

# **Southern Cross University Handbook**

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## **Editing, design and typesetting:**

Office of the Executive Director of Administration,  
Southern Cross University.

Glennys Gow, Publications Officer

## **Cover:**

The subtropical wetlands of northern New South Wales and southern Queensland support a unique mixture of tropical and temperate lifeforms. At Southern Cross University wetlands provide a specific focus for the Bachelor of Applied Science course with specialisations in Coastal Management, Environmental Resource Management, Fisheries and Aquaculture Management, and Engineering and Environmental Geochemistry. The School of Resource Science and Management also has a particular expertise in wetland management and restoration.

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## Summary of 1999 Principal Dates and Teaching Weeks

### ACADEMIC YEAR

<b>First Semester</b>	1 March	-	18 June	<b>Trimester 1</b>	18 January	-	30 April
Classes	1 March	-	1 April	Classes	18 January	-	16 April
Non-teaching week	5 April	-	9 April	Examinations	19 April	-	30 April
Classes	12 April	-	4 June	Trimester Break	3 May	-	7 May
Examinations	7 June	-	18 June	<b>Trimester 2</b>	10 May	-	20 August
Semester Break	21 June	-	9 July	Classes	10 May	-	6 August
<b>Second Semester</b>	12 July	-	29 October	Examinations	9 August	-	20 August
Classes	12 July	-	24 September	Trimester Break	23 August	-	27 August
Non-teaching week	27 September	-	1 October	<b>Trimester 3</b>	30 August	-	10 December
Classes	4 October	-	15 October	Classes	30 August	-	26 November
Examinations	18 October	-	29 October	Examinations	29 November	-	10 December

### TEACHING WEEKS

#### First Semester

##### Week

##### Number

1	1 March	-	5 March
2	8 March	-	12 March
3	15 March	-	19 March
4	22 March	-	26 March
5	29 March	-	2 April
6*	5 April	-	9 April
7	12 April	-	16 April
8	19 April	-	23 April
9	26 April	-	30 April
10	3 May	-	7 May
11	10 May	-	14 May
12	17 May	-	21 May
13	24 May	-	28 May
14	31 May	-	4 June
15#	7 June	-	11 June
16#	14 June	-	18 June

\* Non-teaching week

# Examinations

#### Second Semester

##### Week

##### Number

1	12 July	-	16 July
2	19 July	-	23 July
3	26 July	-	30 July
4	2 August	-	6 August
5	9 August	-	13 August
6	16 August	-	20 August
7	23 August	-	27 August
8	30 August	-	3 September
9	6 September	-	10 September
10	13 September	-	17 September
11	20 September	-	24 September
12*	27 September	-	1 October
13	4 October	-	8 October
14	11 October	-	15 October
15#	18 October	-	22 October
16#	25 October	-	29 October

#### Trimester 1

##### Week

##### Number

1	18 January	-	22 January
2	25 January	-	29 January
3	1 February	-	5 February
4	8 February	-	12 February
5	15 February	-	19 February
6	22 February	-	26 February
7	1 March	-	5 March
8	8 March	-	12 March
9	15 March	-	19 March
10	22 March	-	26 March
11	29 March	-	2 April
12	5 April	-	9 April
13	12 April	-	16 April
14#	19 April	-	23 April
15#	26 April	-	30 April

# Examinations

#### Trimester 2

##### Week

##### Number

1	10 May	-	14 May
2	17 May	-	21 May
3	24 May	-	28 May
4	31 May	-	4 June
5	7 June	-	11 June
6	14 June	-	18 June
7	21 June	-	25 June
8	28 June	-	2 July
9	5 July	-	9 July
10	12 July	-	16 July
11	19 July	-	23 July
12	26 July	-	30 July
13	2 August	-	6 August
14#	9 August	-	13 August
15#	16 August	-	20 August

#### Trimester 3

##### Week

##### Number

1	30 August	-	3 September
2	6 September	-	10 September
3	13 September	-	17 September
4	20 September	-	24 September
5	27 September	-	1 October
6	4 October	-	8 October
7	11 October	-	15 October
8	18 October	-	22 October
9	25 October	-	29 October
10	1 November	-	5 November
11	8 November	-	12 November
12	15 November	-	19 November
13	22 November	-	26 November
14#	29 November	-	3 December
15#	6 December	-	10 December

## Principal Dates for 1999

The academic year is divided into semesters and trimesters.

### Semesters

Each semester is of 16 weeks' duration (numbered 1–16). Each semester comprises 13 teaching weeks, one non-teaching week and two assessment weeks. A three-week recess occurs between first and second semesters. The summer recess extends from early November to late February.

### Trimesters

There are three trimesters (1, 2 and 3), each of 15 weeks' duration (numbered 1–15). Each trimester comprises 13 teaching weeks and two assessment weeks, and a non-teaching week occurs between each trimester. A five-week recess occurs from mid-December to late January.

### Principal Dates

#### January 18 Trimester 1 Commences

- 19 School Boards –  
Commerce and Management  
Contemporary Arts  
Education  
Exercise Science and Sport  
Management  
Humanities, Media and Cultural  
Studies  
Human Services  
Multimedia and Information  
Technology  
Natural and Complementary  
Medicine  
Resource Science and  
Management  
Social and Workplace  
Development
- 20 School Boards –  
Business  
Law and Justice  
Nursing and Health Care  
Practices
- 21 School/College Boards –  
Tourism and Hospitality  
Management

Indigenous Australian Peoples

- 26 Australia Day Holiday
- 29 Final day for enrolment in  
Trimester 1 unit
- 31 Final day for lodgement of late re-  
enrolment form for 1999 (with  
late fee)

#### February 1 Census date – Trimester 1

- 4 Academic Board
- 5 Graduate Research Committee
- 19 Council
- 19 Graduation Ceremony (Port  
Macquarie)
- 22–26 Orientation
- 22–26 Enrolment Days – commencing  
internal undergraduate semester  
students (Lismore Campus)
- 23 School Boards –  
Commerce and Management  
Contemporary Arts  
Education  
Exercise Science and Sport  
Management  
Humanities, Media and Cultural  
Studies  
Human Services  
Multimedia and Information  
Technology  
Natural and Complementary  
Medicine  
Resource Science and  
Management  
Social and Workplace  
Development
- 24 School Boards –  
Business  
Law and Justice  
Nursing and Health Care  
Practices
- 25 School/College Boards –  
Tourism and Hospitality  
Management  
Indigenous Australian Peoples

	25	Enrolment Day - commencing internal undergraduate semester students (Coffs Harbour Campus)			without incurring HECS liability
<b>March</b>	<b>1</b>	<b>First Semester Commences</b>	<b>April</b>	<b>31</b>	HECS liability assessed - First Semester
	1	Closing date for applications for re-admission for Second Semester (without late fee)		2	Good Friday
	5	Graduate Research Committee		5	Easter Monday
	11	Academic Board		5-9	Non-teaching Week (First Semester)
	12	Final day to add First Semester unit without penalty		9	Council
	12	Final day for withdrawal without failure - Trimester 1 units		9	Graduate Research Committee
	12	Closing date for applications for re-admission for Trimester 2		10	Graduation Ceremonies (Coffs Harbour)
	23	School Boards - Commerce and Management Contemporary Arts Education Exercise Science and Sport Management Humanities, Media and Cultural Studies Human Services Multimedia and Information Technology Natural and Complementary Medicine Resource Science and Management Social and Workplace Development		19-30	Trimester 1 Examinations
	24	School Boards - Business Law and Justice Nursing and Health Care Practices		20	School Boards - Commerce and Management Contemporary Arts Education Exercise Science and Sport Management Humanities, Media and Cultural Studies Human Services Multimedia and Information Technology Natural and Complementary Medicine Resource Science and Management Social and Workplace Development
	25	School/College Boards - Tourism and Hospitality Management Indigenous Australian Peoples		21	School Boards - Business Law and Justice Nursing and Health Care Practices
	26	Final day to add First Semester unit, with late fee		22	School/College Boards - Tourism and Hospitality Management Indigenous Australian Peoples
	31	Final day for withdrawal from First Semester course/unit		23	Final day for withdrawal without failure - First Semester and year-long units (see Note 1)
				25	Anzac Day
				26	Anzac Day Holiday
				<b>30</b>	<b>Trimester 1 Ends</b>

<b>May</b>	1	Graduation Ceremonies (Lismore)	29-30	Confirmation of examination results – all Schools and Colleges – First Semester
	6	Academic Board		
	7	Graduate Research Committee	<b>July</b>	1 Academic Board
	7	Confirmation of examination results – Trimester 1		2 Closing date for applications for re-admission for Trimester 3
	8	Graduation Ceremonies (Lismore)		2 Final day for withdrawal without failure – Trimester 2 units
	<b>10</b>	<b>Trimester 2 Commences</b>		9 Graduate Research Committee
	18	School Boards – Commerce and Management Contemporary Arts Education Exercise Science and Sport Management Humanities, Media and Cultural Studies Human Services Multimedia and Information Technology Natural and Complementary Medicine Resource Science and Management Social and Workplace Development	<b>12</b>	<b>Second Semester Commences</b>
	19	School Boards – Business Law and Justice Nursing and Health Care Practices	20	School Boards – Commerce and Management Contemporary Arts Education Exercise Science and Sport Management Humanities, Media and Cultural Studies Human Services Multimedia and Information Technology Natural and Complementary Medicine Resource Science and Management Social and Workplace Development
	20	School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples	21	School Boards – Business Law and Justice Nursing and Health Care Practices
	21	Final day for enrolment in Trimester 2 units	22	School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples
	24	Census date – Trimester 2	23	Council
	28	Council	23	Final day to add Second Semester unit without penalty
<b>June</b>	4	First Semester Lectures Cease	<b>August</b>	6 Final day to add Second Semester unit with late fee
	7-18	First Semester Examinations		6 Graduate Research Committee
	11	Graduate Research Committee	9-20	Trimester 2 Examinations
	14	Queen's Birthday Holiday	17	School Boards –
	<b>18</b>	<b>First Semester Ends</b>		

	Commerce and Management		Education
	Contemporary Arts		Exercise Science and Sport
	Education		Management
	Exercise Science and Sport		Humanities, Media and Cultural
	Management		Studies
	Humanities, Media and Cultural		Human Services
	Studies		Multimedia and Information
	Human Services		Technology
	Multimedia and Information		Natural and Complementary
	Technology		Medicine
	Natural and Complementary		Resource Science and
	Medicine		Management
	Resource Science and		Social and Workplace
	Management		Development
	Social and Workplace		
	Development		
18	School Boards –	15	School Boards –
	Business		Business
	Law and Justice		Law and Justice
	Nursing and Health Care		Nursing and Health Care
	Practices		Practices
19	School/College Boards –	16	School/College Boards –
	Tourism and Hospitality		Tourism and Hospitality
	Management		Management
	Indigenous Australian Peoples		Indigenous Australian Peoples
20	<b>Trimester 2 Ends</b>	24	Council
27	Confirmation of examination	25	Graduation Ceremonies
	results – Trimester 2		(Lismore)
30	<b>Trimester 3 Commences</b>	Sept. 27	Non-teaching Week (Second
		to Oct. 1	Semester)
31	Final day for withdrawal from	<b>October</b> 4	Labor Day Holiday
	Second Semester course/unit		8 Graduate Research Committee
	without incurring HECS liability		15 Second Semester Lectures Cease
31	HECS liability assessed – Second		15 Final day for lodgement of 2000
	Semester		re-enrolment form without
			penalty (semester students)
<b>September</b> 2	Academic Board	18–29	Second Semester Examinations
	3 Final day for withdrawal		
	without failure – Second Semester		
	units (see Note 1)		
10	Final day for enrolment in	19	School Boards –
	Trimester 3 units		Commerce and Management
10	Graduate Research Committee		Contemporary Arts
13	Census date – Trimester 3		Education
14	School Boards –		Exercise Science and Sport
	Commerce and Management		Management
	Contemporary Arts		Humanities, Media and Cultural
			Studies
			Human Services
			Multimedia and Information
			Technology

	Natural and Complementary Medicine		Management Social and Workplace Development
	Resource Science and Management		
	Social and Workplace Development	17	School Boards – Business Law and Justice Nursing and Health Care Practices
20	School Boards – Business Law and Justice Nursing and Health Care Practices	18	School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples
21	North Coast National Exhibition Holiday	26	Council
22	Closing date for applications for re-admission for Trimester 1, 2000	Nov. 29 to Dec. 10	Trimester 3 Examinations
22	Final day for withdrawal without failure – Trimester 3 units	<b>December 10</b>	<b>Trimester 3 Ends</b>
28	School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples	10	Graduate Research Committee
		17	Confirmation of examination results – Trimester 3
<b>29</b>	<b>Second Semester Ends</b>	<b>Notes:</b>	
<b>November 1</b>	Closing day for applications for re-admission to First Semester 2000	1. For withdrawal in Professional Studies units in the Bachelor of Education course see Enrolment Rule 12(3).	
4	Academic Board	2. Dates of public holidays are subject to confirmation.	
9–10	Confirmation of examination results – all Schools and Colleges – Second Semester	3. <i>Education Practicum Dates*:</i>	
12	Graduate Research Committee	<i>Diploma of Education</i>	
16	School Boards – Commerce and Management Contemporary Arts Education Exercise Science and Sport Management Humanities, Media and Cultural Studies Human Services Multimedia and Information Technology Natural and Complementary Medicine Resource Science and	First Semester: May 31 to June 18 – (3 week block) plus 10 days throughout First Semester	
		Second Semester: August 9 to September 3 – (4 week block)	
		<i>Bachelor of Education (Primary)</i>	
		First Semester: No fixed practicum requirements	
		Second Semester:	
		First year students	October 25
		(3 week block)	to November 12
		Second year students	October 25
		(2 week block)	to November 5
		Third year students	October 25
		(2 week block)	to November 5
		Fourth year students	August 16
		(4 week block)	September 10
		* Subject to confirmation.	

Second year students (Clinical Nursing Studies III and IV) attend practice second-weekly (two-day clinical experiences in local health agencies).

Third year students' (Clinical Nursing Studies V and VI) practicum requirements: attend second-weekly clinical practice in local health agencies as well as two three-weekly clinical blocks in hospitals at a distance from Lismore. Dates for the clinical blocks are:

## 5. NSW School Terms 1999

Fourth Term                  Monday, October 11  
to Friday, December 17

## *Principal Officers of the University*

### *Chancellor*

Lionel Edward Phelps BA, MEd(Syd), DUniv(NE), FACE

### *Deputy Chancellor*

Emeritus Professor Robert Henry Tufrey Smith AM, BA(NE), MA(Northwestern),  
PhD(ANU), DUniv, FASSA, FAIM

### *Vice-Chancellor*

Professor Barry Ernest Conyngham AM, MA(Hons)(Syd), DMus(Melb)

### *Deputy Vice-Chancellor*

Professor Ardon Robin (Harry) Hyland BSc(Hons)(Qld), PhD(ANU)

### *Pro Vice-Chancellors*

Professor Angela Christine Bailey Delves BSc(Hons), DipEd(Bath), PhD(Hull)  
Professor Leon Zbigniew Klich BEd(Hons)(Nott), PhD(NE)

### *Executive Director of Administration*

Malcolm Hugh Marshall BA(CCAE), MBA(CQU), CPA, FTIA

### *Executive Director of Information Services*

Professor Edward James Hann BSc(Hons)(UNSW), PhD(ANU), MAACB



## *Honorary Awards*

The styles and titles shown are as at the date of award.

### *Honorary Degree Recipients - Doctor of Philosophy*

#### **1995**

Emeritus Professor Edmund Rodolphe Treyvaud BCom, DipEd(Melb),  
MEdAdmin(NE), PhD(Nebraska)

Emeritus Professor Robert Henry Tufrey Smith BA(NE), MA(Northwestern), PhD(ANU), FASSA, FAIM

#### **1996**

His Excellency Rear Admiral Peter Ross Sinclair AC, AO, KStJ, DUniv(Syd),  
Governor of New South Wales

His Excellency the Honourable Sir William Patrick Deane AC, KBE,  
Governor-General of the Commonwealth of Australia

#### **1997**

Francis Sutherland Hambly AM, BEc(Adel), HonDLitt(LaT), FACE

Francis Charles Whitebrook MC, OAM, DipPE(STC), BA(Hons)(Syd), EdD(UCLA), FACHPER

#### **1998**

Tim Berners-Lee OBE, BA(Hons)(Oxon), Hon DFA(Parsons), Hon DSc(S' ton), DFBCS

Cherrell Hirst AO, MB BS, BEdSt(Qld)

The Honourable Barry Owen Jones AO, MA, LLB(Melb), DLitt(UTS), DLitt(W' gong), DSc(Macq),  
FAA, FAHA, FTSE, FRSA

### *Honorary Fellows*

#### **1995**

Raymond George Bass BA, MEd(Syd), BEd(Melb)

Marjory Forsyth Yeates BSc(Syd)

Ronald Edward Parry AM, BSc, DipEd(Syd), BEd(Melb), HonDEd(VIC), FACE

#### **1996**

Eric Walker

Una Walker

#### **1997**

Sir Francis Thomas Moore AO, HonDLitt(James Cook), FAIM

#### **1998**

Edith Mary Hall AM

Gordon Keith Milne BA, DipEd(Syd)

Wolfgang Grimm AM

## *Full-Time Staff of Southern Cross University as at 1<sup>st</sup> November, 1998*

### □ VICE-CHANCELLOR'S OFFICE

#### **Vice-Chancellor**

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

#### **Deputy Vice-Chancellor**

Prof. A.R. Hyland BSc(Hons)(Qld), PhD(ANU)  
FASA, FAIP

- College of Indigenous Australian Peoples
- Graduate College of Management
- Graduate Research College
- Centre for Plant Conservation Genetics

#### **Adviser to the Vice-Chancellor on Industry Education**

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

#### **Executive Officer**

I.M. Perdriau DipT(ArmCAE), BSocSc

#### **Personal Assistant to Vice-Chancellor**

E.J. Mead

#### **Project Co-ordinator/Web Administrator**

M.L. Hodgkinson

#### **Receptionist/Assistant to Adviser to the Vice- Chancellor on Industry Education**

K.M. Short

#### **Assistant to Deputy Vice-Chancellor**

L.M. Halliday

#### **Receptionist**

J.A. Ellis

### □ Office of the Pro Vice-Chancellors

#### **Pro Vice-Chancellor**

Prof. L.Z. Klich BEd(Hons)(Nott), PhD(NE)

- School of Business
- School of Commerce and Management
- School of Education
- School of Human Services
- School of Law and Justice

- School of Multimedia and Information Technology
- School of Social and Workplace Development

#### **Academic Administration Officer**

A.R. Batts BA, DipEd(Syd)

#### **Finance Officer**

V.F. Surwald BA(NE)

#### **Executive Assistant**

D.C. Cooper

#### **Pro Vice-Chancellor**

Prof. A.C.B. Delves BSc(Hons), DipEd(Bath),  
PhD(Hull)

- School of Contemporary Arts
- School of Exercise Science and Sport Management
- School of Humanities, Media and Cultural Studies
- School of Natural and Complementary Medicine
- School of Nursing and Health Care Practices
- School of Resource Science and Management
- School of Tourism and Hospitality Management

#### **Academic Administration Officer**

M.H. Wilson BAppSc(CCAE)

#### **Finance Officer**

L.M. Coonan BFinAdmin(NE)

#### **Executive Assistant**

L.J. Graydon

#### **Administrative Assistant**

J.C. Day

## □ 2NCR-FM

### **Manager**

A.M. Nicholson

### **Program Co-ordinator**

B. Ferris

### **Studio Supervisor**

P. Monley

## □ **Equity and Student Support Unit**

### **Director**

A.J. Burrett BAppSc(CCAE), BLitt(Hons)(Deakin),  
GradDipAdmin(Canb)

### **Equity Officers**

H. Burnette BBus

A.C.M. Meredith DPM(MarkendaalCatholic  
SocAcad), GradDipFinMangt(NE)

### **Project Officer**

C. Donahoo

### **Administrative Assistant**

H.J. Callan

### **Dentist**

P. Grunert DMD(Ruprecht-Karl)

### **Dental Assistants**

W.M. Carey

N.C. Newton

### **Aboriginal and Torres Strait Islander Employment Strategy Co-ordinator**

Vacant

### **Student Counsellors**

S.K. Jackson BSc(Hons)(UNSW), MAPS

S. Peinecke DipPsych(Hamburg), MAPS

### **Careers Counsellor**

C.A. Holmes BA(Monash)

### **Financial Assistance Officer**

M.M. Wood

### **Receptionist**

J.E. Jeffries

### **Disability Liaison Officer**

M.J. Wilson AssocDipHlthSc(NE), BSocSc

## □ **International Office**

### **Director**

P.C. Melloy BEc(Syd)

### **International Student Adviser**

R.J. Lehman BA, MEd(Syd), EdD(UtahState)

### **International Marketing Manager**

L.C. Howie BA(Hons)(Syd)

### **International Admissions Officer**

J. West

### **Student Support Assistant**

G.E. Nugent

### **Administrative Assistant**

N.J. Schiavon

## □ **COLLEGE OF INDIGENOUS AUSTRALIAN PEOPLES (incorporating the Gungil Jindibah Support Centre)**

### **Director**

Assoc. Prof. S.B. Schnierer MSc(Qld)

### **Executive Officer**

T.A. Thomas AssocDegLaw

### **Administrative Assistant (Directorate)**

V. Ingham

### **Academic Programmes Division Head**

E.G. West DipT(SCVC), MEd(TasSIT)

### **Senior Lecturer/Course Co-ordinator**

L. Ramsay RMRN, BHlthSc(NE), MHlthSc(UWS)

### **Administrative Assistant (External Studies)**

J.L. Stephens

#### **Administrative Assistants (Academic)**

J. Olive

K.R. West

#### **Lecturers**

W.G. Fisher BEd(JamesCook), BLegS(Macq)

R. Heron ADAS(SACAE), BLitt, BA(ANU)

G.F. Martin BA(Monash)

#### **Associate Lecturer**

E.A. Lewis AssocDegHlthSc(NE)

#### **Student Support and Access Team**

##### **Co-ordinator**

L. Emzin DipCommMangt(Macq)

##### **Associate Lecturer**

C. O'Brien BEd(MelbCAE)

##### **Administrative Assistant (Co-ordinator)**

S.G. Reynolds

##### **Administrative Officers**

R.C. Lynwood BA(UNSW)

M.L. Townsend-Cross BA

##### **Aboriginal Access and Participation**

##### **Co-ordinator (Coffs Harbour)**

M.C. Brooks BA, MLitt, MEdAdmin(NE),

BLegS(Macq)

## **□ COLLEGE OF INDUSTRY AND PROFESSIONAL EDUCATION**

#### **Chair of Board**

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

#### **Secretary of Board**

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

#### **Administrative Assistant**

K.M. Short

## **□ GRADUATE COLLEGE OF MANAGEMENT**

#### **Director**

Prof. P.G. Graham BAdmin, MPhil(Griff),  
PhD(JamesCook)

#### **Director of Research (SCRRI)**

S.C. Garlick BA, MCom(N'cle)

#### **Professors**

A. Maggs BEd(BrCol), MA(Conn), PhD(Macq)

G.G. Meredith AM, BEc, MCom, PhD(Qld), FCPA

P.A. Neck BA, BPsych(WAust), PhD(NE)

S. Pendse BA(KnoxCollege), MSc(MassIT),  
PhD(Stanford)

R. Peterson BCom(Hons)(Qld), MAS(III), FCPA,  
FCA

B. Ritchie BE(Hons), DipEd, PhD(Melb)

S.C. Speedy RN, BA(Flin), BA(Hons), DipEd,  
MURP(Adel), EdD(Roch), MAPS, FRCNA,  
FANZCMHN

O. Zuber-Skerritt PhD(Qld), PhD(Deakin),  
DLitt(IMC)

#### **Lecturer**

C. McDowell BEc(NE), BBus, PhD

#### **Manager Administration and Finance**

F.V. Carter BCom(Melb)

#### **Business Development Officer**

S.J. Morris

#### **Administrative Officers**

M.R. Alexander

M.L. Laurie

P.J. Price

L.L. Roberts

J.A. Saxon

Vacant

K.L. Williams BSc(UNSW)

#### **Open and Distance Learning Unit Head**

J.C. Phillips BCom(N'cle), GradDipAppSc  
(VictoriaCol), ACA

### **Desktop Publishers**

G. Balfour

A.M. Havyatt BA(NE)

## **□ GRADUATE RESEARCH COLLEGE**

### **Dean**

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

### **Administrative Officer**

J.T.F. Russell

### **Projects Manager**

D.C. Davis BAgEc(NE), MSc(Lond), PhD(Qld)

### **Research Methodologist**

L.O. Brooks BA(Hons)(Macq)

### **Administrative Co-ordinator**

J.A. Body

### **Administrative Assistant**

S.L. Fechter

## **□ Centre for Plant Conservation Genetics**

### **Head of Centre**

Prof. R.J. Henry BSc(Hons)(Qld),  
MSc(Hons)(Macq), PhD(LaT), FRACI

### **Administrative Co-ordinator**

P.E. Carolan

### **Technical Officer**

T.A. Codrington AssocDipAppSc(QUT)

### **Accounts Administrator**

V.J. Watt AssocDipBus(TAFE)

### **Associate Professor**

T. Holton BSc(Hons)(ANU), PhD(Melb)

### **Research Scientists**

E.M. Ablett BSc(Hons), PhD(Qld)

A.T. Akula MSc(Gujar)

C. Akula BSc(And), MSc, PhD(Gujar)

G.M. Cordeiro BSc(Hons)(NUS'pore),  
MBiotech(Monash), PhD(Qld)

A. McLauchlan

K.D. Scott BSc(Hons)(Qld)

M. Shepherd BSc(Hons), PhD(Qld)

S. Sterle BAgSc(Hons)(JondiShapour),

MAGSc(Melb)

### **Research Assistants**

M.J. Cross BSc(UNSW)

N.A. Harker BSc(WAust),  
GradDipBiomedSc(Curtin)

## **□ SCHOOL OF BUSINESS**

### **Head of School**

D.T. O'Brien BScAgr(Syd), MSc(Manit),  
PhD(Oregon)

### **Administrative Officer**

C. Davis

### **Lecturers**

J.W. Buultjens BEc(Monash), DipEd(GIAE), BA,  
GradDipAgEc, MBus(NE)

S.J. Kelly BAdmin(Griff), MBus

A. Parasuraman BBus(ECowan),  
PGDBus(Curtin), CPA, FTIA

### **Associate Lecturers**

M.F. Drever BComm(UWSN),  
GradDipTechEd(UTS), MEc(NE), ASA

S.A. Moffatt BSc, DipEd(Syd),  
GradDipEconometrics(NE)

## **□ SCHOOL OF COMMERCE AND MANAGEMENT**

### **Head of School**

R.H.K. Sloan MCom, DipEd, PhD(UNSW),  
AAIBF(Snr)

### **Professor**

D.A. Harvey BSc(Lond), MSc(S'ton), PhD(Bath),  
IPFA, FCPA

D.R.S. Scott BSc(Rhodes), MBA, PhD(Witw)

### **Associate Professor**

H.G. Erdonmez MBA(MichState), FAIBF, ASIA

### **Administrative Officer**

S. Nourse BBus(NRCAE)

#### **Administrative Assistants**

D.L. Browning  
L. Leeson  
A.J. Nano  
L.J. Nugent  
M.P. Walker

#### **Senior Lecturers**

Y. Alizadeh BA(IAATeheran), MBA(StJohnsNY),  
DipFinMangt, MEc(NE), DBA, ASA  
K.C. Dundas MCom(UNSW), MBA(UTA),  
DipEd(Syd), DipFinMangt(NE)  
J.C. Lane MCom(UNSW), AAMI  
J.E. Walton BSc(Hons), MSc, PhD(NE), CMath,  
FIMA, CStat, FSS

#### **Lecturers**

A.M. Allan BSc(C'nell), MBA(Col)  
R.J. Arnall MEc, DipFinMangt(NE), CPA  
M.E. Askew BSc(Hons), MBA(Manc)  
P.R. Bakker BCom(SAfrica), MBus, ACA  
L.J. Bowen BCom(Melb), MEd(Deakin)  
M.J. Christensen BA(Macq), MBA(UNSW)  
D.M. Howard BA, MBA(Qld), PhD, AAMI,  
AAIEx  
C.W. Hudson BCom(UNSW), GradDipEd(STC),  
MBA(NE), CPA  
N. Jayne BSc(Hons), PhD(Massey)  
G.W. Lamberton BCom(Melb), MBus, ACA  
S.L. Marks BSc(Syd), BA(UNSW),  
GradDipORDist(UTS), MBA, MASOR,  
MANZAM  
J.C. Phillips BCom(N'cle), GradDipAppSc  
(VictoriaCol), ACA - on secondment  
S.J. Rowe BBus(NRCAE), MA(SA), CPA  
I.R. Sergeant BBus(RCAE), HDA  
P.J. Vitartas BCom(UNSW), MBus, MMRS

## **□ SCHOOL OF CONTEMPORARY ARTS**

#### **Head of School**

Assoc. Prof. J.A. Davis DipPEd(Melb),  
GradDip(FineArt)(PIT), MA(FineArts)

#### **Administrative Assistant**

T.L. Griffiths

#### **Administrative Officer**

G.S. Stroud

## **□ Contemporary Music**

#### **Associate Professor**

M.F. Hannan BA, DipMusComp, PhD(Syd),  
AMusA

#### **Senior Lecturer**

J.W. Fitzgerald BMus, BA(Qld), PhD, AMusA

#### **Lecturers**

J.P. Kelly  
G.M. Lyon BA(NE)  
P.J. Martin BA(LaT), MMus(Hons)(NE)  
K.G. Ravenswood

#### **Associate Lecturers**

L. Carriage BA(NE), AssocDipCreativeA(TAFE)  
M. Deacon BA

#### **Technical Officers**

D.J. Ewing BA  
J.H. Pinkerton

## **□ Visual Arts**

#### **Senior Lecturers**

P.A. Hely MA(FineArts)  
A.J. Nankervis GradDipVisArts(GIAE),  
BAGec(NE), MA(FineArts)  
J.L. Smith MA(Syd), DipEd(STC)

#### **Lecturers**

L.V. Dorahy DipPaint(ESTC)  
A.H. Hochman BA, DipEd(Syd), BA(NRCAE),  
MFA(UNSW)

#### **Associate Lecturers**

G.L. Jolley ASTC, DipEd(STC)  
C.D. Meagher BSc(Melb), DipEd(STC),  
GradDipA(VisArts)(Monash)

#### **Technical Officers**

G.L. Morganson BCeramicDesign(SACAE)  
T.R. Mosely BA(SCA)

## □ SCHOOL OF EDUCATION

### Head of School

Vacant

### Administrative Assistants

J.E. Adlington

J.L. Parry

D.M. Williams

### Associate Professors

K.R. Skamp BSc(Hons), DipEd, PhD(Syd),  
MEd(NE)

R.J. Wright MScSt(Qld), EdD(Georgia)

### Senior Lecturers

J.A. Barrie BA, BEd(Qld), MEd, PhD(NE),  
AMusA, ATCL, MACE

M.J. Chaseling BMus(Adel),  
GradDipEd(ArmCAE), MEd(NE)

P.M. Gannon BA, DipEd, MSpEd(Macq),  
PhD(Oregon)

J.G. Geake BSc(Hons)(UNSW), DipEd, MEd,  
PhD(NE), AMusA, MACE

W.R. Gilfillan BEd(SCVRusden),  
MEd(EdAdmin)(Adel)

D. MacLean BA, DipEd(Cant), MA(Massey),  
DipSocSc(Well), PhD(ANU), ACIS

L.J. Regan TCert(ArmTC), BA, MLitt(NE),  
MA(Hons)(Macq), MACE

W.H.L. Young TCert(N'cleTC), BA(NE),  
MEd(Flin)

### Lecturers

B.A. Kean MA, DipEd(Macq),  
GradDipEdStud(NepeanCAE)

J.E. Power BEd(Syd), MA(Macq)

### Associate Lecturer

W.T. Armstrong BA, CQSW(HatfieldPoly)

## □ SCHOOL OF EXERCISE SCIENCE AND SPORT MANAGEMENT

### Head of School

Assoc. Prof. R. Bronks DipT, DipPE(Cardiff),  
MSc, PhD(Oregon), FASMF

### Senior Lecturers

A.J. Davie DipT(WIE), BPE(WAust),  
GradDipSptSc(CCHS), MSc(Melb), PhD(Syd)  
R.U. Newton MHMS(Qld), PhD, CSCS, MAAESS  
I.B. Ward DipPE(STC), MSc, PhD(Oregon)  
R.P. Weatherby BPharm(Hons), MSc, PhD(Syd),  
MPS, MRACI, CChem  
T.J. Woods DipT(NRCAE), BEd(DDIAE),  
MSA(Ohio)  
S. Zhou MEd(BeijingInstPhysEd), PhD(Melb)

### Lecturers

D. Arthur BHLthSc(Hons)(NE)  
R.H. Booker BA, DipEd(Macq), GDMgt,  
MBA(UCQ), AIMM  
R.A. Meir AssocDipSptSc(NRCAE),  
BAppSc(CCAE), MA(Deakin), CSCS

### Senior Technical Officer

M.R. Fisher

### Technical Officers

R.I. Baglin

C.E. Hartmann AssocDegHlthSc

### Laboratory Assistant

T.N. Byrnes

### Administrative Co-ordinator

C.A. Hayllar

### Administrative Assistant

S.R. Mulcahy

## □ SCHOOL OF HUMANITIES, MEDIA AND CULTURAL STUDIES

### Head of School

H.M. Wearne BA(GIAE), MA(Monash)

### Academic Administration Officer

S. Fawns

### Digital Informations Officer

A.R. Hughes

**Staffing and Finance Administration Officer**

M.L. Stevenson

**Receptionist**

Vacant

**Professor**

L.N. Cantrell MA(Hons)(Syd), PhD(Nebraska)  
(to 31.12.98)

**Associate Professor**

Vacant

**Senior Lecturers**

J.P.W. Beattie BA(Hons)(Adel), PhD(Melb)  
K.J. Forster BA(Monash), MA(LaT), PhD(Adel)

**Lecturers**

M.I. Christensen BA, DipEd(Macq)  
J.C. Kijas BA(Hons)(Adel), GradDipAboriginal  
Studies (SACAE), MA(Melb)  
T.S. Maybury BA(Murd)  
I.R. Slade

**Associate Lecturers**

C. Spurgeon BA(NSWIT)  
W. Sun MA(Canb), PhD(UWS)

## □ SCHOOL OF HUMAN SERVICES

**Head of School**

J.A. Griffiths BA(Qld), GradDipCounselling  
(BCAE), MNA(UNSW) (to 31.1.99) – Study leave  
7/99 – 12/99

**Director of Postgraduate Studies and Research**

H.C. Biggs BA(Hons)(Qld), PhD(Massey), MAPS

**Administrative Officer**

T. Welsh

**Lecturers**

U.U.H. Bay MSW(Melb)  
H.G. Byrne RN, MN(NZ), CCC(Lond),  
BEdNurs(ArmCAE), MHIthSc(NE), FRCNA  
E.M. Nuske BSc(Hons)(Salf), MA(Brun)  
R.N. Van Der Veen BA(Wat), BSW(Hons)(Lake),  
MSW(JamesCook) – Study leave 1/99 – 6/99

## □ SCHOOL OF LAW AND JUSTICE

**Head of School**

Assoc. Prof. B.F. Fitzgerald BA(Griff),  
LLB(Hons)(QUT), BCL(Hons)(Oxon),  
LLM(Harv), Barrister of the Supreme Court of  
Queensland, Barrister and Solicitor of the  
Supreme Court of the Australian Capital  
Territory, Barrister of the High Court of Australia

**Director of Research**

Assoc. Prof. G.M. Bird LLB(Hons)(Melb),  
LLM(Monash), MPhil(Camb), Barrister and  
Solicitor of the Supreme Court of Victoria

**Academic Programmes Co-ordinator**

C.P. Campbell BBus(Comm)(QIT), MSc(Griff),  
PhD

**Administrative Assistant**

Vacant

**Project Manager – On-line Project**

E.J. Bartlett

**Administrative Officers**

J.T. Braby  
W.E. Poole  
A.M. Sharkey

**Production Unit Co-ordinator**

K.A. Dixon

**Desktop Publisher**

R.A. Dummermuth

**Professors**

J.G. Jackson BCom, LLB(UNSW),  
LLM(Hons)(Syd), GradDipEd(Tertiary) (DDIAE),  
Barrister of the Supreme Court of New South  
Wales

S. Yeo LLB(Sing), LLM(Hons)(Well), LLM(Hons),  
PhD(Syd), Barrister of the Supreme Court of New  
South Wales

**Senior Lecturers**

S.B. Garkawe BSc(Melb), LLB(Monash),  
LLM(Lond), Barrister and Solicitor of the  
Supreme Court of Victoria, Attorney-at-Law  
(California)



R.H. Harris BA, LLB(ANU), DipEd(Syd),  
LLM(QUT), Solicitor of the Supreme Court of  
New South Wales

**Lecturers**

M. Baragwanath BA, LLB(Syd), LLM(UNSW),  
Solicitor of the Supreme Court of New South  
Wales and the High Court of Australia

G.E. Evans BA(Hons)(Syd), DipEd(NE),  
LLB(UTS), Barrister of the Supreme Court of New  
South Wales

D.M. Heilpern BLegS(Macq), LLM, Barrister and  
Solicitor of the High Court of Australia, Solicitor  
of the Supreme Court of New South Wales,  
Barrister and Solicitor of the Supreme Court of  
the Australian Capital Territory

P.A. Kelly LLB(Syd), Solicitor of the Supreme  
Court of New South Wales

J.M. Nielsen BSc, LLB(Hons)(Monash), Barrister  
and Solicitor of the Supreme Court of Victoria,  
Solicitor of the Supreme Court of New South  
Wales, Member of the Roll of Practitioners of the  
High Court of Australia

A.T. Punch LLB(Syd), Barrister of the Supreme  
Court of New South Wales

N. Rogers BA(Hons), LLB(Hons)(Syd),  
LLM(W'gong), Solicitor of the Supreme Court of  
New South Wales

A.L. Schillmoller BA(ANU), LLB(UNSW),  
Solicitor of the Supreme Court of New South  
Wales

F.G. Smith BL(Hons), LLB(Rhod)

**Associate Lecturers**

J.I. Cowley BA(UNSW), GradDipEd(UTS),  
BLegS(Macq), Solicitor of the Supreme Court of  
New South Wales and the High Court of  
Australia

E.L. Finch LLB(UTS)

A.M. Greig BA, LLB(Hons)(ANU),  
LLM(Hons)(Camb) – on leave

H. Katzen BA(CapeT), LLB(UNSW)

## □ SCHOOL OF MULTIMEDIA AND INFORMATION TECHNOLOGY

**Head of School**

B.A. Wilks BSc(ANU), MSc(Qld)

**Administrative Co-ordinator**

T. Thorncraft

**Administrative Assistant**

A.L. Bailey

**Associate Professors**

B. Lo BSc(Lond), PhD(Monash), MEdStud,  
DipCS(N'cle)

R. Sims MA(Macq), DipEd(STC), MACS,  
ASCILITE

**Senior Lecturer**

J.R. Maltby BSc, PhD(Hull)

**Lecturers**

D.B. Armstrong BBus(DDIAE), MLitt(NE)

J.P. Dimpleby BSc(Hons)(Leeds),  
GradDipEd(NCAE), MACS

G. Raikundalia MComp(N'cle), BEc(Syd),  
PhD(Bond)

J.G. Roche BSc(Syd), DipEd, MBA(Adel)

G.L. Stuart BSc(ManchesterPoly), MSc(Aston),  
MBCS

**Associate Lecturers**

J.B. Melville BSocSc(Waik)

M. Morgan MCA, GDipEd(W'gong)

## □ SCHOOL OF NATURAL AND COMPLEMENTARY MEDICINE

**Head of School**

S.P. Myers BMed(N'cle), ND(SSNT)

**Administration Co-ordinator**

P.E. Bolzicco

**Administrative Assistant – Student Affairs**

Vacant

**Lecturers**

A. Arellano BQ(UdeC), PhD(TUBraunschweig)

S.J. Evans BA, DipEd(LaT), MNIMH  
S.T. Hahn BA(UCSD), DipEd(Qld), PhD(QUT)  
H.B. Muggleston BSc(CalifStateLongBeach),  
DipNutDiet(Syd)  
M. Schubert BSc, MScSoc(UNSW), DTM, DH,  
DCH, DPH

**Associate Lecturer**

M.D. Khyentse BSc(UNSW), DipEd(SIE)

**Senior Technical Officer**

G.J. Callan BTC, AssocDipAppSc(QldTAFE)

**Technical Officer**

D.N. du Vergé AssocDipAppSc(TAFE)

**Teaching Clinic**

**Clinic Education Director**

P.J. Orrock RN, ND, DBM, DipOsteopathy

**Administrative Assistant –Teaching Clinic**

V.B.S. Sidebottom

## □ SCHOOL OF NURSING AND HEALTH CARE PRACTICES

**Head of School**

C.D. Game RN, RM, DipNEd(CNA),  
MEdStud(Monash), FRCNA, FCN, MACE

**Professor**

B.J. Taylor RN, RM, AssocDipNursEd(CCHS),  
GradDipEdAdmin(HawthornInst), MEd,  
PhD(Deakin), FCN, FRCNA, MACE

**Associate Professors**

N.E. Glass RN, DipNeuroscienceNursing, BA,  
MHPEd, PhD(UNSW), FCN, FRCNA

S.J. Kermode RN, BA(MCAE), MHPEd(UNSW),  
PhD(NE)

**Senior Lecturer**

R.J. Brown RN(RPN, RGN, RGerN),  
DipNEd(DeptHlthNSW), BEdNurs(ArmCAE),  
MEd(NE), FCN, FANZCMHN

**Lecturers**

J.A. Barling RN, RPN, DipAppSc(CCAE),  
BA(ANU), MNurs(Canb), MRCNA,  
FANZCMHN

K.M. Davis RN, RMRN, DipNeurosurgical/  
NeurologicalNursing, BSc(Macq),  
GradDipEd(SCAE), MSc(Hons)(UWSH)

V.M. King RN, RM, BA(Melb), BHA,  
MNA(UNSW), FCN

R. Lo RN, BA, MSc(W'gong), PhD(NE), MCN,  
ATCL, AMusA

C.W. Pursche RN, RMN, BScAgr(Syd), MLitt(NE)

J.A. Stevens RN, BA, PhD(UNSW)

**Associate Lecturer**

T.F. van de Mortel RN, DipNursing,  
BSc(Hons)(W'gong)

**Technical Officer**

G.C. Brooks

**Manager Administrative Support Unit**

M. Dean AssocDipBus(NRCAE),  
GradDipBus(RMIHE), MOrgDev&Trg, MAITD

**Administrative Assistants**

T.E. Brine

V.L. Gardner BA(Hons), DipEd(NE)

J.A. Gibson-Egert

L.M. Hunter RN – on leave 8/98–3/99

C.L. McKay

E.L. Ryan

K.J. Symonds

## □ SCHOOL OF RESOURCE SCIENCE AND MANAGEMENT

**Head of School**

Prof. P. Saenger BSc(Hons), PhD(Melb), FLS

**Secretary to Head of School**

Z. Garbutt BA(Qld)

**Administrative Assistants**

D.J. Smith

K.M. Toussaint

### **Administrative Officer**

Vacant

### **Professors**

D.F. Gartside BSc(Hons), PhD(Melb), MEIA

L.P. Zann BSc(Hons), PhD(NE)

### **Research Scientists**

T.L. Maguire BAgSc(Hons), PhD(Adel)

S. Ward PhD

### **Associate Professors**

W.E. Boyd BSc(StAnd), PhD(Glas)

D.C. Davis BAgEc(NE), MSc(Lond), PhD(Qld) - secondment 1999

V.J. Harriott MSc(Qld), PhD(JamesCook)

D.M. McConchie DipT(ChristchurchTC), MSc(Cant), PhD(WAust)

### **Senior Lecturers**

M.C. Cullen BSc(Hons), MPhil(Griff), MEIA

B.D. Eyre BAppSc(Hons)(Adel), PhD(QUT)

P.L. Harrison BSc(Hons), PhD(JamesCook)

N.J. Holmes BSc(Hons)(Lond), PhD(S'ton), CBiol, MIBiol

H.S.L. Knox BA(Hons), MTCP(Syd) - on leave to 8/99

S. Pathirana BA(Hons), GradDipAppSocStats(SriLanka), MA(Car), PhD(Kent)

J.V. Smith BAppSc(Hons)(NSWIT), DipEd(SIE), PhD(UTS)

A. Specht BSc(Hons), PhD(Qld)

L.A. Sullivan BScAgr(Hons), PhD(Syd)

### **Lecturers**

J.R. Anderson BSc(Hons)(Syd), PhD(ANU)

R.L. Goldingay BSc(Hons)(UNSW), PhD(W'gong)

M.B. Whelan BAgSc(Qld)

### **Associate Lecturers**

D.J. Bucher BSc(Hons)(Melb)

M.W. Clark MSc(Cant)

S.L. Hartley BAppSc(Hons)(NE)

K.H. Taffs BA(Hons), PhD(Adel)

### **Laboratory Manager**

M.E.T. Egan BA(NE)

### **Laboratory Services**

J.A. Arthur BAppSc

M. Elphinstone BSc(Macq)

R. Hasthorpe AssocDipAppSc(NRCAE)

G.J. Lancaster BAppSc(Hons)(NE)

G.O. Luker BAppSc

B.J. Ramsay

C.D. Taylor BA(Syd), AssocDipAppSc(NRCAE)

## **□ SCHOOL OF SOCIAL AND WORKPLACE DEVELOPMENT**

### **Head of School**

M.A. Wallace BA(Hons)(Syd), DipEd(William BalmainCollege), MEd(NE)

### **Director of Postgraduate Studies and Research**

A.H. Ellis MSc, PhD(Syd), GradDipExt(HAC), GradDipEdStud(MCAE), GradDipDistEd (SACAE), BA, DipEd, DipContEd(NE)

### **Administrative Officer**

A.H. Auld

### **Desktop Publisher**

S. Bebbington

### **Student Liaison Team**

C.A. Baker (Team Co-ordinator)

K.L. Foster

C.L. Morrow

K. Rennie

### **Research Assistant**

R.A. Phelps BA(CSU), MDistEd(Deakin)

### **Associate Professor**

R.N. Dick MA(Qld)

### **Senior Lecturers**

K.J. Burke BEc, DipEd(Syd), MEdAdmin(NE)

L.J. Carson MA(Macq), GradDipEd(SCAE), PhD

M.J. Chaseling BMus(Adel), GradDipEd(ArmCAE), MEd(NE)

S. Hase RN, AssocDipNursEd(CCHS),

GradDipPsych(Tas), MA(Hons)(NE), PhD, MAPS

L.E. Jennings BA(Hons), DipEd(Macq),  
MEd(Manit), PhD(Deakin), GradDipRelEd  
(SACAE)

