

or by navigating to the 'Computing & IT' section of your MySCU welcome page.

HINT 1: Commencing/first year students should check MySCU as soon as possible as it will assist their preparedness for university studies.

HINT 2: It is important students read and understand the information contained in the Unit Information Guide.

Textbooks

Prescribed textbook details can be found on the University Co-op Bookshop website www.coop-bookshop.com.au and are also contained in your Unit Information Guide for each unit.

Approximately two to three weeks prior to each study period commencement students can check their prescribed textbook list on the University Co-op Bookshop website. Information regarding prices and availability can also be checked on this site.

Prescribed textbooks can be purchased from on-campus Co-op Bookshops at Coffs Harbour, Lismore and Beachside, or online for delivery to residential addresses.

When searching for textbooks or ordering online students should use the text search facility. Go to the website and find 'Text List Search' in the 'Book Search' drop down menu at the top left. Enter the Southern Cross University campus, relevant study period and unit code/s. Searching or ordering using the 'Text List Search' will link automatically to the textbook information a Southern Cross University member of staff has given the University Coop Bookshop and will ensure that the correct books are selected.

Limited copies of required texts are placed on reserve in the University Library.

The University Co-op Bookshop contact details are:

Lismore campus

Online: www.coop-bookshop.com.au
 Phone: +61 2 6621 4484
 Fax: +61 2 6622 2960
 Email: lismore@coop-bookshop.com.au

Coffs Harbour campus

Online: www.coop-bookshop.com.au
 Phone: +61 2 6659 3225
 Fax: +61 2 6659 3226
 Email: coffs@coop-bookshop.com.au

Beachside campus

Online: www.coop-bookshop.com.au
 Phone: +61 7 5599 4191
 Fax: +617 5599 4568
 Email: scubeachside@coop-bookshop.com.au

For further information visit the website: www.coop-bookshop.com.au

Study materials and Books of Readings

Distance education (university-wide/external) students

Once enrolled, distance education students (external, university-wide) will be sent study materials that include the Study Guide and Book of Readings, if applicable to a unit. Study materials will generally be provided on a CD. Hardcopies are only available upon request.

Copies of study materials are also available online. The Unit Information Guide and Study Guide are available on the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the University Library [eReadings](#) website (for online viewing and saving). Some Study Guides and workbooks, if applicable, may also be available on eReadings.

Study materials will be forwarded to the 'preferred' address listed in the student contact details in My Enrolment under the 'My Details' tab. Please ensure this address is kept up to date at all times.

Delays in receiving study materials may be experienced if you enrol (or vary your enrolment) only a few weeks before the study period commencement date. If study materials are not received one week before the commencement of the study period, students should immediately contact their School or College External Studies Dispatch Officer by email or telephone.

Internal (on-campus) students

Internal (on-campus) students can obtain copies of study materials from the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the university library [eReadings](#) website (for online viewing and saving).

Students can obtain printed copies using Rapidprint, which is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Your SCU username and password is required.

Students in Correctional Centres

If you are currently in a Correctional Centre, please advise the relevant School or College as soon as possible. We are aware that students in Correctional Centres may require Southern Cross University to make special arrangements to ensure access to study materials.

Books of Readings

Books of Readings are often produced by Schools or Colleges to supplement textbooks and are available on the University Library [eReadings](#) website. In eReadings study materials are available for students to browse. Students can obtain printed copies using RapidPrint.

RapidPrint is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Credit cards are accepted and any Australia Post charges are added to the cost of the order. Your SCU username and password is required. Distance education (university wide/external) students receive a copy of the Book of Readings in their study materials but are welcome to use the services of RapidPrint, if they wish.

More information

For more information on RapidPrint or to access their printing services go to the SCU [RapidPrint](#) website.

School specific arrangements

Where a School has alternative arrangements in place regarding study materials and Books of Readings, students will find specific information in Part One of this guide.

Turnitin

Many assignments at the University will be submitted (through MySCU) to Turnitin, a text-matching system that finds similarities between assignments and other documents such as web pages and academic journals.

Turnitin produces an 'Originality Report', a report identifying sections of text in the submitted assignment which match sections of text in these other documents. Turnitin at SCU is set up so that students can self-check their work before submitting a final copy of their assignment.