P.J. Miller BBus(UTS), MBus(NE)

#### **Lecturers**

D.P. Dingsdag BA(Hons), PhD(W'gong)

L.W. Dunn DipT(MtGCAE), BA(Qld), MEd(QUT)

B.A. Griffin BA, MEd(NE)

B. Hall-Taylor BA, MEd, DipContEd(NE),  
PhD(N'cle)

T.G. Lucas BSocWk(PrestonIT), MSocWk  
(Monash)

D.W. McMurray DipT(STC), MA, PhD(Manit)

T. Walther BA(UNSW)

#### **Associate Lecturers**

R.M. Irwin BA(LaT)

## **□ SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT**

#### **Head of School**

Prof. G.M. Prosser BA(ANU), MEnvStud(Adel)

#### **Secretary to Head of School**

S.L. Clifford-Loomes

#### **Administrative Assistants**

E.M. Buckley

M.P. Jeffery DipT(NRCAE)

D.M. Naftzger

#### **Production Unit Co-ordinator**

E.M. Kronen

#### **Receptionist**

I.C. Blair

#### **Associate Professors**

G.P. Brown BSc(PlymouthPoly),  
MPhil(N'clePoly), PhD(Texas)

N. Leiper BCom, MGenStud(UNSW),  
GradDipEd(STC), PhD(Massey), ANZAM

P.C. Reynolds MPhil(HuddPoly), CertEd(Leeds  
Poly), NatDipHotelKeep&Cater(BirmCFDA),  
MHCIMA

#### **Senior Lecturers**

N.M. Douglas BA, PhD(Qld)

J.S.P. Hobson BSc(Hons)(OxfPoly), MSc(Mass)

V.S. McCabe CertEd(Lond), MBA(Aston),  
MHCIMA

#### **Lecturers**

H.S. Bassan BSc(Hons), MSc(Nair), MStats(Flor),  
FCCA, ASA

R.M. Derrett DipT(N'cleTC), MAppSc

R.J. Dowell GradDipOD(RMIT),  
AssocDipPersAdmin(PrahranCAE), MBus(VUT)

N. Hing BBus, MAppSc(NE)

P.J. Weeks HND(OxfordPoly), GradDipEd(NE)

#### **Associate Lecturers**

M.A. Lawrence BBus

W.B. Oostdyck BAdvTeach(Griff)

B.M. Poole BAPsych(Clemson)

C.J. Thompson BBus(VUT),  
GCertTertTeach(NTU)

M.A. Walo BBus(NE)

#### **Internship Co-ordinator**

Vacant

## **□ Centre for Professional Development in Club Management**

#### **Academic Co-ordinator**

H.M. Breen BBus(Hons)(NE)

#### **Administrative Assistant**

D.E. Kerr BAppSc(NE)

## **□ The Hotel School**

#### **Manager**

P. Lewis BTeach, BEd, MM(UTS)

#### **Associate Lecturer**

P.H. Redman BEc(Syd)

## □ INFORMATION SERVICES

### Executive Director

Prof. E.J. Hann BSc(Hons)(UNSW), PhD(ANU), MAACB

### Executive Director's Secretary

M.T. Tanner

### Administration Team

L.M. Morison

*Administrative Co-ordinator*

K.J. Morrison

*Administrative Co-ordinator*

J.M. Atkin

*University Librarian's Secretary*

K.A. Howell

*Administrative Assistant*

K.S. Fischer

*Receptionist*

### Library - Lismore

A.M. Ransome BA(Hons)(Qld), DipLib(UNSW), MA(Canb), ALIA

*University Librarian*

D.R. Stewart BA(LibSc)(KCAE), ALIA

*Library Services Manager*

J.R. Fletcher BEd(Melb), ALIA

*Network Services Librarian*

L.I. Reed BA(Syd), DipLib(UNSW)

*Head, Lending Services*

A. Watson

*Senior Librarian, Cataloguing*

G. Bramley-Moore BA, DipEd(UNSW),

MLS(PrattInst), ALIA

*Senior Librarian, Acquisitions*

J.P. Baker

*Lending Services*

S.E. Charik AssocDipA(TAFE), ALIATec

*Collection Services*

E.T. Cook AssocDipA(NE), AssocDipA(TAFE)

*Lending Services*

M.A. Doolan AssocDipA(TAFE), ALIATec

*Lending Services*

M.A. Edgar BA, DipEd(Macq),

GradDipLibSc(KCAE)

*Reference*

M.A. Flanagan BA(NE), AssocDipA(TAFE)

*Lending Services*

D.A. George BA(UNSW),  
GradDipAppSc(Lib&InfoMgt)(CSturt)  
*Collection Services*

N.L. Hall AssocDipA(TAFE)

*Lending Services*

S.M. Hill AssocDipA(TAFE)

*Collection Services*

J.L. Impey BA(Syd), DipEd(STC),

GradDipLibSc(KCAE)

*Collection Services*

B. Jefferis

*Lending Services/Collection Services*

G.L. Kimmins AssocDipA(TAFE), ALIATec

*Lending Services*

J. Knopke BSc(Qld), GradDipLibSc(QIT), ALIA

*Reference*

T. Ledgerwood AssocDipAppSc(ECowan)

*Collection Services*

C.A. Rogers AssocDipA(NRCAE),

GradDipA(CSturt), BA, DipEd(NE), ALIA

*Collection Services*

J.M. Mewing

*Collection Services*

C.F. Lister

*Lending Services*

A.J. Mylrea AssocDipAppSc(NRCAE)

*Lending Services*

T.F. Pedrazzini BSc(Griff),

GradDipLibInfoSc(RMIHE)

*Reference*

Vacant

*Collection Services*

R.J. Poole

*Lending Services*

N.E. Rennie BA(NE), GradDipLib(CCAE)

*Reference*

J.M. Smith AssocDipA(TAFE)

*Lending Services*

K.R. Wardell DipT(NRCAE),

GradDipA(CSturt), ALLG

*Reference*

M.A. Wheeler BA(Griff),

GradDipAppSc(Lib&InfoMgt)(CSturt), ALIA

*Reference/Lending Services*

S.E. Wheeler

*Lending Services*

D.W. Winwood

*Reference/Lending Services*

L. Zhang GradDipInfM(Melb), MA

*Reference*

### **Library – Coffs Harbour**

*See Administrative Staff – Coffs Harbour*

### **Library Systems and Audiovisual Services**

N.B. Moon TV(Marconi)

*Senior Technical Officer*

T.A. Lane BAppSc

*Technical Officer*

J.D. Miller

*Technical Officer*

### **Technology Support**

G. Testa ARTC, MTETIA

*Senior Technical Officer*

### **Learning Assistance**

J.J. Pittman BEd(ArmCAE), MEd(Griff)

*Lecturer*

B.M. Gaffney BA(UNSW), MEd(Syd)

*Lecturer*

J. Regan BEd(GIAE), MEd

*Lecturer*

### **Open Learning and Regional University Centres**

B.M. Hansen BA(Syd), GradDipSocComm(HAC),  
MEd(NE)

*Open Learning Manager*

T. Dennis

*Co-ordinator, University Centre – Clarence Valley*

J.R. McGuire

*Co-ordinator, University Centre – Tweed*

M.M. Hayes BAgr(Syd), GradDipDE(Deakin)

*Co-ordinator, University Centre – Gold Coast*

Vacant

*Administrative Assistant, University Centre – Gold Coast*

M. Barnes BSocSc

*Manager, Port Macquarie Campus*

A.C. Haylett

*Administrative Assistant, Port Macquarie Campus*

### **Information Technology**

F. Archer BSc(Qld)

*Director*

M. Powell

*Infrastructure Manager*

A.D. Hill BBus(NE)

*Senior WAN Systems Administrator*

A. Horn BE(Elec)(QUT)

*Acting Network Operations Engineer*

J.L. Zentveld BSc(NE)

*Senior Systems Administrator UNIX*

M. Angel

*Network Operations Officer*

Vacant

*Systems Administrator UNIX*

G.V. Muldoon BBus(NE)

*Client Services Administrator*

S.L. Cocks

*Client Support Officer*

D.J. Cook BBus

*Client Support Officer*

T. Lane AssocDipIT(TAFE)

*Network Operations Officer*

P.J. Loadman

*Client Support Officer*

G.E. Oliver

*WAN Systems Administrator*

M. Gillam

*Acting Manager, Operations*

S.P. Sawkins BA(Syd), GradDipEd(NE)

*Acting Manager, SCUOL*

D. Brice

*Technical Officer*

V. Cohen BBus(NE)

*Technical Officer*

D.L. Ferguson

*Web Mark-Up Officer*

### **Computer Services – Coffs Harbour**

*See Administrative Staff – Coffs Harbour*

## **□ Teaching and Learning Unit**

### **Professor and Director**

M. Hayden BA, MEd(Monash), PhD(Melb),  
MACE

### **Administrative Officers**

S. Coleman

G.J. Broadhead AssocDegAppSc(NE)

### **Lecturers**

C.J. Morgan BA(Syd), MDistEd(Deakin)

M. O'Reilly BSc(Hons)(UNSW), MOrgDev&Trg

S. Parry BBS, DipEd, PhD(LaT)

## **□ OFFICE OF EXECUTIVE**

## DIRECTOR OF ADMINISTRATION

### Executive Director

M.H. Marshall BA(CCAE), MBA(CQU), CPA,  
FTIA

### Executive Officer

D.B. Dare

### Executive Director's Secretary

M.J. May

### Receptionist

J.P. Underhill

### Administrative Assistant

Vacant

### Statistics Officer

D.A. Johnston BSc(NE)

### Publications Officer

G.R. Gow

### Secretary, Academic Board

R.A. Fraser AssocDegLaw

### Graduation Officer

A.L. James BHIthSc(NE)

### Administrative Officer

Vacant

## □ Finance and Fabric Directorate

### Director

M.R. Sweeny BBus(NRCAE), MEc(NE), CPA,  
ACS, SIA(Aff)

### Director's Secretary

M.T. Sloane

### Receptionist

J. O'Rourke

### Financial Management

C.J. Toohey BBus(NRCAE), CPA  
*Accounting Manager*

V.A. Farrelly BBus(NE)  
*Assistant Accounting Manager*

R.L. Anderson BBus(NRCAE)

*Assistant Systems and Budget Accountant*

A.C. Scicluna BBus(NSWIT)

*Finance Officer*

K.G. Hudson DipT(Comm)(NSWIT),  
AssocDipSmallBusMgt(NRCAE), CPA  
*Accountant – Taxation and Payroll*  
*Norsearch Company Secretary*

M.P. Belle

*Accounts Administrator Norsearch*

S.J. Arthur BCom(UNSW), CPA

*Assistant Accountant Norsearch*

G.W. Euston AssocDipBus(TAFE), BBus, MNIA  
*Debtors*

L.E. Cason

*Debtors*

V.R. Smith MNIA

*Accounting Officer*

Vacant

*Transactions Audit Clerk*

J.M. Betts

*Creditors*

G.A. Cadonetti

*Creditors*

S. Stokes

*Creditors*

Vacant

*Creditors/Payroll*

G.C. Raisch AssocDipBus(TAFE)

*Accounting Services*

Vacant

*Accounting Services*

M. Bronks

*Superannuation Officer*

G.D. Layton

*Payroll*

L.J. Wilcox BBus(NE)

*Payroll*

P.J. Brown

*Supply Administrator*

T.J. Lyle

*Stores Officer*

A.J. Priest

*Stores Officer*

### Administrative Computing Unit

J.P. Larbalestier

*Financial Systems Officer*

### Facilities Management

K. Fenton  
*Facilities Manager*

M.J. Cooper  
*Capital Projects Manager*

Vacant  
*Occupational Health and Safety Officer*

D.M. Coster  
*Communications Administrator*

S.D. Henry  
*Communications Assistant*

L.J. Rankin DipT(NE)  
*Communications Assistant (part-time)*

Vacant  
*Communications Assistant*

B.R. Kelly  
*Communications Assistant (part-time)*

I.L. Stevenson  
*Grounds Supervisor*

S. Barber  
*Grounds*

B.J. Ellis  
*Grounds*

S.A. Evans  
*Grounds*

P.H. Gorry  
*Grounds*

B.J. McDonogh  
*Grounds*

P.J. Wardell  
*Grounds*

H.P. Crouch  
*Grounds*

K.R. Smith  
*Grounds*

L. Baker  
*Apprentice (Grounds)*

A.L. Moran  
*Apprentice (Grounds)*

P. Woodward  
*Maintenance*

B. Beer  
*Maintenance*

J. Foley  
*Maintenance*

T.A. Haling  
*Maintenance*

R. King  
*Information/Vehicle Officer*

R. Stewart  
*Information/Vehicle Officer*

M.P. Flanagan  
*Tea Attendant*

D.T. Sawtell  
*Facilities Clerk*

J.B. Buckingham  
*Facilities Assistant*

P.E. Cicchinelli  
*Facilities Assistant*

H. Miller  
*Courier*

#### **University Conference Centre**

J. Trollope  
*Centre Manager*

### **□ Marketing and Community Relations Directorate**

#### **Director**

P.W. Cordery BEc, DipEd(NE)

J.L. Manning  
*Administrative Assistant*

D.E. Ballantyne  
*Scholarships Officer*

J.E. Cowley DipPE(Syd)  
*Advisory – Prospective Students*

G.W. Jeffery AssocDipSmallBusMgt,  
BBus(NRCAE), GradDipSocSc(HRM)(NE)  
*Advisory – Prospective Students*

R.H. Osborne  
*Media Liaison Officer*

*Marketing and Promotions Officer – Coffs Harbour*  
*See Administrative Staff – Coffs Harbour*

D. J. Waddell DipA(QldCofA)  
*Graphic Design and Production*

### **□ Staffing Directorate**

#### **Director**

P. Waters GradDipHRM(MCAE),  
GradDipFET(USQ)

#### **Director's Secretary**

T.L. Manning – on leave to 5/99

T. Cornale

G.M. Cox  
*Human Resources Officer – Recruitment/Performance Management*

H.R. Connellan – on leave to 8/99



E.R. Marr BCom(Griff)  
*Administrative Assistant*

L.J. Dietrich  
*Administrative Assistant – Recruitment/Staff Development*

S.A. Farquhar BSocSc  
*Human Resources Assistant – Classification/Employee Relations*

B.M. Fowke BCom(UNSW), CPA  
*Human Resources Officer – Recruitment/Systems*

K.A. Mitchelson  
*Administrative Assistant – Employee Relations*

A.R. White  
*Administrative Assistant – Employee Relations*

W. Poole – on secondment to 6/99

M. Howard  
*Administrative Assistant – Employee Relations*

## □ Student Administration Directorate

### Director

K.H. Thurston BBus(NRCAE)

### Director's Secretary

A. Jensen

*Admissions Officer*

J.E. Lindsay BA(Qld)

*Enrolments Officer*

M.H. Sanderson BSc(Syd), DipEd(STC)

*Examinations Officer*

F.J. Wright BA(Macq), GDipIT(IS)(CSturt)

### Internal Semester Team

*Team Co-ordinator*

P.C. Barnard AssocDipA(RMIHE), BA(NE),  
DipEd

*Administrative*

K.L. Bills

R.F. Willis DipT(MCAE)

I.G. Kopping BA(NE)

B.M. De Re BSocSc

### External and Postgraduate Team

*Team Co-ordinator*

W.E. Mills

*Administrative*

D.A. Fry DipT(NRCAE)

P.M. Kennedy BA(NE)

K.L. Kloiser-Jones DipT(NSWTG),  
GradDipEd(SA)

### Trimester Team

*Team Co-ordinator*

D.H. Cahill BBus

*Administrative*

M.C. Jennison BAppSc(CCAE)

F. Wilson

### Information Services Team

*Team Co-ordinator*

C.F. Macfarlane BSc(BrCol)

*Administrative*

H.N. Byrnes

N.N. Kliendanze BA(NE), GradDipArts,  
MA(VisArts)(Monash)

J.G. Robinson

*Cashier*

M.J. Miller

*HECS and Fees Officer*

J.P. Reynolds

### Systems

C.J. Carr AssocDipBus(NRCAE)

J.D. Linklater

K.J. Pollard BSc(Hons)(NE)

## □ University Residential Services

### Head

I.A. Khan BSc(Hons), MSc(KU), PhD(NE)

### Head's Secretary

Vacant

L.M. Hudson BBus(NE)

*Administration Officer*

G.D. Thompson

*Maintenance Officer*

C.A. Stone BBus

*Accommodation Officer (Lismore)*

Vacant

*Administrative Assistant (Coffs Harbour)*

*Appointed on Annual Basis*

*Senior Resident Richmond College*

*Appointed on Annual Basis*

*Senior Resident Tweed College*

Appointed on Annual Basis  
*Senior Resident Wilsons College*

Appointed on Annual Basis  
*Senior Resident (Coffs Harbour)*

## **□ NORSEARCH LTD. (A.C.N. 003 082 406)**

### **□ Project Administration Division**

K.G. Hudson DipT(Comm)(NSWIT),  
AssocDipSmallBusMgt(NRCAE), CPA  
*Company Secretary*

S.J. Arthur BCom(UNSW), CPA  
*Accountant*

M.P. Belle  
*Accounts Administrator*

S.L. Power  
*Administrative Assistant*

G.M. Cox  
*Human Resources Manager*

### **□ Conference Services**

J. Burton DipT(ECowan),  
GradDipCommM(KCAE), MEd(T&D)  
*Manager – Conference Services and Project  
Administration*

J. McMurtry DipEd(MCAE),  
GradDipTourismM(UTS)  
*Professional Conference Organiser*

### **□ Communications Division**

M.A. Dansie  
*Manager – Communications*

J.A. Watling  
*Reprographics Manager*

R.J. Bennett  
*Key Operator/Production*

Vacant  
*Leading Hand Bindery*

S. Black  
*Publications Officer – Southern Cross University  
Press/Assistant Manager Reprographics*

S. Brooke  
*Key Operator/Production*

J.C. Flood  
*Courier/Bindery Assistant*

R.C. Smith  
*Key Operator/Production*  
G.P. Kelly BSc(ANU)  
*Computer Systems Operator*

### **□ Nornet**

S.J. Bruggy BAppSc(NE)  
*Computer Systems Manager*

J. Mead  
*Administration/User Support Officer*

W.J. Smart  
*Training/Computer Support Officer*

## **□ ADMINISTRATIVE STAFF – COFFS HARBOUR**

### **Director of University Studies**

Prof. A.R. Hyland BSc(Hons)(Qld), PhD(ANU)  
FASA, FAIP

### **Manager of University Services**

J.M. Wallom BA(N'cle), DipEd(PNG)

### **Administrative Assistants**

G. Clarke BA(JamesCook)

J.A. Eckford

T.M. Smithers

Vacant

### **□ Marketing and Community Relations**

#### **Marketing and Promotions Officer**

J.D. Ström AssocDegMangt&ProfStudies

### **□ Equity and Student Support**

#### **Student Counsellor/Disability Liaison**

M.J. Waterman BA, DipAppPsych(Adel)

### **□ Information Services**

#### **Library**

J. Hibberd BA(Syd), DipLib(UNSW),  
*Library Manager*

M.A. Woodcroft DipT(CCE), GradDipLibSc  
(KCAE)  
*University Liaison Librarian*

G.M. Jensen DipT(KGCAE), GradDipAppSc  
(CSturt)

*User Services*

J.C. Baker BBus

*User Services*

H.J. Martin AssocDipA(TAFE)

*User Services*

**Computer Services**

M.J. Bowen

*Computer Services Manager*

R.G. Lynch BA(MCAE), GradDipAppComp  
(CQU)

*LAN Systems Administrator*

H. Mehlert DiplIng(TUBraunschweig)

*LAN Systems Administrator*

A.P. Hattam

*Technical Officer*

B.A. Connor CertComProg, CNA, ACNA

*User Support Officer*

P.T. Austin BAppSc, CNA, ACNA

*User Support Officer*

L.M. McInnes BA(Syd), DipEd(DarwinCC), CNA

*User Support Officer*

**Facilities Assistant**

V. Hagelstein

□ **ADMINISTRATIVE  
STAFF – PORT  
MACQUARIE**

**Director of University Studies**

Prof. A.C.B. Delves BSc(Hons), DipEd(Bath),  
PhD(Hull)

**Co-ordinator**

M. Barnes BSocSc

**Administrative Assistant**

A.C. Haylett

## Glossary

The glossary provides definition of technical words or terms referred to in:

the general requirements relating to admission, progression and assessment; and

the Rules Governing Candidature for admission to a Degree or award of a Diploma, an Associate Degree or Certificate.

### **“Academic Board”**

Means the body of that name appointed by the Council of the University.

### **“Advanced Standing”**

Advanced Standing is recognition which may be granted to an enrolled student for other study at an appropriate institution or experience at a professional level in an area relevant to the current course. Advanced Standing shall be granted in terms of specified prescribed units of the course.

### **“Appropriate Institution”**

Means a university, college or other institution approved by the School/College Board of the relevant School/College.

### **“School”/“College Board”**

Means the Board of the School/College which has academic responsibility for the relevant course.

### **“Candidate”**

Means a person admitted to the University as a student and proceeding toward an accredited award of the University.

### **“Core Unit”**

Means a unit which must be completed by a candidate in order to qualify for the award in which he or she is enrolled.

### **“Co-requisite Unit”**

Means a unit which a candidate shall enrol in concurrently with another specified unit, or shall have completed prior to enrolling in the other specified unit provided that such requirement

may be waived by the Head/Director of the relevant School/College.

### **“Course”/“Programme”**

Means a programme of study the successful completion of which shall satisfy requirements for admission to a Degree or award of a Diploma, an Associate Degree or a Certificate.

### **“EFTSU”**

Effective Full-Time Student Unit Load.

### **“Elective Unit”**

Means a free choice unit drawn from anywhere within the University. Enrolment is subject only to any necessary pre-requisite or co-requisite, or to the availability of places.

### **“Independent Study Unit”**

Means a unit undertaken by study without specific classes and/or on a topic not specific to any existing unit provided that such units may only be taken with the approval of the Head/Director of the relevant School/College.

### **“Major and Double Major”/“Minor”**

Means a combination of units as prescribed in a table of qualifying units for a course.

### **“Module”**

Generally, equates to one third of a unit and therefore completing three modules is equivalent to one unit.

### **“Pre-requisite Unit”**

Means a unit which a candidate must have completed with a grade of Pass or above before enrolling in another specified unit provided that, the Head/Director of the relevant School/ College is convinced the pre-requisite requirement has been met by alternative means or an equivalent unit, or can be met through a co-requisite, he or she may waive the specified pre-requisite unit.

**“Special Examination”**

Means an examination granted to a student as provided for in Assessment and Examination Rule 1(f).

**“Standard Annual Study Load”**

Is the annual course study load determined by the University, or relevant School/College, for a full-time student enrolled in units of a course at a particular year level and proceeding at a pace appropriate for completion of the course in the normal prescribed time. The standard annual study load shall be expressed as a proportion of one EFTSU.

**“Subject”**

Means a branch of learning (e.g. Accounting, Mathematics).

**“(The) Table(s)”/“(The) Schedule(s)”**

Means the table(s) or schedule(s) of qualifying units annexed to, and forming part of, the Rules Governing Candidature for a Degree, Diploma, Associate Degree, or Certificate.

**“Unit”**

Means a discrete component of a course identified by a title and a code number which involves the study of a subject including lectures, seminars, practical classes, excursions, assignments and/or other activities prescribed by a School, College or other teaching unit.

**CONTINUING TRANSITIONAL  
ARRANGEMENTS**

Some of the Rules and other information presented in this Handbook were formulated and where appropriate, approved, in the context of the network University of New England, a predecessor institution of this University. To date it has not been possible to seek formal approval for all appropriate references to be changed to reflect the structure of Southern Cross University. Unless the context indicates otherwise the following definitions are to be given to the words indicated:

**“Board of Governors”**

Means the Council of Southern Cross University.

**“Academic Senate”**

Means the Academic Board of Southern Cross University.

**“University”**

Means Southern Cross University.

**“University of New England -  
Northern Rivers”**

Means Southern Cross University.

**“University of New England - Coffs  
Harbour Centre”**

Means Southern Cross University.

**“Director, Coffs Harbour Centre”**

Means the Vice-Chancellor of Southern Cross University.

**“Deputy Vice-Chancellor and  
Principal”**

Means the Vice-Chancellor of Southern Cross University.

**“Chancellor”**

Means the Chancellor of Southern Cross University.

**“Deputy Chancellor”**

Means the Deputy Chancellor of Southern Cross University.

# *Southern Cross University A-Z*

## INTRODUCTION

**S**outhern Cross University was established by an Act of the NSW Parliament in 1993. The University has its origins in the Lismore Teachers' College (1971) and the Northern Rivers College of Advanced Education (1973). In 1989 the NRCAE became part of the University of New England. The independent Southern Cross University commenced teaching in 1994 with the role of providing university education on the north coast of New South Wales. The University has campuses in Lismore, Coffs Harbour and Port Macquarie. In addition, the University has study centres in Sydney, Coolangatta, Murwillumbah and Grafton.

The University is governed by a Council to which its most senior officer, the Vice-Chancellor, reports.

Schools and Colleges are responsible for carrying out the University's teaching and research activities. Students enrol for an award course, such as a degree, in one of the Schools or Colleges.

In 1999 Southern Cross University has 14 Schools:

- Business
- Commerce and Management
- Contemporary Arts
- Education
- Exercise Science and Sport Management
- Humanities, Media and Cultural Studies
- Human Services
- Law and Justice
- Multimedia and Information Technology
- Natural and Complementary Medicine
- Nursing and Health Care Practices
- Resource Science and Management
- Social and Workplace Development
- Tourism and Hospitality Management

The University has the following Colleges:

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

In addition, there are a number of other academic centres and various administrative and support divisions which make up the University. This **A-Z** guide will introduce you to the many different parts of Southern Cross University and assist you to discover any further information you may need.

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## **ABORIGINAL AND TORRES STRAIT ISLANDER STUDENT SUPPORT**

Southern Cross University has a strong commitment to Indigenous people and their culture. The University has special admission and support procedures for students of Aboriginal and Torres Strait Islander descent. Applicants who do not gain admission under the University guidelines may be able to do a one-year foundation programme called the **Tertiary Foundation Certificate for Indigenous Australians**. Full details are available by contacting the Lismore Campus' **College of Indigenous Australian Peoples** on (02) 6620 3955.

The College, which is located in the Bundjalung Building, H Block, has two broad goals: to improve the access and participation of Indigenous Australians in higher education; and to increase the awareness of Indigenous culture within the wider community. The College sets out to achieve these goals through innovative curricula, student support and research.

At Coffs Harbour the Aboriginal and Torres Strait Islander Access Programme Co-ordinator is Marie Brooks. She can be contacted on (02) 6659 3104 and is located in E Block.

## **ABSTUDY (ABORIGINAL STUDY ASSISTANCE SCHEME)**

ABSTUDY provides assistance for Aboriginal and Torres Strait Islander students in a range of full-time and part-time courses.

The maximum rates vary depending upon individual circumstances. Benefits for students also include the payment of an incidentals allowance to assist with textbook and equipment costs. Part-time students may also be eligible for some financial assistance.

A voluntary option under ABSTUDY is the ABSTUDY Student Financial Supplement scheme. This allows students to exchange part of their ABSTUDY grant for a loan on a \$1 for \$2 basis, from a minimum loan of \$500 to a maximum loan of \$7,000. No real rate of interest is applied. The supplement is paid fortnightly as are ABSTUDY grant payments.

Application forms for ABSTUDY are available from any Centrelink Office or the AIC/ABSTUDY Service Centre, Lismore (address below). Submit your application for ABSTUDY as soon as possible. The AIC/ABSTUDY Service Centre in Lismore is located at the Centrelink office, at the corner of Conway and Keen Streets, and can be contacted on 13 2317, for the cost of a local call. Coffs Harbour Campus is serviced by Newcastle Student Service Centre, located at Level 2, 5 Brown Street, Newcastle. This office can also be contacted on 13 2317, for the cost of a local call.

**NB** The above information was correct as at 31st August, 1998.

## **ABSTUDY PENSIONER EDUCATION SUPPLEMENT (PES)**

The Pensioner Education Supplement (PES) is free of any income test. It may be paid to students who are eligible for ABSTUDY and are receiving a pension or certain allowances from Centrelink (formerly Department of Social Security) or a full service pension from the Department of Veteran Affairs (DVA).

PES can be paid to students who are studying at least one quarter of the accredited full-time workload and you receive a Sole Parent, Disability Support, Invalidity Service or Carer Service Pension, or Carer payment. If you are receiving a Defence Widow(er) or War Widow(er) Pension or Widow Allowance and you have a dependent child under 16, you may also be eligible.

The Pensioner Education Supplement is \$60 or \$120 per fortnight depending on the type of pension you receive. PES can also be traded in for a loan under the Student Financial Supplement Scheme.

Further information about ABSTUDY can be obtained from the AIC/ABSTUDY Service Centre, located at the Lismore Centrelink office, corner of Conway and Keen Streets, Lismore. Telephone enquiries can be made on 13 2317.

## ACADEMIC BOARD

Academic Board is the principal academic decision-making body of the University. Its role is to advise the **University Council** and the **Vice-Chancellor** on all matters related to the academic functioning of the University. It serves to provide a forum for decision-making by academic staff and students about the University's academic policies and programmes. Further details about the role and composition of the Academic Board may be obtained from the Secretary to the Academic Board, on (02) 6620 3967.

## ACADEMIC TRANSCRIPTS

An academic transcript is a copy of your academic record to date. The transcript lists the units you have studied and your grades. It is issued without alteration or erasure. All students are entitled to one academic transcript of their academic record, without charge, upon graduation. A fee of \$5.00 will be charged for all other transcripts, and will be provided on receipt of written request and appropriate payment.

## ACCOMMODATION

### Lismore Campus

The University offers student accommodation in three separate residential Colleges - Richmond, Tweed and Wilsons. These Colleges are self-catering and co-educational and each is located within walking distance of its Lismore Campus.

- **Richmond College** occupies a spectacular hill-top position on the northern edge of the university campus. It accommodates 235 students in furnished single study-bedrooms, arranged in groups of four, five and six bedroom units. Each residential unit contains a kitchen, furnished lounge/dining area and toilet facilities. The College has a recreational hall, a fully equipped study centre and a 15 metre swimming pool. Ample parking spaces are provided in college grounds.
- **Wilsons College** is located across the road from Richmond College. It provides accommodation to a total of 168 residents in

furnished single study-bedrooms arranged in residential units of four to six bedrooms. All units are provided with furnished lounge/dining area, kitchen and toilet facilities. The College has a fully equipped study centre and is well-known for its social and cultural activities.

- **Tweed College** is located on the southern side of the campus and within walking distance to the university entrance. It accommodates a total of 55 postgraduate students in furnished single study-bedrooms arranged in two and three bedroom units. Each unit contains a kitchen, a lounge/dining area and toilet facilities. The College has a study centre and a swimming pool with a pleasant BBQ area. Preference is given to senior and postgraduate students for accommodation in this College.

### Coffs Harbour Education Campus

On-campus accommodation for students of Southern Cross University as well as those of North Coast Institute of TAFE is to be provided in a most modern Residential College being built at present at Coffs Harbour Education Campus. The College will open for student accommodation at the beginning of first semester in February 1999. The first stage of Residential College will comprise 64 tastefully furnished single study-bedrooms arranged in residential units of four bedrooms. Each unit will have a furnished lounge and dining area and modern kitchen and toilet facilities.

A gymnasium and several tennis courts are provided adjacent to the College.

### Telephones

All residential units of the Colleges are provided with a complimentary telephone for incoming calls, access to Security Service and for emergency contact with ambulance, fire brigade and police. Outgoing calls however, can be made through public telephones variously located within Colleges or through Home-Link services from residential phones.

### Supervision

The residential Colleges are well supervised by on-site residential staff.



### **Collegial Life**

The Colleges provide a nurturing and supportive human environment for the development and maturity of their residents. The educational opportunities provided by Colleges include the provision of good study conditions and the operation of study centres with computing, word processing and assignment duplication facilities.

For achieving social, cultural and civic maturity the Colleges provide pastoral care and opportunities to members to take responsibility for various aspects of residential life.

### **Cost of On-Campus Accommodation**

The University has kept the cost of residential accommodation at a modest level. This is to provide educational opportunities to tertiary students from a wide range of socio-economic backgrounds. The 1999 charges vary from \$2,244 (5-6 bedroom unit) to \$2,550 (2-3 bedroom unit) per person for a two semester academic year. In addition an annual deposit is payable.

### **Selection Criteria**

Offers of residential places are primarily made on applicant's academic merit. The University however, encourages access for students with disabilities as well as for members of recognised equity groups. These include students from non-English speaking backgrounds, Aboriginal and Torres Strait Islanders, students from rural, isolated or low socio-economic backgrounds, and women in non-traditional areas of study.

### **How to Apply**

Further information and accommodation applications are obtainable by contacting:

**University Residential Colleges**  
**Southern Cross University**  
**PO Box 157**

**Lismore NSW 2480**

Telephone: (02) 6620 3220

Fax: (02) 6621 8058

or

**University Residential Services**  
**Coffs Harbour Education Campus**  
**Hogbin Drive**  
**Coffs Harbour NSW 2457**

Applications are generally accepted up to the middle of January each year.

### **Off-Campus Accommodation in Lismore**

University Residential Services also assist in providing contacts for off-campus accommodation in Lismore and Coffs Harbour. A comprehensive listing of all available town accommodation is maintained at the offices for personal perusal of potential tenants. The office at Southern Cross University's Lismore Campus is located at Goodman Plaza.

### **Off-Campus Accommodation in Coffs Harbour**

A variety of accommodation is available in the local area. A comprehensive list of available accommodation is maintained by University Residential Services at Coffs Harbour. Please make enquiries at the following numbers:

Telephone: (02) 6659 3267, Fax: (02) 6659 3269.

### **ADDRESS, CHANGE OF**

It is important for the University to have your current address and phone number. This information is kept confidential and is only available to those staff members who need to contact you about your studies or enrolment. Whenever you change your address you should notify **Student Administration** in writing. There is an appropriate form for you to complete. If you are an external student, ensure that you advise Student Administration of your new exam centre.

Please note that your term address will be used as your mailing address when lectures are being held. This means that during examination times, semester breaks and the summer break, the home address will be used as your mailing address.

### **ALCOHOL**

The University has a policy on the consumption of alcohol. The aim of the policy is to ensure that alcohol consumption on University premises occurs within acceptable and legal limits. The policy restricts alcohol to certain venues under certain conditions. Details of this policy may be obtained from the **Finance and Fabric Directorate**, **Student Administration** and the **Vice-Chancellor's Office**.

## APPEALS

A student who wishes to query a grade in any unit should contact the relevant Head of School **within fourteen days of formal notification** of the grade being queried. Should the student not be satisfied with the Head of School's determination, a formal appeal on the grounds outlined in the Assessment and Examination Rules contained in this Handbook, can be made through the **Executive Director of Administration** to the Appeals Committee of the Academic Board. A student may also query the mark or grade awarded for a piece of assessment submitted during the semester or trimester. For details see the **Rules** section of this Handbook.

## ASSESSMENT

Assessment describes the various kinds of assignments, tests and examinations used at Southern Cross University. Each unit has its own assessment schedule, set out in the unit statement provided at the beginning of the semester. You should note the assessment requirements carefully as your success in any unit will depend upon your ability to meet the requirements of the various assessment items. Your final grade in each unit, based upon the results of your assessment, will be posted to you at the end of each semester. **The fee for a duplicate statement of results is \$2.** The University's Rules concerning Assessment and Examinations are set out in the **Rules** section of this Handbook.

## AUSTRALIAN AGRICULTURE RESEARCH INSTITUTE LIMITED (AARI)

AARI is conducting research into plants and animals by improving existing or creating new species or products. Research programmes will be contracted out to centres of excellence. AARI's first major projects focus on table and wine grape genetics. AARI is located on the University's Lismore Campus.

## AUSTRALIAN TEA TREE OIL RESEARCH INSTITUTE LIMITED (ATTORI)

ATTORI is conducting research into commercial and pharmaceutical uses of tea tree oil and other natural plant products, and is located on the University's Lismore Campus.

## AUSTUDY PAYMENT AND YOUTH ALLOWANCE FOR STUDENTS

**Austudy Payment** is an income support payment available to qualifying students aged 25 or older. It provides income tested assistance to full-time students who are Australian citizens and some permanent residents of Australia studying in an approved tertiary course.

**Youth Allowance** is a similar support payment paid to eligible 16 to 24 year olds who are undertaking full-time study in approved courses, and/or are looking for work. These young people may be eligible for rent assistance and the rules regarding the activity test allow for more flexibility in the types of activities which are acceptable. Youth Allowance is means tested against parental and family income.

The eligibility provisions for Austudy Payment and Youth Allowance for full-time students are very similar. However there are some differences in terms of rates, parental means testing, and the activity test (academic requirements). All Austudy Payment recipients are deemed independent and are therefore not means tested against their parents' income.

There is no away from home rate for Austudy Payment as all students over 25 years of age are deemed as independent. Rent Assistance is not available to single people who are receiving Austudy Payment. Those with children can access Rent Assistance through Family Allowance.

To be eligible for Austudy Payment or Youth Allowance, students normally need to be undertaking at least three-quarters of the normal amount of full-time study in respect of the course for the study period. Where a course is subject to HECS, students are required to have a HECS loading of at least 0.375 per semester. Where a student reduces and ceases to be

undertaking a HECS load of 0.375 or more, he or she ceases to be eligible for Austudy Payment or Youth Allowance. Under very special circumstances some students are approved to study less than 75% of the full-time workload.

The maximum rates of payments vary depending on the age of the student, the level of the student's personal and/or family income and assets, and the type of assistance applied for.

In addition, tertiary students may be eligible for a loan through the Financial Supplement Scheme of between \$500 and \$7000, which is paid by the Commonwealth Bank. This is a voluntary option involving the trade-in of some or all of the Austudy Payment or Youth Allowance in exchange for a loan on a \$1 for \$2 basis. No real rate of interest is applied and the loan is paid fortnightly like normal living allowance payments. Tertiary students ineligible due to the parental means test are also able to apply for up to \$2000.

Tertiary students may also be eligible for reimbursement for up to two return journeys between their parents' and their term address if they live away from home to undertake their studies.

Students can apply for a lump sum advance loan of between \$250 and \$500 against their Austudy Payment or Youth Allowance entitlement.

Application forms for Austudy Payment and Youth Allowance are available from any Centrelink office. Completed applications can be forwarded by mail to the following address or can be personally lodged at any Centrelink office:

Centrelink  
PO Box 571  
LISMORE NSW 2480

Telephone enquiries can be made on 13 2490 for Youth Allowance customers and 13 2316 for Austudy Payment customers.

**NB** The above information was correct as at 31st August, 1998.

## **AUSTUDY PENSIONER EDUCATION SUPPLEMENT (PES)**

The Pensioner Education Supplement (PES) aims to assist pensioners with the ongoing costs associated with study and is available to full-time students and those approved to undertake at least 25% of a full study load.

PES is paid at the rate of \$60 per fortnight; it is not taxable. The minimum age is usually 16, although it may be paid to a 15 year old studying in certain circumstances. PES can also be traded in for a loan under the Student Financial Supplement Scheme.

Further information about the Austudy Pensioner Education Supplement can be obtained at any Centrelink office, or from the AIC/ABSTUDY Service Centre, located at the Lismore Centrelink Office, corner of Conway and Keen Streets, Lismore or by phone on 13 2316.

## **BACHELORS DEGREES WITH HONOURS**

*See Honours Degrees.*

## **BEQUESTS**

For generations, universities in Australia and throughout the world have been graced with bequests and donations from their Alumni or supportive members of the community. Being younger than most comparable institutions, Southern Cross University is yet to enjoy the accumulated benefits that such generosity can deliver, however we are keenly aware of their importance in enhancing the future quality of higher education in this region.

As well as offering taxation concessions to donors, financial support to the University is a tangible investment in the future of the New South Wales North Coast, and, as such, a worthwhile investment for graduates, their families or any other community members.

Southern Cross University is committed to expanding its regional links and to acknowledging our supporters in an appropriate way.

We would welcome any assistance you might consider and in this regard we invite you to contact the Office of the Vice-Chancellor on a confidential basis to discuss the manner or nature of any possible support.

Office of the Vice-Chancellor  
PO Box 157  
LISMORE NSW 2480  
Telephone: (02) 6620 3701

## BOOKSHOP

The Co-operative Bookshop enables students to purchase prescribed and reference textbooks and general titles at discount prices. Lifetime membership of the Co-op, entitling members to discounts, is available for \$20.00. At the Lismore Campus, the Bookshop is located in the Goodman Plaza and is open during normal business hours all year round (telephone (02) 6621 4484, fax (02) 6622 2960, E-mail coop@scu.edu.au). At Coffs Harbour the Bookshop is located in E Block (telephone (02) 6659 3225, fax (02) 6659 3226).

## BURSARIES, POSTGRADUATE

The **Neville J. Leeson PhD Bursary in Mathematics Education** is available to applicants who have received approval of candidature to the degree of Doctor of Philosophy from the Higher Degrees Committee (Research). It is a condition of the award of the bursary that the words "mathematics education" shall appear in the title of the research project proposal, annual and half-yearly project reports, and thesis submitted by the award holder.

The award will be for a maximum of four years and will cease on expiry of the award, at the end of candidature, or upon submission of the thesis, whichever occurs first. For 1999, the value of the bursary will be not less than \$1,500 per annum.

For further information regarding this award, contact the **Director of Postgraduate Studies, School of Education** on (02) 6620 3722.

## BY-LAWS

The University has a number of By-laws covering such things as enrolment, fees and charges, student conduct, the regulation of traffic, student organisations, and courses, assessment and awards. The By-laws are

printed in Part F of this Handbook. Enquiries should be directed to the Executive Director of Administration on (02) 6620 3730.

## CAREERS

The University has a Careers Officer to give you advice on career and course planning. The Careers Officer (located on the Lismore Campus) also organises visits to the University by many major employers who speak about career opportunities within their organisations. You can find out full details of the services of the **Careers Office** by phoning (02) 6620 3943. The Careers Officer also attends the Coffs Harbour Campus where appointments can be made through Reception, Counselling and Student Support (02) 6659 3263.

## CENTRES FOR PROFESSIONAL DEVELOPMENT (CPDs)

Several Schools have established Centres for Professional Development or CPDs in partnership with employers, and sometimes unions, TAFE and Industry Training bodies. These Centres develop and deliver programmes designed specifically for the relevant employer, industry or profession. The programmes enhance the access of employees to the University's courses. CPDs are usually fee-paying. The CPD is only one of the many forms of relationship that Southern Cross University has with employers to deliver programmes to employees, the others being various forms of contract or client relationships. The University has 15 such relationships and the numbers continue to grow.

## CHANGE OF COURSE

Students who are currently enrolled in a course at Southern Cross University may apply for a course transfer provided they have completed a minimum of one semester of full-time study in their original course enrolment. However, it should be noted that course transfer is not automatic and in some instances students may be required to apply through Universities Admissions Centre (UAC) or Queensland Tertiary Admissions Centre (QTAC). Details are available from **Student Administration**.

## CHAPLAINCY

The Chaplaincy seeks to serve the whole of the University community during both the ordinary and the crisis times of life. Practical support, confidential counselling and personal assistance are available to help with individual goal setting and decision-making. The Chaplaincy is ecumenical in nature and maintains close relations with all the major denominations and similar student groups.

- **Lismore**

UNICHURCH - "an informal service for believers and explorers" meets on Sunday nights (6.30p.m.) during semester. *The Bible Speaks Today* is a regular lunch-time opportunity to explore the Bible and discover its relevance for contemporary life. Personal and world issues are often discussed in both open forum and small groups.

The Chaplain (John Kidson) can be contacted personally through his office in the Student Support Centre, Goodman Plaza, telephone (02) 6620 3943.

- **Coffs Harbour**

The Anglican Chaplain, Rev. Jan McLeod, is resident on campus and can be contacted in the Chaplains' Office (Level 1, F Block), or through Reception (telephone (02) 6659 3263). Jan is available for individuals and/or groups to share on personal and community discoveries.

The Roman Catholic Chaplain, Fr Colin Reinhard, can be contacted at any time.

CAMPUS PRAYER - a prayer group of students, staff and supporters, meets every Wednesday during semester at 8.30a.m. in the Interview Room in F Block.

## CHILD CARE

The University offers child care at its Lismore Campus.

The Merle Rankin Child Care Centre (telephone (02) 6622 2616) is a long day-care centre licensed to provide 40 places. Its premises, located in Rifle Range Road, are occupied under a license agreement.

The Centre gives preference to the children of University students and staff.

Family Day Care is also an alternative for student parents and the **Student Representative Council** assists with contracts for this and other types of child care available in the area.

## CLUBS AND SOCIETIES

Sporting, cultural and special interest Clubs and Societies have been established with advice and sponsorship by the Union in Lismore and the Students' Association in Coffs Harbour. Membership is open to all members of the Union or the Association for a minimum joining fee. Information regarding Clubs and Societies is available at the **Union Office** in Lismore or the **Students' Association Office** in Coffs Harbour.

## COFFS HARBOUR

The University has a campus in Coffs Harbour as part of the Coffs Harbour Education Campus (CHEC) in Hogbin Drive (telephone (02) 6659 3000). CHEC comprises a campus of the University, a campus of the North Coast Institute of TAFE and a senior high school. A variety of degree or associate degree programmes are offered at Coffs Harbour. Opportunities also exist for study programmes which combine with or flow from those offered by the other campus partners. Details are available through each year's University Admissions Centre (UAC) Handbook. This University Handbook also lists each course offered at the Coffs Harbour Campus in 1999 and indicates which units are taught at Coffs Harbour in 1999.

## COLLEGE OF INDIGENOUS AUSTRALIAN PEOPLES

See *Aboriginal and Torres Strait Islander Student Support*.

## COMPUTER CENTRE

The University provides extensive computing facilities on its Lismore, Coffs Harbour and Port Macquarie Campuses. In Lismore, the main computer laboratories are in B Block. In Coffs Harbour the computers are located in A Block. Computers are also maintained at the University Centres.

In Lismore, responsibility for maintenance of the computers, and for technical support and assistance, lies with Information Technology (IT). IT is part of Information Services and is located in A Block on the Lismore Campus (telephone (02) 6620 3481). In Coffs Harbour, IT Computing Services is located in A Block of the campus (telephone (02) 6659 3080).

## COUNCIL, SOUTHERN CROSS UNIVERSITY

The Council is the governing board of the University. It is chaired by the Chancellor. The Council has 18 members, including the Vice-Chancellor, the Chair of the Academic Board, several members appointed by the Minister and the Parliament, three elected staff and one student. Council also has a number of sub-committees. A list of the current members of the Council appears elsewhere in this Handbook. For further details contact the **Executive Director of Administration**, who is also Secretary to Council (telephone (02) 6620 3730).

## COUNSELLING

Counselling services are provided by the University. In Lismore and Coffs Harbour, they form part of the University's student support services. Professional counsellors can offer staff and students advice on a wide range of matters, including issues of a personal or academic nature. The service is free. If you wish to see or speak to a counsellor you should contact the **Counselling Office** in Lismore on (02) 6620 3943, or in Coffs Harbour at Level 1, F Block (02) 6659 3263).

## COURSE, CHANGE OF

See *Change of Course*.

## CRIMINAL RECORD CHECKS

A criminal record check is undertaken as part of the application for employment process as a teacher with the NSW Department of School Education.

## DISABILITIES

The University wishes to ensure that students with disabilities have access to the necessary provisions to facilitate their study at the

University. Students requiring special arrangements for examinations, must contact the Disability Liaison Officer as early as possible in each study session to make the necessary arrangements.

Contact the **Disability Liaison Officer** on (02) 6620 3943 for the Lismore Campus, or (02) 6659 3263 for Coffs Harbour Campus.

## DISCIPLINE

Student discipline at the University is rarely a problem. However, should the need arise, the University has rules for dealing with alleged breaches of discipline and for the conduct of a Disciplinary Committee. Student Discipline Rules are set out in the **Rules** section of this Handbook.

## DISCRIMINATION OR HARASSMENT

The **Equity Office** can provide you with assistance if you have problems relating to discrimination or harassment. For further details, telephone (02) 6620 3829.

## ENROLMENT

It is the responsibility of all students to ensure that their current enrolment is accurate and completed on time. New students enrol prior to the start of semester (internal students - in person on campus; external students - by mail). Continuing students re-enrol for the following twelve months in late September/October of the current year. Re-enrolment information is provided to students via mail or, for internal undergraduate students, may be collected at the designated School or College re-enrolment session. For further information concerning your enrolment, you should consult the relevant section of this Handbook, or the appropriate Course Adviser in your School. Further information concerning:

- Enrolment in Units Additional to Course Requirements;
- Non-Award (Miscellaneous) Enrolment; and
- Cross-Institutional Enrolment

can be found in the **Rules** section of this Handbook.

## ENROLMENT DETAILS, CHANGE OF

Students who change their original enrolment details - whether it be a change of name, address (home or term), or a change of units must notify the Director, Student Administration by completing and lodging a variation form or other written advice either by mail or in person at the **Student Administration Office** at the Lismore or Coffs Harbour Campuses.

Deadlines apply for lodgement of Enrolment Variation and Course/Unit Withdrawal forms. These are set out in the **Principal Dates for 1999** section of the Handbook.

## EQUAL EMPLOYMENT OPPORTUNITY

Southern Cross University has a policy of Equal Employment Opportunity and employs an **EEO Officer**. For further details contact the Officer on (02) 6620 3829.

## EQUITY SCHOLARSHIPS

See *Merit Based Equity HECS Exemption Scholarships* and *The Xerox Shop - Lismore Bachelor of Information Technology Undergraduate Scholarship* listed in the **Scholarships, Undergraduate** section of the Handbook.

## EXAMINATIONS

Examinations are held at the end of each semester. Not all units require examinations so you should check carefully the assessment requirements of all the units in which you are enrolled. It is your responsibility to complete any required examinations. A draft examination timetable is normally available five weeks prior to the examination period. The final timetable is displayed in the **Student Administration** area, on **campus noticeboards** and is mailed to external students two weeks before the examination period.

Timetables are also available on the Web at <http://adminnet.scu.edu.au>. It is your responsibility to check the details of all your examinations. Details will not be given out by telephone. The University Rules governing Assessment and Examinations are in the **Rules** section of this Handbook.

## EXAMINATIONS, SPECIAL CONSIDERATION, SPECIAL

The Assessment and Examination Rules provide for students to be granted a special examination or special consideration in appropriate circumstances. Students should familiarise themselves with the Assessment and Examination Rules which are set out in the **Rules** section of this Handbook and note particularly the conditions and deadlines which apply to requests for special examinations or special consideration. Application forms are available from the **Student Administration Office** and from **School or College Offices**.

In general terms, the Rules provide that where a student completes an assessment task, such as an examination or assignment, and believes his/her performance or preparation was adversely affected by medical or other circumstances, that student may apply for special consideration. A student who is unable to sit for an examination because of medical or other exceptional circumstances may apply for a special examination. Except in exceptional circumstances, where a student sits for an examination, a special examination will not subsequently be granted. Misreading the exam timetable IS NOT grounds for a special examination.

A student may also apply for special consideration to vary the deadline for an assessment task, other than an examination.

## EXCLUSION\*

\* *Currently under review.*

The Exclusion Rules, set out in the **Rules** section of this Handbook, provide for automatic exclusion on the basis of gross academic failure as detailed in Rules 1 and 2. Students may apply for permission to re-enrol following exclusion within twenty-eight days of the notification of exclusion. Any application made under the Rules should state clearly the action which has been taken to facilitate improved academic performance.

The application may give details of abnormal circumstances which prevented an acceptable level of academic performance and should also indicate why such circumstances are not expected to recur. An application based on medical grounds must be accompanied by appropriate documentation.

### EXTERNAL STUDY

A number of Southern Cross University courses are available by external study. These courses are identified in the various School and College entries in this Handbook.

External students have the same academic status and responsibilities as those students who are enrolled internally. Facilities and services available to external students, however, are necessarily different in several important respects. External students are provided with the necessary study and learning materials, together with details of the services available to them and their responsibilities, by the School or College in which they are studying.

In many internal courses, students have the option of enrolling in one or more external units.

### FEES AND CHARGES

All students are required to pay compulsory Union, Student Representative Council, or Students' Association fees by the due date specified on their invoice. Students should also be aware that late fees are payable in specified circumstances for the late submission of an enrolment or re-enrolment form and other similar documents. There are also administrative charges for some services such as the issue of a certificate of enrolment or a replacement student ID card.

Students who do not pay compulsory fees by the due date may have their enrolment cancelled.

The tuition fee for international students is guaranteed to remain fixed throughout the student's initial course of study provided that there is no break in studies.

International students with an approved enrolment that varies from a standard full-time enrolment will be charged a *pro rata* tuition fee that reflects their actual student load and is based on the approved annual tuition fee for their course of study.

Details of all fees and charges and the relevant refund policies are given in the Rules governing Administrative and Student Charges and Tuition Fees, which are printed in the **Rules** section of this Handbook.

### GRADUATION

Graduation is the ceremony in which graduands of the University receive their degree or diploma testamurs from the Chancellor. After graduation, graduates are entitled to use the title and origin of their degree after their name. Graduation ceremonies are held several times a year in Lismore and Coffs Harbour. For further information contact the **Executive Director of Administration's Office** on (02) 6620 3730.

### GRIEVANCE PROCEDURES

The University has grievance procedures in place for any student or staff member who believes that they have legitimate cause for complaint and that their concerns have not been addressed by other channels. Details of the grievance procedures can be obtained from the office of the **Director, Equity** on (02) 6620 3030.

### HARASSMENT

See *Discrimination or Harassment, Sexual Harassment*.

### HEALTH CARE CARDS

Students who are no longer included in their parent's Medicare health cover may be eligible for a Health Care Card which entitles them to a reduction in the cost of prescriptions, x-rays, etc. Applications for the issue of a Health Care Card can be obtained from any office of the Commonwealth Department of Social Security.

### HIGHER EDUCATION CONTRIBUTION SCHEME (HECS)

Students should be aware that a Higher Education Contribution Scheme administered by the Federal Government commenced in 1989. The Scheme basically requires all students (except those in full fee-paying courses) to contribute towards the cost of their studies by either "up front" payment (for which a discount is given), or by way of a taxation levy which will be imposed once taxable income reaches a



determined level. Most students are permitted to choose their preferred method of payment. However, the following categories of students have no option but to pay their HECS contribution "up front" without any discount, at enrolment:

- New Zealand citizens (who do not hold Australian citizenship) and who commenced their course of study on or after 1st January, 1996;
- New Zealand citizens (who do not hold Australian citizenship) who commenced their current course of study prior to 1st January, 1996, and who have been resident in Australia for a continuous period of less than two years or if they enrol as an external student resident outside Australia;
- permanent residents studying externally and who will be resident outside Australia for the duration of the semester, unless this is a requirement of the course.

From 1999, it is proposed that permanent residents who have not obtained Australian citizenship within one year of becoming eligible will be required to pay "up front" without a discount.

From 1997, differential HECS contributions applied to students commencing a new course of study. The amount of HECS you pay is based on the units of study you undertake. All units of study are divided into three groupings. The amount of HECS you pay depends on which grouping your units of study fall within and the student load each unit contributes to your award. The HECS contribution for each discipline group is as follows:

- for Arts, Humanities, Legal Studies, Justice, Social Studies/Behavioural Science, Visual/Performing Arts, Education, and Nursing, the HECS contribution was \$3,356 per year for a full-time student in 1998;
- for Mathematics, Computing, Other Health Sciences, Agriculture, Renewable Resources, Built Environment/Architecture, Sciences, Engineering, Processing, Administration, Business and Economics, the HECS contribution was \$4,779 per year for a full-time student in 1998;

- for Law, Medicine, Medical Science, Dentistry, Dental Services and Veterinary Science, the HECS contribution was \$5,593 per year for a full-time student in 1998.

In 1998 the amount payable by a continuing student undertaking a standard annual full-time programme of study is \$2,520. Students undertaking more or less than a normal programme are charged a proportionate amount.

HECS contributions are indexed annually.

At Southern Cross University, the HECS charge for one standard semester unit is normally one eighth of the annual HECS contribution rate.

Unless there are exceptional circumstances, refunds for "up front" HECS payments will not be considered after the following dates:

First Semester	31st March
Second Semester	31st August

Students who have paid "up front" and withdraw from their course or unit/s prior to the above date will receive an automatic refund of the full payment.

The *Higher Education Funding Act 1989* requires that the University cancel the enrolment of any student who chooses the "up front" payment option and does not meet their financial obligation by the final date for refunds given above. The exception to this is students who choose the "up front with safety net" payment option. The safety net option ensures that if the student has not paid the "up front" liability by the final date, their liability is deferred and will be paid off through the taxation levy.

A detailed information booklet on the Scheme is available from the **Student Administration Office**.

## HONOURS DEGREES

Honours degrees are awarded to students on the completion of an extra year of work or, in the case of the Bachelor of Laws or the Bachelor of Education, when academic performance is deemed to be exceptional.

An Honours degree may be a completion point for tertiary study itself, but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

An Honours course **taken as a separate fourth year** of study may be undertaken following successful completion of an undergraduate degree. The Rules Governing Candidature for such a course appear in Part B of this Handbook.

Information and rules for those degrees **granted as either a pass degree or as a degree with Honours** (Bachelor of Laws and Bachelor of Education) appear in the relevant School entries of this Handbook (Law and Justice, and Education).

## INFORMATION SERVICES

Information Services provides students and staff with access to information and support in using information services. Its mission is to foster quality learning, teaching and research for the University and its communities through innovative and effective access to resources and excellence in service.

Information Services is composed of the University Library, Information Technology, Open Learning, Teaching and Learning, and Learning Assistance.

The office of the Executive Director of Information Services is located in A Block on the Lismore Campus.

## INFORMATION TECHNOLOGY (IT)

Information Technology (IT) is responsible for the provision and support of information systems and services. IT staff operate an extensive computer network linking Lismore, Coffs Harbour, Port Macquarie and the University Centres. Current projects include development of the On-line Learning environment, extension of the network infrastructure and services, and Year 2000.

Students have day, night and weekend access to labs of PC and Mac computers. Help Desk Service is provided days, evenings and most

Saturdays. Students have free access to the Internet and E-mail, both from the labs and from banks of modems at Lismore, Coffs Harbour, Port Macquarie and the University Centres. Students with a modem at home can access the Internet, and the Library's databases. Computer-based training in Microsoft software and short orientation and training workshops are available to students.

All staff have network access from their desks, including full laser printing, E-mail, Internet and software access. Technical support and troubleshooting services are provided to staff in their offices. Support for web enhanced and on-line course development is also available to staff.

## INTERNATIONAL OFFICE

The International Office is responsible for the co-ordination and administration of the University's various international activities. These activities include the promotion of University courses overseas, the enrolment of international students and the provision of support for them, international student and staff exchange programmes, joint venture activities with international universities and other organisations, and international visits and agreements. The International Office works closely with academic areas to ensure that the University is an integral member of the international community of universities. You can contact the **International Office** on the Lismore Campus on (02) 6620 3876.

## LEARNING ASSISTANCE

The Learning Assistance Unit is located within Information Services in A Block on the Lismore Campus (telephone (02) 6620 3664, fax (02) 6622 0093), and on the Coffs Harbour Campus in the Library (E Block) telephone (02) 6659 3230. It offers a range of courses and help designed to improve students' learning and academic skills. Typical courses include academic reading, writing and research skills as well as others such as listening, time management and note taking. In addition, Learning Assistance staff have a self-instructional preparation for tertiary study package available.

## LIBRARY

The University Library is a key element in the University's life and purpose. The Library promotes student learning and ensures easy access to information resources. The Library provides a full range of library and audiovisual services: books, journals, networked databases, inter-library loans and document supply, access to the Internet, and trained professional staff to assist students to become independent learners. The main Library, which also caters for off-campus students, is located in A Block at the Lismore Campus. The Library at Coffs Harbour is located in E Block.

## LOANS

The University has a Student Loan Fund for students who are in need and would not be able to continue study without a loan. For further assistance, contact the **Loans Officer** on (02) 6620 3943 or (02) 6659 3006 for Coffs Harbour students.

## MEDIATION PROCEDURES

If you believe you have been treated unfairly, there is an internal mediation procedure which will give you access to trained mediators to advise you on a confidential and neutral basis.

You can contact the **Equity Office** on (02) 6620 3829 or (02) 6620 3030, or your student organisation, for more information.

## MEDICAL

In Lismore a full range of General Practitioner services is provided by a doctor during semester. Services include family planning, detection and treatment of sexually transmitted diseases, obstetrics, accidents and emergencies, and general and preventative medicine.

Services are free to students on production of current student identity and Medicare cards.

For further information contact (02) 6620 3943.

See also, *Health Care Cards*.

## NORSEARCH LIMITED

Norsearch is a wholly owned company of Southern Cross University. Its primary aim is to

provide a responsive, flexible interface between the University, industry and the community. It is responsible for identifying and developing new initiatives, marketing the expertise of the University, responding to external consultancy requests, developing collaborative arrangements with other organisations, and managing a number of commercial operations.

## NOTICEBOARDS

Notices concerning administrative and academic matters affecting students can be found on the main noticeboards and also on each School or College noticeboard. Students are urged to check the relevant noticeboards on a regular basis, particularly for class and examination timetables.

## OPEN LEARNING

Information Services has responsibility for open learning in general and for the regional Southern Cross University Centres in the Tweed, on the Gold Coast, in the Clarence Valley and for the campus at Port Macquarie. The Centres provide services such as photocopying, faxing, private study space, and tele-conferencing facilities for students resident in each area. Students make use of computers, modems and CD-ROM technologies to access Southern Cross resources (e.g. staff, library catalogues and ordering services) and the Internet resources in Australia and around the world. The Centre Co-ordinators provide advice about the availability of post-compulsory education programmes anywhere in Australia or overseas. Other aspects of open learning include supporting flexible delivery of courses and mediating the institutional connections with Open Learning Australia.

## ORIENTATION

Orientation Days are held in the week prior to the commencement of the first semester and serve to introduce students to several different aspects of University life. A number of functions, social, sporting and academic, are held and are advertised by way of posters and notices in the University grounds. New internal students are sent full details of Orientation activities with their offer of admission.

## PARKING

At the University's Lismore Campus, student parking areas are located to the left and right of the main entrance from Military Road. Other parking areas on campus are reserved for University vehicles, visitors, staff, persons with disabilities and service vehicles.

At Coffs Harbour students may park in the areas designated for student use.

Persons who infringe University parking regulations may incur penalties.

For further information contact the **Information Officers** on (02) 6620 3476 (Lismore) or (02) 6659 3000 (Coffs Harbour).

## PLAGIARISM\*

\* *Currently under review.*

### 1. General

The University views with the greatest concern the action of a student who acts dishonestly or improperly in connection with his or her academic work. In connection with any supervised examination of the University, cheating or acting dishonestly shall be dealt with under By-law No. 12 and the associated Rules governing Student Discipline. In connection with the preparation or presentation of any essay, assignment, exercise or thesis, dishonest or improper conduct shall be dealt with under the Rules governing Plagiarism.

Plagiarism is defined as reproduction and presentation of the work of others without acknowledgment and includes copying (in whole or in part) the work or data of other persons, or presenting substantial extracts from books, articles, theses, computer software, lecture notes, assignments or tapes, without due acknowledgment. All students are advised against making assessable material (assignments, etc.) available to other students, as they could then be a party to plagiarism and, as such, may be penalised as if they themselves had committed an act of plagiarism.

All students are expected to be fully conversant with the various systems of referencing. Details on the preferred referencing system for the discipline you are studying will be provided by the unit lecturers.

Students should be aware that poor referencing or poor presentation of cited material is NOT plagiarism. They constitute poor academic work and will be penalised as such.

### 2. Plagiarism in Computing

The University acknowledges that there are particular difficulties in establishing plagiarism in respect of computer-based work, particularly programming. The following guidelines are intended to provide advice on how plagiarism in this area will be established:

*Definition:* Substantial copying of work from some existing or recognisable source without acknowledgment: the use of work, partial or whole, generated by another student, past or present or an external person, constitutes plagiarism with reference to computing and computer programming.

*Detection:* Plagiarism in computing may be detected by one or more of the following:

- (a) similarity to other students' submissions;
- (b) sudden improvement in a student's output within the semester without evidence of effort;
- (c) sudden change in coding style;
- (d) report by other student(s) or member(s) of staff;
- (e) the offending party was caught in the act of copying.

*Verification:* Plagiarism in computing may be verified by:

- (a) similarity in submitted work, e.g. similar programme structure, similar identification names and labels;
- (b) lack of ability of the student to explain key aspects of the programme, especially where intricate logic is involved in the success of the coding;
- (c) lack of evidence with regard to intermediate output;
- (d) inconsistency in coding style within the programme;

- (e) witness to the act of copying.

The Rules governing Plagiarism will apply in all cases (see *Assessment and Examination – Rules* within **Rules** section of this Handbook).

## PRIZES

Each year a number of prizes are awarded to students who have shown high levels of academic achievement in a range of areas. Prizes available during 1999 are set out in the **Prizes** section of this Handbook.

## RULES

The University's Rules relating to Bachelors Degrees with Honours, Admission, Enrolment, Assessment, Student Discipline, Student Sanctions, Miscellaneous Provisions and Library Rules, can be found in the **Rules** section of this Handbook (Part B).

## SAFETY AND SECURITY

The University places a high priority on the safety of staff, students and visitors. University Safety and Security staff are employed to ensure that safety and security are observed and enforced. These staff are responsible for your personal security, as well as that of property. You should at all times obey the directions of a University Safety and Security officer.

Special safety regulations apply in many parts of the University and you should ensure that you are fully aware of any requirements. For further information contact the **Safety and Security Office** on (02) 6620 3697 or (02) 6620 3628 (Lismore) or (02) 6659 3000 (Coffs Harbour).

## SANCTIONS, STUDENT

The University has a set of Rules for dealing with a student's alleged indebtedness to the University. Student Sanction Rules are set out in the **Rules** section of this Handbook.

## SCHOLARSHIPS, POSTGRADUATE

Scholarships are available competitively for students enrolling in postgraduate research degrees. Applications for postgraduate scholarships should be lodged with the **Graduate Research College** by 31st May and 31st October each year. Full details of these scholarships are set out in the **Graduate Research College** entry of this Handbook.

## SCHOLARSHIPS, UNDERGRADUATE

### Vice-Chancellor's Scholarships

Each year a number of scholarships, each to the value of \$15,000 for a normal degree programme (\$5,000 per year for three years of full-time study), will be offered to students studying the HSC or equivalent at either school or college. The scholarships will be granted to students of outstanding academic ability on the basis of the following selection criteria:

- (a) excellence of performance in the HSC or equivalent examination;
- (b) personal maturity and social responsibility as evidenced by contributions to school/college and community life, and by the comments of the School/College Principal and personal references;
- (c) any evidence of meritorious performance under conditions of disadvantage;
- (d) performance at interview (for some Industry Scholarships only - see below);
- (e) applicants must be Australian citizens or permanent residents of Australia, who indicate they are willing to enrol in a full-time course of study at Southern Cross University.

Applications must be submitted to the **Scholarships Officer, Marketing and Community Relations Directorate** by the end of October. Decisions regarding scholarship winners will be made available early January.

### Industry Scholarships Available in 1999

The conditions of these scholarships are those of the Vice-Chancellor's Scheme with additional reference to the special conditions (if any) outlined below.

- **Ballina RSL Club Undergraduate Scholarship**

Available to a Ballina Shire student who wishes to undertake a Bachelor of Business in Tourism and enter into the Club Industry and undertake their internship programme with Ballina RSL Club. Value \$15,000

- **Events Computing Undergraduate Scholarship**

Available to a student who wishes to undertake a Bachelor of Business in Tourism/Bachelor of Business in Hotel and Catering Management. Value \$6,000

- **Kirklands Coaches Undergraduate Scholarship**

Available to a student from Grafton north including Tenterfield and the Gold Coast. Value \$6,000

- **The North Coast Ad Agency Undergraduate Scholarship**

Available to a student who wishes to undertake a Bachelor of Arts degree with a Media Communications Major. Value \$15,000

- **Summerland Credit Union Undergraduate Scholarship**

Available to a student within the region bounded by Tweed Heads (north), Woodburn (south) and Woodenbong/Bonalbo (west). Special emphasis will be placed upon meritorious performance under conditions of disadvantage. Value \$15,000

- **The Xerox Shop – Lismore Bachelor of Information Technology Undergraduate Scholarship**

Available to a Far North Coast or Gold Coast student who wishes to undertake a Bachelor of Information Technology degree (Lismore Campus). Preference will be given to female applicants as encouragement for them to study in a non-traditional area. However, males are eligible to apply. This scholarship is also available to a mature-age student. Value \$15,000

**Other industry scholarships may be available.**

For further information on Scholarships, contact the **Scholarships Officer** on (02) 6620 3247.

## **Currently Awarded Industry Scholarships**

- **Ballina Beach Resort Undergraduate Scholarship**

Available to a student in the Far North Coast or Gold Coast regions who wishes to undertake a Bachelor of Business in Tourism. Value \$15,000

- **Beach Hotel (Byron Bay) Undergraduate Scholarship**

Available to a student in the Far North Coast or Gold Coast regions who wishes to undertake a Bachelor of Business in Tourism. Value \$15,000

- **Casino RSM Club Undergraduate Scholarship**

Available to a Year 12 school or TAFE student whose home address is Casino and who studies within the Far North Coast or Gold Coast regions or to Year 12 school or TAFE students studying at a Casino/Bonalbo School or College. Value \$15,000

- **Events Computing Undergraduate Scholarship**

Available to a student who wishes to undertake a Bachelor of Business in Tourism/Bachelor of Business in Hotel and Catering Management. Value \$6,000

- **Macadamia Processing Co. Limited Undergraduate Scholarship**

Available to a student in the Far North Coast or Gold Coast regions who wishes to undertake a Bachelor of Business (Lismore Campus) with a Marketing Major or Bachelor of Management. Value \$15,000

- **Norco Co-operative x 2 Undergraduate Scholarship**

Available to a student in the Far North Coast or Gold Coast regions who wishes to undertake a Bachelor of Business (Lismore Campus). Value \$15,000

- **NorthPower Undergraduate Scholarship**

Available to a student in the Far North Coast or Gold Coast regions who wishes to undertake a Bachelor of Applied Science. Value \$15,000

- **The North Coast Ad Agency x 2 Undergraduate Scholarship**

Available to a student who wishes to undertake a Bachelor of Arts degree with a Media Communications Major.  
Value \$15,000

- **Summerland Credit Union x 3 Undergraduate Scholarship**

Available to a student within the region bounded by Tweed Heads (north), Woodburn (south) and Woodenbong/Bonalbo (west). Special emphasis will be placed upon meritorious performance under conditions of disadvantage. Value \$15,000

### **Merit Based Equity HECS Exemption Scholarships**

These scholarships are for meritorious Australian students who are commencing undergraduate education and who are in one of the DEETYA specified equity groups. Equity groups are currently people from low socio-economic backgrounds, Aboriginal and Torres Strait Islander people, people with disabilities, people from rural/isolated areas and women in non-traditional courses.

Application forms for the scholarships are sent with offers of place prior to the start of the academic year. For more details, contact the **Student Financial Assistance Officer** on (02) 6620 3943.

### **University Co-operative Bookshop Equity Book Bursary**

The bursary is for first year students who are in financial need. Special emphasis is placed on applicants who have experienced conditions of disadvantage. The bursary is worth \$500, and may be divided between two candidates, providing \$250 to each. Applications must be submitted by the end of the first week of Semester 1.

For further information on the Book Bursary, contact the **Equity Office** on (02) 6620 3030.

### **SCHOOL AND COLLEGE BOARDS**

School and College Boards have the responsibility for academic activity and planning for the programmes in each School and

College. School and College Boards are sub-committees of the University's Academic Board. School and College Boards forward proposals for major changes in academic programmes or for new academic activities to the Academic Board for approval. Membership of School and College Boards consists of teaching staff and student representatives and may also include representatives of professional bodies. The Chair of each School or College Board is also a member of the Academic Board. For further information contact the relevant **School or College** office.

### **SEXUAL HARASSMENT**

The University has a clear policy and regulations concerning sexual harassment. Sexual harassment is not condoned in any of the University's activities. Appropriate penalties (including expulsion) exist for any person found guilty of a breach of the University's policy in this matter. For further information you should contact the University's **Equity Office**, Lismore on (02) 6620 3829 or 6620 3030.

### **SOUTHERN CROSS ON-LINE**

Southern Cross On-line (SCUOL) was established in 1998 to provide support for the development of on-line products and services for the University. Southern Cross On-line is a key unit of the Information Technology Directorate and builds on the work initiated by the Technology in Learning and Teaching (TiLT) project.

The core services provided include On-line Course and Website Project support, promotion and communication of on-line teaching and learning, and baseline Internet training and support.

### **SOUTHERN CROSS UNIVERSITY ACT**

The Southern Cross University Act (1993) is an Act of the NSW Parliament whereby Southern Cross University was established and empowered to offer courses and award degrees. A notable feature of the Act is that the University is seen as providing services "having particular regard to the needs of the north coast region of the state". In practice, the University has established three campuses and four Centres

to service the needs of this region. The Act is printed in Part F of this Handbook. Enquiries should be directed to the Executive Director of Administration on (02) 6620 3730.

## **SPECIAL EXAMINATIONS, SPECIAL CONSIDERATION**

See *Examinations, Special; Consideration, Special*.

## **STUDENT ADMINISTRATION**

At Lismore the Student Administration section is conveniently located in the **Goodman Plaza**. It operates a shop-front office with cashiering facilities, and provides assistance and referral on all matters relating to course enquiries, admissions, enrolment, re-enrolment, and examinations. Student Administration aims to provide an integrated and comprehensive support service to students. Similar services are provided at Coffs Harbour where the Student Administration Office is located in Block A1.

## **STUDENT IDENTIFICATION CARD**

Each student is issued with a Student Identification Card at the beginning of his/her course and should carry the card whilst attending the University. The card is necessary for attendance at examinations, to arrange borrowing from Information Services (the Learning and Information Centre) and also documents the student's right to use University facilities and to obtain certain purchase discounts.

Lost identity cards can be replaced at the **Student Administration Office** at a cost of \$10 each.

## **STUDENT INDUCTION**

See *Orientation*.

## **STUDENT ORGANISATIONS**

- **Students' Association  
(Coffs Harbour)**

The Coffs Harbour Students' Association is designed to meet the needs and interests of students on the Coffs Harbour Campus. The Association offers assistance with accommodation, as well as providing social, sporting and cultural activities for its

members. All Coffs Harbour students are automatically members of the Association. The Association's office is in F Block (telephone (02) 6659 3267, fax (02) 6659 3269).

The Association provides a wide range of representation, services and activities for its members. It provides active representation between its members and with other student organisations in the University, the University administration and the regional community.

A number of regular publications have been established including *The Clubs and Societies Handbook*; *Survival Guide*, campus magazine "Tsunami"; a weekly newsletter; and a number of welfare publications.

Welfare services to students have been expanded and a line of the Association's own merchandise established. Office facilities have been expanded providing facsimile, photocopying and tea/coffee vending facilities for members.

On behalf of the University, the Association has continued to operate the accommodation service and provide academic dress hiring for students enrolled at Coffs Harbour.

- **Students' Association  
(Port Macquarie)**

The Port Macquarie Students' Association is designed to meet the needs and interests of internal students on the Port Macquarie Campus and any external students within the Port Macquarie catchment area. The Association offers a variety of services, such as photocopying, facsimile service, typing service, return of library books, hire of equipment, notice boards, meeting rooms with a hall for hire along with a well-equipped student lounge, a range of social and cultural activities (including film nights and organised trips) and an annual award presentation. Other services include: assisting students organise study groups, discount for Association members, child care and travel reimbursements for members attending conferences and official meetings.

The Association is dedicated to providing active representation for all its students to all aspects of the University by way of advice



and support on any academic matters and endeavours to assist students access information regarding welfare and other student issues. Its mission is to provide an atmosphere and a sense of community that is conducive to personal and academic growth.

For more information contact the Association on (02) 6583 5177 or fax (02) 6583 6117. The postal address is PO Box 9051, Port Macquarie, 2444.

- **Student Representative Council (Lismore Campus)**

The Student Representative Council (SRC) is a non-profit organisation providing the official recognised voice for students of the Lismore Campus of Southern Cross University. It is organised and operated by students for students. Upon enrolment, students automatically become members, once they have paid their fees.

The Student Representative Council is comprised of elected representatives from the student body. It has three main roles:

- to act as an advocate and representative for students within the University, providing an avenue for communication on issues that affect equal access and opportunity;

- to provide a wide range of support for students including free dental service, free computer access, free legal service, photocopying and laminating, laser printing, professional typing service, facsimile service, photo ID's and a range of other welfare services;

- to provide an avenue for students to gain experience in administration, management and representation by becoming involved in the day-to-day running of the organisation.

The SRC has two offices. Both are located in Goodman Plaza on the Lismore Campus.

- **Southern Cross University Union (Lismore Campus and External Services)**

The Southern Cross University Union is a

non-profit, charitable organisation receiving the majority of its funds from student member subscriptions, as well as the income generated from its trading areas. The Union uses these funds to build new facilities, provide subsidised services for the benefit and welfare of its members, and provide recreational, sporting, artistic and cultural events for the University/wider community.

The Union subsidises leisure courses, trips and tours, entertainment, sporting and cultural events and the activities of its many sporting and special interest clubs and societies, as well as sponsoring representatives to State and national sporting and cultural gatherings.

At the Lismore Campus, the Union complex, which adjoins the Goodman Plaza, incorporates two licensed bars, bistro, restaurant, common room, the Union Administration, Accounts and Activities

Offices as well as shower and changing facilities.

The Union has co-operative arrangements with other student organisations and University Centres to ensure services are available for external students. These include our toll-free contact number, computing and document services through the Learning and Information Centre, regional social functions, publications, referrals and other assistance.

For more information about Union facilities and services contact the **Union Office** on the ground floor of the Union building, by telephoning (02) 6622 2755 or 1800 068 314, on the Web ([www.unionscu.com](http://www.unionscu.com)) or by E-mail ([manager@union.scu.edu.au](mailto:manager@union.scu.edu.au)).

## **STUDENT SUPPORT**

Student Support Services provide careers advising, counselling, chaplaincy, student loans, and disability support services at Lismore and Coffs Harbour. A medical service is also provided at Lismore. For details of these services, refer to specific entries in this section of the Handbook.

## **STUDENTS' ASSOCIATIONS**

*See Student Organisations.*

## STUDENT REPRESENTATIVE COUNCIL

See *Student Organisations*.

## TEACHING AND LEARNING UNIT

The Teaching and Learning Unit provides support and advice in matters of teaching and learning to the staff of the University. The Unit organises seminars and training programmes and carries out evaluations of courses, units and of teaching. It also provides support for staff in the design and evaluation of flexible modes of programme delivery. The Unit, which is an important part of the University's commitment to high quality teaching and learning, is located in Z Block on the Lismore Campus. For further information contact the Unit on (02) 6620 3177.

## TRAVEL CONCESSIONS\*

\* *Under review. A new concession travel system may be in place in 1999 using International Student Identity Cards (ISIC).*

Full-time internal students without income other than student allowances may obtain fare concessions for:

- (a) bus and train travel to attend classes during semester,
- (b) train travel during vacation,
- (c) air travel at any time,
- (d) weekend train travel to and from a student's permanent home in the country.

Rail concession forms are available at the **Student Administration Office** at the Lismore and Coffs Harbour Campuses.

## UNION, UNIVERSITY

See *Student Organisations*.

## UNIVERSITY CENTRES

University Centres are Southern Cross University offices and facilities in various parts of the University's region. There are Centres at **Coolangatta** on the Gold Coast, **Murwillumbah** in the Tweed Valley and at **Grafton** in the Clarence Valley. The one serving the Hastings and Camden Haven areas at **Port Macquarie** is a campus of the University. Addresses and phone numbers of the University Centres can be found

at the front of this Handbook. Centres provide information about study options, learning support, computers, on-line access, private study, and some teaching facilities. Centres are available for use by all Southern Cross University students. Students from other universities may also be able to use some of the facilities on a fee for service basis.

## VIDEO-CONFERENCING

The University has video-conference studios located at Lismore Campus and the Coffs Harbour Campus and access to other facilities within Australia and overseas. The studio manager, at either Campus, can be contacted to make bookings.

The facility exists to enhance the quality of communications within the University as well as with other tertiary educational and many larger corporate institutions in Australia and overseas. Video-conferencing can be used effectively for both educational activities and administrative meetings. The facilities are also available to external clients at very reasonable rates.

## WITHDRAWAL

Regulations relating to a course or unit withdrawal are set out in Enrolment Rules which are printed in the **Rules** section of this Handbook. All students should be familiar with these Rules. Students withdrawing from a course or unit must complete a "Withdrawal Form" or provide written advice of withdrawal to avoid being automatically graded FAIL for currently enrolled unit(s). Forms are available from the **Student Administration Office** and when completed, must be lodged at that Office.

Students should take note that withdrawing from a unit or course after the designated final date for withdrawal without failure will result in an automatic grade of Fail.

## Prizes

### THE UNIVERSITY MEDAL

University Medals are awarded annually at the discretion of the Academic Board (on the nomination of a School Board) to candidates who have completed the requirements of a Bachelor degree with first class honours and who at all times have demonstrated a very high standard of academic achievement. University Medals are normally only awarded to students with a Grade Point Average of 3.6 or more in their best 16 equivalent 150-hour norm-referenced units completed at Southern Cross University excluding honours year units.

### The ABC Radio Cultural Diversity Prize – \$100

Awarded to the most outstanding graduating student in the culture and media analysis subjects in the media communications undergraduate programme.

*Donated by ABC Radio.*

### The Association of Taxation and Management Accountants Prize – \$250\*

Awarded annually to the student with the best results in Taxation in the Bachelor of Business (Accounting) major.

*Donated by the Association of Taxation and Management Accountants.*

\* Prize no longer offered (subject to final approval).

### The Australian Institute for Tourism Industry Management Prize – \$100

Awarded to the graduating student with the best academic performance in the Bachelor of Business in Tourism course.

*Donated by the Centre for Coastal Management.*

### The Australian Institute of Banking and Finance Prize – \$250

Awarded annually to the student with the highest grade point average in the Bachelor of Business (Finance) major.

*Donated by the Australian Institute of Banking and Finance.*

### The Australian Institute of Welfare and Community Workers (Newcastle and Hunter) Achievement Award – 2 Prizes of \$100

To be awarded by a working party which shall comprise the Bachelor of Social Science Course Co-ordinator, the Field Education Co-ordinator and an Executive member of AIWCWs Newcastle Branch. To be eligible for an award, students will need to have completed the AIWCW pathway option within the Bachelor of Social Science degree. In doing so, students will need to have demonstrated an outstanding performance in each of the following:

- their activities within two field education placements;
- academic achievement in all units undertaken within their Bachelor of Social Science degree; and
- contribution to their community.

*Donated by Australian Institute of Welfare and Community Workers (Newcastle and Hunter Branch).*

### The Australian Literacy Educators Association Prize – One year's membership of the Association and a \$50 book voucher

Awarded to a student completing the Bachelor of Education programme, selected on the basis of best overall results in the units CS401 Curriculum Studies: English I, CS402 Curriculum Studies: English II, CS403 Curriculum Studies: English III together with one of the elective units EN351 Children's Literature, EN352 Teaching English to Speakers of Other Languages (TESOL), EN355 Storytelling, EN356 Reading Difficulties.

*Donated by Northern Rivers Council of the Australian Literacy Educators Association.*

**The Australian Securities Commission Prize – \$100\***

Awarded to the Bachelor of Business student with the best performance in the units Company Law and Company Accounting.

*Donated by the Australian Securities Commission.*

\* Prize no longer offered (subject to final approval).

**The Australian Society of CPAs – First Year Prize – \$500 and Medallion**

Awarded to the Bachelor of Business student with the best overall result in first year units including meritorious performance in Accounting and Financial Management I.

*Donated by the Australian Society of CPAs.*

**The Australian Society of CPAs – Second Year Prize – \$500 and Medallion**

Awarded to the Bachelor of Business student with the best overall results in second year Accounting units in the Accounting major.

*Donated by the Australian Society of CPAs.*

**The Australian Society of CPAs – Graduate Prize – \$500, Medallion, Certificate and two years' Membership**

Awarded for the best overall result in third year Accounting units in the Accounting major.

*Donated by the Australian Society of CPAs.*

**The Australian Society of Sport Administrators, Northern Rivers Branch, Prize – \$150**

Awarded to the graduating student in the Bachelor of Human Movement Science course with the best academic performance in the units Sport and Exercise Management I, Sport and the Law and in six specialist core units from the Sport Management stream.

*Donated by the Australian Society of Sport Administrators, Northern Rivers Branch.*

**The Bundjalung Prize – \$300**

Awarded to a graduating student from a course co-ordinated by the College of Indigenous Australian Peoples. The student must have demonstrated significant contributions to indigenous communities located in the area of Bundjalung lands.

*Donated by the College of Indigenous Australian Peoples.*

**The Butterworth Book Prize – 6 x Book Vouchers each valued at \$75**

Awarded to the best student in the following units: Bachelor of Laws – LA501 Constitutional and Administrative Law, LA502 Torts, Associate Degree in Law (Paralegal Studies) – LA101 Legal Studies I, LA053 Foundations of Torts, LA054 Family Law Practice, LA055 Aboriginals, Islanders and Contemporary Legal Issues.

*Donated by Butterworths.*

**The Casino Centenary Prize – \$50**

Awarded to the graduating student with the best academic performance over the duration of the course in the Bachelor of Arts – Contemporary Music strand.

*Donated by Casino Municipal Council.*

**The Centre for Coastal Management Prize – \$100**

Awarded to the graduating student with the best academic performance in the Bachelor of Applied Science course.

*Donated by the Centre for Coastal Management.*

**The Club Management Prize – \$250**

Awarded to the student achieving the best result in the unit "Club Management" in the Bachelor of Business in Tourism course.

*Donated by the Secretaries and Managers' Association of Australia and the Club Managers' Association of New South Wales – Far North Coast Zone.*

### **The Coffs Ex-Services Achievement Award – \$1,000**

Awarded to a Coffs Harbour Campus student who is the child of a member of the Club and who has made a distinctive contribution to school, university and/or community life through one or a combination of sporting achievement, community involvement, cultural/artistic achievement. The recipient must have completed at least one semester of full-time study at the Coffs Harbour Campus and must not have received the award previously.

*Donated by Coffs Ex-Services Club.*

### **The Coffs Harbour Rotary Club Prize – \$200 to student (Perpetual Trophy to be presented each year)**

Awarded to the student who has achieved the highest result in Year 2 of the Bachelor of Hotel and Catering Management at the Coffs Harbour Campus.

*Donated by the Coffs City Rotary Club.*

### **The Coffs Harbour Rugby League Football Club Ltd. Sponsorship – \$500 per year**

Awarded by the Academic Board on the recommendation of the Coffs Harbour Rugby League Football Club Ltd. to a student enrolling in the first year in any course at the Coffs Harbour Campus of Southern Cross University. The successful applicant will have a background in Rugby League, having reached a minimum standard of representative level in Under 18s or 19s or played First Grade with their particular Club and be prepared to play with the Coffs Harbour Comets Rugby League Club. Payment of the sponsorship will be dependent upon the student meeting commitments to the Club, both on and off field, and receiving at least a pass in all units each year.

*Donated by Coffs Harbour Rugby League Football Club Ltd.*

### **The Colin Heselwood Marketing Award – \$500**

Awarded each year to the student enrolled in a marketing unit at any level who submits the best marketing thesis or review or project on the macadamia industry.

*Donated by the Australian Macadamia Society Ltd.*

### **The College of Indigenous Australian Peoples Prize – \$300**

Awarded to an Indigenous Australian student on graduation with the highest Grade Point Average in his/her course.

*Donated by the College of Indigenous Australian Peoples.*

### **The Darrel Chapman Memorial Prize – \$150**

Awarded to the graduating student in the Bachelor of Human Movement Science course with the highest grade point average calculated over the whole course.

*Donated by the Centre for Sport, Fitness and Recreation, Southern Cross University.*

### **The Digital Equipment Corporation Prize for Business Computing – \$150**

Awarded to the student with the best overall results for the Associate Degree of Business (Computing) course.

*Donated by Digital Equipment Corporation (Aust.) Pty. Ltd.*

### **The Digital Equipment Corporation Prize for Computing – \$150**

Awarded to the Bachelor of Business student with the most outstanding performance in the unit Introductory Computing and the computing units in the Computing major.

*Donated by Digital Equipment Corporation (Aust.) Pty. Ltd.*

### **The Director of Nursing Scholarship – \$250\***

Awarded to the Bachelor of Nursing student with the highest aggregate mark at the completion of the first year of study.

*Donated by Zone 2, the Institute of Nursing Administrators of NSW and ACT.*

\* Under review.

### **The Far North Coast Hospitals' Association Prize – \$325 (includes \$100 book award)\***

Awarded to the Bachelor of Nursing graduate with the best academic performance in the final year of the course.

*Donated by the Far North Coast Hospitals' Association.*

\* Prize no longer offered (subject to final approval).

**The Far North Coast Law Society Prize – \$100**

Awarded to the student achieving the best result in the unit Legal Studies I.

*Donated by the Far North Coast Law Society.*

**The Gairbraid Scholarships – Determined annually**

Awarded to the most meritorious male school-leaver and the most meritorious female school-leaver, taking into account their financial circumstances, enrolling in the first year in any course at the Coffs Harbour Campus of Southern Cross University and having in the previous year gained their HSC from a Public High School in the Coffs Harbour Region.

*Donated by Mrs E. Maclean.*

**The Gwynne Mason Medal**

Awarded to the student who has completed a pre-service degree programme in Primary Teaching and who has achieved the highest total marks in specialist curriculum units for Science Education.

*Donated by Catherine Anne Mason in memory of her late husband, Thomas Gwynne Mason, Head of the Science Department at Lismore Teachers' College and NRCAE 1971–1975.*

**The Harry Shand Memorial Prize – \$50**

Awarded to the Bachelor of Nursing graduate with an interest in Community Health Nursing as well as high academic performance over the duration of the course.

*Donated by the Far North Division, Australian Dental Association, NSW Branch.*

**The Indigenous Australian Prize – \$300**

Awarded to the graduating student with the highest Grade Point Average in the units Australian Indigenous Societies Prior to Invasion and Contemporary Australian Indigenous Societies.

*Donated by the Gungil Jindibah Centre.*

**The Institute of Nursing Administrators Prize – Perpetual Shield and Award**

Awarded to the Bachelor of Nursing graduate with the best overall clinical performance.

*Donated by Zone 2, the Institute of Nursing Administrators of NSW and ACT. The name of the annual recipient will be recorded on a perpetual Board within the School of Nursing and Health Care Practices.*

**The Jim Bloomfield Memorial Prize – \$500**

Awarded to the full-time student with the best overall performance in the first year of a Humanities or Social Science undergraduate course at the Coffs Harbour Campus as determined by highest grade point average.

*Donated by Coffs City Rotary Club.*

**The John Buss Prize – \$50**

Awarded to the Bachelor of Business graduate with the best overall results in the Marketing major.

*Donated by Mr J.H. Buss.*

**The John S. Lake Memorial Prize**

Awarded to the best Integrated Project submitted by a Bachelor of Applied Science student.

**The Law Book Company Prize – \$300**

Awarded to the students with the most outstanding achievements in the units Criminal Law and Procedure (LLB), Criminal Process (AssocDegLaw).

*Donated by the Law Book Company.*

**The Norco Prize for Marketing – \$250**

Awarded to the graduating student with the best overall results in the Marketing major of the Bachelor of Business course.

*Donated by Norco Co-operative Limited.*

**The Northern Rivers Mathematical Association First Year Prize – \$100**

Awarded on the recommendation of the School of Education to the Bachelor of Teaching student with the most outstanding performance in the unit Curriculum Studies: Mathematics I.

*Donated by the Northern Rivers Mathematical Association.*

### **The Northern Rivers Mathematical Association Second Year Prize – \$100**

Awarded on the recommendation of the School of Education to the Bachelor of Teaching student with the most outstanding performance in the unit Curriculum Studies: Mathematics II.

*Donated by the Northern Rivers Mathematical Association.*

### **The Northern Star Prize – \$200**

Awarded to the most outstanding graduating student in the media communications undergraduate programme.

*Donated by the Northern Star.*

### **The Parry's Office Supplies Prize – Gift voucher of \$100\***

Awarded to the most outstanding graduating student in the computer media production subjects in the media communications undergraduate programme.

*Donated by Parry's Office Supplies.*

\* Prize no longer offered (subject to final approval).

### **The Parry's Office Supplies/Sharp Computer Prize – \$200**

Awarded to the graduating student with the best academic performance in the Bachelor of Applied Science (Computing) course.

*Donated by Parry's Office Supplies/Sharp Computers.*

### **The Prospectors Supplies Pty. Ltd. Prize – Geological hammer, leather hammer holster and pocket magnifier**

Awarded to the Bachelor of Applied Science student with the best academic performance in the unit Geology.

*Donated by Prospectors Supplies Pty. Ltd.*

### **The Real Estate Institute Prize – Determined annually**

Awarded to the student enrolling in the second year of full-time studies in the Bachelor of Business Degree at the Coffs Harbour Campus, who achieved the best overall result in the Microeconomics unit or Macroeconomics unit, and a pass or better in all other units undertaken in the first year of the Bachelor of Business.