For further information, see the SCU [Turnitin](#) website.

Orientation and transition

The orientation program at Southern Cross University is a four-week program welcoming first-year and returning students to SCU. The program offers essential information to help students start and recommence their university life. This essential information includes course information sessions, academic support sessions and student support information. There is also a comprehensive sport and cultural program and there are opportunities to meet other students and staff in a supportive environment.

To find out more go to the SCU [Orientation](#) website.

Beat The Stress Week

'Beat The Stress Week' is an integral part of the Southern Cross University Orientation Program. It showcases support services and associated staff and puts a face to a name. The Beat The Stress Week program includes a festival day, clubs and society's day, informative sessions and workshops, entertainment and much more.

To find out more go to the SCU [Orientation](#) website.

Student Health and Support Services

Southern Cross University Student Health and Support Services (SHSS) offer a range of services to encourage academic success and increase a student's enjoyment of study and university life. SHSS provides students with personal assistance including counselling, medical and dental services, disability and equity services, and pastoral care.

The Student Health and Support Services website will assist external students and students on all campuses to locate the services available either on campus or online. The website can be found at www.scu.edu.au/studentsupportservices

The contact details for Student Health and Support Services are:

Counselling

Lismore & Distance Education students:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263
Gold Coast and Tweed Heads:	+61 7 5506 9200
Email:	counselling@scu.edu.au
After Hours:	1300 369 968 (Mental Health Access Line)

Medical

Lismore:	+61 2 6620 3943
After Hours (Lismore):	+61 2 9963 3032

Disability Support

Lismore, Tweed, Gold Coast & Distance Ed:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263

Chaplaincy

Lismore:	+61 2 6620 3943
Coffs Harbour (Anglican):	+61 2 6659 3263
Coffs Harbour (Roman Catholic):	+61 2 6652 3222
Gold Coast and Tweed Heads:	+61 2 6620 3943

Student Mentoring

All enquiries:	+61 2 6620 3422
----------------	-----------------

Indigenous Australian Student Support

Indigenous Australian Student Support (IASS) provides an extensive service to all Indigenous Australian peoples who are studying at Southern Cross University. The aim of IASS is to provide the highest quality support to Indigenous students within a culturally safe and welcoming atmosphere. The IASS team is made up of a number of specialist staff who are dedicated to supporting Indigenous Australian students throughout their University experience. As a whole, the team is dedicated to developing a sense of scholarship, community and growth amongst staff and students. IASS provides a space for students to get together at an informal social level as well as tutorial rooms and a computer lab for Indigenous Australian student's use. At IASS we welcome Indigenous Australian students, families and local community to drop in and share our space. We acknowledge and respect all Indigenous Australian Elders and encourage them to be part of our support strategies. Their contribution, like yours, is of vital importance to all our learning journeys.

University Library

The Library provides a wide range of services, print and electronic resources to support students in their study and assessment tasks, including distance education students and students with special needs.

Students should visit the Southern Cross University [Library](#) website to discover the range of services, online resources and various sources of assistance available.

Library services and resources include:

- **Getting Help:** librarian assistance, finding information, referencing, EndNote and copyright
- **Online Resources:** catalogue, databases, Ebooks, eReadings, journals, past examination papers, and search tools
- **Library Services:** borrowing, document supply and podcasts
- **SCU Library Guides:** subject guides.

Southern Cross University Library contact details are:

Lismore campus (located in Block A)

Freecall:	1800 659 460 or +61 2 6620 3752
Fax:	+61 2 6622 0093
Email:	libdesk@scu.edu.au

Coffs Harbour campus (located in Block E1)

Phone:	+61 2 6659 3232
Fax:	+61 2 6659 3234
Email:	coffslibrary@scu.edu.au

Gold Coast, Tweed campuses (located at Gold Coast Campus)

Phone: +61 7 5589 3100
 Fax: +61 7 5589 3702
 Email: goldcoastlibrary@scu.edu.au

Academic Skills Development Unit

The Academic Skills Development Unit (ASDU) provides educational support to the staff and students at Southern Cross University. The support aims to improve the quality of students' learning by developing their skills in:

- critical thinking and analysis
- academic language and literacy
- numeracy
- study skills
- time management

ASDU staff are available at the Lismore, Coffs Harbour, and Gold Coast & Tweed Heads Campuses and online via the ASDU website.