*Donated by the Coffs Harbour Branch of the Real Estate Institute of NSW.*

### **The R.G. Bass Medal**

Awarded to the student with the most outstanding overall performance in the Practicum units offered in the final year of the Bachelor of Teaching programme.

*Donated by Director Emeritus R.G. Bass.*

### **The Royal Australian Institute of Parks and Recreation Prize – \$50 and 12 month student membership of the Institute**

Awarded to the Bachelor of Applied Science student with the best academic performance in the unit Protected Area Management.

*Donated by Royal Australian Institute of Parks and Recreation (NSW Regional Council).*

### **The Rutherfords Prize – \$250**

Awarded to the graduating student in the Accounting major of the Bachelor of Business with the best performance over the duration of the course.

*Donated by Rutherfords.*

### **The Stone and Partners Prize – \$300**

Awarded to the graduating student with the best academic performance record in the Bachelor of Laws with Honours or Bachelor of Laws (Combined Degrees) with Honours courses, as determined by the highest grade point average.

*Donated by Stone and Partners, Solicitors.*

### **The SUNCORP Prize for Human Resource Management – \$400**

Awarded to the graduating student in the Human Resources Management major of the Bachelor of Business with the best performance over the duration of the course (calculated on Grade Point Average).

*Donated by SUNCORP.*

### **The Thomas, Noble and Russell Prize for Accounting – \$250**

Awarded to the best student in the Bachelor of Business Honours (Accounting) course as determined on academic grounds by the School Board.

*Donated by Thomas, Noble and Russell, Chartered Accountants.*

### **The Visual Arts Faculty Prize – \$50\***

Awarded to one student in each of the studio areas of painting, drawing, ceramics, printmaking and sculpture who has demonstrated excellence and outstanding achievement in that field in that calendar year.

*Donated by the Centre for Visual Arts.*

\* Prize no longer offered (subject to final approval).

### **The Wappett and Partners Prize for Financial Accounting – \$250**

Awarded to the student, if of sufficient merit, with the best result in the unit AC145 Financial Reporting.

*Donated by Wappett and Partners, Chartered Accountants.*

### **The Yeates Prize – \$100**

Awarded to the full-time student enrolled at the Coffs Harbour Campus of Southern Cross University, who, if of sufficient merit, achieves the most distinguished results in the first year of his or her course of study. Merit will be determined by grade point average. The Prize will be awarded by resolution of the Academic Board upon recommendation from the Director of University Studies, Coffs Harbour Campus.

*Donated by Mrs Marnie Yeates.*



## ***General Rules***

### ***Admission, Enrolment, Assessment, Student Discipline, Student Sanctions and Miscellaneous Rules***

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## ***Generic Course Rules***

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## ADMISSION

### 1. Admission - Rules

#### 1. Definitions

In these Rules, unless the context otherwise indicates or requires:

“Feeder region” means the region bounded in the south by Forster, by Tenterfield to the west and Helensvale in the north.

#### 2. Qualifications for Admission

Before being enrolled as a student of the University, applicants must have obtained such qualifications or experience, or both, at a level of achievement acceptable to the Academic Board.

#### 3. Application for Admission

An application for admission shall be made on the prescribed form in accordance with the required procedures and lodged as directed by the specified date.

#### 4. Admission Requirements

Applicants for admission to the University may be admitted on the basis of one or more of the following:

##### 1. Undergraduate Candidates

###### (a) Secondary Qualifications

- (i) Applicants who have completed the NSW Higher School Certificate may be considered for admission on the basis of their Universities Admission Index or Limited Universities Admission Index, or equivalent, as calculated by the NSW and ACT Universities Admissions Centre.
- (ii) Applicants who have completed the Queensland Senior Certificate may be considered for admission on the basis of their Overall Position, or equivalent, as calculated by the Board of Senior Secondary School Studies.
- (iii) Applicants who have completed an Australian Year 12 qualification other than the NSW Higher School Certificate or the Queensland Senior Certificate may be considered for admission on the basis of this qualification, providing the University accepts the qualification and level of

attainment as equivalent to the NSW Higher School Certificate.

- (iv) Year 12 candidates resident in the University’s feeder region are eligible to receive bonus points, determined by Academic Board, which are added to their Universities Admission Index or Overall Position.
  - (v) Candidates completing a year 12 qualification at a high school or TAFE college in the University’s feeder region may be admitted under the Regional Entry Report Scheme. Applicants will be assessed on the basis of a report prepared by their Principal. In order to be admitted under the scheme, applicants must satisfy specific University entry criteria as determined by the relevant Head of School.
- (b) Alternative Entry
- Applicants who do not meet the admission requirements in Rule 4(1)(a) and who are 18 years of age or over as at 1 March in the year of intended course commencement and who satisfy one or more of the following criteria, may be considered for admission on the basis of a rank determined by the relevant state Admissions Centre or the University, as applicable:
- (i) completion of a year long foundation course at an Australian University;
  - (ii) completion of the Tertiary Foundation Certificate for Indigenous Australians;
  - (iii) completion of the TAFE Tertiary Preparation Certificate;
  - (iv) completion of at least 6 months full-time equivalent study, in a degree, diploma, associate diploma, advanced certificate or certificate level II, III or IV course offered by an Australian tertiary institution, the Open Learning Agency of Australia, a TAFE college or a private provider and

- which satisfies the guidelines determined by the Australian Qualifications Framework;
    - (v) completion of the Special Tertiary Admissions Test;
    - (vi) work or field experience of at least one year full-time, or equivalent;
    - (vii) post secondary qualifications including health care qualifications, commissioned officer qualifications, apprenticeships, traineeships and qualifying examinations of professional associations;
    - (viii) interview, other form of individual assessment, and/or audition.
  - (c) Applicants who do not satisfy the admission requirements in Rule 4(1)(a) and who are under 18 years of age as at 1 March in the year of intended course commencement, may be considered for admission if their qualifications and level of attainment are acceptable to the Academic Board.
  - (d) **Educationally Disadvantaged People**  
The University has adopted policies to ensure education opportunities are provided for all sections of the community without discrimination on the basis of race, sex, or social or ethnic origin. Applicants who can demonstrate they have been educationally disadvantaged may be considered for admission provided they can satisfy the Academic Board of their ability to cope with the academic content of the course in which admission is sought.
  - (e) **Aboriginal and Torres Strait Islander People**  
Aboriginal and Torres Strait Islander applicants will be considered for admission on the basis of special admission guidelines. Such applicants must attend the Orientation and Assessment Program run by the College of Indigenous Australian Peoples. Applicants may be directly admitted to an award, or may be required to undertake the Tertiary Foundation Certificate for Indigenous Australians as preparation for tertiary study.
  - (f) **Overseas Qualifications**
    - (i) Applicants with overseas qualifications may be considered for admission provided the University accepts their qualifications as the equivalent of an Australian qualification required for entry to a particular course.
    - (ii) Applicants whose first language is not English, must demonstrate proof of English proficiency by obtaining either an overall band score of not less than 6 in the International English Language Testing System (including a minimum score of 5.5 in the sub-bands), a TOEFL score of not less than 550, or an equivalent score in a comparable test as determined by the Academic Board.
  - (g) **Additional Admission Requirements**  
Applicants must satisfy any additional admission requirements prescribed in the Rules Governing Candidature for specific awards. (*The Rules are listed in Part C of the Handbook.*)
2. **Honours**  
Before being admitted as an Honours candidate where honours is taken as a separate year, applicants shall have attained the admission qualifications prescribed in the Rules for Bachelors Degrees with Honours. (*The Rules are listed in Part B of the Handbook.*)
3. **Postgraduate Candidates**
- (a) **Coursework**  
Before being admitted as a postgraduate coursework candidate, applicants shall have attained the admission qualifications prescribed in the Rules Governing Candidature for the award in which admission is sought. (*The Rules are listed in Part C of the Handbook.*)
  - (b) **Research**
    - (i) **Master by Research**  
Before being admitted as a Master by Research candidate, applicants shall satisfy the admission requirements prescribed in the

Rules for the Degree of Master by Research. (*The Rules are listed in Part C of the Handbook.*)

- (ii) Doctor of Philosophy  
Before being admitted as a Doctor of Philosophy candidate, applicants shall satisfy the admission requirements prescribed in the Rules for the Degree of Doctor of Philosophy (PhD). (*The Rules are listed in Part C of the Handbook.*)

4. Non-Award Studies

(a) Non-Award (Miscellaneous)

Applicants may be considered for admission as non-award (miscellaneous) students provided they meet at least one of the following criteria:

- (i) they are assessed as eligible by the relevant Head of School and satisfy the admission requirements specified for entry to the award in which a unit or units are offered;
- (ii) they are a permanent member of staff of Southern Cross University and required by their supervisor and Cost Centre Head to undertake units relevant to their employment.

- (b) Secondary school students wishing to undertake non-award studies may be considered for admission under the terms and conditions determined by the Academic Board.

(c) Cross-Institutional

A student of another tertiary institution may be considered for admission as a cross-institutional student, provided their academic record and unit selection is acceptable to the relevant Head of School. Prior to admission, the student must provide a letter from their home institution, which states the units the student is permitted to take, and that upon successful completion, those units will be recognised towards an award of the home institution.

5. Deferment of Course Commencement

- 1. Deferment of course commencement may be available to applicants for internal undergraduate awards in exceptional circumstances for a maximum period of

one year.

2. Application for Deferment

An application for deferment must be made in writing to the Director of Student Administration, and must contain information and documentary evidence, if applicable, as to why deferment is being sought. The application for deferment fee prescribed in Part A of the Administrative and Student Charges and Tuition Fees Rules must be lodged with the application.

3. Grounds for Deferment

Exceptional circumstances where a deferment may be granted include, but are not limited to, medical reasons supported by a medical certificate or participation in an overseas study exchange scheme such as Rotary Exchange.

4. Authority of Director of Student Administration

The granting of a deferment will be at the discretion of the Director of Student Administration.

5. Rejection of Offer of Place

On receipt of an application for deferment, applicants are deemed to have rejected the offer of a place in that course for the current year.

6. Appeals

If their application for deferment is rejected, applicants may appeal against the decision. Such an appeal must be made in writing, and must reach the Director of Student Administration not later than 21 days after the date of notification of rejection.

7. Refund of Application Fee

- (a) The deferment application fee will be refunded where the application for deferment is granted, and the applicant subsequently enrolls in the course within a one year period and remains enrolled past the census date of the first semester of their enrolment.

- (b) The deferment application fee will not be refunded where an application for deferment is rejected, or where a deferment is granted but the applicant does not

subsequently enrol in the same course within the one year period.

## **6. Course Transfer**

1. Students who are currently enrolled in an award of the University, and have completed at least one semester full-time equivalent towards that award, are eligible to apply for an internal course transfer.
2. Applicants must normally obtain the rank required in the most recent admission period in order to be eligible to apply for an internal course transfer.
3. Applicants will be assessed on the basis of their performance in their University studies and previous entry qualifications. In exceptional circumstances, applicants may be assessed on any additional relevant supporting documentation.
3. A course transfer shall not be approved unless the Head of School determines an appropriate programme of study is available.

## **2. Exclusion - Rules**

### **1A. Transitional Provision**

In these Rules:

- (i) all references to "Head of School" should be read additionally as references to "Director of College";
- (ii) all references to "School Board" should be read additionally as references to "College Board".

### **1. Undergraduate Degrees or Awards, Miscellaneous and Non-Award Students**

- (i) Where:
  - (a) a student has failed to gain credit for more than 25% of the units for which that student was enrolled in the previous semester of study; or
  - (b) a student has failed a compulsory unit for the second time; or
  - (c) a student has failed to gain credit for more than 50% of the units for which that student was enrolled in the previous two semesters of study;the student shall be refused further enrolment in any undergraduate course

or unit, except that a student who requires only one unit to complete the requirements for an award shall not be refused enrolment under these Rules.

- (ii) A student who has failed to gain credit for more than 50% of the units for which that student was enrolled in the previous semester of study or has failed a compulsory unit, shall be advised that further failure may result in refusal of enrolment under these Rules.
- (iii) This Rule shall apply in respect of students enrolled in undergraduate degrees (including bachelors degrees with honours) or other undergraduate awards and students enrolled in miscellaneous and other non-award categories.

### **2. Postgraduate Degrees or Awards**

- (i) If the School Board, or other relevant authority, is of the opinion that a candidate who is enrolled for a postgraduate degree or award is not satisfactorily pursuing a course of study or other work associated therewith, it may terminate the candidate's enrolment.
- (ii) This Rule shall apply in respect of candidates enrolled in postgraduate degrees and awards.

### **3. Notification of Exclusion**

The Director of Student Administration shall notify all those persons whose further enrolment is refused under the provisions of these Rules.

### **4. Application for Re-admission**

- (i) Any person whose further enrolment is refused under these Rules may apply to be re-admitted.
- (ii) Except as provided in Rule 8, an application for re-admission following exclusion shall be made by that person lodging with the Director of Student Administration all required forms duly completed and giving all required information no later than twenty-eight days after the date of the notification of exclusion.

### **5. Consideration of Application for Re-admission**

- (i) An application for re-admission following exclusion shall be forwarded to the Head of the School responsible for the student's major studies for determination.
  - (ii) The Head of School shall make a determination in one of the following forms:
    - (a) uphold application;
    - (b) uphold application with specified conditions;
    - (c) reject application.
- 6. Appeal Against Decision of the Head of School**
- (i) A person whose application for re-admission following exclusion has been rejected by the Head of School, or has been upheld with specified conditions, may submit a further appeal to the Academic Board.
  - (ii) An appeal to the Academic Board must be submitted not later than ten days after the date of notification of the Head of School's decision.
- 7. Academic Board Appeals Committee**
- (i) The Academic Board may appoint an Appeals Committee to consider appeals against a decision of a Head of School as provided for in Rule 6.
  - (ii) The membership of the Appeals Committee shall be as determined by the Academic Board.
  - (iii) An Appeals Committee constituted under this Rule shall be authorised to exercise all relevant powers of the Academic Board with respect to matters within its jurisdiction.
  - (iv) A decision of the Appeals Committee shall be final.
- 8. Subsequent Application**
- (i) A person whose application for permission to re-enrol following exclusion is rejected may not submit a further application for permission to re-enrol until the expiration of two semesters or three trimesters.
  - (ii) A person submitting an application to re-enrol under this Rule must submit such application, together with relevant supporting documents, not later than

twenty-eight days before the first teaching day of the semester or trimester in which they seek re-enrolment.

**9. Late Applications**

The acceptance of late applications submitted pursuant to Rule 4 or Rule 8 shall be at the discretion of the Director of Student Administration.

The acceptance of late applications submitted pursuant to Rule 6 shall be at the discretion of the Executive Director of Administration.

**10. Breach of Condition of Enrolment**

A person who fails to comply with any condition of enrolment imposed under these Rules may be refused further enrolment.

**11. Failure at Another Tertiary Educational Institution**

For the purposes of these Rules, results at another tertiary educational institution may be treated as if they had been obtained at this University.

**12. Exclusion from Another Tertiary Educational Institution**

A person who has been debarred from continuing a course at another tertiary educational institution may be refused enrolment or re-enrolment for any course at this University.

**13. Saving of Other Rules**

- (i) Nothing in these Rules shall:
  - (a) operate to excuse a student from lodging any enrolment form required by the provisions of any other rule; or
  - (b) prevent the refusal of enrolment of a student for any course or unit under the provisions of any other rule.
- (ii) No action taken on, or in consequence of the lodgement by a student of any enrolment or re-enrolment form or under the provisions of any other rule, shall prevent the operation of any provision of these Rules.

## ENROLMENT

### 1. General Rules

#### 1. Definitions

In these Rules, unless the context indicates otherwise, the term:

“Director” means Director of Student Administration or other officer authorised by the Director.

“Executive Director of Administration” means Executive Director of Administration or other officer authorised by the Executive Director of Administration.

“Census Date” means 31st March in the case of first semester; 31st August in the case of second semester; and two weeks from the commencement of the teaching period in the case of a course not offered on a semester basis.

“School” means the School in which a student is undertaking a major study and “Head” means the Head of that School or a member of that School nominated by the Head.

“Enrolment” includes both the first enrolment of a student and all subsequent re-enrolments.

#### **1A. Transitional Provision**

In these Rules:

- (1) all references to “Head of School” should be read additionally as references to “Director of College”;
- (2) all references to “School Board” should be read additionally as references to “College Board”.

#### **2. Semesters and Trimesters**

In each academic year there shall be two semesters, two sessions or three trimesters. Each semester, session or trimester shall commence on such date and continue for such period as the Academic Board may from time to time determine.

#### **3. Enrolment**

- (1) An enrolment form fully and correctly completed according to the requirements thereof, shall be lodged with the Director of Student Administration not later than the closing date prescribed by the Director of Student Administration in respect of each semester, session or trimester in which a person seeks to gain credit in any course or to take any unit otherwise

than as part of a course, or to be or continue to be a candidate for a higher degree.

- (2) The Director of Student Administration:
  - (a) may prescribe closing dates for enrolment procedures; and
  - (b) may prescribe different closing dates for enrolments or re-enrolments for different courses or units and for different categories of students; and
  - (c) shall publicly notify the dates so prescribed at least two months in advance thereof.
- (3) Unless the Director of Student Administration, in a particular case, prescribes a closing date for enrolments for a course or unit in the second semester, session or second or third trimester, enrolments for semesters, sessions and each trimester in each academic year shall be lodged by the closing date prescribed for the first semester, session or trimester.
- (4) An enrolment shall be deemed to be accepted by the University on the date on which it is approved by the Director of Student Administration, provided that nothing in this sub-rule shall limit any right of the University to reject an application for enrolment or to cancel an enrolment under the authority of any By-law or other rule, or to correct a patent error, whether or not the rejection, cancellation or correction occurs before or after the approval under this sub-rule.
- (5) A person seeking to enrol shall pay the prescribed fees and complete all other enrolment procedures by the prescribed dates, and may thereupon attend classes and otherwise pursue a course or unit for which an enrolment has been submitted unless and until the applicant receives notice that it has been disapproved.
- (6) Subject to the provisions of this Rule a student, in the case of an external student, shall not be entitled to receive any course notes and, in the case of all students, may not attend any lecture, tutorial or other class or be assessed in any unit without being enrolled for that

unit.

- (7) In special circumstances the Head of School, with the prior consent of the person conducting classes in the unit, may give permission for a person to attend a class or classes of a non-laboratory or practical nature in that unit or a course of study comprising it without being formally enrolled and such permission, where granted, shall be given in writing.
- (8) A person may not at the one time be enrolled for two or more courses except with the prior written permission of the Pro Vice-Chancellor.

#### **4. Conditional Enrolment Where Consultation and Advice Directed**

- (1) A Head of School may direct that persons seeking to enrol in any course offered within that School shall attend for consultation and advice during such period and with such persons as the School Board concerned may direct.
- (2) An enrolment in any such course shall be deemed to be accepted subject to the condition that the applicant attends for consultation and advice as required.
- (3) The Head of the School concerned may direct that the conditional acceptance of the enrolment of any applicant who fails to attend as aforesaid be rescinded.

#### **5. Pre-requisites and Co-requisites**

- (1) Nothing in this Rule shall affect the need for a person to fulfil the requirements in respect of enrolment in a unit or course pursuant to any other University By-law or Rule.
- (2) In respect of any unit, the Academic Board may prescribe that another unit is or other units are:
  - (a) pre-requisite; or
  - (b) co-requisite.
- (3) Subject to this Rule, a person may not:
  - (a) enrol in a unit unless the person has:
    - (i) obtained the appropriate grade of pass in;
    - (ii) been granted advanced standing for; or
    - (iii) been granted a special examination in each unit pre-

requisite to that unit; or

- (b) enrol for a unit unless the person has passed in, has been granted advanced standing for or, at the same time, enrolls for each unit co-requisite to that unit.
- (4) In an individual case, the Head of the School concerned, on the recommendation of the relevant Course Co-ordinator, may, if requested, waive or vary the requirements in relation to a pre-requisite or co-requisite unit if the qualifications or previous experience of the person are determined to be substantially similar to the relevant pre-requisite or co-requisite unit or in other special circumstances.
    - (a) In special circumstances, a student who has failed to obtain an appropriate grade of pass in a pre-requisite unit which is not again offered prior to the unit to which it is pre-requisite, may, with the approval of the Head of School acting on the recommendation of the relevant Course Co-ordinator, enrol for the unit for which the pre-requisite is required when that unit is next offered.
    - (b) A student who enrolls in a unit pursuant to:
      - (i) sub-rule 3(a)(iii), but who fails to obtain a grade of pass or higher in the relevant special examination, shall not be permitted to continue in that unit unless the Head of School has given permission for continued enrolment as provided for in sub-rule (4) above; or
      - (ii) sub-rule (5)(a); shall not be permitted to count that unit towards an award until the student enrolls for and obtains an appropriate grade of pass in the pre-requisite unit.

#### **6. Student Identification Card**

On the first occasion in each year that a person enrolls or re-enrolls as a student that person shall be issued with a student identification card at a time prescribed by the Director of Student Administration.



**7. Students Exempted from Part of Requirements**

A student who has been exempted from fulfilling the requirements of part of a unit shall enrol in order to complete the remaining requirements of the unit.

**8. Medical Fitness**

- (1) The Pro Vice-Chancellor, on the recommendation of a School Board, may direct that each person applying for the first time for enrolment for a nominated course for which that School is responsible shall lodge with the enrolment form a medical certificate stating whether or not, in the opinion of the medical practitioner giving the certificate, the person is in a fit state of health to undertake that course. If the Head of the School concerned considers that the facts stated in the certificate render it unlikely that the person could complete the course successfully, the enrolment may be refused.
- (2) If, in the opinion of the Head of any School, the state of health of any student enrolled or of any person applying to enrol in any course in that School gives cause for concern, the Head of School may refer the matter to the Pro Vice-Chancellor who may thereupon take such action as is considered necessary in the interests of the student or person concerned, the University, its staff or students.
- (3) A person whose enrolment is refused or in respect of whom any other action is taken under the powers given by this Rule may appeal.

**9. Late Enrolments**

Subject to compliance by the person with the provisions of any rule relating to administrative charges or any other rule applicable in the circumstances, an initial enrolment form lodged with the Director of Student Administration or varied by the applicant (whether or not on the recommendation of an authorised officer) after the closing date prescribed in relation to it, may be approved by the Director of Student Administration, but, except in special circumstances, shall not be approved

later than the end of the third week of a semester or the end of the first week of a trimester as the case may be.

**10. Refusal of Enrolment**

Without limiting the power of the Council or of any person or body authorised by the Council or by By-law or Rule to refuse enrolments:

- (1) An enrolment form lodged by a person who has not complied with the Admissions Rules of the University or qualified for admission to the relevant course shall not be approved.
- (2) An enrolment may be disapproved by an authorised officer on the ground that the applicant has not complied with a provision of a By-law or of these or any other rules.
- (3) The Director of Student Administration may at any time correct a patent error and take all such action as may be necessary to implement, or be consequential upon, the correction.

**11. Provision Relating to Overseas Students**

The enrolment of a person who is liable to pay the Overseas Student Health Charge, as required by the Department of Employment, Education, Training and Youth Affairs for issue and continuation of student entry permits, and fails to pay the charge to the University by the date which it is due for payment, or fails to provide evidence that the charge has been paid to Medibank Private, shall not be approved until the charge has been paid.

**12. Withdrawal or Variation of Enrolment\***

- (1) A student may, by notice in writing to the Director of Student Administration, withdraw from enrolment in a course, or, with the approval of an authorised officer, vary the enrolment by withdrawal from one or more of the units previously included in it.
- (2) A student who withdraws from a unit not later than the relevant census date shall have their enrolment in that unit deleted from the record.
- (3) Except as provided for in sub-rule (2)

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\* Students are advised to consult the AUSTUDY entry in this Handbook.

above, a student who withdraws from one or more of the units Professional Studies I-IV of the Bachelor of Education course not later than the Friday preceding the commencement of the scheduled Practicum shall have their academic record endorsed as having withdrawn from that unit or units.

- (4) Except as provided for in sub-rules (2) and (3) above, a student who withdraws from a unit not later than:
  - (a) in the case of a semester or trimester unit, the end of the eighth teaching week; or
  - (b) in the case of a year-long unit, the eighth teaching week of first semester; or
  - (c) in the case of a unit not offered on a semester, trimester or year-long basis, the expiration of two-thirds of the specified teaching period; shall have their academic record endorsed as having withdrawn from that unit.
- (5) Except as provided in sub-rule 5(a) below, a student shall thereafter not be permitted re-admission to the same course of study.
  - (a) A student having withdrawn from all units for which enrolled in a semester or trimester may be re-admitted to the same course of study with the approval of the Pro Vice-Chancellor, subject to compliance with any conditions imposed and provided:
    - (i) an Application for Re-admission correctly completed according to the requirements thereof, has been lodged with the Director of Student Administration not later than the prescribed closing date, or;
    - (ii) where the Director of Student Administration has approved lodgement after the prescribed closing date, payment of the prescribed administrative charge.
- (6) Unless the Pro Vice-Chancellor approves otherwise, a student who withdraws

from a unit after the period specified in sub-rules (3) or (4) above shall have their academic record endorsed as having failed that unit.

- (7) Notwithstanding the provisions of this Rule, a student who withdraws from a unit and fails to notify the Director of Student Administration in writing at the time of such withdrawal shall have their academic record endorsed as having failed that unit.
- (8) Subject to any conditions as may be prescribed by an authorised officer, a student may:
  - (a) by notice in writing to the Director of Student Administration, vary enrolment by adding one or more units, but except as provided in sub-rule (8)(b) below, may not so vary enrolment later than the end of the second week of a semester or trimester; or
  - (b) in special circumstances acceptable to the Pro Vice-Chancellor and subject to the payment of the prescribed administrative charge, vary enrolment by adding one or more semester or year-long units after the period specified in the preceding sub-rule (8)(a), but may not so vary enrolment later than:
    - (i) the end of the fourth teaching week in the case of a semester unit; or
    - (ii) the end of the fourth teaching week in first semester in the case of a year-long unit.

### **13. Enrolment in Units Additional to Course Requirements**

1. Subject to all relevant Rules and By-laws in respect of the selection of units and the maximum number of units which may be taken in one semester or trimester students may be permitted to undertake up to two units over and above the award requirements specified in the relevant award rules provided that the student has not completed the requirements for the award. That is, a student who has completed the requirements for an award may not re-enrol in that same course in a subsequent

semester or trimester to undertake additional units. Such students will be required to enrol as non-award students.

2. Such students will be subject to HECS provisions in respect of those units and will not be required to pay tuition fees.
3. Approval to undertake units additional to course requirements may be granted by the Pro Vice-Chancellor. In the case of applications to undertake up to two additional units the Pro Vice-Chancellor may delegate his/her authority to such other person(s) as the Pro Vice-Chancellor may nominate. In exceptional circumstances the Pro Vice-Chancellor may approve enrolment in three units.

## **2. *Administrative and Student Charges and Tuition Fees - Rules***

### **1. Definitions**

In these rules, unless the context otherwise indicates or requires:

"Enrolment" means enrolment or re-enrolment or re-admission.

"Census Date" means 31st March in the case of first semester; 31st August in the case of second semester; and the end of the second teaching week in the case of a course not offered on a semester basis.

"Reinstatement date" has the same meaning as "Census Date".

"Full-time" means a study load of at least 0.375 as at the census date in the first semester in which enrolled in the current year.

"Part-time" means a study load of less than 0.375 as at the census date in the first semester in which enrolled in the current year.

"Internal" means enrolment in at least one internal unit in the current semester or trimester.

"External" means enrolment in only an external unit or units in the current semester or trimester.

### **2. Fees to be Paid**

- (i) All students shall pay the applicable fees and charges as set out in the Schedules.
- (ii) Fees and charges paid prior to due dates

will be based on intended enrolment as stated in the enrolment instructions. The Director of Student Administration shall calculate monies owing by the student or the University and require payment or authorise a refund, as necessary.

- (iii) In the case of students enrolled in semester based units, fees for the student bodies shall be levied on an annual basis, and the determination of whether the internal/external of full-time/part-time fee is to be charged shall be based on the student's enrolment as at the census date for the first semester in which enrolled in the current year.
- (iv) In the case of students enrolled in trimester based units, fees for student bodies shall be levied each trimester on the basis of the student's enrolment as at the census date for that trimester.

### **3. Time for Payment**

- (i) Unless the Director of Student Administration otherwise directs, fees listed in Parts 1, 2 and 3 of the Schedule, shall be paid on or before the date determined by the Director of Student Administration as the last date for receipt of enrolments for the first of the semesters or trimesters in which the student is enrolling.
- (ii) Payment of the relevant fees is a prerequisite to the acceptance of an enrolment by the University.

### **4. Director of Student Administration's Powers if Fees Unpaid**

- (i) If any fees (including special or administrative charges) payable by a student remain unpaid after the commencement of the semester, session or trimester in respect of which they are payable, the Director of Student Administration may cancel or refuse the student's enrolment in a course or unit at any time thereafter.
- (ii) The enrolment of a student which has been so cancelled or refused may be reinstated or allowed upon payment of all outstanding fees and administrative charges before the final date for reinstatement.

(iii) A person whose enrolment remains cancelled or refused after the final date for reinstatement or is cancelled pursuant to Rule 6:

(a) (i) shall not in the same year re-enrol for any unit or course, unless and until the Director of Student Administration in special circumstances has otherwise permitted, and that person has complied with any condition which may in the absolute discretion of the Director of Student Administration be imposed; and

(ii) shall not in the same year attend any lectures, tutorials or training or be entitled to sit for any examinations or be awarded any result in any examination; and

(b) shall, unless the Director of Student Administration otherwise directs, remain liable for any special or late charges imposed prior to the date of the notice of cancellation, but may at the discretion of the Director of Student Administration be granted a refund of any amount which may have been paid in excess thereof.

#### 5. Refund of Fees

Subject to any relevant provisions in the schedule, where the Director of Student Administration receives from the student proper written notice of withdrawal from a course or unit or variation of enrolment before the prescribed date for withdrawal or variation, a refund of fees, in whole or in part, may be authorised at the discretion of the Director of Student Administration.

#### 6. Special Cases to Be Determined by the Director of Student Administration

In any case in which by reason of special circumstances the fee to be paid, the time when a fee is payable, or any other matter necessary to be determined in order to enable the application of these Rules to that case, is not specifically provided for in these Rules, the Director of Student Administration shall have full power and sole authority to decide any question necessary to be decided in

order to determine the matter.

#### 7. Higher Education Contribution Scheme (HECS)

Notwithstanding any provision of any other Rule, an application for enrolment shall not be deemed to be accepted by the University in respect of a semester, session or trimester unless the student has complied with all requirements of Chapter 4 (Higher Education Contribution Scheme), or those sections as are applicable, of the Higher Education Funding Act 1988.

#### FEE SCHEDULE

PART 1: COMPULSORY STUDENT BODIES FEES (per year)			
<i>Lismore</i>			
Attendance Mode	Union	SRC	Total
	\$	\$	\$
Full-time	237	87	324
Part-time	147	57	204
External#	63	27	90
Note: Students enrolled in trimester based courses are required to pay the external fee on a pro-rata basis per trimester.			
<i>Coffs Harbour</i>			
Attendance Mode	CHSA		Total
	\$		\$
Full-time	156		156
Part-time	120		120
External#	90		90
<i>Port Macquarie</i>			
Attendance Mode	PMSA		Total
	\$		\$
Full-time	156		156
Part-time	120		120
External#	90		90
<i>Gold Coast</i>			
Attendance Mode	Union/SRC		Total
	\$		\$
Internal	90		90
External#	90		90
# External Mode means: All units of study for which the student is enrolled in the relevant semester or trimester which involve special arrangements whereby lesson materials, assignments, etc. are delivered to the student, and any associated attendance is of an incidental, irregular, special or voluntary nature.			

#### Refunds:

**Union, Student Representative Council/ Students' Association Fees only**

**Withdrawal from or Cancellation of Enrolment Semester-Based Courses**

**(a) Full Year Enrolment:**

- (i) A 100% refund of fees paid subject to the Director of Student Administration receiving written notification of withdrawal from or cancellation of enrolment on or before the relevant census date for the first semester or Session 1 (as applicable). Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.
- (ii) No refund of fees paid where withdrawal from or cancellation of enrolment occurs after the first relevant census date for the year. In such cases, where there are special grounds, a student may apply for a refund directly to the Secretary of the Union, Student Representative Council or Students' Association within one month of the date of withdrawal.

**(b) Enrolment in Second Semester/Session Only:**

- (i) A 100% refund of fees paid subject to the Director of Student Administration receiving written notification of withdrawal from or cancellation of enrolment on or before the relevant census date for the Spring Semester or Session 2 (as applicable). Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.
- (ii) No refund of fees paid where withdrawal from or cancellation of enrolment occurs after the relevant census date.

**Trimester-Based Courses**

- (a) 100% refund of fees paid subject to the Director of Student Administration receiving written notification of withdrawal from or cancellation of enrolment on or before the census date for the relevant trimester. Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.
- (b) No refund of fees paid where withdrawal from or cancellation of enrolment occurs after the date specified in (a) above.

**Change of Attendance Type/Attendance Mode**

- (a) A 100% refund of the difference between fees paid and fees due subject to the Director of Student Administration receiving written notification of a change in attendance type from full-time to part-time, or attendance mode from internal to external on or before the first census date for the relevant year, in the case of a semester enrolment, or the census date for the relevant trimester, in the case of a trimester enrolment. Refunds will be automatically processed by Student Administration on receipt of the written notification as prescribed above.
- (b) No refund consequent to a change in attendance type or attendance mode after the date prescribed in (a) above.

***Tuition Fees - Australian Students***

**PART 2: AUSTRALIAN STUDENTS**

**Australian students not undertaking Commonwealth Government funded courses shall pay the relevant charge set out in Part 1, the charge for textbooks provided by the University and the fee prescribed for the course of enrolment in this part.**

<b>Prescribed fees</b>	<b>\$/unit</b>
<b>Doctor of -</b>	
Business Administration	1,800
Business Administration (Off-shore)	2,500
<b>Master of -</b>	
Accounting Studies	1,100
Accounting Studies (Off-shore)	1,500
Business Administration	1,100
Business Administration (Off-shore)	1,500
Convention and Event Management	1,100
Education	1,000
Education (Training and Development)	1,000
Health Science	1,000
International Hotel Management	1,100
International Sport Management	1,100
International Sport Management (Off-shore)	1,500
International Tourism Management	1,100
Management	1,100
Management (Off-shore)	1,500
Organisational Development and Training	1,000
Vocational Education and Training	1,000
<b>Graduate Certificate in/of -</b>	
Business Administration #	1,100
Business Administration (Off-shore) #	1,500
Convention and Event Management	1,100
Health Science	1,000
Innovation Management	1,100
Innovation Management (Off-shore)	1,500
International Hotel Management	1,100
International Sport Management	1,100
International Sport Management (Off-shore)	1,500
International Tourism Management	1,100

Leadership and Change Management	1,000
Management (Off-shore)	1,500
Organisational Development and Training	1,000
Professional Development	1,000
Risk Management	1,100
Risk Management (Off-shore)	1,500
Training and Development	1,000
Vocational Education and Training	1,000
<b>Graduate Diploma in/of -</b>	
Business Administration #	1,100
Business Administration (Off-shore) #	1,500
Convention and Event Management	1,100
Educational Studies	1,100
Health Science	1,000
International Hotel Management	1,100
International Sport Management	1,100
International Sport Management (Off-shore)	1,500
International Tourism Management	1,100
Law	1,000
Management	1,100
Management (Off-shore)	1,500
Organisational Development and Training	1,000
Training and Development	1,000
Vocational Education and Training	1,000
# Subject to Council approval of course proposal.	
<b>Associate Degree of -</b>	
Banking and Finance	700
<b>Non-award and miscellaneous units</b>	
Undergraduate unit	600
Postgraduate unit:	
For units offered in courses in this Schedule the fees are listed above. All other units	1,100

### Refunds: Tuition Fees

Fees paid by a student pursuant to this Part in respect of a semester or trimester shall be refunded in accordance with the following arrangements:

- (a) a 100% refund of fees paid in respect of a unit or course
  - (i) which has been cancelled by the University; or
  - (ii) from which the student has been excluded on academic grounds; or
  - (iii) if the Director of Student Administration has received written notice of withdrawal from enrolment before the commencement of the period for the relevant semester or trimester;
  - (iv) where other exceptional circumstances exist, as approved by the Director of Student Administration;

- (b) a 95% refund of fees paid if the Director of Student Administration has received written notice of cancellation of or withdrawal from enrolment on or before the last day of the second week of the relevant semester or trimester;
- (c) a 75% refund of fees paid if the Director of Student Administration has received written notice of cancellation of or withdrawal from enrolment after the second week and on or before the last day of the fifth week of the relevant semester or trimester;
- (d) a 50% refund of the fees paid if the Director of Student Administration has received written notice of cancellation of or withdrawal from enrolment after the fifth week and on or before the last day of the eighth week of the relevant semester or trimester.

### Tuition Fees - Overseas Students\*

\* Currently under review.

<b>PART 3: OVERSEAS STUDENTS</b>	
Each student shall pay the relevant charge set out in Part 1, the charge for textbooks provided by the University and the annual fee prescribed for the relevant description of enrolment.	
<b>Prescribed annual fees</b>	<b>\$</b>
<b>Associate Degree in/of -</b>	
Applied Science (Resource Technology)	15,000
<b>Bachelor of -</b>	
Banking and Finance	5,600
Business (Computing)	10,000
Health Science (Aboriginal Health and Community Development)	10,000
Information Technology	10,000
Law (Aboriginal Paralegal Studies)	10,000
Law (Paralegal Studies)	10,000
<b>Bachelor of -</b>	
Accounting	10,000
Accounting (Honours)	10,000
Accounting and Finance	10,000
Accounting and Information Systems	10,000
Accounting/Bachelor of Information Technology	10,000
Agribusiness	10,000
Applied Science (Coastal Management)	15,000
Applied Science (Coastal Management) (Honours)	15,000
Applied Science (Computing)	10,000
Applied Science (Computing) (Honours)	10,000
Applied Science (Forestry)	15,000
Arts	10,000
Arts (Honours)	10,000
Business	10,000
Business (Honours)	10,000

Business/Bachelor of Arts	10,000
Business in Club Management	13,000
Business in Tourism	11,000
Business in Tourism (Honours)	13,000
Contemporary Music	10,000
Education (Primary)	10,000
Educational Multimedia	12,000
Educational Multimedia (Honours)	12,000
Health Science in Nursing	11,000
Health Science in Nursing (Honours)	11,000
Hotel and Catering Management	11,000
Human Movement Science	13,000
Human Movement Science (Honours)	13,000
Information Technology	10,000
Information Technology (Honours)	10,000
Laws	10,000
Laws/Bachelor of Applied Science	15,000
Laws/Bachelor of Arts	10,000
Laws/Bachelor of Business	10,000
Laws/Bachelor of Business in Tourism	11,000
Laws/Bachelor of Human Movement	13,000
Laws/Bachelor of Indigenous Studies	10,000
Laws/Bachelor of Information Technology	10,000
Legal Studies	10,000
Management	10,000
Management and Professional Studies	9,600
Mathematics and Computing	10,000
Mathematics and Finance	10,000
Naturopathy	15,000
Nursing	11,000
Nursing (Honours)	11,000
Social Science	10,000

### PART 3: OVERSEAS STUDENTS (continued)

Social Science (Honours)	10,000
Teaching	10,000
Visual Arts	10,000
<b>Graduate Certificate in/of -</b>	
Educational Multimedia	5,600
Health Science	6,000
Information Systems	5,600
Information Technology	5,600
International Hotel Management	6,400
International Tourism Management	6,400
Management	6,400
Organisational Development and Training	5,000
Professional Development	10,000
<b>Graduate Diploma of -</b>	
Educational Multimedia	11,200
Educational Studies	10,000
Education (Secondary)	10,000
Health Science	12,000
Information Systems	11,200
Information Technology	11,200
International Hotel Management	12,800
International Tourism Management	12,800
Laws	10,000
Management	12,800
Organisational Development and Training	10,000
Training and Development	10,000
<b>Master of -</b>	

Accounting Studies*	18,000
Arts	12,000
Business	12,000
Business Administration*	19,200
Education	10,000
Educational Multimedia	16,800
Education (Training and Development)	10,000
Health Science	12,000
Information Systems	16,800
Information Technology	16,800
International Hotel Management	19,200
International Tourism Management*	19,200
Laws	12,000
Organisational Development and Training	10,000
Science	15,000
<b>Doctor of -</b>	
Business Administration (semester option)#	13,200
Business Administration (on-campus)*	19,800
Business Administration (off-shore)*	22,500
<b>Doctor of Philosophy in -</b>	
Arts	12,000
Business and Computing	12,000
Education, Work and Training	12,000
Exercise Science and Sport Management	18,000

Health Science	15,000
Law and Criminal Justice	12,000
Natural and Complementary Medicine	18,000
Resource Science and Management	18,000
<b>Semester Study Abroad Program</b>	5,750
(includes a non-refundable administration fee of \$1,000)	
<b>Semester Study Abroad Program</b>	
(Exchange Partners)	4,500
<b>Miscellaneous Fee</b>	
World Wide Web units (per unit)	1,250
* Courses offered on a trimester basis. All other courses are semester-based.	
# On-campus.	

### Other Studies

For each unit or equivalent undertaken, which is additional to the academic requirements as set out in the Rules Governing Candidature for the relevant award, a fee of \$1,500 per unit shall be payable.

### Refunds: Tuition Fees - Overseas Students\*

\* Currently under review.

If the event described occurs, the student concerned shall be entitled to the refund of fees indicated:

- Full refund of all fees paid if an offer of a place is withdrawn or the University is unable to provide the course. If, however, the

offer was made on the basis of incorrect or incomplete information supplied by the applicant, the University shall retain 10% of the fee in respect of one semester or trimester.

- (b) Full refund of fees paid if a student is excluded before the start of the semester or trimester.
- (c) If the Director of Student Administration receives from the student written notice of withdrawal of enrolment -
- (i) more than 4 weeks before the start of the semester or trimester, the student shall be entitled to a refund of 90% of the fee applicable to that semester or trimester and a full refund of fees paid in advance in respect of a following semester or trimester;
  - (ii) on or before the last day of the fifth week of the semester or trimester, the student shall be entitled to a refund of 50% of the fee applicable to that semester or trimester and a full refund of fees paid in advance in respect of a following semester or trimester.

<b>PART 4: ADMINISTRATIVE CHARGES (to be paid before the necessary action can be processed)</b>	
	\$
Application for deferment	100
Late application for admission	60
Late application for re-admission:	
(i) after due date but more than three (3) weeks before the start of relevant term	20
(ii) three (3) weeks or less before the start of the relevant term	75
Late application for course transfer	25
Late re-enrolment for a semester based course, where the Annual Re-enrolment form is received:	
(i) after the due date and on or before 31st January	20
(ii) after 31st January but before the end of Week 4 of semester	50
Late re-enrolment for a trimester based course, where the Trimester Re-enrolment form is received:	
(i) after the due date but on or before the first day of trimester	20
(ii) after the first day of trimester but before the census date	50
Processing late direct full-time Category B applications for admission	25
Addition or substitution of a unit after the end of the second week of lectures	10

Late amendment to enrolment after the issue of HECS Notice	50
Transcript of Academic Record	5
Certificate of Enrolment	5
Duplicate Testamur	30
Replacement Student ID Card	10
Statement of charges paid or HECS liability	5
Duplicate Statement of Results	2
Reinstatement after cancellation	20
Examinations requiring special arrangements (per paper)*:	
(i) SCU Campus	50
(ii) elsewhere within Australia	100
(iii) elsewhere outside Australia	200
For each challenge examination undertaken in accordance with MBA Rule 5.1A, GradDipMangt Rule 5.1A and GradCertMangt Rule 5.2	125

*\* Fee does not apply where special examination arrangements are required to cater for candidates with a physical disability or as a result of illness or other special circumstances acceptable to the Director, Student Administration.*

## ASSESSMENT

### 1. Assessment and Examination - Rules

#### Part 1 - General

##### 1. Definitions

In these Rules, unless the context otherwise indicates or requires:

- (a) "assessment" means the process by which student academic progress is monitored and judged;
- (b) "unit" means a discrete component of a course identified by a title and a code number;
- (c) "assessment tasks" mean all the items of assessment, for example, tests, examinations, assignments, practicals, clinicals, orals and any other performances required as part of the assessment;
- (d) "examination" means the formally supervised examination held in the University's end of semester or trimester examination periods;
- (e) "special consideration" means the grounds on which a student may request consideration for extension or variation of deadlines for assessment tasks, for a special examination, or for



consideration related to a completed assessment task;

- (f) "special examination" means an examination offered in lieu of the examination as defined in Rule 1(d), offered at a different time;
- (g) "unit assessor" means the academic staff member, designated by the Head of the relevant School, responsible for ensuring that the assessment process for a unit is implemented and completed; as used throughout, the term "unit assessor" includes any academic staff member delegated by the unit assessor to act on behalf of the unit assessor;
- (h) "the Head" means the Head of the relevant School or an academic staff member designated by the Head to act on behalf of the Head;
- (i) "registered health practitioner" means a health practitioner registered as a provider by Medicare or a private health fund, together with such other health practitioners as the University may determine from time to time;
- (j) "the Director of Student Administration" means the person occupying that position or a staff member designated by the Director to act on behalf of the Director.

#### 1A. Transitional Provision

In these Rules:

- (a) all references to "Head of School" should be read additionally as references to "Director of College";
- (b) all references to "School Board" should be read additionally as references to "College Board".

#### 2. Assessment Information for Students in Unit statements

- (a) The unit assessor during the first two teaching weeks of each semester or trimester shall make available to all students enrolled in that unit and shall lodge with the Learning and Information Centre a unit statement which shall contain details of the aims, objectives, syllabus, prescribed texts and

materials, recommended reference material, student assessment requirements and the intended distribution of student load.

- (b) The unit statement shall normally include at least the following information about student assessment:
  - (i) a description of each assessment task, including information such as length and format;
  - (ii) the relation of each assessment task to the unit objectives;
  - (iii) the weighting of each assessment task towards the final grade;
  - (iv) whether a pass in the unit requires an overall mark of 50 per cent, or whether there are components of the assessment which must be completed at a specified level for the unit to be completed satisfactorily;
  - (v) whether contributions to tutorial or seminar discussions will be taken into account and, if so, how such contributions will be assessed;
  - (vi) identification of any assessment task which must be completed to pass the unit but which does not count towards the final grade;
  - (vii) in units where assessment tasks and requirements are negotiable between lecturers and students, the processes and timelines for the completion of negotiations;
  - (viii) due dates for submission or completion of each assessment task and penalties which may be applied for late submission;
  - (ix) the mode of grading;
  - (x) a statement concerning the time-lines for the return of marked assignments.

#### 3. Amendments to Assessment Requirements

Any amendment to the assessment requirements presented to students in a unit statement shall be announced in class sessions, displayed on noticeboards designated by the relevant School and sent in writing to external students. Unless the Head of the School responsible for the unit

approves otherwise, no such amendments, other than an extension of the due date of an assessment task, shall be made or notified after the conclusion of the sixth teaching week of the semester or trimester.

#### **4. Assessment Provision for Students with Disabilities**

This Rule applies to students with permanent or temporary disabilities. It refers to the conditions under which assessment tasks may be taken or completed to accommodate the disability. Such variations may include, for example, the method of completing assignments or recording answers, a lengthening of the time taken over a test or examination, the venue for tests or an examination, the provision of sound amplification or of large print for test or examination papers, and the provision of particular furniture requirements. The Rule does not deal with the variation of assessment deadlines - see Rule 4(e).

- (a) Procedures to be followed in the case of a student with a permanent disability shall be those in the University's "Policy on Academic Support for Students with Disabilities". Once a determination is made concerning support for a student with a permanent disability, that support shall be available throughout the period of enrolment of the student - see also Rules 4(e) and (f).
- (b) In the case of a student claiming a temporary disability, a written application for variation, together with appropriate supporting documentation shall be made by the student at least ten days before the date set for the completion of the assessment task to the Head of the School responsible for the unit in which the candidate is enrolled. In exceptional circumstances the Head of School may accept an application made less than ten days before the date set for the completion of the assessment task.
- (c) The Head of School, in consultation with the relevant unit assessor, shall make a judgment about the temporary disability and consider the application on the basis of the manner and extent to

which the student's disability militates against the student being able to undertake assessment tasks in the manner intended in the unit statements.

- (d) The Head of School, having considered such application, shall notify as appropriate the student, the unit assessors and the Examinations Officer of the decision reached and the arrangements which must be made to accommodate the student.
- (e) With the exception of students identified in Rule 4(f), where a temporary or permanent disability prevents a student from meeting any assessment deadline, the normal policy in relation to applications for special consideration shall apply - see Rules 5 and 6.
- (f) Where a student has an identified permanent disability which may occasionally require variation of an assessment deadline, the student may make an application in writing to the unit assessor or Head of School, as appropriate, for such a variation without the need for a certificate from a health practitioner.

#### **5. Grounds for Special Consideration**

It is expected that students will complete all assessment tasks and meet assessment deadlines. Requests for special consideration may be considered in exceptional circumstances. This Rule describes the grounds for special consideration. Rule 6 defines the various types of special consideration for which a student may apply.

- (a) Requests for special consideration shall only be considered on the following grounds: health, compassionate circumstances, serious unforeseen personal events, selection in State, national or international sporting or cultural events.
- (b) For consideration on health grounds, the following information in relation to a student's condition shall be required from a registered health care practitioner: (i) the date or dates on which the student was examined; and

- (ii) a specific statement of the practitioner's opinion of the effect of the complaint or treatment on the student's ability to complete the assessment task. Requests which do not contain this information will not be considered. The unit assessor, or Head of School, as appropriate under Rule 6, may, with written permission by the student, seek further clarification from the relevant registered health practitioner concerning the extent to which a complaint or treatment may affect the student's ability to complete the assessment task.
- (c) For consideration on grounds of compassionate circumstances or serious unforeseen personal events, a student shall provide factual details of the circumstances or events, together with such corroborative evidence as may support the student's application. In this context "serious unforeseen personal events" refer normally to events which are outside the student's control to prevent or overcome, and not to events which are part of the ordinary risks to academic studies, such as the inability to cope with studies or to adjust to university life, the demands of employment, interpersonal problems or the need for financial support. Where a student requests special consideration on grounds such as those described as ordinary risks, the onus is on the student to provide convincing evidence that such grounds constitute either compassionate circumstances or serious unforeseen personal events.
- (d) For consideration on grounds of selection in State, national or international sporting or cultural events, a student shall require a statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University's timetable.
- (e) Misreading the deadline for any assessment task is not a ground for special consideration.

## 6. Types of Special Consideration

- (a) Variation of the Deadline for an Assessment Task, Other Than an Examination
  - (i) Requests for this type of special consideration shall comply with the conditions and requirements as set out in Rule 5 and shall be submitted on the University's prescribed form of application.
  - (ii) Requests shall be submitted to the unit assessor as soon as possible before the due date of the submission of the assessment task.
  - (iii) Requests to bring forward the deadline for an assessment task, other than an examination, shall be submitted to the unit assessor in sufficient time for alternative arrangements to be made.
  - (iv) Requests for the variation of the deadline for an assessment task, other than an examination, on the grounds of selection in State, national or international sporting or cultural events shall be submitted to the unit assessor at least one month in advance of the starting date of the activity.
  - (v) With respect to Rules 6(a)(ii), (iii) and (iv), the Head of the School responsible for the unit may approve a later date for submission of a request if exceptional circumstances can be demonstrated by a student.
  - (vi) The unit assessor, on the evidence available and after consultation with other academic staff responsible for student assessment in the task in question, shall determine whether or not to grant a variation and advise the student accordingly within seven days of receipt of the student's completed application form. If a variation is not granted, the student shall be informed in writing of the reasons. If a variation is granted, the student shall be informed in writing of the new deadline for the assessment task.
  - (vii) With respect to Rule 6(a)(vi), the

Head of the School responsible for the unit may approve a later date for response to the student if exceptional circumstances for delay can be demonstrated by the unit assessor.

(viii) Where extensions have been granted beyond the due date of the finalisation of grades for the semester, or trimester, the student shall receive an interim notation of Incomplete. All interim Incomplete notations shall be converted to a grade by the end of the second week of the following semester or trimester unless a further extension is approved by the Head of the School responsible for the unit. If a further extension is granted the Incomplete notation shall be converted to a grade by the due date for the finalisation of grades for the semester or trimester immediately following that in which the Incomplete was first recorded. If the Incomplete is not converted at that time, a Fail shall be recorded.

(b) Special Examination in Lieu of the End of Semester or Trimester Examination

- (i) Requests for this type of special consideration shall comply with the conditions and requirements as set out in Rule 5 and shall be submitted on the University's prescribed form of application.
- (ii) Requests shall be submitted to the Head of the School responsible for the unit.
- (iii) The timing of the submission of requests shall be as follows:
  - on grounds of health, compassionate circumstances or serious unforeseen personal events, as soon as possible before the due date of the examination;
  - on grounds of event conflict resulting from selection in State, national or international sporting or cultural events, at least one month in advance of the starting date of the activity;

- the Head of School may approve a later date for submission of a request if exceptional circumstances can be demonstrated by the student.

- (iv) The Head of School, after consultation with the relevant unit assessor, shall make a determination and advise the unit assessor and the Examinations Officer of the outcome.
  - (v) Where a student has been granted a special examination, a notation of Special Examination shall be used. Where a student has been granted a special examination and has also to complete other assessment tasks, the Special Examination grade shall be used.
- (c) Consideration in Relation to a Completed Assessment Task
- (i) Requests for this type of special consideration shall comply with the conditions and requirements as set out in Rule 5 and shall be submitted on the University's prescribed form of application.
  - (ii) Requests shall be submitted to the unit assessor no later than two working days after completion of the assessment task.
  - (iii) The Head of the School responsible for the unit may approve a later date for submission of an application if exceptional circumstances can be demonstrated by the student.
  - (iv) The unit assessor shall retain all applications until the time of the determination of final grades for the unit. At that time, the unit assessor, taking into account the student's application, and, after consultation with any other staff member responsible for the assessment task related to the application, shall decide the student's final grade. The unit assessor shall keep all applications until the end of the following semester.

**7. Examination and Special Examination**

### **Periods**

- (a) Examination periods shall be those periods as determined by the Academic Board and approved by Council during which the end of semester or trimester examinations shall be held.
- (b) Special examinations shall be held no later than the third teaching week of the following semester or trimester, unless determined otherwise by the Head of the School responsible for the unit.

### **8. Conduct of Examinations**

#### **(a) Examinations Timetables**

Timetables for examinations shall be prepared and posted on the appropriate notice boards, or due notice of examinations shall be given to students by other means as determined by the University. Such notice shall be given not less than two weeks prior to the commencement of the examination.

#### **(b) Entry to Examination Room**

A person other than a student, a supervisor, a unit assessor or other authorised person may not, except with the permission of a supervisor, enter or remain in an examination room during an examination session.

#### **(c) Time for Entry or Departure**

- (i) A student may not enter an examination room before being given permission to do so by a supervisor, or thirty minutes after the commencement of the writing time for the examination.
- (ii) No student may leave the examination room before the expiry of thirty minutes from the commencement of writing time or after the ten (10) minute warning given by a supervisor before the end of the examination.

#### **(d) Conditions of Entry**

A person, whether a student or not, who is given permission to enter or leave an examination room shall comply with all conditions on which the permission is given.

#### **(e) Unauthorised Material Not to Be Brought into Examination Room**

- (i) A student shall not, except with the explicit permission of the unit examiner, bring into an examination room anything whatsoever which conveys or is capable of conveying information concerning or otherwise has reference to any unit, or is such that it may reasonably give rise to suspicion that it is capable of

conveying information concerning or of having reference to any unit or that it was intended by the student so to do. It is immaterial that the subject matter of the material is not one to which the examination relates.

- (ii) It shall be sufficient answer to any alleged breach of this Rule if the student establishes that anything brought into an examination room was brought in with the permission of the supervisor, or, forthwith upon entering the room, deposited with a supervisor or at a place designated for the deposit of such things.

(f) Answers to Be in English

Unless otherwise directed, all answer sheets, worked scripts or other papers used in an examination shall be in English. A student whose first language is not English, with the written approval of the Head of the School responsible for the unit, may use a standard translation dictionary. The written approval and the dictionary must be shown to the supervisor prior to commencement of the examination.

(g) Student Not to Communicate with Others

Except with the approval of the supervisor, a student shall not during an examination session communicate by word or otherwise with any other person except a supervisor, the unit assessor or other person authorised by the Head of School responsible for the unit, or assist any other person to communicate with another person, or willingly receive a communication from any person other than a supervisor, the unit assessor or the Head of School responsible for the unit.

(h) Cheating

- (i) A student shall not cheat or attempt to cheat in an examination.
- (ii) A person, whether a student or not, shall not do anything intended to assist any other person sitting for an examination to cheat or

otherwise defeat the purposes of the examination.

- (iii) A supervisor who suspects a student of cheating or acting dishonestly or unfairly, or of assisting another student to cheat or act dishonestly or unfairly, in connection with an examination, may require the student to surrender any book, paper or other material which the supervisor suspects has been or is being used by the student for such purpose and the student shall comply with any such requirement of the supervisor.

- (iv) After surrender of any book, paper or other material in accordance with Rule 8(h)(iii), the student may be permitted to continue the examination.

- (v) A supervisor who suspects a student of a breach of Rule 8(h)(i) and/or Rule 8(h)(ii) shall, as soon as practicable, submit a written report of the circumstances of the alleged breach, together with any book, paper or other material surrendered in accordance with Rule 8(h)(iii), to the Director of Student Administration who shall either:

- in the case of a student of the University, advise the Head of the School responsible for the unit who shall deal with the matter in accordance with the Student Discipline Rules; or
- in the case of other students, determine the action to be taken.

(i) Identification

A student shall bring to the examination room such means of identification as are prescribed in that person's case and shall produce or keep displayed such means of identification in accordance with any directions given by notice displayed in the examination room, by directions on an examination book or given by a supervisor, or otherwise.

(j) Places

- (i) A student for an examination shall,

- upon entering an examination room, proceed without delay to the place the student is directed to occupy for that examination by a supervisor or by notice or other means, and shall not leave that place except with the permission or by the direction of a supervisor.
- (ii) A supervisor may at any time direct a student to leave any such place and to occupy another place specified by the supervisor, and a student shall without delay comply with any such direction.
- (k) Students to Comply with Directions
- (i) A student shall comply with all directions to students set forth on a writing book or other examination material supplied or set out on any notice displayed in the examination room, and shall without delay comply with directions given by a supervisor.
- (ii) A supervisor need not give a student a reason for any direction or requirements given or made to the student.
- (l) Students Not to Remove Papers
- A student shall not remove from the examination room any worked script or paper provided for use during the course of the examination, or other material the property of the University unless permitted by the supervisor to remove it.
- (m) Supervisor's Power of Enquiry
- (i) A supervisor may:
- require any person present in the examination room to show by such means as the supervisor may specify and as are appropriate to the circumstances, that the person is not in possession of any unauthorised material as specified in Rule 8(e) or that the person is not committing or attempting to commit or has not committed a breach of any other Rule relating to the conduct of examinations;
  - if the supervisor considers that unauthorised material has been brought into the examination room, confiscate such material and submit it with a report to the Director of Student Administration;
  - ask any person in the examination room any question relating to the conduct of the examination or to that person's behaviour while in the examination room.
- (ii) A person present in the examination room shall comply with any such requirements or answer any question so asked. If the person fails so to do, the supervisor may require the person to leave the examination room.
- (n) Further Powers of Supervisors
- (i) If, in the opinion of a supervisor, a student's behaviour is such as to disturb or distract any other student, the supervisor may require the person to leave the examination room.
- (ii) A supervisor shall have and may exercise all such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination.
- (o) Consequence of Failure to Leave if Required
- If a person who is required by a supervisor to leave the examination room fails to do so forthwith, the permission given to be on the premises of which the examination room forms part shall be deemed to be withdrawn and the person may be dealt with accordingly.
- (p) Breach of Rules
- A student who commits a breach of any Rule contained in this part shall, if a student of the University, be guilty of misconduct for the purposes of the Student Discipline Rules and shall be liable accordingly. If not a student of the University, the examination result may be cancelled by the Chair of the Academic Board after such enquiry as the Chair deems appropriate to the case. Nothing in these Rules, nor any action

taken under them, shall deprive the University of any other remedy or right it may have in the circumstances or prevent the University from taking any other action.

## 9. Grading Categories

The assessment mode for a unit may be either norm-referenced, ungraded or criterion referenced, as specified in the unit statement.

### (a) Norm-Referenced Units

The assessment of a student who satisfactorily completes a unit shall be graded: High Distinction, Distinction, Credit, Pass or Terminating Pass. A student failing to satisfactorily complete a unit shall be graded: Fail, Incomplete, Special Examination or Not Available.

### (b) Ungraded Units

The assessment of a student who satisfactorily completes a unit shall be graded: Satisfied Requirements. A student failing to satisfactorily complete a unit shall be graded: Fail, Incomplete, Special Examination or Not Available.

### (c) Criterion-Referenced Units

The assessment of a student who satisfactorily completes a unit shall be graded: Exceptional, Highly Commendable, Commendable or Satisfactory. A student failing to satisfactorily complete a unit shall be graded: Unsatisfactory, Incomplete, Special Examination or Not Available. For the purposes of the Exclusion Rules, a criterion-referenced grade of Unsatisfactory shall be regarded as a Fail.

### (d) Honours Units

The assessment grades applicable to Honours shall be:

- (i) where the Honours Course comprises one unit only: Class I, Class II - Division 1, Class II - Division 2, Class III, Incomplete, Continuing Unit or Fail;
- (ii) where the Honours Course comprises more than one unit: High Distinction, Distinction,

Credit, Pass or Terminating Pass.

A student failing to complete a unit shall be graded Fail, Incomplete or Not Available.

### (f) Thesis/Project Units

Students should be assessed Continuing Unit at the end of each semester, or trimester, until such time as the unit is successfully completed. A Thesis Submitted notation shall be given when the student has submitted a thesis for assessment. Upon completion of the assessment process, an appropriate grade will be entered on the student's record.

### (g) Year-Long Units

The assessment grades applicable in the first semester for year-long units shall be: Year-Long, Incomplete, Special Examination or Fail. The assessment grades applicable to year-long units in the Spring Semester shall be those described in Rules 9(a), (b) or (c), as appropriate.

## 10. Use of Terminating Pass, Incomplete and Not Available Grades

- (a) Terminating Pass may be used where a unit assessor judges that a student fulfils the requirements of a unit but is not capable of progressing further in units for which that unit is a pre-requisite.
- (b) Incomplete may be used:
  - (i) as stated under Rule 6(a)(viii);
  - (ii) where a student's final grade, submitted by the unit assessor, was questioned at the School Board's review of assessment and the required clarification was not available by the time of issuing of results.
- (c) Not Available may be used either where a student has completed a practicum but the report has not been returned to the unit assessor from the school, hospital or supervisor, or where the student has submitted or completed all assessment tasks but a grade has not been determined in time for the submission of final assessment results. Grades for



students awarded Not Available should be provided by the end of the second week of the following semester or trimester. If the grade of Not Available is re-awarded, then an explanation should be forwarded to the Chair of the School Board.

#### 11. Norm-Referenced Grades - Percentages and Distribution

- (a) The following scale of equivalence of grades to percentage marks shall apply:

High Distinction	85 and above
Distinction	75-84
Credit	65-74
Pass	50-64
Fail	Below 50

- (b) In implementing Rule 11(a), the following frequency distribution of norm-referenced assessment grades shall be regarded as a guideline in units where there is an enrolment of thirty or more students:

High Distinction	0 - 3%
Distinction	0 - 12%
Credit	10 - 35%
Pass	40 - 80%
Fail	0 - 15%

In such units, any significant variation from the above distribution shall require justification to the satisfaction of the School Board responsible for the unit.

- (c) In units with enrolments under thirty students, the frequency distribution presented above need not apply, but academic staff may be required to justify their distribution of grades to the satisfaction of the School Board responsible for the unit.

#### 12. Processing of Assessment Schedules for Final Assessment Grades

- (a) By the first day of each semester or trimester, the Head of the School responsible for the unit shall supply to the Director of Student Administration a schedule of units for which a result is to be submitted, together with the names of the unit assessors.
- (b) As soon as possible after the final date for withdrawal without fail, the Director of Student Administration shall supply to each unit assessor a computer printout of students' names for whom a final assessment grade is required in each unit.
- (c) Recommended final assessment grades shall be entered on the computer list referred to in (b) and submitted direct by each unit assessor to the Director of Student Administration. Assessment schedules are to be sealed in an envelope, except when they are handed in personally.
- (d) Following receipt of recommended final assessment grades by the Director of Student Administration, all assessments shall be entered into the computer and unit lists showing each student's grade shall be printed. These unit lists will be distributed to unit assessors before the School Board meetings. Unit assessors shall check that the grades shown are correct. Any incorrect grades shall be corrected at the School Board meeting.
- (e) The School Board shall consider the grades recommended for each student and shall determine the final grade in each unit, provided always that:
- the School Board, before determining such final grades, may refer for advice the recommended grades to a meeting of such assessors as the Board may determine;
  - the School Board may determine a grade different from that recommended by a unit assessor after advice to that unit assessor of the intended variation and after

- consideration of any matters which that unit assessor may wish to place before the Board;
- (iii) with the approval of the School Board, the Head of School may confirm grades executively.
  - (f) A grade determined by the School Board may be altered by the Head of School after consultation with the unit assessor concerned:
    - (i) to correct a patent error; or
    - (ii) to make a grade accord with the grade which the Head of School and unit assessor are satisfied would have been confirmed or made by the School Board if it had considered relevant circumstances which were not considered by it;
    - (iii) any such variation shall be notified to the Director of Student Administration for forwarding to the student and such variation shall be reported with reasons to the School Board for noting at its next meeting.
  - (g) The Head of School shall certify to the Director of Student Administration:
    - (i) the final grades in respect of each student after all authorities have carried out and exercised any power given to them under these Rules;
    - (ii) the names of any students who have qualified for honours and the class of honours for which they have qualified.
  - (h) After certification of final grades, the grades shall be released to the student by the Director of Student Administration in a form and at a time determined by the Director of Student Administration.

**13. Student Query of Assessment Results Other than Final Assessment Grades**

- (a) Where a student considers that the assessed work for an individual assessment task has been unfairly or inappropriately assessed, the student or nominee shall follow the process below, taking step (i) or (ii) normally within

five working days of notification of the results:

- (i) contact the original marker to discuss the matter;
- (ii) if dissatisfied with the result of the discussion, contact the unit assessor to discuss the matter (note: the student or nominee may start at step (ii), in which case the unit assessor shall seek the views of the original marker);
- (iii) if dissatisfied with the result of the discussion in (ii) above, contact the Course Co-ordinator for further discussion;
- (iv) if dissatisfied with the result of the discussion in (iii) above, query the final assessment under Rule 14.

**14. Query of Final Assessment Grade**

- (a) A student may query the grade awarded for any unit. A query of an assessment grade shall be made in writing to the Head of the School responsible for the unit within 14 days of the date of formal notification of the grade to the student. If, as a result of such query it is deemed appropriate to vary the grade, the Head of School may make such variation in accordance with Rule 12(f).
- (b) The Head of School shall formally notify the student in writing of the outcome of the query of an assessment grade.

**15. Appeal against Final Assessment Grade**

- (a) A student who is not satisfied with the determination of the Head of School, may appeal to the Academic Board on one or more of the following grounds:
  - (i) improper action in the conduct of an assessment task;
  - (ii) irregularity in the conduct of an assessment task;
  - (iii) negligence on the part of any person involved in the conduct of the assessment task;
  - (iv) unlawful discrimination against the student;
  - (v) prejudice or bias on the part of the assessor or any other person involved in determining the grade to be awarded;

- (vi) the assessment process as detailed in the unit statement, and any subsequent amendment made in accordance with Rule 3, not being followed;
- (vii) where additional evidence for special consideration can be provided, or where procedures for consideration of an application for special consideration were not properly followed.
- (b) An appeal made under this Rule shall be lodged with the Secretary, Academic Board Appeals Committee within fourteen days of the date of formal notification of the Head of School's determination provided in Rule 14.
- (c) An appeal cannot be made on the basis of the absence of one or more items specified in Rule 2(b) from a unit statement.

#### 16. Additional Detail on Student Performance

- (a) After the final grades in a unit have been released, a student may request the unit assessor to provide more detail concerning the student's performance. Any such request made within six months of the release of the relevant grade shall be complied with by the relevant unit assessor.
- (b) After a period of six months following the release of the final grades in a unit, any piece of work related to assessment tasks for that unit, including examination scripts, which have not previously been returned to students may be destroyed and details on performance need not be provided.

#### 17. Plagiarism

- (a) Definition
 

Plagiarism is the act of taking and using another's work as one's own. For the purpose of this Rule, any of the following acts constitute plagiarism unless the work is acknowledged:

  - (i) copying the work of another student;
  - (ii) directly copying any part of another's work;

- (iii) summarising the work of another;
- (iv) using or developing an idea or thesis derived from another person's work;
- (v) using experimental results obtained by another.

Any person who knowingly or negligently aids another person to commit an act of plagiarism as defined in Rule 17(a)(i)-(v) shall be dealt with under the Rule as if they themselves had committed the act of plagiarism. Plagiarism does not include poor referencing or poor presentation of cited material.

#### (b) Penalties

For an act of plagiarism, any one or more of the following penalties may be imposed:

- (i) a mark of zero for the item of assessment in which the plagiarism occurred;
- (ii) failure or cancellation or refusal of credit for the unit in which the plagiarism occurred;
- (iii) suspension from the University for a specified period;
- (iv) expulsion from the University.

#### (c) Re-enrolment of Expelled Students

A student who is expelled from the University shall not be re-enrolled except with the permission of the University Council.

#### (d) Powers of Head of Schools

In all cases where a member of academic staff is satisfied that plagiarism has occurred, the matter shall be reported to the Head of the School responsible for the unit in which the student is enrolled. The Head of School shall investigate the alleged offence and if satisfied that plagiarism has occurred may:

- (i) in the case of a minor offence, take action under Rule 17(b)(i) or (ii); or
- (ii) in the case of a serious offence, refer the matter to the Pro Vice-Chancellor.

#### (e) Report to the Executive Director of Administration

Any action taken under Rule 17(d) shall be reported as soon as practicable to the Executive Director of Administration. The Pro Vice-Chancellor may thereupon review the matter and, in particular, may:

- (i) affirm or annul the action taken; or
- (ii) refer the matter to the panel provided for in Rule 17(g).

(f) Powers of the Pro Vice-Chancellor

The Pro Vice-Chancellor shall investigate all alleged acts of plagiarism referred to him or her. Where the Pro Vice-Chancellor is satisfied that an act of plagiarism has occurred, the Pro Vice-Chancellor may:

- (i) impose one or more of the penalties prescribed under Rule 17(b)(i)-(iii), provided that any suspension ordered under Rule 17(b)(iii) shall be for a period not exceeding one week; or
- (ii) recommend to the University Council that the student be expelled from the University.

(g) Delegation of Powers

The Pro Vice-Chancellor may delegate the powers granted under Rule 17(f) to a panel of three consisting of the Executive Director of Administration (who shall act as a convener) and two Heads of School, one of whom shall be the Head of the School responsible for the unit or units in which the student who is the subject of investigation is enrolled.

(h) Appeal

An appeal against a penalty imposed:

- under Rule 17(d)(i) may be made to the Pro Vice-Chancellor;
- by the panel authorised by Rule 17(g) may be made to the Pro Vice-Chancellor;
- by the Pro Vice-Chancellor may be made to the Disciplinary Committee constituted under the Student Discipline Rules.

An appeal must be lodged with the Executive Director of Administration, in writing, within 14 days after the decision appealed against has been

notified to the student and, if not so exercised within that period, the right of appeal shall lapse.

## **18. Cancellation or Postponement of Assessment Tasks**

If the Chair of the Academic Board is satisfied that by reason of exceptional circumstances it is necessary to cancel or postpone an assessment task of which notice has been duly given to students enrolled for the unit, the Chair of the Academic Board may cancel or postpone that assessment task and, in that event, may give such directions as the Chair considers necessary or desirable as a consequence of the cancellation or postponement.

## **2. Appeals to Academic Board - Rules**

### **1A. Transitional Provision**

In these Rules:

- (a) all references to "Head of School" should be read additionally as references to "Director of College";
- (b) all references to "School Board" should be read additionally as references to "College Board".

### **1. Academic Board Appeals Committee**

There shall be an Academic Board Appeals Committee to consider appeals against a decision of a Head of School, as provided for in the Rules.

### **2. Membership**

The membership of the Appeals Committee shall be as determined by the Academic Board.

### **3. Powers**

The Appeals Committee constituted under these Rules shall be authorised to exercise all relevant powers of the Academic Board with respect to matters within its jurisdiction.

### **4. Form of Appeal**

An appeal to the Academic Board shall be made in writing and submitted to the Secretary, Academic Board Appeals Committee by the prescribed date where such date is prescribed by rule. Subject to the Chair of the Academic Board Appeals

Committee's discretion, a late appeal shall not be accepted.

**5. Procedure**

The procedures to be observed in the hearing of appeals shall be determined by the Appeals Committee.

**6. Decision Final**

A decision of the Appeals Committee shall be final.

**3. Theses and Dissertations - Rules**

1. Definitions: In these Rules, unless the context otherwise indicates or requires:

"Research Masters" means a Masters by Research (the percentage of research being determined from time to time by the Graduate Research Board).

"Thesis" means thesis or dissertation and includes other material submitted for examination in association with the thesis or dissertation but does not include a project report.

**1A. Transitional Provision**

In these Rules:

- (1) all references to "Head of School" should be read additionally as references to "Director of College";
  - (2) all references to "School Board" should be read additionally as references to "College Board".
2. Subject to any decision of the School Board concerned, a thesis or other material required of a candidate for a bachelors degree in an area for which that School is responsible must be submitted at such time and in such form as the Head of School concerned may prescribe.
3. (1) Subject to any decision of the Academic Board in the case of the degrees of Doctor of Philosophy and Research Masters, or of the School Board concerned in the case of any other higher degree, a candidate for a higher degree may submit a thesis or other material required at any time during the year.
- (2) Subject to any rule relating to a particular degree, a candidate for a masters degree must consult the relevant Head of School and School Director of Postgraduate and Research Studies of the area for which that School is

responsible as to the choice of the subject of the thesis or other work required, and must obtain the approval of the Graduate Research Board at least six months before submitting the thesis.

4. (1) Subject to this Rule, a candidate for a higher degree who presents an unpublished thesis, report, or similar composition, must lodge with the Executive Director of Administration four copies of the material presented. So far as practicable, the format, binding, and other materials of a like nature of the material lodged must comply with the directions issued by the University from time to time for the guidance of candidates for Research Awards.
  - (2) A candidate who, pursuant to sub-rule (1), in the first instance presents material the binding of which is in temporary form, must prior to award of the degree, cause the material to be bound in permanent form and lettered in such manner as the University may prescribe.
  - (3) The candidate shall make an abstract of the material. The abstract must not exceed 700 words in length and must be arranged under appropriate headings. A copy of such abstract must be bound at the beginning of each copy of the material.
5. (1) A candidate permitted to undertake one of the alternatives listed below in relation to a thesis must complete the action within the period specified:
- (a) revise and resubmit - 18 months;
  - (b) respond to adverse criticism by an examiner - 12 weeks;
  - (c) correct textual errors - 6 weeks.
- (2) In exceptional circumstances, the period for completion of action may be extended by:
- (a) the Postgraduate Research Committee, if the candidate is enrolled for the degrees of Doctor of Philosophy or Research Masters; or
  - (b) the Head of School responsible for the supervision of the candidate, if the candidate is enrolled for any other award.
6. After examination of the thesis or other

material is completed, the four copies shall be dealt with as follows:

- (a) one copy shall be returned to the candidate within three months of the completion of the examination;
  - (b) one copy shall be placed in the Library and shall remain the property of the University; and
  - (c) two copies shall be at the disposition of the Head of the School responsible for the supervision of the candidate and shall remain the property of the University, provided that one such copy shall be offered to the candidate's supervisor and, if accepted, shall become the property of the supervisor.
7. (1) Subject to the provisions of the Copyright Act 1968, as amended, copies of theses lodged in the University Library shall be available immediately for consultation or photocopying for the purposes of research or study unless:
- (a) the author has required that the thesis be restricted to staff and students of this University for three years after the degree has been awarded; or
  - (b) at the request of the author and after due consideration and consultation, the Academic Board has directed that such restrictions as the Board may determine shall be placed on the availability of the thesis.
- (2) The Library may supply a photocopy of such a thesis, upon request, to an individual for research or study, or to a library (including a library of a commercial organisation), in any case in which it would have been permissible under sub-rule (1) for that individual or library to photocopy it.
8. The University shall have the right to publish any thesis or dissertation (in whole or in part) which has been accepted by the University in partial fulfilment of the requirements of any award of the University, if that thesis or dissertation has not otherwise been published after a period of ten years from the granting of the award for which it was submitted.

## STUDENT DISCIPLINE

### 1. *Student Discipline - Rules\**

*\* Currently under review.*

1. These Rules are made in accordance with the powers granted by, and are to be read in conjunction with, By-law No. 12.

#### 1A. Transitional Provision

In these Rules:

- (a) all references to "Head of School" should be read additionally as references to "Director of College";
- (b) all references to "School Board" should be read additionally as references to "College Board".

#### 1B. In these Rules "Head of School" means:

- (a) for a candidate enrolled for a unit or units the Head of School responsible for that unit or units;
- (b) for a candidate enrolled for a masters or doctoral degree the Head of School responsible for the supervision of that candidate.

### 2. Simple Breach of Discipline

Where it appears to an officer of the University empowered to take action under these Rules that in the circumstances the misconduct with which a student is charged is not so serious as to warrant its reference to the Disciplinary Committee, the officer may treat it as a simple breach of discipline, and may thereupon exercise the powers conferred by Rules 3 to 8 inclusive of these Rules.

### 3. Powers of Teaching Staff

Action may be taken under clause 3(1) sections (b), (c) and (h) of By-law No. 12, by a member of the teaching staff in relation to the staff member's own teaching activities, provided that any suspension imposed shall be for a period of no longer than one day.

### 4. Report to Head of School

Any action taken under Rule 3 above shall be reported to the Head of the School who may:

- (a) affirm or annul the suspension; or
- (b) impose a fine not exceeding \$50; or
- (c) take other action in exercise of the powers conferred by these Rules.

### 5. Powers of Heads of Schools

A Head of a School in respect to the teaching and other activities and examinations conducted by or the facilities of the School and the Librarian in respect of the library facilities of the University may impose a fine not exceeding \$50 or take action under clause 3(1) sections (a), (b), (c), (d), (g), and (h), of By-law No. 12, provided that any suspension imposed shall be for a specified period not exceeding one week.

**6. Report to Executive Director of Administration**

Any action taken under Rule 5 above shall be reported as soon as practicable to the Executive Director of Administration. The Pro Vice-Chancellor may thereupon review the matter, and in particular may:

- (a) affirm or annul the action taken;
- (b) decrease a fine, or increase it to a sum not exceeding \$50; or
- (c) refer the matter to the Disciplinary Committee.

**7. Powers of Executive Director of Administration**

A fine not exceeding \$50 may be imposed or action taken under clause 3(1) sections (a), (g), and (h) of By-law No. 12 by the Executive Director of Administration provided that any suspension order under section (g) shall be for a specific period not exceeding one week.

The Pro Vice-Chancellor may review any fine imposed or action taken under this Rule and in particular may:

- (a) affirm or annul the action taken;
- (b) decrease a fine, or increase it to a sum not exceeding \$50; or
- (c) refer the matter to the Disciplinary Committee.

Any suspension of a student during the currency of an examination shall be reported forthwith to the Executive Director of Administration who may impose a fine or take action in exercise of the powers conferred by these Rules or By-law No. 12 or initiate the convening of the Disciplinary Committee.

**8. Powers of Pro Vice-Chancellor**

A fine not exceeding \$100 may be imposed or action taken under clause 3(1) sections (a) to (i) inclusive of By-law No. 12 provided that

any suspension ordered under sections (b), (c), (d) and (g) shall be for a specific period not exceeding one week.

**9. Summary Fines**

For a breach of any By-law or Rule which does not amount to misconduct or which an officer of the University is authorised by By-law or Rule to treat as not amounting to misconduct, an officer of the University empowered to impose a fine may notify a student in writing, either by delivering it personally to the student or by sending it by ordinary post to the student's last known address, that a fine not exceeding \$50 will be imposed unless the student by a date being not less than fourteen days subsequent to the issue of the notice shows cause why such fine should not be imposed. If the student fails to show cause satisfactory to the officer concerned within that period, the fine shall automatically be imposed and payable in terms of the notice issued to the student. A student fined under the provisions of this Rule may appeal to the Disciplinary Committee which may affirm or annul or reduce or increase up to \$50 the fine imposed.

**10. Reference to the Disciplinary Committee**

An authority empowered to impose a fine or to take any action under By-law No. 12 or these Rules may, instead of or in addition to exercising such power other than imposition of a fine, report the matter to the Pro Vice-Chancellor with a recommendation that it be referred to the Disciplinary Committee.

**11. Disciplinary Committee**

- (a) There shall be a Disciplinary Committee consisting of the following members:
  - (i) three members of the staff of Southern Cross University, at least one of whom shall be a member of the academic staff, at least one of whom shall be male and at least one of whom shall be female, appointed by the Pro Vice-Chancellor; and
  - (ii) two students appointed by the Pro Vice-Chancellor after consultation with the President of the Students Representative Council.
- (b) The Pro Vice-Chancellor shall appoint a secretary to the committee.



**12. Term of Membership of the Disciplinary Committee**

- (a) Members of staff appointed to the Disciplinary Committee shall hold office for a term of two years.
- (b) Students appointed to the Disciplinary Committee shall hold office for a term of one year.

**13. Replacement of Members of Disciplinary Committee**

- (a) Where a member notifies the Pro Vice-Chancellor that the member is unable or unwilling to attend to a matter pending before the Disciplinary Committee, or the Pro Vice-Chancellor is of the opinion that the member's participation is undesirable because of personal involvement in or connected with the matter and so notifies the member, the member shall not participate in the Disciplinary Committee's consideration of the matter, and a replacement shall be made in accordance with Rule 13(b).
- (b) Where a member is excused from participation in the consideration of a matter before the Disciplinary Committee as provided for in Rule 13(a) the Pro Vice-Chancellor shall appoint a replacement from the constituency from which the excused member was selected.

**14. Casual Vacancy**

- (a) If from any cause, other than the expiry of the term of appointment, a vacancy occurs that vacancy shall be a casual vacancy.
- (b) A casual vacancy shall be filled in the manner prescribed in Rule 11(a) for the appointment of members and shall be filled from the constituency in which the vacancy occurred.
- (c) A person appointed to fill a casual vacancy shall hold office for the remainder of the term of office of that person's predecessor.

**15. Functions of the Disciplinary Committee**

The Disciplinary Committee shall hear and adjudicate upon:

- (a) any charge of misconduct which is referred to it by the University Council, a Committee of the University Council, the Vice-Chancellor, the Pro Vice-

Chancellor or other senior member of the University as defined in By-law No. 12;

- (b) any appeal to it under By-law No. 12.

**16. The Disciplinary Committee shall:**

- (a) inquire into and investigate the alleged misconduct in such a manner as it deems appropriate;
- (b) proceed in all respects according to the justice of the case and decide the issue according to equity and good conscience;
- (c) furnish the student with particulars in writing of the matters alleged against the student and allow the student a reasonable time to prepare a case; and
- (d) give the student an opportunity to appear and be heard in person or to have another student appear on their behalf and put their case.

**17. Penalties**

Where the Disciplinary Committee finds the student guilty of misconduct it may:

- (a) impose one or more of the penalties prescribed in clause 3(1) sections (a) to (i) inclusive of By-law No. 12; and
- (b) make recommendations to the University Council concerning the imposition of a penalty under clause 3(1) sections (j) or (k) of By-law No. 12.

- 18. An appeal against a penalty imposed by the Disciplinary Committee may be made to the Appeals Committee.

## STUDENT SANCTIONS

### **1. Student Sanctions - Rules**

#### **1. Definitions**

In these Rules, unless the context otherwise indicates or requires:

"Enrolment" means enrolment, re-enrolment or re-admission.

"Indebtedness to the University" means non-payment, by the prescribed date, of:

- (a) fines imposed under a University By-law or Rule;
- (b) administrative charges and fees;
- (c) student loans and other financial obligations resulting from a Student

Loan Agreement entered into with the University;

- (d) rent or other charges arising from a student residential Licence Agreement entered into with the University;
- (e) compulsory fees related to participation in a residential school, student excursion, student field trip or similar activity;
- (f) charges related to the non-return or damage to University property or equipment;

but does not include non-payment of:

- (g) charges under the Higher Education Contribution Scheme;
- (h) compulsory Union and Student Association fees as prescribed in Part 1 of the Schedule to the Administrative and Student Charges and Tuition Fees Rules, unless the Director of Student Administration so directs;
- (i) tuition fees as prescribed in Part 2 and 3 of the Schedule to the Administrative and Student Charges and Tuition Fees Rules.

## **2. Failure to Pay Charges**

Any student who is indebted to the University and having received due notice as prescribed in Rule 4 fails to discharge his/her indebtedness may be subject to the imposition of student sanctions.

## **3. Student Sanctions**

Student sanctions shall take the form of one, or more, of the following:

- (a) withholding of approval to enrol;
- (b) withholding of Notification of Assessment;
- (c) withholding of approval to graduate;
- (d) non-issue of a Transcript of Academic Record;

## **4. Notice of Intention to Impose Student Sanctions**

The Director of Student Administration shall provide to a student who is indebted to the University, notice in writing of the intention

to impose student sanctions, as set out in Rule 3. Subject to Rule 5, student sanctions shall be imposed 14 days from the date of such notice and shall remain in force until the indebtedness is fully discharged.

## **5. Special Consideration**

In exceptional circumstances, acceptable to the Director of Student Administration, where it is made to appear that the imposition of student sanctions would be inappropriate having regard to the circumstances, the Director of Student Administration may direct that:

- (a) student sanctions not be imposed; or
- (b) student sanctions be removed or varied; or
- (c) conditions for discharging the student's indebtedness to the University be renegotiated.

An application for special consideration, setting out the facts upon which the student relies and any corroborative evidence, shall be made in writing to the Director of Student Administration.

## **6. Appeal**

A student may appeal against any decision made under these Rules. An appeal should be made in writing to the Executive Director of Administration within 10 days of notification of the relevant decision.

# **MISCELLANEOUS**

## **1. Miscellaneous Provisions – Rules\***

*\* Currently under review.*

1. A student's enrolment for any course, subject or unit and any contract or other dealing by a student as such with the University, shall be deemed to be made subject to existing By-laws and any Rules made by the University Council thereunder and to any additions and amendments that may subsequently be made thereto. Provided that if, in its opinion, the application of any such addition or amendment to a particular student or class of students would cause special hardship to the student or class, the Academic Board or

other authority concerned may make such special provision in the matter as it considers reasonable in the circumstances.

2. If while a student is proceeding to a degree or other award:
  - (a) the provision of that award is terminated or withdrawn, the student shall be entitled to complete the qualification for and to receive the award upon such terms as to time for completing the qualification and otherwise as the University Council deems reasonable in the circumstances of the case;
  - (b) the title of that degree or other award is varied the student shall be entitled to complete the qualification and to receive an award bearing the title of the award applicable at the time of the student's first enrolment for the award.

3. In these Rules unless the context otherwise indicates or requires:

"Grade Average (GA)" means the average of the grades of result obtained by a student in units for which enrolled in accordance with the following formula:

$$GA = \frac{(G.V)}{(V)}$$

Where -

G = grade of result in each unit where the numeric value of a grade is High Distinction = 4, Distinction = 3, Credit = 2, Pass = 1, Terminating Pass = 1, Fail = 0, (other grades including criterion-referenced grades being excluded from the calculation);

V = the unit value of each unit taken.

4. If as a consequence of the development of alternative modes of delivery or co-operative arrangements with employer bodies or other education providers a student or group of students would suffer disadvantage or hardship by the application of any Rule, or if the application of any Rule is rendered inappropriate or impracticable, the Academic Board may make such special provision in the matter as it considers reasonable in the circumstances.

## 2. *Library - Rules*

1. (a) Subject to these Rules, and the overall control of the University Council, the Librarian shall control the use of library materials, prescribe the procedures to be followed by Library users, and exercise disciplinary authority both with respect to the preservation, consultation and loan of library materials and the behaviour of users of the Library.
  - (b) Without limiting any other provision of these Rules, all users of the Library shall comply with any direction or prescription given or made by the Librarian under the provisions of sub-rule (a) of this rule.
2. Subject to any direction by the Librarian that any specified library material is not to be borrowed, library materials may be used in and borrowed from the Library by:
  - (a) members and former members of the University Council;
  - (b) members of staff;
  - (c) students of the University;
  - (d) students and staff of other tertiary education institutions with which the Library has a reciprocal borrowing agreement;
  - (e) members of other organisations or institutions which have entered into an agreement with the Library; and
  - (f) members of the community upon payment of an annual fee as prescribed by the University Librarian and approved by the Vice-Chancellor;

under such conditions as may from time to time be prescribed by the Librarian.

3. Library materials may be used in the Library by members of the public who satisfy the Librarian that they have a serious need to use the Library. The Librarian shall have a complete discretion to permit any such person to borrow library material and may require a deposit appropriate to the replacement value of each book or other item so borrowed.
4. At the discretion of the Librarian, library materials may be lent to the libraries of other institutions or organisations on a reciprocal

basis.

5. Nothing in the preceding rules shall:

- (a) entitle any person to make use of or borrow library materials unless that person establishes their identity and their right so to use or borrow library material to the satisfaction of the Librarian; or
- (b) prevent the Librarian, with the approval of the Vice-Chancellor, from closing the Library or any part thereof to all users or any particular class of user, and in particular and without limiting the generality of the foregoing, to all users other than staff and students of the University when the needs of such staff and students cannot otherwise be met.

6. (a) Any person who borrows library material shall:

- (i) return it within the time prescribed at the time of issue; and
- (ii) comply with any written demand for the return of such material within the time prescribed in such a demand.

- (b) Where the time prescribed or specified under this rule as the time within which a person is required to return any library material expires on a Saturday, Sunday or a public holiday, that person shall, notwithstanding the provisions of any other rule of law, return that material on or before that day.

7. Any person who has failed within six weeks of the original loan or last renewal to return library material lent to them and who has been given written notice requiring the return of such material, shall be liable to pay to the University such replacement costs and administrative costs as in the opinion of the Librarian would reasonably be incurred in replacing the item concerned, in addition to any fine which may be imposed for late return, or other breach of any rule. Such notice may be given by posting it by prepaid post to the address shown on the University's records.

8. No person shall mark, deface, damage or destroy a book or other library material or

property. In addition to any fine which may be imposed for such conduct, the person concerned shall pay such amount as the Librarian may reasonably require to make good the loss or damage or any other expense to the University caused by that person.

9. No person shall in the Library conduct themselves in a manner which, in the opinion of the Librarian, is not a proper use of the Library, or which interferes with the comfort or convenience of or the use of the Library by others and, in particular, the following rules of conduct shall be observed in the Library:

- (a) smoking is prohibited;
- (b) the consumption of food or drink in public areas of the Library is prohibited;
- (c) unsupervised children shall not be permitted to enter the Library; and
- (d) talking shall be kept to a minimum and at a low level, except in designated group study areas.

10. Any person present in the Library shall on request from a member of Library staff give their name and address and, if required, produce for inspection a student card or other evidence of identity, or leave the Library and not return until they are able to comply with the request for identification.

11. (a) Where it appears to the Librarian, or in the absence of the Librarian the next most senior officer on duty in the Library on that day, that a person is guilty of misconduct as defined in By-law No. 12, that person shall be dealt with in accordance with the provisions of the Student Discipline Rules notwithstanding the fact that that person may not be a student and provided that, where the person is not a student or a staff member of this University, they may be denied access to the Library for such period exceeding one week as the Vice-Chancellor acting on the advice of the Librarian may determine.

- (b) In addition to the penalties, fines and other charges which may be imposed in accordance with these Rules, a person

found guilty of misconduct shall have their borrowing rights suspended for a period of not less than 14 days.

12. No broadsheets, handbills, newspapers or other material, other than official notices of the Library or the University, may be distributed or displayed within the Library except with the approval of the Librarian.
13. So long as any fine imposed under these Rules remains unpaid, or so long as any person keeps an item to which that person is not entitled, the right of the defaulter to use the Library is suspended.
14. (a) No item of Library property may be removed from the Library except by way of loan to an authorised borrower.  
(b) A borrower remains responsible for an item marked out in the borrower's name until it is returned to the Library and the transaction cleared by Library staff.
15. All enquiries and transactions in respect of library materials are confidential.

**RULES FOR THE AWARD OF  
BACHELORS DEGREES  
IN THE SCHOOLS OF  
BUSINESS,  
COMMERCE AND  
MANAGEMENT,  
MULTIMEDIA AND  
INFORMATION TECHNOLOGY**

**Introduction**

These Rules apply to the courses listed below. Rules for other courses offered by the School of Business, School of Commerce and Management and the School of Multimedia and Information Technology are included in the relevant School entry in this Handbook.