Students can:

- explore the ASDU website for information on:
 - Academic skills
 - Numeracy resources
 - Workshops (both online and face-to-face)
 - Drop in sessions (both online and face-to-face)
- form a small group and email academicskills@scu.edu.au to organise a group session on a particular topic

Academic Skills Development Unit contact details are:

Website: www.scu.edu.au/academicskills/
 Email: academicskills@scu.edu.au (domestic and international students)
intoff@scu.edu.au (international students)
 Phone: +61 2 6620 3386 (domestic students)
 +61 2 6620 3876 (international students)

Services for distance education students

Distance education students (external, university-wide) can access all Southern Cross University services in-person at any one of the SCU campus locations. Distance education students can also access SCU information and services via the SCU website, telephone, email, instant messaging, SCU Connect and MySCU.

The University has also established a Student Services freecall number for external students – 1800 111 890.

Information technology support

Information Technology Services (ITS) provides a range of services, information and support to students. Services include computer accounts (access to MySCU, MyEnrolment), internet access, email and calendaring, and computing lab facilities. Information on these services is available online through the MySCU portal (study.scu.edu.au) or SCU Connect (scu.edu.au/scuconnect). SCU Connect is the online point of contact for accessing information on all ITS services and resources. Additionally, general information relating to IT services and facilities can be found at scu.edu.au/it.

IT Support: Students needing IT assistance can contact the ITS Helpdesk online through the MySCU portal (under the Computing & IT tab) and logging a call.

Alternatively, students can phone for assistance between the hours 9 am – 5 pm weekdays on:

Freecall: 1800 111 890

Or directly:

Lismore, Tweed Heads and Gold Coast campuses students	Coffs Harbour campus students
Phone: +61 2 6620 3698 Email: helpdesk@scu.edu.au	Phone: +61 2 6659 3080 Email: chec.helpdesk@scu.edu.au Website: checit.scu.edu.au

Early engagement and intervention support

Southern Cross University has a whole-of-university approach to early engagement and intervention support for students. Part 3 of Academic Policy relates to student retention and standing and focuses on the first-year experience and to improving student retention and student success, which includes enhancing preparedness for study, enhancing the first year experience, ensuring a quality curriculum and authentic, engaging assessment with timely feedback and clear expectations about standards. Southern Cross University has also implemented formal early interventions and strategies to assist students' better academic performance, where necessary.

Early engagement and intervention support includes:

- appropriate orientation to the social and academic culture of the University
- information about the various forms of assistance and student support services available to students
- targeted intervention and support for those students who have not engaged with their studies or do not pass early assessment items. For example, most Schools or Colleges will require students to undertake an early online orientation assessment or activity that is associated with at least one core unit during the first year. Students who do not participate or struggle with the activity will be contacted and offered appropriate assistance and support to develop the necessary skills to successfully undertake their studies
- opportunities within each course to participate in community-building activities such as peer mentoring schemes
- tracking student progress through the allocation of academic standings based on a student's Grade Point Average (GPA) and implementing appropriate intervention procedures, academic support and learning assistance activities to students who require support.

Students should become familiar with Academic Policy Part 3, Student retention and standing, which can be accessed through My Enrolment by selecting 'Grades' under 'MyGrades.'

If further information is required please contact your School or College.

Examinations

Final examinations are held at the end of each study period. Not all units require examinations so students should carefully check the assessment requirements of all the units in which they are enrolled. Examination dates are detailed in the [Southern Cross University Teaching Calendar](#).

Examinations are held in many cities and towns throughout Australia and in some countries overseas. If a student is living within 120km of an established Exam Centre they are expected to attend that centre. Examinations can be arranged outside of Australia, however they attract a fee.

Distance education students (external, university-wide) are required to select an Examination Centre through My Enrolment when they select their first units of study. Distance education students will receive a letter from the Examinations and Progression Unit, Student Services detailing the exam timetable, the exam location, the exam supervisor and any special instructions regarding the centre. Distance education students should ensure that they check their examination centre and special instructions immediately. Changes to an examination centre can be made in My Enrolment. Select the 'Change External Exam Centre Details' link under 'My Details'. Changes less than three (3) weeks prior to the commencement of an examination period attract an additional administrative charge. If a student is unable to select a suitable Examination Centre they should contact the Examinations and Progression Team.