**BACHELOR OF ACCOUNTING  
(Abbreviated title: BAcc)**

**BACHELOR OF ACCOUNTING  
AND FINANCE  
(Abbreviated title: BAccFin)**

**BACHELOR OF ACCOUNTING  
AND INFORMATION SYSTEMS  
(Abbreviated title: BAIS)**

**BACHELOR OF BUSINESS  
(Abbreviated title: BBus)**

Attention is drawn to the note preceding the Bachelor of Business entry in the Schedule of Units attached to the Rules.

**BACHELOR OF MANAGEMENT  
(Abbreviated title: BMangt)**

**Professional Recognition**

Depending on the award/major studied, professional bodies have given recognition to the above programmes offered by the University.

Graduates are eligible to apply for membership of, or registration by, these bodies, subject to having successfully completed certain specified units. Because the professional bodies' requirements change from time to time, students are strongly advised to contact the relevant organisations to determine what specific units they are required to complete to ensure eligibility to apply for membership or registration.

See entries for School of Business and School of Commerce and Management for further details.

**Rules Governing Candidature**

For the purpose of these Rules, the relevant definitions contained in the Glossary apply.

**1. Qualification for Admission**

Applicants for admission to candidature for the degrees of:

- (a) Bachelor of Accounting
- (b) Bachelor of Accounting and Finance
- (c) Bachelor of Accounting and Information Systems
- (d) Bachelor of Business
- (e) Bachelor of Management

shall have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category.

## 2. Requirements for the Degrees

To be eligible for the relevant award a candidate shall successfully complete not less than twenty-four (24) units as listed in the Schedule of Units attached to these Rules.

## 3. Duration of Course

A candidate shall complete the units for the degree over a period of not less than six (6) semesters and not more than twenty (20) semesters, unless appropriate leave of absence has been granted.

## 4. Enrolment

- (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules, except that the School Board of the School in which the candidate is enrolled ("the School Board") may permit a candidate to enrol in a unit or units other than those listed in the Schedule.
- (b) Unless the School Board approves otherwise:
  - (i) a candidate shall remain enrolled for the duration of each semester; and
  - (ii) a candidate shall enrol in not less than two (2) units and not more than four (4) units in any one semester. Provided that where the School Board has exercised its discretion, such candidate shall be permitted to enrol in not more than five (5) units in any one semester.

## 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

## 6. Advanced Standing

- (a) The School Board may grant a candidate advanced standing for up to sixteen (16) units on the basis of work or

units successfully completed at this University, or at another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules. Unless in special circumstances it is otherwise determined, such work or units is to have been completed within ten (10) years prior to admission to this course.

- (b) No student shall be granted advanced standing for more than sixteen (16) units.

## 7. Admission to the Degrees

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provisions of all By-laws and other Rules of the University may be admitted to the relevant degree.
- (b) A candidate who holds an Associate Degree of the University and is granted sixteen (16) units of advanced standing under Rule 6 must surrender the Associate Degree prior to conferral of the Degree.

## Schedule of Units

### BACHELOR OF ACCOUNTING

The twenty-four (24) units which constitute the Bachelor of Accounting must include:

- (a) nineteen (19) units from Part A of the Schedule (core units);
- (b) three (3) units from Part B of the Schedule; and
- (c) two (2) elective units.

### PART A

AC141 Accounting and Financial Management I  
 MA051 Business Mathematics  
 DP125 Introductory Computing  
 LA130 Introduction to Law and Contract  
 AC142 Accounting and Financial Management II  
 AC143 Accounting Principles and Practice  
 MA115 Statistics I  
 LA131 Business Law

MN111 Fundamentals of Management  
AC145 Financial Reporting  
EC102 Applied Microeconomics  
AC147 Managerial Finance  
LA004 Company Law  
EC101 Macroeconomics  
AC146 Management Accounting  
BS100 Organisational Behaviour  
AC132 Taxation  
AC130 Auditing  
AC106 Accounting Theory

**PART B**

AC131 Advanced Auditing  
AC134 Advanced Taxation  
AC148 Advanced Financial Reporting  
AC120 Accounting Information Systems

**BACHELOR OF ACCOUNTING AND FINANCE**

The twenty-four (24) units that constitute the Bachelor of Accounting and Finance must include:

- (a) eighteen (18) units from Part A of the Schedule (core units);
- (b) three (3) units from Part B of the Schedule; and
- (c) three (3) units from Part C of the Schedule.

**PART A**

AC141 Accounting and Financial Management I  
MA051 Business Mathematics  
DP125 Introductory Computing  
LA130 Introduction to Law and Contract  
AC142 Accounting and Financial Management II  
AC143 Accounting Principles and Practice  
MA115 Statistics I  
LA131 Business Law  
MN111 Fundamentals of Management  
AC145 Financial Reporting  
EC102 Applied Microeconomics  
EC104 Monetary Economics  
AC147 Managerial Finance  
LA004 Company Law  
EC101 Macroeconomics  
AC146 Management Accounting  
BS100 Organisational Behaviour  
AC115 Security Analysis and Portfolio Management

**PART B**

AC120 Accounting Information Systems  
AC106 Accounting Theory

AC130 Auditing  
AC131 Advanced Auditing  
AC132 Taxation  
AC134 Advanced Taxation  
AC148 Advanced Financial Reporting

**PART C**

AC125 Securities Markets Regulation  
AC126 International Finance  
AC144 Banking and Lending Decisions  
AC127 Financial Institutions Management

**BACHELOR OF ACCOUNTING AND INFORMATION SYSTEMS**

The twenty-four (24) units that constitute the Bachelor of Accounting and Information Systems must include:

- (a) seventeen (17) units from Part A of the Schedule (core units); and
- (b) seven (7) units from Parts B and C of the Schedule, including not less than three (3) units from each.

**PART A**

AC141 Accounting and Financial Management I  
MA051 Business Mathematics  
DP125 Introductory Computing  
LA130 Introduction to Law and Contract  
AC142 Accounting and Financial Management II  
AC143 Accounting Principles and Practice  
MA115 Statistics I  
LA131 Business Law  
MN111 Fundamentals of Management  
AC145 Financial Reporting  
EC102 Applied Microeconomics  
DP235 Applications Development  
EC101 Macroeconomics  
AC146 Management Accounting  
BS100 Organisational Behaviour  
DP243 Systems Analysis and Design  
DP230 Information Resources Management

**PART B**

AC130 Auditing  
AC132 Taxation  
AC106 Accounting Theory  
AC120 Accounting Information Systems  
LA004 Company Law  
AC147 Managerial Finance

**PART C**

DP228 Database Systems I  
DP123 Commercial Programming

- DP237 Decision Support Systems  
DP240 Data Communications and Networks  
DP222 Computer Control, Auditing and Security

## BACHELOR OF BUSINESS

**NB** Read the following Schedule carefully as it indicates the appropriate units for candidates wishing to complete the requirements for particular majors within the Bachelor of Business award. The Schedule includes further details as to which sequences and combinations are possible. It is the responsibility of all students to ensure that their enrolment is correct.

The twenty-four (24) units that constitute the Bachelor of Business must include:

- (a) for the general Bachelor of Business degree and the Bachelor of Business with designated single majors
  - (i) twelve (12) units from Part A of the Schedule (core units); and
  - (ii) twelve (12) units as specified in Part B of the Schedule.
- (b) for the Bachelor of Business with designated double majors
  - (i) eleven (11) units, excluding MN114, from Part A of the Schedule (core units); and
  - (ii) thirteen (13) units from Part B of the Schedule.

## PART A

- AC141 Accounting and Financial Management I  
AC142 Accounting and Financial Management II  
BS100 Organisational Behaviour#  
DP125 Introductory Computing  
EC101 Macroeconomics  
EC102 Applied Microeconomics  
LA130 Introduction to Law and Contract  
MA051 Business Mathematics  
MA115 Statistics I  
MK075 Marketing Principles  
MN111 Fundamentals of Management  
MN114 Strategic Management➤

# BS100 Organisational Behaviour is replaced by MK102 Consumer Behaviour for students studying a Marketing major, either as a single or double major. Such students may

subsequently take BS100 as an elective.

- MN114 Strategic Management is replaced by MN317 Small Business Management for students undertaking the Small Business Management single major. For students taking a double major, MN114 is not a compulsory unit but may be included in the double major (that is, under Part B).

## PART B

### (a) Bachelor of Business - General Degree

Eight (8) units from the list below, including not less than three (3) units from section (a)(ii), plus any four (4) elective units.

#### (a)(i)

- AC120 Accounting Information Systems  
AC125 Securities Markets Regulation  
AC143 Accounting Principles and Practice  
AC144 Banking and Lending Decisions  
BS101 Organisational and Human Resource Development  
DP123 Commercial Programming  
DP235 Applications Development  
DP243 Systems Analysis and Design  
LA131 Business Law  
LA105 Marketing Law and Ethics  
MA060 Introduction to Operations Research  
MA116 Statistics II  
MK103 Promotion and Advertising  
MK106 Marketing Research  
MN121 Human Resource Management I  
MN122 Human Resource Management II  
MN312 International Trade  
MN314 Entrepreneurship  
MN315 Feasibility Study  
MN316 Multi-National Business Organisation  
EC007 Managerial Economics  
EC104 Monetary Economics  
EC105 Microeconomic Theory  
EC106 Macroeconomic Theory  
MN245 Environmental Issues for Business

#### (a)(ii)

- AC106 Accounting Theory  
AC115 Security Analysis and Portfolio Management  
AC126 International Finance  
AC127 Financial Institutions Management  
AC130 Auditing  
AC132 Taxation  
AC145 Financial Reporting



AC146 Management Accounting  
 AC147 Managerial Finance  
 DP228 Database Systems I  
 DP230 Information Resources Management  
 DP231 Computing Project  
 DP237 Decision Support Systems  
 DP240 Data Communications and Networks  
 LA004 Company Law  
 MA065 Decision Analysis  
 MA113 Applied Business Statistics  
 MA215 Econometrics I  
 MK104 Media Strategies  
 MK105 Sales Management  
 MK107 Export Marketing  
 MK110 Retail Marketing  
 MK111 Services Marketing  
 MN123 Human Resource Management III  
 MN310 Advanced Management - Leadership Issues  
 MN313 International Management  
 MN317 Small Business Management  
 MN318 Issues in Small Business Management  
 EC007 Managerial Economics  
 EC103 International Economics  
 EC104 Monetary Economics  
 EC107 Economic Policy  
 EC108 Environmental Economics

**(b) Bachelor of Business in Designated Single Majors**

Eight (8) units from the one of the single majors listed in section (b)(i) below plus any four (4) elective units, **OR**

Six (6) units from the one of the single majors listed in section (b)(ii) below, plus six (6) units from the list in (a) above, including no less than three (3) units from (a)(ii).

**(b)(i)**

**Accounting**

AC146 Management Accounting\*  
 AC130 Auditing  
 AC132 Taxation  
 AC106 Accounting Theory  
 LA004 Company Law  
 LA131 Business Law  
 AC143 Accounting Principles and Practice\*  
 AC145 Financial Reporting\*

**Computing**

DP240 Data Communications and Networks  
 DP231 Computing Project

DP230 Information Resources Management\*  
 DP237 Decision Support Systems  
 DP228 Database Systems I  
 DP123 Commercial Programming  
 DP243 Systems Analysis and Design\*  
 DP235 Applications Development\*

**Economics**

EC105 Microeconomic Theory\*  
 EC103 International Economics  
 EC106 Macroeconomic Theory\*  
 EC104 Monetary Economics  
 EC007 Managerial Economics  
 AC147 Managerial Finance  
 EC107 Economic Policy\*  
 EC108 Environmental Economics

**Finance and Banking**

AC115 Security Analysis and Portfolio Management\*  
 AC125 Securities Markets Regulation  
 AC126 International Finance  
 AC127 Financial Institutions Management  
 AC144 Banking and Lending Decisions  
 AC147 Managerial Finance\*  
 EC104 Monetary Economics\*  
 LA131 Business Law

**Human Resource Management**

MN121 Human Resource Management I\*  
 MN122 Human Resource Management II\*  
 BS101 Organisational and Human Resource Development  
 LA104 Employment and Industrial Relations Law  
 MN311 International Human Resource Management\*  
 MN116 Industrial Relations  
 LA106 EEO and OH&S Law and Practice  
 MN118 Industrial and Economic Democracy

**International Business**

MN312 International Trade\*  
 EC007 Managerial Economics  
 EC103 International Economics  
 MN316 Multi-National Business Organisation\*  
 MK107 Export Marketing  
 AC126 International Finance  
 MN313 International Management\*  
 MN311 International Human Resource Management

**Marketing**

MK103 Promotion and Advertising\*  
 LA105 Marketing Law and Ethics

MK106 Marketing Research\*  
MK105 Sales Management  
MK104 Media Strategies  
MK111 Services Marketing  
MK110 Retail Marketing  
MK107 Export Marketing

**Paralegal/Aboriginal Paralegal Studies**

Students who have completed an Associate Degree in Law (Paralegal Studies) or Associate Degree in Law (Aboriginal Paralegal Studies) may be deemed to have satisfied the requirements of these majors on transfer to the Bachelor of Business.

**Small Business Management**

MN314 Entrepreneurship\*  
MN315 Feasibility Study\*  
MN318 Issues in Small Business Management\*

plus any five (5) of the following:

AC132 Taxation  
MN121 Human Resource Management I  
LA131 Business Law  
AC143 Accounting Principles and Practice  
MK103 Promotion and Advertising  
MK107 Export Marketing  
MK106 Marketing Research  
MN317 Small Business Management\*#

**(b)(ii)**

**Japanese**

JP411 Japanese IA  
JP421 Japanese IB  
JP412 Japanese IIA  
JP422 Japanese IIB  
JP413 Japanese IIIA  
JP423 Japanese IIIB

**Politics**

PS006 Australian Government and Political Institutions  
PS005 Political Theory  
PS011 Policy Formulation and Reform  
PS012 Politics and Decision Making  
PS013 Politics, Power and Social Movements  
PS010 Local Government

\* Units are compulsory units for students taking double majors in these areas.

# MN317 Small Business Management is not available for inclusion in the Small Business Management major as a single major. Students taking a single major are required to complete

*this unit as a core unit under Part A.*

**(c) Bachelor of Business in Designated Double Majors**

Enrolment in a double major must have the approval of the School Boards of both Schools. Bachelor of Business candidates can graduate with double majors in any two (2) of the following areas:

Accounting  
Computing  
Economics  
Finance and Banking  
Human Resource Management  
International Business  
Marketing  
Media (only as a double major with Marketing)  
Small Business Management

A double major consists of a total of any thirteen (13) units drawn from the two relevant majors as listed under (b)(i) above but must include the units marked with an asterisk (\*) and at least six (6) units from each major. MN114 Strategic Management can also be included as a unit in any double major. Students taking the Media/Marketing double major must include the following Media units:

ME439 Foundations in Media Studies  
CM401 Cross-Cultural Film Studies  
ME445 Media, Culture and Ideology  
ME447 Media and New Technologies Studies  
ME446 International Media Studies  
ME448 Asian Media Studies

#### **BACHELOR OF MANAGEMENT**

The twenty-four (24) units that constitute the Bachelor of Management must include:

- (a) twenty-two (22) units from the Schedule (core units); and
- (b) two (2) elective units.

MN111 Fundamentals of Management  
MA051 Business Mathematics  
DP125 Introductory Computing  
EC102 Applied Microeconomics  
AC141 Accounting and Financial Management I  
EC101 Macroeconomics  
MA115 Statistics I  
MK075 Marketing Principles  
AC142 Accounting and Financial Management II  
BS100 Organisational Behaviour  
LA130 Introduction to Law and Contract  
MN121 Human Resource Management I  
AC146 Management Accounting  
MN122 Human Resource Management II  
MK106 Marketing Research  
EC007 Managerial Economics  
MN310 Advanced Management - Leadership Issues  
MN116 Industrial Relations  
MN114 Strategic Management

DP230 Information Resources Management  
MN313 International Management  
AC147 Managerial Finance

## **RULES FOR BACHELORS DEGREES WITH HONOURS**

### **1. Preamble**

The Honours course is a separate year of study which extends and enriches the discipline and field of study undertaken in the prior years of the degree. It is undertaken following successful completion of the requirements for a pass degree, normally in the School or College through which the pass degree was completed. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

### **2. Rules Governing Candidature**

#### **1. Definitions**

In these Rules unless the contrary intention appears, in relation to a candidate the words "School", "School Board" and "Head of School" are to be taken also to mean "College", "College Board" and "Director of College" respectively where the candidate is being supervised in a College.

#### **2. Application for Admission**

An intending candidate shall submit to the Director of Student Administration, an application on the prescribed form and completed to the satisfaction of the Head of School responsible for the candidate's supervision.

Applications for admission must be forwarded to reach the Director, Student Administration no later than 30th November for commencement in the first semester of the following year, and no later than 31st May for commencement in the second semester of the same year.

Late applications may be considered in exceptional circumstances and at the sole discretion of the Pro Vice-Chancellor.

### 3. Eligibility for Admission

To be eligible for consideration for admission to a Bachelors degree with Honours a candidate shall have:

- (a) either:
  - (i) (A) completed the requirements for the relevant precursor degree at this University;
  - (B) normally achieved at least a credit average throughout the pass degree; and
  - (C) satisfied the Head of School that the content of the degree together with any further work the Head of School may prescribe is sufficient to make that person a suitable candidate for the degree with Honours in the chosen field; or
  - (ii) obtained qualifications from this or another institution and where necessary have undertaken further work which, in the opinion of the Head of School, are at least of the standard and content required by paragraph (A);
- (b) satisfied any additional admission requirements specified by the School Board.

### 4. Admission

Admission to candidature for a Bachelors degree with Honours shall be:

- (a) at the discretion of the School Board; and
- (b) subject to the availability of appropriate supervision.

### 5. Course of Study for the Degree with Honours

A candidate for a Bachelors degree with Honours shall pursue a course of study as prescribed in the unit statement and shall obtain a grade not less than a pass for all the units of that course of study and fulfil such

other requirements in connection with the course as the Head of School or Honours Year Co-ordinator in that School may prescribe.

### 6. Duration of Course

Unless the Head of School in special circumstances otherwise determines, a candidate shall fulfil all requirements of the Honours course within one year of first enrolling, in the case of a full-time candidate, or two years, in the case of a part-time candidate.

### 7. Appointment of Supervisors

- (a) At the time of admission to candidature, there shall be assigned to the candidate, one or more supervisors, under whose general guidance the candidate shall work.
- (b) The supervisor(s) shall be appointed by the Head of School on the recommendation of the Honours Year Co-ordinator in that School, and after consultation with relevant staff.
- (c) The Head of School shall appoint one member of the School Board to be Principal Supervisor and may appoint additional supervisors.

### 8. Examination of Honours Year Project/ Thesis

The Honours year project/thesis completed by a candidate shall be examined by not less than two examiners, one of whom will normally be external to the University. The candidate's supervisor(s) may not be examiners.

### 9. Class of Honours

A candidate who has reached the required standard of proficiency may on the recommendation of the School Board be awarded Honours in one of the following grades: First Class Honours; Second Class Honours, Division 1; Second Class Honours, Division 2; Third Class Honours. In published lists, the names of candidates awarded the same grade of Honours shall be placed in alphabetical order.

\* Students are advised to consult the AUSTUDY entry in this Handbook.

## *The University's Schools*

The major academic units at Southern Cross University are called Schools. These are the Schools of:

- Business
- Commerce and Management
- Contemporary Arts
- Education
- Exercise Science and Sport Management
- Humanities, Media and Cultural Studies
- Human Services
- Law and Justice
- Multimedia and Information Technology
- Natural and Complementary Medicine
- Nursing and Health Care Practices
- Resource Science and Management
- Social and Workplace Development
- Tourism and Hospitality Management

In addition, the University has a number of Colleges, details of which are included in Part D of this Handbook (Colleges and Courses).

As an undergraduate student, or as a student enrolled in a postgraduate coursework award, for administrative reasons you will be attached to a particular School related to the award with which you expect to graduate (e.g. Bachelor of Arts), but you may also be able to enrol in subjects or units taught in other Schools. Your School will provide you with advice on this matter and on all other aspects of your enrolment. Research degrees are administered by the Graduate Research College.

Each School has responsibility for teaching and assessing students in a range of units, often spread across several award programmes. Each School has a School Board which meets regularly to consider matters relating to the School's academic activities. The School Boards are the principal sub-committees of the University's Academic Board.

Staff in each School are responsible to the Head of School. In addition to their teaching, academic staff are expected to participate in a range of other duties including the maintenance of scholarship, the furthering and publication of research and participation in university and community service projects.

Further details regarding each School, and the courses administered by those Schools, are included in this section of the Handbook.

## ***School of Business*** ***(located at Coffs Harbour)***

### **Head of School**

D. T. O'Brien BScAgr(Syd), MSc(Manit), PhD(Oregon)

### **Undergraduate Programs Co-ordinator**

S.A. Moffatt BSc, DipEd(Syd), GradDipEconometrics(NE)

### **Director of Research**

M.F. Drever BComm(UWSN), GradDipTechEd(UTS), MEc(NE), ASA

The School offers flexibility in the full range of business programmes in either internal, external or mixed mode. The School also has a number of international student exchange programmes in place and encourages an atmosphere of learning relevant to the current business environment. The School's staff combine a balance of academic achievement with practical experience in industry.

The School offers the following programmes:

- Bachelor of Accounting†
- Bachelor of Accounting and Information Systems†
- Bachelor of Business (general)
- Bachelor of Business (Accounting)
- Bachelor of Business (Computing)
- Bachelor of Business (Economics)
- Bachelor of Business (Marketing)
- Bachelor of Business (Paralegal Studies)
- Bachelor of Business (double major option)
- Bachelor of Business with Honours
- Bachelor of Management†
- Bachelor of Agribusiness
- Master of Business (by Research)\*
- Doctor of Philosophy\*

The following programmes can be completed in mixed mode from the School of Business:

Bachelor of Business (Finance and Banking)#

Bachelor of Business (Human Resource Management)#

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

† Some units may need to be studied externally.

# Part of the Finance and Banking, and Human Resource Management majors are available on an external basis only.

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**BACHELOR OF ACCOUNTING**  
(Abbreviated title: BAcc)  
**BACHELOR OF ACCOUNTING**  
**AND INFORMATION SYSTEMS**  
(Abbreviated title: BAIS)

### Introduction

In addition to the Bachelor of Business (Accounting), and double majors which include Accounting, the School offers a range of specialist Accounting courses which provide an opportunity for students to take advanced accounting units, or add a second dimension to their accounting studies.

Job opportunities exist in both the public and private sectors and the School's graduates are employed as audit managers, internal auditors, finance officers, financial directors, systems controllers, accountants, senior partners, restaurateurs, and lecturers.

### Course Structure

Each degree requires the satisfactory completion of twenty-four (24) semester units. Full-time study normally involves four (4) units per semester and part-time study two (2) units per semester.

### Electives

The Accounting programmes require advanced units and Business electives.

Students may choose their elective units from any other undergraduate degree (or equivalent) offered within the University. When choosing electives, normal pre-requisite requirements must be observed.

Electives chosen from units offered by other Schools are subject to prior approval by the Head of School. Students will not be allowed to enrol in such units that include the same topics as any unit offered by the School.

### Independent Studies

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

### Admission

A person before being admitted to candidature for the degrees of Bachelor of Accounting or Bachelor of Accounting and Information Systems shall either:

- (a) have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- (b) have such other qualifications or experience as may be acceptable to the Academic Board.

### Rules Governing Candidature

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).

**BACHELOR OF BUSINESS**  
(Abbreviated title: BBus)

### Introduction

The Bachelor of Business has been redesigned to allow for greater flexibility of study and to prepare students for careers in such fields as marketing, accounting, economics, human resource management, finance and banking, and computing, with some major areas of study also being offered externally. A general Business degree can be selected as a further option. The degree requires three years full-time or equivalent part-time study. It is available on-campus, externally or in mixed mode.

Job opportunities exist in both large and small business enterprises, as well as in State and Federal Public Service Departments and in Local Government.

Students who have completed the Associate Degree in Law (Paralegal Studies) may qualify for the **Bachelor of Business (Paralegal Studies)** on completion of the ten core units. Careful choice of electives in the Associate Degree would make it possible to convert the Associate Degree into a Bachelor of Business within one year.

Accounting, computing, economics and marketing may be studied as single majors and in conjunction with other fields for a double major. Some popular double majors are Accounting and Computing, Marketing and Accounting, Economics and Marketing, Economics and Finance and Banking, Marketing and Human Resource Management, etc. See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B) for a full list of double majors.

### Professional Recognition

Depending on the Major studied, the following professional bodies are among those which have given recognition to the Bachelor of Business degree.

Graduates are eligible to apply for membership of, or registration by, these bodies, subject to having successfully completed certain specified units. Because the professional bodies' requirements change from time to time, students are strongly advised to contact the relevant organisations to determine what specific units they are required to complete to ensure eligibility to apply for membership or registration.

### The Accounting Major

- The Australian Society of Certified Practising Accountants
- The Institute of Chartered Accountants in Australia (eligibility is to apply for admission to the Professional Year programme)

For full accreditation for both professional accounting bodies, students must include AC147 Managerial Finance.

### The Computing Major

The course is accredited at Level 2 for membership of The Australian Computer Society.

### The Finance and Banking Major

Students completing the Major and becoming employed in the banking and finance industry are immediately eligible for advancement to the status of affiliate member of the Australian Institute of Banking and Finance. Following satisfaction of employment criteria set by the Institute graduates may proceed to the full professional award of Senior Associateship, AAIBF (Snr).

### The Human Resource Management Major

This Major meets the requirements for membership of the Australian Institute of Human Resource Management.

### The Marketing Major

- Australian Marketing Institute (Associate)  
A graduate with the Marketing major will be eligible to join as an Associate. Associate members have voting rights in AMI elections, may stand for office, and may display the postnominals AAMI.
- Market Research Society (Affiliate)

### Admission

A person before being admitted to candidature for the degree of Bachelor of Business shall either:

- (a) have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- (b) have such other qualifications or experience as may be acceptable to the Academic Board.

### Rules Governing Candidature

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).



## **BACHELOR OF BUSINESS WITH HONOURS** (Abbreviated title: BBus(Hons))

### **Introduction**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

The discipline areas currently available for the Bachelor of Business with Honours degree are:

- Accounting
- Computing
- Finance
- Human Resource Management
- Marketing

The School of Business offers studies in the discipline area of Economics. Students seeking to undertake Honours level study in this discipline should contact the Head of School for further information.

### **Course Structure**

To qualify for the Bachelor of Business with Honours degree, a candidate is required to successfully complete one of the Honours units:

AC801	Accounting	400; or
DP801	Computing	400; or
AC802	Finance	400; or
MN803	Human Resource Management	400; or
MK801	Marketing	400.

### **Rules Governing Candidature**

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

## **BACHELOR OF MANAGEMENT** (Abbreviated title: BMangt)

### **Introduction**

The Bachelor of Management degree was offered for the first time in 1996. The new concentration on Management as a professional, specialist degree became possible as a result of the modularisation approach introduced. The course goes beyond the Karpin Report's recommendations as to the needs of Management and Leadership Education in Australia. It includes diversity management, workplace democracy and sustainable development, as well as more traditional subjects. This degree is intended to provide a specialisation in the area of general management and leadership.

The degree is available by full-time and part-time study. The course normally occupies three years of full-time study or its part-time equivalent of six years.

### **Course Structure**

The award of the Bachelor of Management degree requires satisfactory completion of twenty-four (24) semester units. Full-time study normally involves four (4) units per semester and part-time study two (2) units per semester. The degree is available both on-campus and externally.

### **Elective Units**

Students may choose their elective units from any other undergraduate degree (or equivalent) units offered within the University. When choosing electives, normal pre-requisite requirements must be observed.

Electives chosen from units offered by other Schools are subject to prior approval by the Head of School. Students will not be allowed to enrol in such units that include the same topics as any unit offered by the School.

### **Independent Studies**

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

## Admission

A person before being admitted to candidature for the degree of Bachelor of Management shall either:

- (a) have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- (b) have such other qualifications or experience as may be acceptable to the Academic Board.

### Rules Governing Candidature

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).

## BACHELOR OF AGRIBUSINESS (Abbreviated title: BAgribus)

### Introduction

The Bachelor of Agribusiness is an innovative and progressive multiple entry/exit educational programme recognising the opportunities, challenges and changes in the roles of agribusiness management methods. This programme focuses on businesses either directly engaged in or providing support for all levels of agricultural pursuits, including managerial, finance sourcing, marketing strategies and local/regional policy determination. This educational programme has been developed to fulfil specific career and community needs for persons working in rural regions.

The programme provides opportunities for those completing High School or those who already have agribusiness experience or qualifications. Students undertaking the Bachelor of Agribusiness have the option to exit the programme after successful completion of one or two years of study, and receive the Certificate IV in Agribusiness or the Diploma in Agribusiness from NSW TAFE. Alternatively, some students may choose to complete the Certificate IV in Agribusiness or Diploma in Agribusiness at TAFE before applying to enrol in the third year of the degree programme.

Students choosing this pathway may obtain further information directly from local TAFE colleges.

### Aims

To provide curriculums which develop or further advance experienced professional experts in the natural, technological and social sciences and their inter-relatedness through meeting existing and predicted national and international training demands for sustainable agricultural development.

### Objectives

To establish a variety of pathways relevant to one of Australia's largest industries and employers. Industry has indicated the need for greater diversity of trained specialists and demanding an increased representation in the preparation of prospective employees. For these reasons this course will initially provide a number of vocational pathways in the areas of:

1. production management e.g. farm planning and management, accounting, tax regulation. Southern Cross University has commenced important discussions with industry associations to further advance this area of education, particularly as the Federal Government advances its Performance Management Plans schemes;
2. resource management (soil and water management, sustainable agriculture, etc.) is playing an increasingly important role with the introduction of environmental auditing for international loans, increased environmental protection and liability laws for company directors, and the social pressures for "organic" products;
3. marketing careers (existing or proposed) for persons interested in national and/or international promotion of agricultural based products. This professional pathway includes the normally recognised aspects of marketing (advertising) as well as preparing strategies for the presentation of the product to the community through development of new processes, marketing organisation creation (e.g. cooperatives, export companies, etc) and opening of new market opportunities via joint-product innovations;

4. waste minimisation legislation in NSW (1996) places a new onus on producers, manufacturers and users to reduce wastage as well as identify new sources of use for "by products". It is expected that several thousand new positions will be created through this legislation ranging from environmental inspectors (government positions) to enterprise supervisors, environmental auditors and field technicians (private enterprise positions);
5. environment regulation on, e.g., pesticide, herbicides, growth hormones, environmental protection, etc. is being enforced with the revisions of the NSW Environmental Planning and Assessment Act and its hundreds of amendments by the present government;
6. post-harvest value added experts, quality control managers and infrastructural supervisors responsible for the storage and transportation of products.

### Admission

To be eligible for entry to the course a student must:

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

In addition to the above entry requirements, the School Board may grant a candidate advanced standing for up to twelve (12) units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to the Rules. Conditions of advanced standing also include:

- (a) candidates who have completed the requirements of the TAFE Certificate IV in Agribusiness may be granted advanced standing for up to six (6) units.
- (b) candidates who have completed the requirements of the TAFE Diploma of Agribusiness may be granted advanced standing for up to twelve (12) units.

### Assessment

While there is continued reliance on written assessment through assignments and examination, increasing emphasis is being placed on oral expression and demonstrated abilities in practical applications. As agribusiness relies on a wide combination of skills, ranging from primary production through to manufacturing, marketing and service management, this course places significant emphasis on practical skills in the first 12 months, while academic excellence is specifically assessed during the concluding 12 months.

### Rules Governing Candidature

#### 1. Qualification for Admission

Applicants for admission to candidature for the degree of Bachelor of Agribusiness shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been **granted consideration for admission under a special entry category; or**
- (b) have completed the NSW TAFE Certificate IV in Agribusiness or Diploma of Agribusiness.

#### 2. Requirements for the Degree

To be eligible for the award of the degree a candidate shall complete not less than twenty-four (24) units comprising:

- (a) the twelve (12) core units selected from Part A of the Schedule of Units attached to these Rules; and
- (b) all units listed under the relevant strand in Part B of the Schedule; and
- (c) (i) for candidates undertaking the Production Management strand, two (2) units selected from Part C of the Schedule; or  
(ii) for candidates undertaking the Environmental Management strand or Marketing strand, three (3) units selected from Part C of the Schedule.

### 3. Duration of Course

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

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either

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

### 6. Advanced Standing

- (a) The School Board, School of Business may grant a candidate advanced standing for up to twelve (12) units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules.

- (b) Candidates who have completed the requirements of the TAFE Certificate IV in Agribusiness may be granted advanced standing for up to eight (8) units.
- (c) Candidates who have completed the requirements of the TAFE Diploma of Agribusiness may be granted advanced standing for up to twelve (12) units.
- (d) At its discretion and in special circumstances the School Board acting on the advice of the Head of School may grant a candidate advanced standing for up to four (4) units in addition to the advanced standing provided for in (a) to (c) above (*that is assuming that (a) to (c) provide for advanced standing of not more than 12 units*).
- (e) Notwithstanding the above no student may be granted advanced standing for more than sixteen (16) units.

### 7. Admission to the Degree of Bachelor of Agribusiness

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all applicable By-laws and other Rules may be admitted to the degree of Bachelor of Agribusiness.

## Schedule of Units

### PART A

EC102	Applied Microeconomics
MN111	Fundamentals of Management
MK075	Marketing Principles
EC101	Macroeconomics
AC141	Accounting and Financial Management I
GG300	Environmental Awareness#
GL220	Natural Sciences#
MN503	Agri-management#
MN505	Rural Business Principles#
GG301	Introduction to Production Management#
MN504	Applied Planning#
EC301	Agribusiness

## PART B

### Production Management

EC301 Agribusiness  
EC007 Managerial Economics  
MA115 Statistics I  
MN121 Human Resource Management I  
BS100 Organisational Behaviour  
MN114 Strategic Management  
MA400 Research Methods  
EC300 Sustainable Production Economics  
IS251 Independent Study  
MN500 Production Methods I#  
MN501 Production Methods II#

### Environmental Management

EC301 Agribusiness  
EC105 Microeconomic Theory\*  
EC962 Public Economics  
EC108 Environmental Economics\*  
MN114 Strategic Management  
MA400 Research Methods  
IS251 Independent Study  
MA115 Statistics I  
MN502 Environmental Management I#  
MN506 Environmental Management II#

### Marketing

EC301 Agribusiness  
MK107 Export Marketing  
MA115 Statistics I  
MK102 Consumer Behaviour  
MK105 Sales Management  
MK106 Marketing Research  
MA400 Research Methods  
IS251 Independent Study  
MN500 Production Methods I#  
MN501 Production Methods II#

## PART C

AC106 Accounting Theory  
AC120 Accounting Information Systems  
AC143 Accounting Principles and Practice  
AC145 Financial Reporting  
AC146 Management Accounting  
AC147 Managerial Finance  
BS101 Organisational and Human Resource Development  
EC007 Managerial Economics  
EC103 International Economics\*  
EC104 Monetary Economics  
EC107 Economic Policy\*  
LA004 Company Law  
LA105 Marketing Law and Ethics  
MA113 Applied Business Statistics

MA116 Statistics II  
MK103 Promotion and Advertising  
MK105 Sales Management  
MK106 Marketing Research  
MK107 Export Marketing  
MK110 Retail Marketing  
MN122 Human Resource Management II  
MN121 Human Resource Management I  
MN314 Entrepreneurship  
MN317 Small Business Management  
MN318 Issues in Small Business Management  
\* Offered subject to numbers and course completion requirements.  
# Conditions apply – refer School of Business.

## MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

## *School of Commerce and Management*

### **Head of School**

R.H.K. Sloan MCom, DipEd, PhD(UNSW), AAIBF(Snr)

The mission of the School of Commerce and Management is to develop and deliver courses of contemporary relevance in the fields of accounting, banking, finance, independent enterprise, international business, mathematics, marketing and management and to conduct research in associated areas, with a particular focus on small business management. The School ensures excellence and equity in the pursuit of its mission through the implementation of quality review procedures involving regional, national and international student, community and professional stakeholders.

The School offers or contributes to the following programmes:

- Associate Degree in Banking and Finance
- Bachelor of Accounting
- Bachelor of Accounting and Finance
- Bachelor of Accounting and Information Systems
- Bachelor of Business (general)
- Bachelor of Business with Honours
- Bachelor of Business (Aboriginal Paralegal Studies)
- Bachelor of Business (Paralegal Studies)
- Bachelor of Business (Accounting)
- Bachelor of Business (Computing)
- Bachelor of Business (Finance and Banking)
- Bachelor of Business (Human Resource Management)
- Bachelor of Business (International Business)
- Bachelor of Business (Marketing)
- Bachelor of Business (Retail)\*
- Bachelor of Business (Small Business Management)
- Bachelor of Business (with Politics)
- Bachelor of Business (with Japanese)
- Bachelor of Business (double major option)
- Bachelor of Management
- Bachelor of Accounting, Bachelor of Information Technology
- Bachelor of Business, Bachelor of Laws
- Bachelor of Business, Bachelor of Arts
- Master of Accounting Studies
- Master of Business (by Research)#
- Doctor of Philosophy#

\* Subject to final approval.

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

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**ASSOCIATE DEGREE IN  
BANKING AND FINANCE  
(Abbreviated title:  
AssocDegBank&Fin)**

**Rules Governing Candidature**

**1. Interpretation**

In these Rules the Head of School is the Head of School relevant to the course being undertaken by the candidate. The Head of School may delegate any of the powers conferred by these Rules to the Director of Undergraduate Studies.

**2. Qualification of Admission**

Applicants for admission to candidature for the Associate Degree in Banking and Finance shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category; and
- (b) be a student sponsored by a Finance Industry Employer.

**3. Requirements for the Associate Degree**

- (a) To be eligible for the award of the Associate Degree a candidate shall complete not less than 16 units selected from the Schedule of Units attached to these Rules.
- (b) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

**4. Duration of the Course**

Unless the Head, School of Commerce and Management otherwise determines, a candidate must complete the course in not less than four (4) semesters or four (4) trimesters.

**5. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester/trimester;
- (b) a candidate shall enrol in not more than three (3) units in any one semester/trimester provided that where the Head of School's discretion is exercised such candidate shall be permitted to enrol in not more than five (5) units in any one semester/trimester.

**6. Completion of a Unit**

A candidate shall have completed a unit when either:

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

**7. Advanced Standing**

The School Board, School of Commerce and Management may grant a candidate advanced standing for up to ten (10) units on the basis of work or units successfully completed at this University or another tertiary institution acceptable to the School Board provided that the units so completed are considered to be equivalent to a unit or units in the Schedule.

**8. Admission to the Associate Degree in Banking and Finance**

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Associate Degree in Banking and Finance.

**Schedule of Units**

EC101	Macroeconomics
LA130	Introduction to Law and Contract
DP125	Introductory Computing
MN111	Fundamentals of Management
BS100	Organisational Behaviour
AC141	Accounting and Financial Management I
MK075	Marketing Principles
AC142	Accounting and Financial Management II
AC009	Interpretation of Financial Reports

MK105 Sales Management  
AC147 Managerial Finance  
MK111 Services Marketing  
AC144 Banking and Lending Decisions  
AC125 Securities Markets Regulation  
AC127 Financial Institutions Management  
MN114 Strategic Management

**BACHELOR OF ACCOUNTING**  
(Abbreviated title: BAcc)  
**BACHELOR OF ACCOUNTING**  
**AND FINANCE**  
(Abbreviated title: BAccFin)  
**BACHELOR OF ACCOUNTING**  
**AND INFORMATION SYSTEMS**  
(Abbreviated title: BAIS)

### Introduction

In addition to the Bachelor of Business (Accounting), and double majors which include Accounting, the School offers a range of specialist Accounting courses which provide an opportunity for students to take advanced accounting units, or add a second dimension to their accounting studies.

It should be noted that it is possible to combine a Bachelor of Accounting with a Bachelor of Information Technology, or a Bachelor of Business (Accounting) with a Bachelor of Laws, and obtain a double degree.

Job opportunities exist in both the public and private sectors and the School's graduates are employed as audit managers, internal auditors, finance officers, financial directors, systems controllers, accountants, senior partners, restaurateurs, and lecturers.

### Course Structure

Each degree requires the satisfactory completion of twenty-four (24) semester units. Full-time study normally involves four (4) units per semester and part-time study two (2) units per semester.

### Electives

The Accounting programmes require advanced units and Business electives.

Students may choose their elective units from any other undergraduate degree (or equivalent) offered within the University. When choosing electives, normal pre-requisite requirements must be observed.

Electives chosen from units offered by other Schools are subject to prior approval by the Head of School. Students will not be allowed to enrol in such units which include the same topics as any unit offered by the School.

### Independent Studies

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

### Admission

A person before being admitted to candidature for the degrees of Bachelor of Accounting, Bachelor of Accounting and Finance or Bachelor of Accounting and Information Systems shall either:

- have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- have such other qualifications or experience as may be acceptable to the Academic Board.

### Rules Governing Candidature

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).

**BACHELOR OF BUSINESS**  
(Abbreviated title: BBus)

### Introduction

The Bachelor of Business has been redesigned to allow for greater flexibility of study and to prepare students for careers in such fields as accounting, computing, finance and banking,



human resource management, international business, languages, marketing, politics, and small business management. A general Business degree can also be selected.

Job opportunities exist in both large and small business enterprises, as well as in State and Federal Public Service Departments and in Local Government.

The degree is available on a full-time or part-time basis, with the option of study on-campus or externally. Majors offered externally are Accounting, Finance and Banking, Human Resource Management, Marketing, and Politics. External Studies are supported by the use of study guides, teleconferences and workshops held at the University Campuses and most Centres in Coolangatta, Lismore, Grafton, Coffs Harbour, Port Macquarie and Sydney.

Students who have completed the Associate Degree in Law (Paralegal Studies) or Associate Degree in Law (Aboriginal Paralegal Studies) may qualify for the **Bachelor of Business (Paralegal Studies)** or **(Aboriginal Paralegal Studies)** on completion of the ten core units. Careful choice of electives in the Associate Degree would make it possible to convert the Associate Degree into a Bachelor of Business within one year.

### Course Structure

Twenty-four units are required to complete the course. All students study twelve core units. Students who complete a single major are required to complete eight units of major study. The remaining four units are electives, which, subject to certain limitations, can generally be chosen from anywhere within the University.

Students who choose a double major are required to complete at least six units from each of two major areas.

### Core Units

The core units for the Bachelor of Business (single major) are set out in the relevant component of the Schedule of Units attached to the *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* appearing in the Rules entry in this Handbook (Part B).

For students studying for a double major, MN114 Strategic Management is not compulsory.

### Single Majors

Majors comprising eight units can be studied, as listed in the relevant component of the Schedule of Units attached to the *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology*. A student who completes an eight unit major sequence as part of her/his degree will be awarded a **Bachelor of Business (xxxx)** where (xxxx) is the title of the major.

Single majors are available as follows: **Accounting, Computing, Finance and Banking, Human Resource Management, International Business, Marketing, and Small Business Management.**

Students who choose a general award are required to complete the twelve Core Units and twelve additional units as specified in the relevant component of the Schedule of Units attached to the *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology*.

### Double Majors

Students who choose a double major are required to complete at least six units from each of two major areas. The award will be a **Bachelor of Business (x + y)**, where x and y consists of the two majors. A double major on a cross-School basis is available subject to prior approval of the Heads of both Schools.

### Electives

Students may choose their elective units from any other undergraduate (or equivalent) degree offered within the University. When choosing electives, normal pre-requisite requirements must be observed.

Electives chosen from units offered by other Schools are subject to prior approval by the Head of School. Students will not be allowed to enrol in such units which include the same topics as any unit offered by the School.

### **Business with Languages**

Students may choose to study a Bachelor of Business with languages, which includes a six unit single language sequence in Japanese. The resulting award will be a **Bachelor of Business (with Japanese)**.

### **Business with Politics**

Students may choose to study a Bachelor of Business with politics, which includes a six unit sequence of units in Politics. The resulting award will be a **Bachelor of Business (with Politics)**.

### **Independent Studies**

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

### **Professional Recognition**

Depending on the Major studied, the following professional bodies are among those which have given recognition to the Bachelor of Business degree.

Graduates are eligible to apply for membership of, or registration by, these bodies, subject to having successfully completed certain specified units. Because the professional bodies' requirements change from time to time, students are strongly advised to contact the relevant organisations to determine what specific units they are required to complete to ensure eligibility to apply for membership or registration.

### **The Accounting Major**

- The Australian Society of Certified Practising Accountants
- The Institute of Chartered Accountants in Australia (eligibility is to apply for admission to the Professional Year programme)

For full accreditation for both professional accounting bodies, students must include AC147 Managerial Finance.

### **The Computing Major**

The course is accredited at Level 2 for membership of The Australian Computer Society.

### **The Finance and Banking Major**

Students completing the Major and becoming employed in the banking and finance industry are immediately eligible for advancement to the status of affiliate member of the Australian Institute of Banking and Finance. Following satisfaction of employment criteria set by the Institute graduates may proceed to the full professional award of Senior Associateship, AAIBF (Snr).

### **The Human Resource Management Major**

This Major meets the requirements for membership of the Australian Institute of Human Resource Management.

### **The Marketing Major**

- Australian Marketing Institute (Associate)  
A graduate with the Marketing major will be eligible to join as an Associate. Associate members have voting rights in AMI elections, may stand for office, and may display the postnominals AAMI.
- Market Research Society (affiliate)

### **Admission**

A person before being admitted to candidature for the degree of Bachelor of Business shall either:

- (a) have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- (b) have such other qualifications or experience as may be acceptable to the Academic Board.

### **Rules Governing Candidature**

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).

## **BACHELOR OF BUSINESS WITH HONOURS** (Abbreviated title: BBus(Hons))

### **Introduction**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

The discipline areas currently available from the School of Commerce and Management for the Bachelor of Business with Honours degree are:

- Accounting
- Finance
- Marketing
- Human Resource Management

### **Course Structure**

To qualify for the Bachelor of Business with Honours degree, a candidate is required to successfully complete one of the Honours units:

- AC801 Accounting 400;
- AC802 Finance 400;
- MK801 Marketing 400; or
- MN803 Human Resource Management 400.

### **Rules Governing Candidature**

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

## **BACHELOR OF MANAGEMENT** (Abbreviated title: BMangt)

### **Introduction**

The Bachelor of Management degree was offered for the first time in 1996. The new concentration on Management as a professional, specialist degree became possible as a result of the

modularisation approach introduced. The course goes beyond the Karpin Report's recommendations as to the needs of Management and Leadership Education in Australia. It includes diversity management, workplace democracy and sustainable development, as well as more traditional subjects. This degree is intended to provide a specialisation in the area of general management and leadership.

The degree is available by full-time and part-time study. The course normally occupies three years of full-time study or its part-time equivalent of six years.