Students who need to sit an examination at an overseas location must contact the Examinations and Progression Team to make the required arrangements. These arrangements need to be made no later than six (6) weeks before the commencement of the exam period.

All students will receive two emails to their SCU email regarding the examination timetable. The first is to notify that the 'Draft Exam Timetable' is available. The second is to notify that the 'Final Exam Timetable' is available. The 'Draft Exam Timetable' and the 'Final Exam Timetable' are published on the SCU website and in My Enrolment. To view, select 'Exam Timetable' under 'My Exams'. Please read all information carefully and follow all instructions.

It is a student's responsibility to check their Final Exam Timetable, exam centre details and to complete all required examinations. Details will not be given out by telephone. Misreading an examination timetable is not grounds for special consideration or a special examination.

Student Services must be notified immediately if you cannot attend an examination at a nominated external examination centre.

The University's rules governing Student Assessment and Examinations are set out in the Rules section of the Student Handbook.

For assistance please contact the Examinations and Progression Unit:

Phone: +61 2 6620 3431 or 1800 626 481

Email: ssexams@scu.edu.au

Special consideration/special examination

The Student Assessment and Examination rules provide for students to be granted a special examination or special consideration in appropriate circumstances.

A student may apply for special consideration to vary the deadline for an assignment assessment task (extension). This does not apply to an end of unit examination.

Where a student completes an assessment task (examination or assignment) and they believe their preparation or performance was adversely affected by health, compassionate circumstances, serious unforeseen personal events, selection in State, national or international sporting or cultural events or attendance at Defence Forces activities, the student may apply for special consideration regarding the marking of the assessment.

If a student is unable to sit for an examination due to medical or other exceptional circumstances they may apply for a special examination by completing an Application for Special Consideration and submitting it to the relevant School or College. Except in exceptional circumstances, a special examination will not be granted once a student sits for an examination. Misreading the exam timetable is not grounds for a special examination.

An application form for Special Consideration is available from the Student Centre, from your School or College and on the Student Services website. All applications for special consideration/special examination **must** be accompanied by supporting documentation and/or corroborative evidence as follows:

Health grounds

- A health certificate from a registered health practitioner that must include the date of consultation and a specific statement of effect of medical complaint and/or treatment on your ability to complete any relevant task.

Compassionate circumstances

- Factual details of the circumstances or event and corroborative evidence that may support your claim e.g. health certificate, newspaper death notice.

State, National or International sporting or cultural events

- A statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University's timetable.

Grades and academic standing

At the end of each study period upon the release of grades a student can check their grades for each unit, print a copy of their grades and identify their academic standing for that study period. Students can access their grades and academic standing in My Enrolment by selecting 'My Grades.'

Student academic progress

Student academic progress will be reviewed using University Policy and Rules that relate to course progression including professional experience components of courses and specific Award Rules. Southern Cross University Academic Policy outlines the requirements for satisfactory academic progress including academic standings and students should become familiar with their responsibilities under this policy.

Students who have been excluded because of unsatisfactory course progress will be informed they have been excluded and advised of their re-enrolment and appeal rights, which are set out in detail under Rule 2.10 in the Rules Relating to Awards.

International onshore students who receive notification that they have not met satisfactory course progress requirements or have been excluded are advised they must contact the International Student Advisor at their campus.

Further information about course progress requirements can be found in the Southern Cross University [Academic Policy, Part 3, Student retention and standing](#) and the Rules Relating to Awards in the [Student Handbook](#).

Querying a grade

Students may query the grade awarded for any unit by first contacting their Unit Assessor to discuss the matter. The Unit Assessor will provide advice regarding the process, which is specified under [Rule 3.15 Query of Final Grade](#) in the Southern Cross University Rules Relating to Awards.

Students have a responsibility to adhere to the University Rules, which are published in the [Student Handbook](#). Students should also refer to the Rules for guidance on University process and applicable timeframes. Further advice and support can be obtained by contacting the relevant School or College Student Liaison and Support Team.

Staying in touch with SCU

Students should ensure that they keep their contact details up to date in 'My Enrolment', including work, home and mobile telephone numbers and residential, postal and delivery addresses.