### **Course Structure**

The award of the Bachelor of Management degree requires satisfactory completion of twenty-four (24) semester units. Full-time study normally involves four (4) units per semester and part-time study two (2) units per semester. The degree is available both on-campus and externally.

### **Elective Units**

Students may choose their elective units from any other undergraduate degree (or equivalent) units offered within the University. When choosing electives, normal pre-requisite requirements must be observed.

Electives chosen from units offered by other Schools are subject to prior approval by the Head of School. Students will not be allowed to enrol in such units that include the same topics as any unit offered by the School.

### **Independent Studies**

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

### **Admission**

A person before being admitted to candidature for the degree of Bachelor of Management shall either:

- (a) have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- (b) have such other qualifications or experience as may be acceptable to the Academic Board.

#### **Rules Governing Candidature**

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).

**BACHELOR OF BUSINESS,  
BACHELOR OF LAWS  
(Abbreviated title: BBus, LLB)  
BACHELOR OF ACCOUNTING,  
BACHELOR OF INFORMATION  
TECHNOLOGY  
(Abbreviated title: BAcc, BInfTech)  
BACHELOR OF BUSINESS,  
BACHELOR OF ARTS  
(Abbreviated title: BBus, BA)**

#### **Introduction**

The School of Commerce and Management offers three double degree programmes which can be obtained over a period of four to five years.

These double awards are designed to provide breadth of study. The combinations chosen by the Schools are intended to provide graduates with significantly enhanced career opportunities.

The **double degree awards** offered are:

- Bachelor of Business, Bachelor of Laws
- Bachelor of Accounting, Bachelor of Information Technology
- Bachelor of Business, Bachelor of Arts

Potential applicants must have the approval of the Head of both Schools to enrol.

#### **Admission**

A person before being admitted to candidature for any of the double degrees shall either:

- (a) have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- (b) have such other qualifications or experience as may be acceptable to the Academic Board.

#### **BACHELOR OF BUSINESS, BACHELOR OF LAWS (Abbreviated title: BBus, LLB)**

This double award is offered jointly with the School of Law and Justice.

The Bachelor of Business component of the double award includes core units, major studies and electives.

Major studies offered in combination with Law include: Accounting, Finance and Banking, Human Resource Management, Marketing, Computing, International Business, Small Business Management. A general Business programme is also available.

The Bachelor of Laws component of the double award includes core and optional studies.

The double award is to be offered on-campus, either full or part-time. The combined double award programme requires completion of forty (40) semester units which is the equivalent of five years full-time study.

Work experience is a feature of the combined award and is encouraged. To facilitate this, the final year can be studied part-time/externally if desired.

Career opportunities are excellent, as the double award combines high level skills and understanding in business in general, in a selected area of major study, and in law. Opportunities include private practice, industry and commerce, international business and the public sector.

The Rules Governing Candidature and structure of this double award are included in the School of Law and Justice entry, in this Handbook.

#### **Rules Governing Candidature**

See *Rules Governing Candidature, Bachelor of Laws* (see School of Law and Justice entry in this Handbook).

## **BACHELOR OF ACCOUNTING, BACHELOR OF INFORMATION TECHNOLOGY (Abbreviated title: BAcc, BInfTech)**

This double award is offered jointly with the School of Multimedia and Information Technology.

The Bachelor of Accounting component of the double award includes core units in Business and Accounting, together with a choice from advanced units and electives.

The Bachelor of Information Technology component includes compulsory units in Business and Information Technology, a major in Information Systems, and electives.

The double award is to be offered on-campus, either full or part-time.

The combined double award programme requires completion of thirty-six (36) semester units which is the equivalent of four and a half years of full-time study. Students who perform well may be permitted to accelerate their studies and complete the double award in four years with the approval of the Heads of both Schools.

Career opportunities are excellent, as the double award combines high level skills and understanding in accountancy with those in computing and information systems. Opportunities include accountancy practice, industry and commerce, finance, and the public sector.

Students who are interested in both the fields of Information Technology and Accounting may enrol in a combined degree of Bachelor of Accounting, Bachelor of Information Technology with an Information Systems Major.

The School of Multimedia and Information Technology and the School of Commerce and Management jointly administer the programme.

The combined double award programme requires completion of thirty-six (36) semester units which is the equivalent of four and a half years of full-time study. Students who perform well may be permitted to accelerate their studies and complete the double award in four years with the approval of the Heads of both Schools.

## **Rules Governing Candidature**

The relevant Rules Governing Candidature for the two programmes apply and are satisfied by completion of thirty-six (36) units, comprising:

- (a) nineteen (19) units from Part A of the Bachelor of Accounting Schedule (Core Units);
- (b) three (3) advanced units selected from Part B of the Bachelor of Accounting Schedule;
- (c) two electives;
- (d) twelve (12) units from Part A of the Bachelor of Information Technology Schedule (core units);
- (e) the eight (8) unit Information Systems major;
- (f) two (2) units and two (2) electives either from Part B of the Bachelor of Information Technology Schedule not already taken or from Part C of the Bachelor of Information Technology Schedule.

The Bachelor of Accounting requirements are satisfied by:

- 1. deeming the two electives to have been satisfied by completion of units from the Bachelor of Information Technology;
- 2. deeming DP221 Introduction to Information Technology to be a substitute unit for DP125 Introductory Computing.

Students are advised to consult the Accounting Course Co-ordinator in relation to the selection and sequencing of Accounting units.

The Bachelor of Information Technology requirements are satisfied by:

- 1. deeming the two electives and two units from Part B or C to have been satisfied by completion of units from the Bachelor of Accounting;
- 2. deeming MA051 Business Mathematics to be a substitute unit for MA213 Discrete Mathematics.

Students are advised to consult the Information Technology Course Co-ordinator in relation to the selection and sequencing of Information Technology units.

Four units are common to both the Bachelor of

Accounting and the Bachelor of Information Systems.

### Course Sequence

A typical course sequence for full-time study is illustrated below:

#### Semester 1

AC141 Accounting and Financial Management I  
DP235 Applications Development  
DP221 Introduction to Information Technology  
MA051 Business Mathematics

#### Semester 2

AC142 Accounting and Financial Management II  
AC143 Accounting Principles and Practice  
DP239 Object Oriented Programming  
MA115 Statistics I

#### Semester 3

LA130 Introduction to Law and Contract  
AC145 Financial Reporting  
EC102 Applied Microeconomics  
DP243 Systems Analysis and Design

#### Semester 4

LA131 Business Law  
EC101 Macroeconomics  
LA004 Company Law  
DP228 Database Systems I

#### Semester 5

DP240 Data Communications and Networks  
DP205 Data Structures  
AC130 Auditing  
MN111 Fundamentals of Management

#### Semester 6

DP242 Object Oriented Design  
AC146 Management Accounting  
DP123 Commercial Programming  
DP222 Computer Control, Auditing and Security

#### Semester 7

DP236 Artificial Intelligence  
DP237 Decision Support Systems  
AC132 Taxation  
Advanced unit\*

#### Semester 8

AC106 Accounting Theory  
DP223 Software Engineering  
AC147 Managerial Finance  
DP230 Information Resources Management

#### Semester 9

BS100 Organisational Behaviour

DP231 Computing Project  
Advanced unit\*  
Advanced unit\*

\* From Part B of the Schedule of Units for the Bachelor of Accounting.

### BACHELOR OF BUSINESS, BACHELOR OF ARTS (Abbreviated title: BBus, BA)

This double award is offered collaboratively with several Schools.

The Bachelor of Business awarded as part of this double award is a general award, with no opportunity to complete a single major (although six (6) units of an eight (8) unit major can be completed).

The Bachelor of Arts component includes core units plus major studies and electives. For purposes of this double award the majors must be chosen from Asian Studies (Japanese or Chinese) or Media Communication.

The double award is to be offered either full or part-time. The combined double award programme requires completion of thirty-six (36) semester units.

This course can be completed within the equivalent of four and a half years of full-time study. Students who perform well may be permitted to accelerate their studies and complete the double award in four years, with the approval of the Heads of all Schools.

Career opportunities are excellent since the double award combines a general introduction to business with either the development of cultural awareness and language skills or development of high level media communications skills. Opportunities include import/export and international business, marketing and advertising, media.

### Rules Governing Candidature

The relevant Rules Governing Candidature for the two programmes apply and are satisfied by completion of thirty-six (36) units, comprising as follows:

- (a) twelve (12) units from Part A of the Bachelor of Business Schedule (Core Units);

- (b) six (6) units selected from Part B(a) of the Bachelor of Business (General Degree) Schedule (Business Studies);
- (c) four (4) units from Part A(i) of the Bachelor of Arts Schedule (Core Units);
- (d) twelve (12) units comprising a double major in either Asian Studies or Media Communications from Part B of the Bachelor of Arts Schedule;
- (e) two (2) electives.

The Bachelor of Business requirements are satisfied by:

1. deeming two of the Arts units to be substitute units to reach the 20 unit Business requirement;
2. treating a further four Arts units as electives.

Students are advised to consult the Business Course Co-ordinator in relation to the selection and sequencing of Business Studies units (Business Studies 1-6).

The Bachelor of Arts requirements are satisfied by:

1. deeming four Business units to constitute a minor in Business;
2. treating a further four Business units as electives.

Alternative structures can be devised if two units of language are needed per semester.

Students are advised to consult the Arts Course Co-ordinator in relation to the selection and sequencing of Arts units.

## MASTER OF ACCOUNTING STUDIES\* (Abbreviated title: MAS)

\* Rules currently under review.

### Introduction

The Master of Accounting Studies course is a graduate course of study intended to provide an avenue whereby graduates from any discipline can undertake an intensive programme of advanced study to meet the entrance requirements of the accounting profession.

The course involves three trimesters of full-time study or equivalent part-time external studies.

The Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia have accredited the MAS as satisfying the educational requirements of the Society and the Institute, providing candidates complete the twelve (12) units specified as well as a computing unit, if computing has not been completed in previous studies.

Master of Accounting Studies units are offered on a trimester basis.

### Course Structure

Twelve units are required to complete the course as shown in the Schedule of Units.

### Admission

Applicants for admission to candidature for the degree of Master of Accounting Studies shall have fulfilled the requirements for admission to a degree or qualification of equivalent standing at this or another university or approved tertiary institution, provided that the degree or qualification:

- (a) is accepted by the Graduate College of Management Academic Committee as sufficient qualification for admission to the proposed course of study; and
- (b) except with the permission of the Director, Graduate College of Management shall produce evidence of at least one year of employment beyond graduation, or evidence of an additional year of full-time or equivalent tertiary study in addition to the above undergraduate degree.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) Subject to Rule 2(b), a candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules ("the Schedule").  
(b) The Graduate College of Management Academic Committee may grant a candidate exemption from enrolment in

- specific course units for units successfully completed prior to admission to candidature provided that:
- (i) the units so completed are considered to be equivalent to units in the Schedule; and
  - (ii) the candidate enrolling in substitute units selected from those offered within the College are approved by the Academic Committee.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
  4. (a) Subject to these Rules, a candidate shall complete the units for the Degree:
    - (i) if enrolled as a full-time candidate in not more than nine trimesters; and
    - (ii) in all other cases in a maximum of eighteen trimesters.
  - (b) The Academic Committee may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.
  - (c) The Academic Committee may vary the period of candidature specified in Rule 4 (a).
  - (d) A candidate shall be entitled to be awarded the Degree when twelve (12) units have been completed.
  - (e) A candidate shall have "completed a unit" when either:
    - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
    - (ii) advanced standing has been granted in that unit.
  5. A candidate who has completed one or more units and who, with the prior approval of the Academic Committee, completes one or more units at an appropriate institution may be granted credit of not more than 25% of the Degree provided that the unit or units so completed are considered by the Academic

Committee to be equivalent to a unit or units in the Schedule.

6. The Academic Committee may grant advanced standing of not more than four (4) units to a candidate for units successfully completed prior to admission to candidature provided that:
  - (a) such units have not been used toward satisfying admission requirements for the Degree;
  - (b) the units so completed are considered to be equivalent to a unit or units in the Schedule;
  - (c) such units have not been counted as part of another University or tertiary qualification.
7. The Academic Board may grant more advanced standing than that specified in Rule 6.
8. The Academic Board may from time to time vary the contents of the Schedule.

#### Schedule of Units

AC700	Basic Business Accounting
LA720	Legal Studies
MA720	Quantitative Analysis for Management
EC720	Economics for Management
LA701	Corporation and Securities Law
AC701	Accounting for Group Entities
AC702	Industry Internal Accounting
AC703	Business Financial Accounting
AC704	Auditing and Accounting Practice
AC705	Issues in Accounting Theory
AC706	Financial Management in Business
AC707	Taxation - Present and Future

#### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.



## *School of Contemporary Arts*

### **Head of School**

Associate Professor J.A. Davis DipPEd(Melb), GradDip(FineArt)(PIT), MA(FineArts)

The School of Contemporary Arts offers studies in the areas of Contemporary Music and Visual Arts. Programmes in both areas emphasise applied learning and knowledge supported by study of relevant theoretical concerns.

The following courses are offered:

- Bachelor of Contemporary Music
- Bachelor of Visual Arts
- Bachelor of Arts (Honours)
- Master of Arts (by Research)\*
- Doctor of Philosophy\*

The School offers its programmes by internal study only.

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

### **BACHELOR OF CONTEMPORARY MUSIC (Abbreviated title: BContempMus)**

#### **Introduction**

The Bachelor of Contemporary Music is a three-year full-time course. Students are encouraged to achieve high levels of academic knowledge, personal expression, professional skills and knowledge. Emphasis is placed upon the acquisition of practical skills and appropriate theoretical foundations.

#### **Aims**

1. To provide a specialist contemporary music course which:
  - is a national leader in its field;
  - encourages and develops the musical creativity of students;
  - prepares graduates for employment within the contemporary music industry;
  - produces dedicated professional musicians who hold a qualification which is highly regarded by employers and the community; and

- develops the skills graduates require for lifelong learning within a changing work environment.
2. To produce contemporary music graduates who have:
    - a thorough grounding in music practice and theory;
    - a knowledge of the contemporary music industry and an ability to find their place in it; and
    - an ability to analyse and discuss issues critically.
  3. To provide access to contemporary music units for non-specialist students who wish to add a cultural dimension to their programme.

#### **Objectives**

Upon completing the course, students will be expected to demonstrate:

- (a) a professional attitude;
- (b) a high level of academic, creative and technical expertise;

- (c) confidence, discipline and critical capacity in their professional practice;
- (d) a suitable range of enquiry, research and presentation skills;
- (e) an awareness of the appropriate career options open to them and of the conditions and requirements that must be met for entry into those careers;
- (f) the ability to adapt to the changing needs of the community; and
- (g) a familiarity with major contemporary trends and developments, and with historical perspectives of changes in arts and ideas.

## Course Structure

The structure of the Bachelor of Contemporary Music is:

- four general/core units;
- a double major (twelve units) of practical studies;
- a minor (four units) of music theory; and
- four elective units.

## Admission

Applicants for admission to the Bachelor of Contemporary Music course must satisfy normal entry requirements of the University.

Selection will be based on the following criteria:

- (a) academic merit, as indicated by the UAI score, or, for mature-age applicants, as indicated by past tertiary study, including TAFE courses, or employment history;
- (b) demonstrated ability in relation to Contemporary Music practice and a basic level of music theory knowledge, as assessed by audition and/or portfolio review; and
- (c) demonstrated experience and commitment to Contemporary Music as assessed by interview.

## Rules Governing Candidature

### 1. Qualification for Admission

Applicants for admission to candidature for the degree of Bachelor of Contemporary Music shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category, and;
- (b) show evidence of aptitude for, and commitment to, their proposed area of study by means of audition/portfolio review and interview.

Students who can demonstrate exceptional aptitude in practical music, yet have not achieved the specific HSC score for normal entry to the Bachelor of Contemporary Music course, may be admitted at the discretion of the Head, School of Contemporary Arts.

### 2. Requirements for the Degree

To be eligible for the award of the degree a candidate shall complete not less than twenty-four (24) units comprising:

- (a) four (4) units from Part A of the Schedule of Units attached to these Rules;
- (b) two (2) single and five (5) double-weighted units from Part B of the Schedule attached to these Rules;
- (c) four (4) units from Part C of the Schedule attached to these Rules; and
- (d) four (4) elective units, from Part D of the Schedule attached to these Rules or available elsewhere across the University.

A candidate may be permitted to enrol in a unit or units other than those specified in these Rules with the permission of the Head of School.

### 3. Duration of Course

Unless the Head of School otherwise determines, a candidate shall complete the requirements for the course in not less than six (6) or more than fourteen (14) semesters.

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall normally enrol in not more than four (4) units in any one semester. At the discretion of the Head of School a student may be permitted to enrol in five (5) units.

#### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 6. Advanced Standing

- (a) The School Board, School of Contemporary Arts may grant a candidate advanced standing for up to twelve (12) unit-equivalents on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules and completed within seven (7) years prior to admission to this course.
- (b) A person who can successfully demonstrate artistic expertise at a professional level in an approved area of the Degree may be granted advanced standing of not more than eight (8) unit-equivalents from Part B of the Schedule attached to these Rules. Except in special circumstances, such artistic expertise is to have been demonstrated within seven (7) years prior to admission to this course.
- (c) At its discretion, and in special circumstances the School Board, acting on the advice of the Head of School, may grant a candidate advanced standing for up to four (4) unit-equivalents in addition to the advanced standing provided for in (a) and (b) above.

- (d) No candidate may be granted more than a total of sixteen (16) unit-equivalents from (a), (b) and (c) above.
- (e) Students who have completed the School of Audio Engineering Advanced Certificate course, and an additional eight (8) units approved by the School Board in consultation with the School of Audio Engineering, are able to be granted a total of twenty (20) unit-equivalents advanced standing within the Bachelor of Contemporary Music.

#### 7. Admission to the Degree of Bachelor of Contemporary Music

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provisions of all applicable By-laws and other Rules may be admitted to the degree of Bachelor of Contemporary Music.

#### 8. Transitional Arrangements

Students who entered the Bachelor of Arts prior to 1998 via the audition process, and who have completed not more than eight (8) units may be permitted, at the discretion of the Head of School, to transfer to the award of Bachelor of Contemporary Music. Other students who have commenced both a music production and theory major, and have completed not more than eight (8) units in total may also be permitted, at the discretion of the Head of School, to transfer to the award of Bachelor of Contemporary Music.

### Schedule of Units

#### PART A

MU600 World Music Perspectives  
MU601 Popular Music Since 1940  
MU610 Music Industry Studies  
MU611 Music Business

#### PART B

MU641 Practical Studies I  
MU497 Introduction to Music Technology  
MU642 Practical Studies II\*  
MU643 Practical Studies III\*  
MU644 Practical Studies IV\*  
MU645 Practical Studies V\*  
MU646 Practical Studies VI\*

### PART C

MU620 Contemporary Music Theory I  
MU630 Songwriting  
MU621 Contemporary Music Theory II  
MU622 Contemporary Style Analysis

### PART D

Electives may be selected from the list below, or selected from programmes outside the School. Students specialising in music production cannot undertake EL400, EL401, or ME469 as elective units.

EL400 Audio Engineering I  
EL401 Audio Engineering II  
ME469 Music Video  
MU623 Functional Keyboard  
MU624 Introduction to Vocal Studies  
IS421 Independent Study I  
IS422 Independent Study II  
IS423 Independent Study III  
IS424 Independent Study IV

- *Double-weighted unit.*

## BACHELOR OF VISUAL ARTS (Abbreviated title: BVA)

### Introduction

The Bachelor of Visual Arts is a three-year full-time course. Students are encouraged to achieve high levels of academic knowledge, personal expression, professional skills and knowledge. Emphasis is placed upon the acquisition of practical skills and appropriate theoretical foundations.

### Aims

1. To provide a specialist Visual Arts degree which is nationally competitive, and builds on regional strengths.
2. To produce creative visual arts graduates who have thorough theoretical and practical training in visual art, the ability to analyse and critically discuss contemporary practice, a knowledge of the visual arts industry and an ability to find their own place in it.
3. To provide access to visual arts units for non-specialist students who wish to add a cultural dimension to their programmes.

### Objectives

Upon completing the course, students will be expected to demonstrate:

- (a) a professional attitude;
- (b) a high level of academic, creative and technical expertise;
- (c) confidence, discipline and critical capacity in their professional practice;
- (d) a suitable range of enquiry, research and presentation skills;
- (e) an awareness of the appropriate career options open to them and of the conditions and requirements that must be met for entry into those careers;
- (f) the ability to adapt to the changing needs of the community; and
- (g) a familiarity with major contemporary trends and developments, and with historical perspectives of changes in arts and ideas.

### Course Structure

The structure of the course requires students to undertake:

- a double major in visual arts studio studies (12 unit-equivalents);
- a minor in art theory (four units);
- a minor in graphic enquiry (four units);
- electives from visual arts or other programmes (four units).

### Admission

Applicants for admission to the Bachelor of Visual Arts course must satisfy normal entry requirements of the University.

Selection will be based on the following criteria:

- (a) academic merit, as indicated by the UAI score, or, for mature-age applicants, as indicated by past tertiary study, including TAFE courses, or employment history;
- (b) demonstrated achievement in visual art as assessed portfolio review; and
- (c) demonstrated experience and commitment to visual art as assessed by interview.

## Rules Governing Candidature

### 1. Qualification for Admission

Applicants for admission to candidature for the degree of Bachelor of Visual Arts shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category, and;
- (b) show evidence, through a portfolio review and interview, of acceptable aptitude for, and commitment to, their proposed area of study.

Students who can demonstrate exceptional aptitude in studio-based units, yet have not achieved the specific HSC score for normal entry to the Bachelor of Visual Arts course, may be admitted at the discretion of the Head, School of Contemporary Arts.

### 2. Requirements for the Degree

To be eligible for the award of the degree a candidate shall complete not less than twenty-four (24) units comprising:

- (a) six (6) double-weighted units from Part A of the Schedule of Units attached to these Rules;
- (b) not less than four (4) units from Part B of the Schedule attached to these Rules;
- (c) not less than four (4) units from Part C of the Schedule attached to these Rules; and
- (d) up to four (4) elective units from these Schedules or available elsewhere across the University.

A candidate may be permitted to enrol in a unit or units other than those specified in these Rules with the permission of the Head of School.

### 3. Duration of Course

Unless the Head of School otherwise determines, a candidate shall complete the requirements for the course in not less than six (6) or more than fourteen (14) semesters.

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall enrol in four (4) unit-equivalents in any one semester. At the discretion of the Head of School, a candidate may be permitted to enrol in five (5) unit-equivalents.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

- (a) The School Board, School of Contemporary Arts may grant a candidate advanced standing for up to twelve (12) unit-equivalents on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules and completed within seven (7) years prior to admission to this course.
- (b) A person who can successfully demonstrate artistic expertise at a professional level in an approved area of the Degree may be granted advanced standing of not more than eight (8) unit-equivalents from Part A of the Schedule. Such artistic expertise is normally to have been demonstrated within seven (7) years prior to admission to this course.
- (c) At its discretion, and in special circumstances, the School Board acting on the advice of the Head of School may grant a candidate advanced standing for up to four (4) unit-equivalents in addition to the advanced standing provided for in (a) or (b) above.
- (d) No candidate may be granted more than sixteen (16) unit-equivalents in total from (a), (b) and (c).

## 7. Admission to the Degree of Bachelor of Visual Arts

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all applicable By-laws and other Rules may be admitted to the degree of Bachelor of Visual Arts.

## 8. Transitional Arrangements

Students who entered the Bachelor of Arts prior to 1998, via the portfolio review process, and who have completed not more than twelve (12) units may be permitted, at the discretion of the Head of School, to transfer to the award of Bachelor of Visual Arts.

### Schedule of Units

#### PART A

- AR621 Visual Arts Studio Studies I: Foundation\*
- AR622 Visual Arts Studio Studies II\*
- AR623 Visual Arts Studio Studies III\*
- AR624 Visual Arts Studio Studies IV\*
- AR625 Visual Arts Studio Studies V\*
- AR626 Visual Arts Studio Studies VI\*

#### PART B

- AR600 Introduction to Visual Culture
- AR601 Modernism: Visual Parameters
- AR498 Contemporary Issues in Visual Arts
- AR602 Australian Visual Art
- AR603 Visual Art as Critical Practice
- AR604 Visual Discourse: Uncovering the Body

#### PART C

- AR630 Design
- AR406 Studio Drawing I
- AR407 Studio Drawing II
- AR408 Studio Drawing III
- AR455 Photography I
- AR456 Photography II
- AR500 Computer Graphics I
- AR501 Computer Graphics II

Related units offered by other Schools, (subject to permission of the Course Co-ordinator).

#### PART D

Electives may be units from Parts B and C above not already taken, selected from the list below, or selected from programmes outside the School.

- AR641 Studio Elective I
- AR642 Studio Elective II
- AR643 Studio Elective III
- AR644 Studio Elective IV

- *Double-weighted unit.*

### BACHELOR OF ARTS (HONOURS) (Abbreviated title: BA(Hons))

#### Introduction

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

The Bachelor of Arts (Honours) is intended to provide a further year of structured investigation for those with a superior pattern of performance in the Bachelor of Arts programme at this University (or equivalent).

The course structure is as detailed below.

#### Rules Governing Candidature

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

**BACHELOR OF ARTS (HONOURS)**

**Visual Arts Specialisation**

Category A (Creative/Performance Project)

SEMESTER LEVEL	UNITS	UNIT LOAD
1	AR720 Research Seminar (Visual Arts)	1
	AR724 Thesis Foundation (Visual Arts)	2
	MA793 Research Core	1
2	AR721 Thesis (Visual Arts)*	1
	AR722 Thesis (Visual Arts)*	2
	AR723 Thesis (Visual Arts)	3
	AR725 Thesis Statement (Visual Arts)	1

**OR**

Category B (Written Project)

SEMESTER LEVEL	UNITS	UNIT LOAD
1	AR720 Research Seminar (Visual Arts)	1
	AR724 Thesis Foundation (Visual Arts)	2
	MA793 Research Core	1
2	AR721 Thesis (Visual Arts)*	1
	AR722 Thesis (Visual Arts)*	2
	AR723 Thesis (Visual Arts)	3
	AR726 Graduate Independent Study (Visual Arts)	1

\* Part-time students only.

**Contemporary Music Specialisation**

Category A (Creative/Performance Project)

SEMESTER LEVEL	UNITS	UNIT LOAD
1	MU720 Research Seminar (Music)	1
	MU724 Thesis Foundation (Music)	2
	MA793 Research Core	1
2	MU721 Thesis (Music)*	1
	MU722 Thesis (Music)*	2
	MU723 Thesis (Music)	3
	MU725 Thesis Statement (Music)	1

**OR**

Category B (Written Project)

SEMESTER LEVEL	UNITS	UNIT LOAD
1	MU720 Research Seminar (Music)	1
	MU724 Thesis Foundation (Music)	2
	MA793 Research Core	1
2	MU721 Thesis (Music)*	1
	MU722 Thesis (Music)*	2
	MU723 Thesis (Music)	3
	MU726 Graduate Independent Study (Music)	1

\* Part-time students only.

**MASTERS DEGREE BY  
RESEARCH  
DOCTOR OF PHILOSOPHY**

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

Enquiries should be directed to the Graduate Research College.



## *School of Education*

### Head of School

Vacant

The focus of the School of Education is on teacher education and development. A Bachelor of Education programme (with various student pathways to employment in teaching and education), a Diploma of Education (Secondary), a Master of Education (research thesis) and a Master of Education by coursework, are offered. An Honours programme is also available.

The School of Education is building a strong research base in all the above areas and has developed significant working relationships with employer partnerships which help inform its programme development, maximise employment opportunities for its graduates, and give it a profile in school development and renewal.

The School of Education is also responsible for teaching a number of undergraduate units in Psychology and students from within the School as well as from a number of other Schools can undertake a minor or a major in this academic discipline.

The School of Education offers the following programmes:

- Bachelor of Education
- Bachelor of Education with Honours
- Bachelor of Education (Primary) - Stage III
- Graduate Diploma of Education
- Graduate Diploma of Educational Studies
- Master of Education
- Master of Education (by Research)\*
- Doctor of Philosophy\*

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

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### **BACHELOR OF EDUCATION BACHELOR OF EDUCATION WITH HONOURS (Abbreviated title: BEd/BEd(Hons))**

#### **Introduction**

The Bachelor of Education (Primary) is a four-year full-time course, consisting of curriculum studies, general units and electives, together with professional studies which include a practicum/internship component in each year of the course. Honours candidates must complete two research units and a thesis. The degree aims are the acquisition of sufficient knowledge and skills for graduates to begin their teaching career competently, confidently and with minimal supervision.

#### **Course Structure**

##### **A. Professional Studies**

These year-long, double units consist of integrated study involving in-school block periods together with on-campus preparation. They are a co-operative venture of students, teachers and lecturers planned as a series of graded experiences throughout the programme.

Weekly internship experiences in schools are designed to give students regular access to teachers and pupils, making their learning and studies more meaningful. The experiences allow students to apply their Curriculum and Elective Studies at the University to actual classroom situations, under the guidance of practising and experienced teachers, over an extended period of time.

Early in their course students are assigned to a school in the local area for one day per week and undertake their practicum block of three weeks in that school. In each subsequent year further practicum/internship experiences are provided.

A Teaching and Learning unit introduces students to the theory and practice of teaching and learning.

#### **B. Curriculum Studies**

The Curriculum Studies units are designed to cover all areas of the NSW Department of Education and Training curriculum, with teaching principles and their practical applications coming together through regular practicum and internship experiences in the schools.

Through their Curriculum Studies students gain experience in each of the Key Learning Areas throughout the programme. Units are arranged to encourage some integration among curriculum areas. Emphasis is given to teaching methodologies and to an examination of school and system curricula.

#### **C. General Studies**

As well as being skilled in classroom practice and being conversant with current trends in school curricula, teachers also need to be acquainted with the theoretical foundations on which such practice and curricula are based and to have a broad general knowledge. Accordingly, students in the Bachelor of Education course study a number of units drawn from psychology, computer studies and history, and they undertake a study of contemporary issues affecting Australia. The course also aims to develop students' own learning and communication skills.

#### **D. Special Needs**

All students undertake the study of Special Education which focuses primarily on the educational needs of pupils who may have a disability or learning or behavioural disorder. Students study a further unit that focuses on the unique needs of Indigenous Australians.

#### **E. Elective Units**

Students may undertake major and minor studies in specialised areas of interest. These

electives may be chosen from within or outside the School of Education.

#### **F. Research Units and Thesis**

For Honours candidates, two research units with a focus on research paradigms, methods and techniques from the normative, interpretive and critical perspectives will be required. A research thesis will be completed in the final year.

#### **Special Note:**

Students should be aware that as part of the employment process in various States and Territories, a criminal record check is undertaken on all applicants for teaching positions.

### **Rules Governing Candidature**

#### **1. Qualification for Admission**

Applicants for admission to candidature for the degree of Bachelor of Education shall have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category.

#### **2. Requirements for the Degree**

- (a) To be eligible for the award of the degree a candidate shall complete not less than thirty-two (32) units comprising:
  - (i) all units listed in Part A of the Schedule of Units attached to these Rules; and
  - (ii) not less than six (6) elective units, which may include units listed in Part B of the Schedule of Units attached to these Rules. A candidate shall obtain the permission of the Head, School of Education (or his/her nominee), prior to enrolment in any units other than those listed in Part B.
- (b) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

**3. Duration of Course**

Unless the Head, School of Education otherwise determines, a candidate shall complete the requirements for the course in not less than eight (8) or not more than sixteen (16) semesters.

**4. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than four (4) units in any semester, provided that where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.

**5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

**6. Advanced Standing**

The School Board, School of Education may grant a candidate advanced standing for up to sixteen (16) units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules, and provided that such advanced standing shall consist of not more than six (6) unspecified elective units in substitution for those of Part B.

**7. Admission to the Degree of Bachelor of Education**

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

University may be admitted to the degree of Bachelor of Education.

**Degree with Honours**

**1. Application for Admission**

An intending candidate shall submit to the Director of Student Administration, an application on the prescribed form and completed to the satisfaction of the Head of School.

Applications for admission must be forwarded to reach the Director, Student Administration no later than 30th November for commencement in the first semester of the following year, and no later than 31st May for commencement in the second semester of the same year.

Late applications may be considered in exceptional circumstances and at the sole discretion of the Head of School.

**2. Eligibility for Admission**

To be eligible for consideration for admission to the Bachelors degree (BEd) with Honours pathway a candidate shall, unless the Head of School determines otherwise, have either:

- (a) (i) completed the requirements of the first two years of the BEd at this University with at least a credit average in norm-referenced units;
- (ii) obtained a grade of at least "Highly Commendable" in Professional Studies II; and
- (iii) satisfied the Head of School that the content of the first two years of the degree together with any further work the Head of School may prescribe is sufficient to make that person a suitable candidate for the degree with Honours pathway; or
- (b) satisfied any additional admission requirements specified by the School Board.

**3. Admission**

Admission to candidature for a Bachelors degree with Honours pathway shall be:

- (i) at the discretion of the relevant School Board; and
- (ii) subject to the availability of appropriate supervision.

#### 4. Course of Study for the Degree with Honours

Unless the Head of School determines otherwise, a candidate for the degree with Honours shall:

- (a) pursue a course of study, approved by the Head of School, which meets the requirements of the BEd degree, and includes Enquiry I and II and the Thesis from Part B; and
- (b) complete the requirements of the first three years of the BEd with at least a credit average in norm-referenced units (including grades of at least "Credit" in Enquiry I and II) and obtain a grade of at least "Highly Commendable" in Professional Studies III.

#### 5. Duration of Course

Unless the Head of School in special circumstances otherwise determines, a candidate shall fulfil all requirements of the Honours course in not more than four consecutive semesters of full-time study, or eight consecutive semesters of part-time study, after the completion of Semester 4 of the BEd.

#### 6. Appointment of Supervisors

- (a) At the time of admission to candidature, there shall be assigned to the candidate, one or more supervisors, under whose general guidance the candidate shall work.
- (b) The supervisor(s) shall be appointed by the Head of School on the recommendation of the Honours Year Co-ordinator, and after consultation with relevant staff.
- (c) Each candidate shall be allocated at least one supervisor, to be known as the Principal Supervisor, who is a member of the School Board.

#### 7. Examination of Honours Year Project/Thesis

The Honours year project/thesis completed by a candidate shall be examined by not less

than two examiners, one of whom will normally be external to the University. The candidate's supervisor(s) may not be examiners.

#### 8. Class of Honours

A candidate who has reached the required standard of proficiency may on the recommendation of the School Board be awarded Honours in one of the following grades: First Class Honours; Second Class Honours, Division 1; Second Class Honours, Division 2; Third Class Honours. In published lists, the names of candidates awarded the same grade of Honours shall be placed in alphabetical order.

### Schedule of Units

#### PART A

- CS401 Curriculum Studies: English I
- ED221 Teaching and Learning
- PY227 Approaches to Psychology
- SS400 Australian and Asian Studies
- PH200 History of Ideas
- CS404 Curriculum Studies: Mathematics I
- CS417 Curriculum Studies: PD/Health/PE I
- CS413 Curriculum Studies: Science and Technology I
- CS402 Curriculum Studies: English II
- CU405 Indigenous Australians in Education
- CS415 Curriculum Studies: CAPA I
- CS412 Curriculum Studies: Human Society and its Environment
- CS405 Curriculum Studies: Mathematics II
- ED352 Special Education
- CS403 Curriculum Studies: English III
- CS414 Curriculum Studies: Science and Technology II
- CS418 Curriculum Studies: PD/Health/PE II
- CS416 Curriculum Studies: CAPA II
- ED486 Professional Studies I #
- ED487 Professional Studies II #
- ED488 Professional Studies III #
- ED489 Professional Studies IV #

#### PART B

- SS220 Approaches to Social Sciences
- ED220 Learning, Communicating and Educational Computing
- SY100 Current Issues
- SY118 Approaches to Sociology
- PY228 Cognition

PY229	Personality
PY230	Social Psychology
PY231	The Measurement and Evaluation of Individual Differences
AR357	The Nature of Art and Visual Education
DP321	Computers in Education: Learning Materials
DP323	Computers in Education: Software Evaluation and Training
ED222	Applied Ethics: An Introduction
ED351	Early Childhood Education
ED353	Teaching the Gifted
ED356	The Primary School Library in the 1990s*
ED731	Enquiry I
ED732	Enquiry II
ED802	Thesis (6 unit)
EN351	Children's Literature
EN352	Teaching English to Speakers of Other Languages (TESOL)
EN355	Storytelling
EN356	Reading Difficulties
HL323	Outdoor Education I
HL351	Health and Fitness in Modern Society
MA353	Mathematics Resources in the Classroom
MA352	Studies in Mathematics Learning
MU357	Music Education in the K-6 Classroom I
MU358	Music Education in the K-6 Classroom II
SC291	Environmental Education
CAPA	= Creative and Performing Arts
PD	= Personal Development
PE	= Physical Education

\* Not offered in 1999.

# Year-long units.

**NB** All elective units are offered subject to staff availability and level of student demand. Please check with the Course Co-ordinator to determine which of these elective units will be offered. Quotas may also be imposed on student enrolments in elective units, in which case preference will be given to students from the School of Education.

## BACHELOR OF EDUCATION (PRIMARY) - STAGE III (Abbreviated title: BEd)

### Introduction

The Bachelor of Education (Primary) - Stage III course is the post-service component of the Degree for holders of a Diploma of Teaching (Primary) completed in 1983 or later.

### BEd (Post-experience)

The DipTeach component (Stage I) of the BEd programme was predominantly oriented to help beginning teachers cope with their foremost concerns: their preoccupation with their new role as teachers and with practical teaching tasks. When they enter the post-experience stage of the programme, however, they will normally have had substantial full-time teaching experience and are doubtless reasonably confident in the practical arena. It is likely, though, that as their practical service develops, they are beginning to be less sure of being able to justify what they are doing in broader terms. The Professional Core Studies aim to give students a more sophisticated basis for teaching than was provided at the Diploma level.

### Entry to the Post-experience Stage - for Those Holding a Two-year Certificate (Primary) or Pre-1983 DipTeach (Primary)

Applicants in this category may be admitted to the programme if they can provide documented evidence of having undertaken sustained and successful professional development activities since initial pre-service qualification.

Applicants holding a pre-1983 Diploma of Teaching (Primary) or a two-year Certificate (Primary) who are unable to provide appropriate evidence of successful professional development activities since their pre-service qualification may qualify for entry by undertaking an individually negotiated qualifying programme of not less than two units (or six Professional Development Modules).

## Programme Structure

- **The Professional Core comprises:**  
Learning in Contemporary Society;  
Assessment and Reporting in Schools;  
Theory and Process of Curriculum  
Development;  
Project.

- **Elective Studies**

By the post-experience stage, students have also developed felt needs and interests of a more individual nature. These, it is believed, are best met through the four elective units in the programme.

- **Professional Development Modules**

Any of the elective units may be undertaken by completing approved Professional Development Modules (ED408-ED411). Unless otherwise indicated a Professional Development Module comprises one-third of a unit (thus three modules are equivalent to one elective unit). Professional Development Modules are activity-based, field-based learning packages which have been developed and accredited through the normal processes of the University.

Modular Electives are offered subject to staff availability and student demand. Students will need to contact the School of Education Off-Campus Studies Office to determine which Modular Electives are available in any particular year. Examples of such Modules recently available include:

- Family Effects on Children's Learning
- Special Education – An Introduction for Mainstream Teachers
- Special Education: An Introduction to Behaviour Management
- Time Management I – The Personal Context
- Teachers and Mathematics, K-6
- Issues in Health Education
- Development Issues in Programming Health, PE, PD
- Motor Learning and Safety Issues in Health, PE, PD

## Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected

from and in accordance with the Schedule of Units attached to these Rules.

- (b) The Head, School of Education may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Degree over a period of not less than four semesters and not more than eight semesters;
  - (b) be enrolled in the Degree in not more than two (2) units provided that in exceptional circumstances the Head of School may exempt a candidate from such requirements and provided further that this provision shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Degree;
  - (c) be entitled to be awarded the Degree upon completion of no less than eight (8) units comprising:
    - (i) all four (4) units in Part A of the Schedule of Units attached to these Rules; and
    - (ii) four (4) units selected from Part B of the Schedule of Units attached to these Rules;
  - (d) have completed a unit when either:
    - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
    - (ii) advanced standing has been granted in that unit.
5. A candidate who has completed one or more units toward the Degree and who, with the prior approval of the School Board, School of Education completes one or more units at an appropriate institution may be granted credit of not more than 50% of the

Bachelor of Education provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.

6. Except as provided for in Rule 7, the School Board may grant advanced standing of not more than 50% of the Degree to:

- (a) a graduate of an appropriate institution or a person with equivalent qualifications; or
- (b) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;

where work or units so completed are considered to be equivalent to a unit or units in the Schedule, provided that where the work or units are at degree standard and related to but not equivalent to units in the Schedule, advanced standing in respect of that work or units shall consist of not more than four (4) unspecified elective units in substitution for an equivalent number of electives under such conditions as the School Board may determine.

- 7. Within the course structure specified in the Schedule, the School Board may grant advanced standing of up to 75% for Certificate of Attainment units completed through the Centre for Professional Development in Education.
- 8. The Academic Board may grant more advanced standing than that specified in Rule 6.
- 9. The Academic Board may from time to time vary the contents of the Schedule.

### Schedule of Units

#### PART A

- ED403 Learning in Contemporary Society
- ED404 Assessment and Reporting
- ED291 Theory and Process of Curriculum Development
- ED405 Project

#### PART B

- AR252 Visual Literacy Through Visual Art
- ED293 Diagnostic and Remedial Teaching\*
- CU404 Schooling of Indigenous Australians\*
- ED298 Co-operative Learning Skills in the Classroom

- ED406 Independent Study Unit I
- ED407 Independent Study Unit II
- ED408-
- ED411 Modular Elective Units I-IV
- HL261 Programming for Mixed Abilities in Health Studies\*
- HL262 Issues and Strategies in Health Studies
- JP291 Japanese I (Professional Development)
- JP292 Japanese II (Professional Development)
- JP293 Japanese III (Professional Development)
- JP294 Japanese IV (Professional Development)
- MA253 Developments in Primary Mathematics\*
- MU261 Developing Music for K-6 Teachers\*
- SC291 Environmental Education
- SC292 Teaching Science and Technology I

\* Not offered in 1999.

**NB** All elective units are offered subject to staff availability and level of student demand. Please check with the Course Co-ordinator to determine which of these elective units will be offered. Quotas may also be imposed on student enrolments in elective units, in which case preference will be given to students from the School of Education.

## GRADUATE DIPLOMA OF EDUCATION (Abbreviated title: DipEd)

### Introduction

The Diploma is a one-year, full-time programme to prepare graduates for secondary school teaching in Visual Arts; Music; Science; Personal Development, Health and Physical Education; Chinese; Japanese; Mathematics; Computing Studies; and Social Sciences.

### The Programme

The Graduate Diploma of Education is designed primarily to prepare secondary teachers, with strong backgrounds in their relevant disciplines, for their early years of teaching. An assumption of the programme design is that pre-service teacher education programmes should be seen as but the first step in the career and professional development of teachers. In light of research on pre-service teachers' concerns

about teaching and the ways in which these change with teaching experience, the programme takes the practice of teaching as its starting point and leads from this into emphasis on problem-solving in relation to classroom and school-based issues.

The programme consists of four units each semester, covering curriculum studies, education studies, practice teaching, special education and computer studies.

### Admission

1. A person before being admitted to candidature for the Graduate Diploma of Education shall either:
  - (a) have successfully completed all the requirements of a degree of a university or other recognised tertiary institution; or
  - (b) in exceptional circumstances only, have completed, over a period of not less than three academic years, so much of the requirements of a degree of a university or other recognised tertiary institution that the remaining requirements may be completed by external study in one year concurrently with candidature for the Graduate Diploma of Education provided that no person may qualify for the award of the Diploma until all requirements for the award of their degree have been satisfied.
2. The admission to candidature of persons satisfying the requirements of the preceding paragraph shall be conditional upon their degree including studies relevant to subjects taught in secondary schools. Preference for admission will be given to those who satisfy the relevant promotion requirements of the NSW Department of Education and Training. Candidates for admission must have their first degree assessed by the Department of Education and Training prior to commencing the Graduate Diploma of Education.
3. In special circumstances, studies in related subject areas may be considered to meet requirements in (2) above.

### Special Note:

Students should be aware that as part of the employment process in various States and Territories, a criminal record check is undertaken on all applicants for teaching positions.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2.
  - (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules ("the Schedule").
  - (b) The Head, School of Education may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
  - (c) A candidate who has been awarded a grade of Fail or Unsatisfactory for a practicum unit taken as part of the Graduate Diploma of Education shall not be permitted to re-enrol in that unit unless the Head of School determines otherwise.
3. A candidate shall select units the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Diploma over a period of not less than two semesters and not more than six semesters from the time of enrolment;
  - (b) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units; provided that the Head of School may exempt a candidate from such requirements and provided further that this provision shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Diploma;
  - (c) be entitled to be awarded the Diploma upon completion of eight (8) units comprising:
    - (i) all five (5) units in Part A of the Schedule;



- (ii) a two (2) unit sequence selected from Part B of the Schedule; and
- (iii) one (1) unit, which may be selected from Part C of the Schedule;
- (d) have completed a unit when either:
  - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
- 5. A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Education completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Diploma provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.
- 6. The School Board may grant advanced standing of not more than 50% of the Diploma to:
  - (a) a graduate of an appropriate institution or a person with equivalent qualifications; or
  - (b) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification where work or units so completed are considered to be equivalent to a unit or units in the Schedule.
- 7. The Academic Board may grant more advanced standing than specified in Rule 6.
- 8. The Academic Board may from time to time vary the contents of the Schedule.

### Schedule of Units

#### PART A

- ED077 Practicum I
- ED078 Practicum II
- ED079 Practicum III
- ED067 Education Studies
- ED352 Special Education

#### PART B

##### Visual Arts

- AR013 Curriculum Specialisation: Visual Arts I

- AR014 Curriculum Specialisation: Visual Arts II

##### Japanese

- JP011 Curriculum Specialisation: LOTE (Japanese) I
- JP012 Curriculum Specialisation: LOTE (Japanese) II

##### Mathematics

- MA011 Curriculum Specialisation: Mathematics I
- MA012 Curriculum Specialisation: Mathematics II

##### Music

- MU011 Curriculum Specialisation: Music I
- MU012 Curriculum Specialisation: Music II

##### Personal Development, Health and Physical Education

- PE011 Curriculum Specialisation: PDHPE I\*
- PE012 Curriculum Specialisation: PDHPE II\*

##### Science

- SC043 Curriculum Specialisation: Science I
- SC044 Curriculum Specialisation: Science II

##### Social Sciences

- SS006 Curriculum Specialisation: Social Sciences I
- SS007 Curriculum Specialisation: Social Sciences II

##### Computing Studies

- DP324 Curriculum Specialisation: Computing Studies

##### Outdoor Education

- HL324 Curriculum Specialisation: Outdoor Education

##### Chinese

- CH011 Curriculum Specialisation: LOTE (Chinese) I #
- CH012 Curriculum Specialisation: LOTE (Chinese) II #

#### PART C

- DP323 Computers in Education: Software Evaluation and Training

\* PDHPE = Personal Development, Health and Physical Education.