Students should also regularly access 'MySCU', (the University's online learning portal). Most lecturers make use of MySCU for announcements to all students regarding unit-related matters, to answer individual or commonly asked questions and to offer assistance, tips or feedback with assignments. In MySCU students can also participate in discussion groups, upload assignments, access study materials and participate in online assessments.

The University encourages the use of electronic mail (email) to enhance communications and the sharing of knowledge and ideas. University email services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student email address is viewed and used as the University's primary form of written communication with students. Students should access their SCU webmail weekly (even during University vacation periods) as changes to enrolment details, all-student notices and important reminders relating to University studies are sent to student SCU email accounts. Forwarding of SCU student email to a private email address is permitted. Forwarding instructions are detailed in My Enrolment under 'Email Forwards' – click on the 'Webmail Forward' link.

For further information please refer to the IT&TS *Email Policy, 2.2.1. Access and Availability – Student Email Accounts*.

MySCU and webmail login details

Students can access their MySCU login details through My Enrolment. Once in My Enrolment students can click on the 'MySCU Details' tab to find their MySCU username, SCU email address and login details. Following is an example of the login message a student will find there:

Listed below are the MySCU details we have recorded for you.

Your MySCU and SCU email password is initially set to your date of birth in eight digit format – DDMMYYYY e.g. 15061989

This password MUST be changed after your first login – you can change your password by accessing the following link:

<http://study.scu.edu.au/it/index.php/2/>

or by navigating to the 'Computing & IT' section of your MySCU welcome page.

Complaints @ SCU

The University has a commitment to seeking feedback from students and staff, and acknowledges the right of students, staff or members of the public to complain if they are dissatisfied.

The University has established a Complaints Management Framework to provide for the timely and fair resolution to complaints. The Framework will help students to decide how to proceed with a complaint or concern.

Students are encouraged to make a complaint informally, as many complaints can be sorted out with the staff member directly responsible. However, if a complaint submitted informally is not resolved, then students should set out their complaint in writing to the nominated officer.

For further information about how to submit a complaint please refer to:

[Complaints @ SCU](#)

[Complaints Management Framework](#)

[Sources of advice at SCU](#)

[Nominated Complaints Officers](#)

General information

Key dates for 2012

	Session 1 2012	Trimester A 2012
Orientation and transition starts	Wednesday 15 February	
Studies commence	Monday 20 February	Monday 16 January
Beat The Stress Week (showcasing Support Services)	Monday 5 March – Friday 9 March	
Last date to enrol online	Monday 5 March	Monday 30 January
Census date	Check your census date in My Enrolment	Check your census date in My Enrolment
Study break	Monday 2 April – Friday 6 April	
Study break	Monday 21 May – Wednesday 23 May	
Last withdrawal without fail	Saturday 28 April	Friday 24 February
Exam period	Thursday 24 May – Saturday 2 June	Monday 16 April – Friday 27 April
Grade publication	Saturday 16 June	Monday 7 May
Inter-session or inter-trimester break	Monday 4 June – Friday 15 June	Monday 30 April – Friday 4 May
	Session 2 2012	Trimester B 2012
Orientation and transition starts	Wednesday 13 June	
Studies commence	Monday 18 June	Monday 7 May
Beat The Stress Week (showcasing Support Services)	Monday 2 July – Friday 6 July	
Last date to enrol online	Monday 2 July	Monday 21 May
Census date	Check your census date in My Enrolment	Check your census date in My Enrolment
Last withdrawal without fail	Saturday 25 August	Saturday 14 July
Study break	Monday 30 July – Friday 3 August	
Study break	Monday 17 September – Wednesday 19 September	
Exam period	Thursday 20 September – Saturday 29 September	Monday 6 August – Friday 17 August
Grade publication	Saturday 13 October	Monday 27 August
Inter-session or inter-trimester break	Monday 1 October – Friday 12 October	Monday 20 August – Friday 24 August

	Session 3 2012–2013	Trimester C 2012
Orientation and transition starts	Wednesday 10 October	
Studies commence	Monday 15 October	Monday 27 August
Beat The Stress Week (showcasing Support Services)	Monday 29 October – Friday 2 November	
Last date to enrol online	Monday 29 October	Monday 10 September
Census date	Check your census date in My Enrolment	Check your census date in My Enrolment
Last withdrawal without fail	Saturday 22 December	Saturday 3 November
Study break	Monday 17 December – Friday 21 December	
Recess	Monday 24 December – Monday 31 December	
Study break	Monday 21 January – Wednesday 23 January	
Exam period	Thursday 24 January – Saturday 2 February	Monday 26 November – Friday 7 December
Grade publication	Monday 11 February	Monday 7 January 2013

The SCU **2012 Session and Trimester Teaching Dates Calendar** outlines each week in the study period and its corresponding dates. Use the following link and under *Important Dates* select *2012 Session/Trimester Teaching Dates*. A two page calendar will appear. The first page contains Session dates, the second page contains Trimester dates. Use the scroll bar to the right of the screen to access the second page.

[2012 Session and Trimester Teaching Dates Calendar](#)

For further enquires please telephone 1800 626 481.

Useful University websites

Getting started

Getting Started Website	www.scu.edu.au/gettingstarted
Academic Skills Development Unit	www.scu.edu.au/academicskills
Accommodation	www.scu.edu.au/accommodation
Campus maps	www.scu.edu.au/about/maps
Key dates	www.scu.edu.au/services/student-services
Change your password	www.scu.edu.au/changepassword
eReadings	www.scu.edu.au/library
Fees and financial assistance information	www.scu.edu.au/fees
Fees and financial assistance – document downloads	www.scu.edu.au/students/fees/index.php/dds
First year student support	www.scu.edu.au/students/firstyear
Future students – document downloads	http://www.scu.edu.au/students/prospective/index.php/dds
International students – unit withdrawal impacts	www.scu.edu.au/students/fees/index.php/14/
International onshore students – document downloads	www.scu.edu.au/international/office/index.php/dds
Library	www.scu.edu.au/library
My Enrolment	www.scu.edu.au/myenrolment
MySCU	http://study.scu.edu.au
Orientation and transition	www.scu.edu.au/orientation
Policy and information – Academic Standings and Appeals	www.scu.edu.au/governance/academicboard
Principal teaching dates	www.scu.edu.au/about/dates
RapidPrint	http://rapidprint.scu.edu.au
Schedule of units	www.scu.edu.au/scheduleofunits
SCU Connect	www.scu.edu.au/scuconnect
Student associations	www.scu.edu.au/studentassociations
Student Mentoring Program	www.scu.edu.au/equity/index.php/3/
Student Handbook	www.scu.edu.au/handbook
Student life [OASIS]	www.scu.edu.au/studentlife
Student Services	www.scu.edu.au/student-services
Student Support Services	www.scu.edu.au/student-support-services
Test your browser	www.scu.edu.au/help/browser
Textbooks	www.coop-bookshop.com.au
Timetables	www.scu.edu.au/timetables
Turnitin	http://study.scu.edu.au/turnitin
Webmail	http://webmail.scu.edu.au

About the University

About the University	www.scu.edu.au/about
General contact details	www.scu.edu.au/contact
International Office	www.scu.edu.au/international
Virtual tour	www.scu.edu.au/virtualtour

Schools and Colleges

Arts and Social Sciences	www.scu.edu.au/sass
Education	www.scu.edu.au/education
Environmental Science and Management	www.scu.edu.au/enviroscience
Gnibi – College of Indigenous Australian Peoples	www.scu.edu.au/gnibi
Health and Human Sciences	www.scu.edu.au/healthscience
Law and Justice	www.scu.edu.au/law
Southern Cross Business School	www.scu.edu.au/business-school
Tourism and Hospitality Management	www.scu.edu.au/tourism
The Hotel School Sydney	www.hotelschool.scu.edu.au

Southern Cross University Orientation Program



GET STARTED @ SCU

Welcome to our new and returning students.

The orientation program provides important orientation sessions such as:

- Essential course information sessions;
- Academic skills development sessions;
- Library and campus tours; and
- IT essentials.

Student Services and the SCU student associations also offer a variety of social, sporting and cultural programs.

Start by going to: www.scu.edu.au/orientation
and get all your orientation information
– we welcome you
to SCU!



www.scu.edu.au/orientation