# Not offered in 1999.

## GRADUATE DIPLOMA OF EDUCATIONAL STUDIES (Abbreviated title: DipEdSt)

### Introduction

The Graduate Diploma of Educational Studies is a full-time or part-time course for teachers

holding a Bachelor of Teaching or equivalent three year degree.

### Programme Structure

- **The Professional Core comprises:**  
Learning in Contemporary Society;  
Assessment and Reporting;  
Theory and Process of Curriculum Development;  
Project.
- **Elective Studies**

By the post-experience stage, students have also developed felt needs and interests of a more individual nature. These, it is believed, are best met through the four elective units in the programme.

- **Professional Development Modules**

Any of the elective units may be undertaken by completing approved Professional Development Modules (ED408-ED411). Unless otherwise indicated a Professional Development Module comprises one-third of a unit (thus three modules are equivalent to one elective unit). Professional Development Modules are activity-based, field-based learning packages which have been developed and accredited through the normal processes of the University.

Modular Electives are offered subject to staff availability and student demand. Students will need to contact the School of Education Off-Campus Studies Office to determine which Modular Electives are available in any particular year. Examples of such Modules recently available include:

- Family Effects on Children's Learning
- Special Education – An Introduction for Mainstream Teachers
- Special Education: An Introduction to Behaviour Management
- Time Management I – The Personal Context
- Teachers and Mathematics, K-6
- Issues in Health Education
- Development Issues in Programming Health, PE, PD
- Motor Learning and Safety Issues in Health, PE, PD

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) Candidates shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules.  
(b) The Head, School of Education may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. Candidates shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, candidates shall:
  - (a) complete the units for the Diploma over a period of not less than two semesters and not more than eight semesters;
  - (b) be enrolled in the Diploma in not more than four (4) units provided that in exceptional circumstances the Head of School may exempt a candidate from such requirements and provided further that this provision shall not apply to candidates who have one unit only to complete to satisfy requirements for the Graduate Diploma;
  - (c) be entitled to be awarded the Graduate Diploma upon completion of eight (8) units comprising:
    - (i) all four (4) units in Part A of the Schedule; and
    - (ii) not less than four (4) units selected from Part B of the Schedule.
  - (d) have completed a unit when either:
    - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
    - (ii) advanced standing has been granted in that unit.
5. Candidates who have completed one or more units toward the Graduate Diploma

and who, with the prior approval of the School Board, School of Education complete one or more units at an appropriate institution may be granted credit of not more than 50% of the Graduate Diploma of Educational Studies provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.

6. Except as provided for in Rule 7, the School Board may grant advanced standing of not more than 50% of the Diploma to:

- (a) a graduate of an appropriate institution or a person with equivalent qualifications; or
- (b) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;

where work or units so completed are considered to be equivalent to a unit or units in the Schedule, provided that where the work or units are at degree standard and related to but not equivalent to units in the Schedule, advanced standing in respect of that work or units shall consist of not more than four (4) unspecified elective units in substitution for an equivalent number of electives under such conditions as the School Board may determine.

7. Within the course structure specified in the Schedule, the School Board may grant advanced standing of up to 75% for Certificate of Attainment units completed through the Centre for Professional Development in Education.
8. The Academic Board may grant more advanced standing than that specified in Rule 6.
9. The Academic Board may from time to time vary the contents of the Schedule.

### Schedule of Units

#### PART A

- ED403 Learning in Contemporary Society
- ED404 Assessment and Reporting
- ED291 Theory and Process of Curriculum Development
- ED405 Project

#### PART B

- AR252 Visual Literacy Through Visual Art
- ED088 Graduate Teaching Experience\*
- ED089 Business/Industry Placement Experience\*
- ED293 Diagnostic and Remedial Teaching\*
- ED297 The Aboriginal Child at School\*
- ED298 Co-operative Learning Skills in the Classroom
- ED406 Independent Study Unit I
- ED407 Independent Study Unit II
- ED408-
- ED411 Modular Elective Units I-IV
- HL261 Programming for Mixed Abilities in Health Studies\*
- HL262 Issues and Strategies in Health Studies
- JP291 Japanese I (Professional Development)
- JP292 Japanese II (Professional Development)
- JP293 Japanese III (Professional Development)
- JP294 Japanese IV (Professional Development)
- MA253 Developments in Primary Mathematics\*
- MU261 Developing Music for K-6 Teachers\*
- SC291 Environmental Education
- SC292 Teaching Science and Technology I

\* Not offered in 1999.

**NB** All elective units are offered subject to staff availability and level of student demand. Please check with the Course Co-ordinator to determine which of these elective units will be offered. Quotas may also be imposed on student enrolments in elective units, in which case preference will be given to students from the School of Education.

## MASTER OF EDUCATION (Abbreviated title: MEd)

### Introduction

The Master of Education requires candidates to specialise in the area of applied enquiry in educational contexts. The degree is offered by research or coursework. The minimum time for completion by a full-time candidate is one year. It is anticipated that the normal time for completion for candidates enrolled in the external or part-time mode would be two years.

Candidates completing a degree by research thesis in Education should refer to the Rules and Regulations for Research Masters. The research option is also detailed below under "The Programme".

### Admission

Applicants for admission to the Masters programme must hold as a minimum requirement the equivalent of a four-year qualification, in an area deemed to be appropriate, from a recognised tertiary institution. This would normally include a degree and/or a graduate diploma (either or both in an area deemed to be appropriate). These previous tertiary qualifications should indicate achievement at a high level. Applicants for the programme should have at least the equivalent of one year of full-time relevant experience.

### The Programme

The degree will comprise eight units.

Candidates proceeding via the research option will complete two Enquiry units (1-unit value each) and a 6-unit thesis. If candidates can provide previous evidence of completing similar research units or their equivalent then the School Board may permit the research option to be completed by an 8-unit thesis.

Candidates proceeding via the coursework option will complete the two Enquiry units; four Issues units; and a Research Project equivalent to 2-unit value. In general, the Enquiry strand will precede the Issues strand, with both of these strands contributing to the successful completion of the Research Project.

The four Issues units must be chosen according to one of the following groupings:

- (a) (for most students) the two core units, "The Policy Context of Education and Training in Australia" and "The Nature and Process of Educational Change", and two Issues units offered as Independent Study Units (or, with the approval of the Course Co-ordinator, a unit from another School at an equivalent level); or
- (b) the four units, Mathematics Recovery Theory and Techniques IA, IB, IIA, IIB.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected from the Schedule of Units attached to these Rules.  
(b) The Head, School of Education may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units from those that are being offered in each year of candidature.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Degree over a period of not less than two semesters (full-time candidates) and not more than eight semesters (part-time or external candidates) from the time of enrolment;
  - (b) be entitled to be awarded the Degree upon satisfactory completion of eight (8) units comprising units specified in Part A of the Schedule and not less than four (4) units selected from Part B of the Schedule.
5. A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Education, completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Degree provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.
6. (a) The School Board may grant advanced standing of not more than 50% of the Degree to an applicant who has been admitted to the programme and who has successfully completed work or units towards an award or equivalent qualification from an appropriate institution provided that work or units completed are considered by the Board to be equivalent to a unit or units in the Schedule.  
(b) Units completed in the Graduate Diploma of Training and Development

may be counted for advanced standing at the equivalent of 1-unit value in the 8-unit Degree provided that:

- (i) the candidate already holds a four year degree or its equivalent; *and*
- (ii) the unit has been awarded a grade at "Credit" level or higher; *and*
- (iii) a maximum of four such units may be permitted to contribute to advanced standing within the provisions of 6(a) above.

### Schedule of Units

#### PART A

- ED731 Enquiry I
- ED732 Enquiry II
- ED754 Research Project # **OR**
- ED755 Research Project # †

#### PART B

- ED734 The Policy Context of Education and Training in Australia
- ED749 Management Education\*
- ED750 Instructional Design\*
- ED733 The Nature and Process of Educational Change
- SY700 Sociology of Workplace Industrial Relations\*
- DP712 Computer Based Training\*
- ED730 An Introduction to Futures Studies: Methods, Issues and Visions\*
- MN706 Perspectives on the "New" Organisation\*
- MN703 Organisational Change and Development\*
- MN704 Human Resource Development\*
- ED748 Workplace Learning\*
- ED215 Educational Technology\*
- MA600 Mathematics Recovery Theory and Techniques IA➤
- MA601 Mathematics Recovery Theory and Techniques IB➤
- MA602 Mathematics Recovery Theory and Techniques IIA➤
- MA603 Mathematics Recovery Theory and Techniques IIB➤
- ED751 Independent Study Unit I: Negotiated Reading Course
- ED753 Research Project - Background and Proposal

\* Not offered in 1999.

# Double-weighted units.

† Year-long units.

➤ Available only to teachers working in a district where the Mathematics Recovery Program is being implemented.

### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

## *School of Exercise Science and Sport Management*

### **Head of School**

Associate Professor R. Bronks DipT, DipPE(Cardiff), MSc, PhD(Oregon), FASMF

The School of Exercise Science and Sport Management offers several courses for those wishing to seek employment in such areas as the Health and Fitness Industry, Sport Management and Sport Administration, Exercise Rehabilitation and Sport Science. In addition the School has established a strong commitment to research which leads to career paths for postgraduate students. It currently offers degrees in Exercise Science and Sport Management at the undergraduate and postgraduate levels.

The following will be offered in 1999:

- Bachelor of Human Movement Science
- Bachelor of Human Movement Science with Honours (fourth year)
- Bachelor of Human Movement Science (Applied) (fourth year)
- Graduate Certificate in International Sport Management
- Graduate Diploma in International Sport Management
- Master of International Sport Management
- Master of Science (by Research)\*
- Doctor of Philosophy\*

A combined Bachelor of Human Movement Science/Bachelor of Laws (double degree - five years) is also available. The course comprises 18 units from the Bachelor of Human Movement Science and 22 from the Bachelor of Laws. Details are included in the School of Law and Justice entry in this Handbook.

The School also offers a specialist stream in Sport Management within the Master of Business Administration. Details of this course can be found in the Graduate College of Management entry in this Handbook.

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

### **BACHELOR OF HUMAN MOVEMENT SCIENCE (Abbreviated title: BHMS) BACHELOR OF HUMAN MOVEMENT SCIENCE (APPLIED) (Abbreviated title: BHMS(Applied))**

#### **Introduction**

The Bachelor of Human Movement Science (BHMS) is a three-year full-time (or equivalent part-time) professional course based on a philosophy of health and fitness. The course focuses on the study of human performance in daily life, in athletic pursuits, in competition and

participation in leisure activities. It is multi-disciplinary in nature, drawing from the biological, psychological and sociological sciences as they relate to exercise, sport and recreation. Specialist Studies strands are available in Exercise Science and Sport Management. Upon completion of the requirements for the BHMS degree a candidate may undertake a further year of study for the Bachelor of Human Movement Science (Applied) (BHMS(Applied)) degree. This programme involves advanced units of study in community health and fitness issues and an intensive industry based Internship. The course is designed for the professional development of candidates to an advanced level and to provide comprehensive industry related training.

The Bachelor of Human Movement Science programme places a strong emphasis on practical experiences whereby students are given the opportunity to utilise the theoretical concepts of their lectures in a “hands on” situation.

The development of a comprehensive Sport Science facility incorporating the more recent developments in equipment and technology provides opportunities for state of the art student training.

### Course Structure

Twenty-four units are required for successful completion of the BHMS course.

A full-time student takes four units in each of six semesters, i.e. 24 units in total. All students are required to complete twelve Core units, eight Major units, and four Elective units.

A further eight units are required for the successful completion of the BHMS(Applied) course, which includes the Internship which has the value of four units.

There are four basic categories of entrants to the Bachelor of Human Movement Science course:

1. School-leavers who have completed a NSW Higher School Certificate examination or its equivalent with an aggregate figure above a minimum level determined by the Academic Board.
2. Candidates admitted under the Regional Entry Report Scheme.
3. Applicants from special groups including Aborigines and the physically impaired.
4. Mature entrants (over 18 years of age) selected on the basis of some demonstrated aptitude obtained from past vocational and/or life experience, and motivation to take the course.

Entry to the BHMS(Applied) degree is through successful completion of the BHMS degree.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected

from and in accordance with the Schedule of Units attached to the Rules (“the Schedule”).

- (b) The Head, School of Exercise Science and Sport Management may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the BHMS degree over a period of not less than six semesters and not more than twelve semesters from the time of enrolment;
  - (b) complete the units for the BHMS(Applied) over a period of not less than two semesters and not more than four semesters following successful completion of the requirements for the BHMS degree;
  - (c) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units;
 provided that the Head of School may approve enrolment in an enrichment unit as a fifth unit or, in exceptional circumstances, exempt a candidate from such requirements provided further that these provisions shall not permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the BHMS degree;
  - (d) be entitled to be awarded the BHMS degree upon completion of a minimum of twenty-four (24) units including:
    - (i) all twelve (12) units in Part A of the Schedule;
    - (ii) eight (8) units from one major in Part B of the Schedule, including any compulsory units for that major; and

- (iii) four (4) elective units which may include units from Part B of the Schedule;
- (e) be entitled to be awarded the BHMS(Applied) degree upon the completion of the BHMS degree plus the additional eight (8) units listed in Part C of the Schedule, subject to surrender of the BHMS degree prior to conferral of the BHMS(Applied) degree;
- (f) have completed a unit when either:
  - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
- 5. A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Exercise Science and Sport Management, completes one or more units at an appropriate institution may be granted credit of not more than 50% of the BHMS degree provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.
- 6. The School Board may grant advanced standing:
  - (a) of not more than 50% of the BHMS degree to:
    - (i) a graduate of an appropriate institution or a person with equivalent qualifications, or
    - (ii) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification
 where work or units so completed are considered to be equivalent to a unit or units in the Schedule;
  - (b) of not more than the eight (8) first year units of the BHMS degree to a candidate who has completed the Associate

Diploma of Health Science (Sport and Exercise) of the University at a grade average of Credit or better.

- 7. The Academic Board may grant more advanced standing than that specified in Rule 6.
- 8. The Academic Board may from time to time vary the contents of the Schedule.

### Schedule of Units

#### PART A

- AN302 Anatomy for Human Movement
- MN301 Sport and Exercise Management I
- PY325 Psychology
- HM201 Field Studies I
- MA330 Statistics
- PL307 Physiology for Human Movement
- LA202 Sport and the Law
- HM202 Field Studies II
- PL203 Exercise Physiology I
- HM223 Internship I
- HM203 Field Studies III - Sports Conditioning and Training Methodology
- HM301 Research Design in Sport Science

#### PART B

##### Exercise Science

- PL209 Kinesiology #
- PL207 Biomechanics I#
- PL324 Biomechanics II
- PL326 Exercise Biochemistry and Drugs in Sport
- PL328 Motor Learning I #
- PY326 Sports Psychology #
- PY327 Applied Sport Psychology
- PL204 Exercise Physiology II
- HM221 Ageing and Physical Activity
- PL330 Nutrition and Human Performance
- PL215 Exercise Testing and Prescription
- PL214 Prevention and Management of Injury
- HM222 Physical Activity for People with Disabilities
- HM220 Graduating Seminar\*
- HM224 Internship II

##### Sport Management

- MK205 Public Relations in Sport and Exercise
- MK320 Sport and Exercise Marketing
- MN307 Sports Policy and Planning
- AC320 Financial Management for Sport and Exercise



MN303 Personnel Management in Sport  
MN304 Facility Planning and Design  
MN305 Facility Programming and Management  
MN306 Entrepreneurship in Sport and Exercise  
HM220 Graduating Seminar\*  
HM224 Internship II

#### PART C

PL325 Applied Biomechanics (Wellness)  
HL207 Applied Diet, Weight Control and  
Exercise (Wellness)  
PL210 Applied Exercise Physiology (Wellness)  
PY328 Applied Exercise Psychology (Wellness)  
HM225–  
HM228 Internship III

\* Required unit for entry to Bachelor of Human  
Movement Science with Honours.

# Required unit for Exercise Science major.

The offering of any unit in a given semester is  
subject to student numbers, availability of staff  
and timetabling constraints.

Refer to unit descriptions for details of the  
semester when each unit is offered and for pre-  
requisite units.

### BACHELOR OF HUMAN MOVEMENT SCIENCE WITH HONOURS (Abbreviated title: BHMS(Hons))

#### General

The Honours course is a separate fourth year of  
study, which may be undertaken following  
successful completion of an undergraduate  
degree. The Honours degree may be a  
completion point for tertiary study itself but, in  
many cases, it represents the starting point for  
entry to further postgraduate research degrees.  
The Honours degree should provide an  
indication of a student's research potential and  
introduce students to basic research training.

#### Course Structure

To qualify for the Bachelor of Human Movement  
Science with Honours, a candidate is required to  
complete the Honours course, HM801 Human  
Movement 400 (Honours), comprising:

- (a) a thesis based on original work, and
- (b) a colloquium for thesis proposal and a  
research seminar based on the thesis, and

- (c) the unit MA331 Advanced Statistics, where a  
candidate has been deemed by the School  
Board to be deficient in this area. Whereas  
successful completion of the course will be  
required, the result will not count towards  
the class of Honours awarded.

#### Rules Governing Candidature

Information and Rules concerning Bachelors  
degrees with Honours (where Honours is taken  
as a separate fourth year following a three-year  
Bachelors degree) are given in the Rules entry in  
this Handbook (Part B).

### GRADUATE CERTIFICATE IN INTERNATIONAL SPORT MANAGEMENT (Abbreviated title: GradCertISM)

#### Introduction

The Graduate Certificate in International Sport  
Management, the Graduate Diploma in  
International Sport Management and the Master  
of International Sport Management are designed  
to provide graduates and experienced managers  
with the opportunity to undertake advanced  
study in international sport management.

#### Course Structure

The Graduate Certificate requires the completion  
of at least four (4) units described in the  
accompanying schedule.

Progression from the Graduate Certificate to the  
Graduate Diploma to the Masters degree is  
permitted within the Rules.

#### Rules Governing Candidature

##### 1. Admission to Candidature

- (a) Applicants for admission to candidature  
for the Graduate Certificate shall  
provide evidence of at least one year's  
experience in a field of employment  
acceptable to the School Board, School  
of Exercise Science and Sport  
Management and shall either:
  - (i) have fulfilled the requirements for  
admission to a degree or  
qualification of equivalent standing

- at this University or another University or tertiary institution; or
- (ii) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (i).

- (b) An applicant for candidature shall apply to the University on the prescribed form.
- (c) The Head of School or nominee shall determine admission to candidature and the trimester of commencement.
- (d) After admission to candidature, a candidate shall submit a programme of study for approval by the Head of School or nominee.

## 2. Requirements for the Graduate Certificate

To satisfy requirements for the Graduate Certificate the candidate shall complete a programme of at least four (4) units of study selected from the Schedule of Units\* annexed to these Rules and approved by the Head of School or nominee. A core programme comprises four (4) units from Part A of the Schedule, which may include up to two (2) units that are offered as a part of this course by the University partners.

In special circumstances the Head of School or nominee may approve other coursework units.

## 3. Period of Candidature

- (a) Except with the permission of the School Board, a full-time candidate shall pursue the approved course of study for not more than three (3) trimesters of full-time study and not more than six (6) trimesters of part-time study. There will be three trimesters in each calendar year.
- (b) The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

## 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall enrol in not more than four (4) units in any one trimester. Provided that, where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one trimester.

## 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

## 6. Advanced Standing

At the discretion of the School Board, a candidate may be granted advanced standing for up to two (2) units on the basis of units completed at this University or at another University or tertiary institution. Provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

## 7. Admission to the Graduate Certificate in International Sport Management

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

**GRADUATE DIPLOMA IN  
INTERNATIONAL SPORT  
MANAGEMENT  
(Abbreviated title: GradDipISM)**

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\* The Schedule of Units is to be found at the end of the entry for the Master of International Sport Management.

## Introduction

The Graduate Certificate in International Sport Management, the Graduate Diploma in International Sport Management and the Master of International Sport Management are designed to provide graduates and experienced managers with the opportunity to undertake advanced study in international sport management.

## Course Structure

The Graduate Diploma requires the completion of at least eight (8) units described in the accompanying schedule.

Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules.

### Rules Governing Candidature

#### 1. Admission to Candidature

- (a) Applicants for admission to candidature for the Graduate Diploma shall provide evidence of at least one year's experience in a field of employment acceptable to the School Board, School of Exercise Science and Sport Management and shall either:
  - (i) have fulfilled the requirements for admission to a degree or qualification of equivalent standing at this University or another University or tertiary institution; or
  - (ii) have completed the Graduate Certificate in International Sport Management; or
  - (iii) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (i) or (ii).
- (b) An applicant for candidature shall apply to the University on the prescribed form.
- (c) The Head of School or nominee shall determine admission to candidature and the trimester of commencement.
- (d) After admission to candidature, a candidate shall submit a programme of

study for approval by the Head of School or nominee.

#### 2. Requirements for the Graduate Diploma

To satisfy requirements for the Graduate Diploma the candidate shall complete a programme of at least eight (8) units of study selected from the Schedule of Units\* annexed to these Rules and approved by the Head of School or nominee. A core programme comprises eight (8) units of study including:

- (a) eight (8) units from Part A of the Schedule of Units, which may include up to three (3) units that are offered as a part of this course by University partners; OR
- (b) five (5) units from Part A of the Schedule of Units, which may include up to three (3) units that are offered as a part of this course by University partners AND three (3) units from Part B of the Schedule of Units.

In special circumstances the Head of School or nominee may approve other coursework units.

#### 3. Period of Candidature

- (a) Except with the permission of the School Board, a full-time candidate shall pursue the approved course of study for not more than three (6) trimesters of full-time study and not more than six (12) trimesters of part-time study. There will be three trimesters in each calendar year.
- (b) The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

#### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and

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\* The Schedule of Units is to be found at the end of the entry for the Master of International Sport Management.

- (b) a candidate shall enrol in not more than four (4) units in any one trimester. Provided that, where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one trimester.

**5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

**6. Advanced Standing**

- (a) At the discretion of the School Board, a candidate may be granted advanced standing for up to four (4) units on the basis of units completed at this University or at another University or tertiary institution. Provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.
- (b) A candidate who has completed all the requirements for the Graduate Certificate may be granted advanced standing for up to four (4) units.
- (c) Notwithstanding, the total of advanced standing units other than those units in the Graduate Certificate shall not exceed 50% of the course.

**7. Admission to the Graduate Diploma in International Sport Management**

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

**MASTER OF INTERNATIONAL  
SPORT MANAGEMENT  
(Abbreviated title: MISM)**

**Introduction**

The Graduate Certificate in International Sport Management, the Graduate Diploma in International Sport Management and the Master of International Sport Management are designed to provide graduates and experienced managers with the opportunity to undertake advanced study in international sport management.

**Course Structure**

The Masters degree requires the completion of at least twelve (12) units described in the accompanying schedule.

Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules.

**Rules Governing Candidature**

**1. Admission to Candidature**

- (a) Applicants for admission to candidature for the Masters degree shall provide evidence of at least one year's experience in a field of employment acceptable to the School Board, School of Exercise Science and Sport Management and shall either:
  - (i) have fulfilled the requirements for admission to a degree or qualification of equivalent standing at this University or another University or tertiary institution; or
  - (ii) have completed the Graduate Diploma in International Sport Management; or
  - (iii) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (i) or (ii).
- (b) An applicant for candidature shall apply to the University on the prescribed form.
- (c) The Head of School or nominee shall determine admission to candidature and the trimester of commencement.

- (d) After admission to candidature, a candidate shall submit a programme of study for approval by the Head of School or nominee.

## **2. Requirements for the Master of International Sport Management**

To satisfy requirements for the Masters degree the candidate shall complete a programme of at least twelve (12) units of study selected from the Schedule of Units annexed to these Rules and approved by the Head of School or nominee. A core programme comprises twelve (12) units of study including:

- (a) nine (9) units from Part A of the Schedule of Units, which may include up to four (4) units that are offered as a part of this course by University partners; **AND**
- (b) three (3) units from Part B of the Schedule of Units.

## **3. Period of Candidature**

- (a) Except with the permission of the School Board, a full-time candidate shall pursue the approved course of study for not more than nine (9) trimesters of full-time study and not more than eighteen (18) trimesters of part-time study. There will be three trimesters in each calendar year.
- (b) The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

## **4. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall enrol in not more than four (4) units in any one trimester. Provided that, where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one trimester.

## **5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

## **6. Advanced Standing**

- (a) At the discretion of the School Board, a candidate may be granted advanced standing for up to six (6) units on the basis of units completed at this University or at another University or tertiary institution. Provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.
- (b) A candidate who has completed all the requirements for the Graduate Certificate may be granted advanced standing for up to four (4) units.
- (c) A candidate who has completed all the requirements for the Graduate Diploma may be granted advanced standing for up to eight (8) units.
- (d) Notwithstanding, the total of advanced standing units other than those units in the appropriate Graduate Certificate and Graduate Diploma shall not exceed 50% of the course.

## **7. Admission to the Master of International Sport Management**

- (a) A candidate, who has fulfilled the requirements of these Rules and otherwise complied with the provision of all By-laws and other Rules applicable to the University, may be admitted to the Master of International Sport Management.
- (b) A candidate granted advanced standing under Rule 6(b) must surrender the

Graduate Certificate prior to conferral of the degree.

- (c) A candidate granted advanced standing under Rule 6(c) must surrender the Graduate Diploma prior to conferral of the degree.

### **Schedule of Units**

#### **PART A**

MK723 Sport Marketing and Public Relations  
MN781 Event and Facility Management  
MN782 Performance Management in Sport  
MN783 Project Management for Sport  
MN784 Industry Based Project  
LA721 Sports Law  
US261 Unspecified Core Unit I  
US262 Unspecified Core Unit II  
US281 University Partner Unit I  
US282 University Partner Unit II  
US283 University Partner Unit III  
US284 University Partner Unit IV

#### **PART B**

MN726 Research Project (1 unit)  
MN727 Research Project (2 unit)  
MN728 Research Project (3 unit)

### **MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY**

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

Enquiries should be directed to the Graduate Research College.

## *School of Humanities, Media and Cultural Studies*

### **Head of School**

H.M. Wearne BA(GIAE), MA(Monash)

The School of Humanities, Media and Cultural Studies offers an exciting and innovative academic environment. The School has a range of programmes, all of which have an emphasis on applied learning and knowledge.

The following studies are offered:

- Humanities
- Media Studies
- Asian Studies

The general structure of the School's courses means that units from these programmes and other Schools can be combined to provide a wide variety of academic experiences.

The following courses are offered:

- Bachelor of Arts
- Bachelor of Arts (Honours)
- Master of Arts (by Research)\*
- Doctor of Philosophy\*

Combined Arts/Business and Arts/Law courses are also available. Details are included in the School of Commerce and Management and School of Law and Justice entries in this Handbook.

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

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### **BACHELOR OF ARTS (Abbreviated title: BA)**

#### **Introduction**

The Bachelor of Arts is a three-year full-time course offered by the School of Humanities, Media and Cultural Studies. The School offers Major Studies in Media Communications, Writing, Asian Studies, Australian Studies and History. Emphasis is placed on the acquisition of practical skills as well as appropriate theoretical understanding. Students are encouraged to achieve high levels of academic knowledge, personal expression, and professional skills.

The School now also offers a major in Cultural Studies and has developed the Writing programme into a double major which is available externally.

#### **Aims**

- To stimulate interest in the problem-solving and applied dimension of the Arts knowledge spectrum, with a focus on concerns of contemporary Australians;
- to provide a stimulating environment and access to appropriate resources for optimum academic and personal growth and achievement;
- to cultivate a broad range of competencies through a study of the historical, cultural, theoretical and practical aspects of the Arts;
- to extend the boundaries of the creative, intellectual and interpretative capacities of students; and
- to encourage a sense of independence and self-confidence.

## Objectives

Upon completing the course, students will be expected to demonstrate:

- (a) a professional attitude;
- (b) a high level of academic or technical expertise, and interpretative or creative ability in at least one Major Study area;
- (c) confidence, discipline and critical capacity in their professional practice;
- (d) a suitable range of enquiry, research and presentation skills;
- (e) an awareness of the appropriate career options open to them and of the conditions and requirements which must be met for entry into those careers;
- (f) the ability to adapt to the changing needs of the community;
- (g) a creative expertise in the use of electronic media; and
- (h) a familiarity with major contemporary trends and developments, and with historical perspectives of changes in arts and ideas.

## Admission

Students seeking admission to the Bachelor of Arts course must satisfy normal entry requirements of the University and may be required to show evidence of aptitude for and commitment to their proposed area of study. This evidence may be determined by means of a personal interview. Provision exists for students with extensive demonstrated prior skills in particular units to be granted advanced standing in those units.

## Assessment

Both progressive and examination-based assessment are practised by the School of Humanities, Media and Cultural Studies. Details of assessment methods, techniques and criteria are specified in unit outlines which are available from the School at the start of the relevant semester.

The structure of the Bachelor of Arts degree is common for all Major Study areas. Available Majors offered in the School's three areas of

study are listed in Rule 6(b). The common structure is:

- the four Core Units;
- 2 six-unit Majors or 1 twelve-unit Double Major;
- 1 four unit Minor; and
- any other four units (subject to pre-requisites, quotas and semester availability).

For explanation of the terms Major, Double Major and Minor refer to Rules 6(a) and (b).

Students should construct plans for their studies in consultation with the Course Co-ordinator responsible for their area of study. Course Co-ordinators will be able to identify basic enrolment patterns and more specific options for those students wishing to construct relatively individualised programmes. Students are advised that a number of factors will affect the availability and suitability of units, so they should consult the appropriate Course Co-ordinator as early as possible in their first semester of study, and whenever they propose to change their agreed enrolment pattern.

## Independent Studies

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Such units are sometimes available to students who wish to take extra units in an area where there exists only one established Major - for example, within the Humanities programme - or where students have already completed all the units offered by the School within a given subject area - for example, in radio production. The opportunity to undertake units in this mode is normally restricted to students who have achieved at a high level in units already completed. Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken if an appropriate supervisor is available, and require the approval of the Head, School of Humanities, Media and Cultural Studies.

## Cross-School Studies

Students may complete a certain number of units within other Schools at the University (see



Rules below for details). Such course structures need to be formulated in consultation with Course Co-ordinators in both schools, and require the approval of the Head, School of Humanities, Media and Cultural Studies.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. *Repealed.*
3. (a) A candidate shall enrol in units selected from and in accordance with these Rules.  
(b) A candidate may be permitted to enrol in a unit or units other than those specified in these Rules, provided that approval is given in accordance with these Rules by the Head, School of Humanities, Media and Cultural Studies.
4. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
5. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Degree over a period of not less than six (6) semesters, and not more than fourteen (14) semesters, unless leave of absence has been granted by the Head of School;
  - (b) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units provided that the Head of School may approve enrolment in an enrichment unit as a fifth unit or, in exceptional circumstances, exempt a candidate from such requirements provided further that these provisions shall not permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Degree;
- (c) be entitled to be awarded the Degree upon completion of not less than twenty-four (24) units which:
  - (i) in the case of a candidate who first enrolled for the award after 1/10/93 shall include:  
four (4) units from Part A of the Schedule attached to the Rules; and either two (2) Majors or a Double Major, and one (1) Minor where, unless the Head of School determines otherwise, a total of at least ten (10) units shall be from Part B of the Schedule attached to the Rules, including at least one (1) Major;
  - (ii) in the case of a candidate who first enrolled for the award prior to 1/10/93 may include sequences of units that conform to the award as it was structured at that time;
- (d) have completed a unit when either:
  - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
6. (a) For the purpose of these Rules a Major is defined as a sequence of six (6) units as approved by the Head of School. A Double Major is a sequence of twelve (12) units as approved by the Head of School. A Minor is a sequence of four (4) units as approved by the Head of School.  
(b) A Major, Double Major or Minor may be taken in the following areas of study:
  - Asian Studies
  - Australian Studies
  - History
  - Media Communications
  - Writing
7. (a) With the approval of the School Board, School of Humanities, Media and Cultural Studies a candidate may be

granted advanced standing towards the Degree of Bachelor of Arts as provided in this Rule.

- (b) A candidate who is a graduate of an appropriate institution or a person with equivalent qualifications completed within seven (7) years prior to admission to this course may be granted advanced standing of up to 50% of the Degree.
  - (c) A person who has completed successfully, unless in special circumstances otherwise determined, within seven (7) years prior to admission to this course, work or units towards an award of an appropriate institution or equivalent qualification where work or units so completed are considered to be equivalent to a unit or units in the Schedule may be granted advanced standing of up to 50% of the Degree.
  - (d) In exceptional circumstances a candidate may be granted a further eight (8) units of advanced standing in addition to that provided for in Rule 7(b) and 7(c) above.
  - (e) A candidate who has completed the requirements for the award of the Associate Degree in Law (Paralegal Studies) or equivalent course of study may be granted up to sixteen (16) units of advanced standing towards the degree of Bachelor of Arts on the condition that, except in exceptional circumstances as provided for in Rule 7(d):
    - (i) no further advanced standing may be granted towards the degree; and
    - (ii) the candidate selects at least six (6) remaining units from the Schedule attached to the Rules, including where possible, at least one (1) Minor from Part B.
  - (f) *Repealed.*
8. (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the

provisions of all By-laws and other Rules applicable to the University may be admitted to the degree of Bachelor of Arts.

- (b) Candidates granted advanced standing in accordance with Rule 7(e) must surrender the award of the Associate Degree prior to conferral of the Bachelor of Arts degree.

### Schedule of Units

#### PART A

- EN204 Communication: Theory and Practice
- SS210 Australia/Asia
- PH200 History of Ideas
- PH201 Ways of Knowing

#### PART B

##### Media Communications

- ME439 Foundations in Media Studies
- CM401 Cross-Cultural Film Studies
- ME445 Media, Culture and Ideology
- ME446 International Media Studies
- ME447 Media and New Technologies Studies
- ME448 Asian Media Studies
- ME451 Text Media I
- ME452 Text Media II
- EN402 Scriptwriting
- ME455 Multimedia I
- ME456 Multimedia II
- ME471 Professional Placement
- ME461 Radio I
- ME462 Radio II
- ME465 Video I
- ME466 Video II
- LA403 Media Ethics and Law
- ME470 Media Management

##### Writing

- WR400 Introduction to Written Texts
- WR401 Issues and Themes in Contemporary Writing
- WR403 Prose
- WR404 Poetry and Lyrics\*
- WR405 Creative/Commercial Writing Project\*
- WR406 Theories of Text and Culture

##### History

- CU401 Australian Indigenous Societies Prior to Invasion
- HS230 Issues in History

- HS232 Australia from 1788–1988\*  
HS233 Contemporary Australia\*  
HS234 Gender and Race in Australian History  
HS235 Regional History Research Project

Australian Studies

- CU402 Contemporary Australian Indigenous Societies  
SS211 Perspectives on Australia  
SS212 Images of Australia  
SS213 Gender in Contemporary Australia\*  
SS215 Multi-Cultural Australia\*  
SS216 Research Project\*

Asian Studies

- JP411 Japanese IA\*  
JP412 Japanese IIA\*  
JP413 Japanese IIIA  
JP414 Japanese IVA\*  
JP415 Japanese VA (Internship)  
JP416 Japanese VIA  
JP421 Japanese IB\*  
JP422 Japanese IIB\*  
JP423 Japanese IIIB  
JP424 Japanese IVB\*  
JP425 Japanese VB (Internship)  
JP426 Japanese VIB  
CH411 Chinese IA\*  
CH412 Chinese IIA\*  
CH413 Chinese IIIA\*  
CH414 Chinese IVA\*  
CH415 Chinese VA (Internship)\*  
CH416 Chinese VIA\*  
CH421 Chinese IB\*  
CH422 Chinese IIB\*  
CH423 Chinese IIIB\*  
CH424 Chinese IVB\*  
CH425 Chinese VB (Internship)\*  
CH426 Chinese VIB\*  
SS431 Asian Studies I\*  
SS432 Asian Studies II\*  
SS433 Asian Studies III\*  
SS434 Asian Studies IV\*

\* Not offered in 1999.

**BACHELOR OF ARTS  
(HONOURS)  
(Abbreviated title: BA(Hons))**

**Introduction**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an appropriate undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

The Bachelor of Arts (Honours) is intended to provide a further year of structured investigation for those with a superior pattern of performance in the Bachelor of Arts programme at this University (or equivalent).

The course structure is as detailed below.

**Rules Governing Candidature**

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

### BACHELOR OF ARTS (HONOURS)

#### Category A (Creative/Performance Project)

SEMESTER LEVEL	UNITS	UNIT LOAD
1	HU720 Research Seminar (Arts)	1
	HU724 Thesis Foundation (Arts)	2
	MA793 Research Core	1
2	HU721 Thesis (Arts)*	1
	HU722 Thesis (Arts)*	2
	HU723 Thesis (Arts)	3
	HU725 Thesis Statement (Humanities)	1

OR

#### Category B (Written Project)

SEMESTER LEVEL	UNITS	UNIT LOAD
1	HU720 Research Seminar (Arts)	1
	HU724 Thesis Foundation (Arts)	2
	MA793 Research Core	1
2	HU721 Thesis (Arts)*	1
	HU722 Thesis (Arts)*	2
	HU723 Thesis (Arts)	3
	OR	
	HU726 Graduate Independent Study (Humanities)	1

\* Part-time students only.

### BACHELOR OF ARTS, BACHELOR OF LAWS (Abbreviated title: BA, LLB)

### BACHELOR OF ARTS, BACHELOR OF LAWS WITH HONOURS (Abbreviated title: BA, LLB(Hons))

Information and Rules concerning the double degrees, Bachelor of Arts, Bachelor of Laws and Bachelor of Arts, Bachelor of Laws with Honours, are given in the School of Law and Justice entry in this Handbook.

Enquiries should be directed to the School of Law and Justice.

### BACHELOR OF BUSINESS, BACHELOR OF ARTS (Abbreviated title: BBus, BA)

Information and Rules concerning the double degree, Bachelor of Business, Bachelor of Arts, are given in the School of Commerce and Management entry in this Handbook.

Enquiries should be directed to the School of Commerce and Management.

### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

## ***School of Human Services*** ***(located at Coffs Harbour)***

### **Head of School**

J. A. Griffiths BA(Qld), GradDipCounselling(BCAE), MNA(UNSW) (to 31.1.99)

**T**he School of Human Services is located on the Coffs Harbour Campus of Southern Cross University. The focus of the School is all human services settings, including public, private and community-based organisations.

In the undergraduate area, the School offers a Bachelor of Social Science and a Bachelor of Human Services. The Bachelor of Social Science offers study in the following:

#### **Majors**

- Counselling and Mediation Studies
- Social Welfare Studies
- Community Development

#### **Minors**

- Social Inquiry
- Field Education

All other majors and minors in the Bachelor of Social Science are offered through the School of Social and Workplace Development on-campus at Lismore and externally.

The Bachelor of Human Services is designed for people possessing a TAFE Diploma or Associate Diploma or who have a qualification equivalent to two years' full-time tertiary study or a Southern Cross University Associate Degree.

The School of Human Services has developed a distinct disciplinary and professional base to service the growing human services workforce. It has a multidisciplinary focus and aims to promote research, excellence, continuing education and professionalism across a wide range of organisations.

The School of Human Services offers the following programmes:

- Associate Degree of Social Science
- Bachelor of Social Science
- Bachelor of Social Science with Honours
- Bachelor of Human Services
- Master of Arts (by Research)\*
- Doctor of Philosophy\*

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

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**ASSOCIATE DEGREE OF  
SOCIAL SCIENCE  
(Abbreviated title:  
AssocDegSocSc)**

**Introduction**

The Associate Degree of Social Science exists as an exit point from the Bachelor of Social Science award.

**Course Structure**

To qualify for the award, students must complete sixteen units.

**Rules Governing Candidature**

**1. Interpretation**

In these Rules, unless otherwise specified “School” means “School of Social and Workplace Development” for candidates who have chosen major studies from Part B(i) and minor studies from Part C(i) of the Schedule attached to these Rules and “School of Human Services” for those candidates who have chosen major studies from Part B(ii) and minor studies from Part C(ii) of the Schedule.

**1A. Admission Requirements**

Applicants for admission to candidature for the Associate Degree of Social Science shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement; or
- (b) have been granted consideration for admission under a special entry category as a mature-age student;
- (c) have completed not less than two units whilst enrolled as a candidate for the degree of Bachelor of Social Science;
- (d) have obtained the permission of the Head of the appropriate School to enrol in the Associate Degree of Social Science.

**2. Requirements for the Associate Degree**

To be eligible for the award of the Associate Degree a candidate shall complete not less

than sixteen units comprising:

- (a) four units listed in Part A of the Schedule attached to these Rules (see end of Bachelor of Social Science entry);
- (b) at least one major area of study from Part B(i) or Part B(ii) of the Schedule;
- (c) at least one minor area of study from Part C(i) or Part C(ii) of the Schedule;
- (d) two units not listed as available as part of the major or minor areas of study selected by the candidate for the purposes of complying with the above.

**3. Majors and Minors**

- (a) A major consists of a combination of six units listed under the same area of study heading in Part B(i) or Part B(ii) of the Schedule attached to these Rules (see end of Bachelor of Social Science entry).
- (b) A minor consists of a combination of four units listed under the same area of study heading in Part C(i) or Part C(ii) of the Schedule attached to these Rules (see end of Bachelor of Social Science entry).

**4. Duration of Course**

Unless the Head of the appropriate School otherwise determines, a candidate shall complete the requirements for the course in not less than four or more than eight semesters if a full-time student and not less than six or more than sixteen semesters if a part-time student.

**5. Enrolment**

Unless the Head of the appropriate School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than four units in any one semester, provided that where the discretion of the Head of the appropriate School is exercised such candidate shall be permitted to enrol in not more than five units in any one semester.

**6. Completion of a Unit**

A candidate shall have completed a unit when either:

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

**7. Advanced Standing**

- (a) With the approval of the appropriate School Board a candidate may receive advanced standing for up to eight units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules (see end of Bachelor of Social Science entry).

- (b) A candidate who has either:

- (i) undertaken certified or documented in-service courses; or
- (ii) has significant relevant and documented work achievements related to the aims and objectives of the course;

may be granted advanced standing for up to two units provided that the work or in-service courses so completed are considered equivalent to a unit or units in the Schedule attached to these Rules.

- (c) Notwithstanding the above, at their discretion and in exceptional circumstances, and with the approval of the appropriate School Board on the recommendation of the Head, a candidate may receive advanced standing for a further two units in addition to the advanced standing granted under 7(a) and 7(b) above.
- (d) The total advanced standing granted under 7(a) and 7(b) above shall not exceed eight units and no student shall

be granted advanced standing for more than ten units.

**8. Admission to the Associate Degree of Social Science**

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Associate Degree of Social Science.

**BACHELOR OF SOCIAL  
SCIENCE  
(Abbreviated title: BSocSc)**

**Introduction**

The Bachelor of Social Science is a three-year full-time (or equivalent part-time) course offered in the traditional on-campus mode and also in an open learning/work based mode for external students. The programme is offered jointly by the Schools of Social and Workplace Development and Human Services.

The course provides a programme of study at degree level which offers maximum choice for students in a broad range of areas in the Social Sciences.

The degree has the possibility of specialisation in a number of areas by the completion of major areas of study (six related units) and minor areas of study (four related units) leading to a general undergraduate qualification which would give flexible career choices to graduates.

**Course Structure**

To qualify for the Bachelor of Social Science award, a student must complete 24 units. A full-time student would normally take four units in each of six semesters, while part-time or external students would normally undertake two units in each of twelve semesters. All students are required to complete four compulsory core units. Students must also complete a minimum of two majors. Majors are offered in the following areas:

**School of Social and Workplace Development**

- Human Relations and Communication
- Human Resource Development

- Human Resource Management
- Politics and Policy Studies
- Sociology

#### **School of Human Services**

- Counselling and Mediation Studies
- Community Development
- Social Welfare Studies

Minor areas of study are offered in:

#### **School of Human Services**

- Field Education
- Social Inquiry

Students will have differing needs in terms of the units they each choose to study and will negotiate with the Course Co-ordinator, a course of study which meets the requirements for the award.

### **Admission Requirements**

- (a) The University actively encourages the admission of mature-age students to this programme and high proportions of places in the Bachelor of Social Science are reserved for applicants in this category. Applicants of mature age must show documented evidence of relevant work experience (paid and non-paid) and evidence of an ability to cope with the academic content of the course. This may include secondary education and/or previous tertiary or sub-tertiary studies. Studies in non-related fields may also be taken into consideration; or
- (b) a candidate may satisfy minimum requirements for admission to the Bachelor of Social Science by attaining at the NSW Higher School Certificate examination (or its interstate equivalent), a level of performance determined by the Academic Board from time to time.

### **Rules Governing Candidature**

#### **1. Qualifications for Admission**

Applicants for admission to candidature for the degree of Bachelor of Social Science shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement; or
- (b) have been granted consideration for admission under a special entry category as a mature-age student.

#### **2. Requirements for the Degree**

To be eligible for the award of the degree a candidate shall complete not less than twenty-four units comprising:

- (a) three units listed in Part A of the Schedule attached to these Rules;
- (b) one unit in Part B of the Schedule attached to these Rules;
- (c) at least two major areas of study from Part C of the Schedule;
- (d) eight elective units from Part D of the Schedule attached to these Rules or from elsewhere.

#### **3. Duration of Course**

Unless the Head of the School of Human Services or the Head of School of Social and Workplace Development, on recommendation of the Course Coordinator, otherwise determines, a candidate shall complete the requirements for the course in not less than six or more than twelve semesters if a full-time student and not less than eight or more than twenty semesters if a part-time student.

#### **4. Enrolment**

Unless the Head of the School of Human Services or the Head of School of Social and Workplace Development otherwise determines, a candidate shall:

- (a) only enrol in units listed in the Schedules attached to the Rules;
- (b) remain enrolled for the duration of each semester;
- (c) enrol in not more than four (4) units in any one semester, provided that where the Head of the School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.



## 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

## 6. Advanced Standing

- (a) With the approval of the appropriate School Board a candidate may receive advanced standing for up to twelve units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules.

- (b) A candidate who has either:

- (i) undertaken certified or documented in-service courses; or
- (ii) has significant relevant and documented work achievements related to the aims and objectives of the course;

may be granted advanced standing for up to four units provided that the work or in-service courses so completed are considered equivalent to a unit or units in the Schedule attached to these Rules.

- (c) Notwithstanding the above, at their discretion and in exceptional circumstances, and with the approval of the appropriate School Board on the recommendation of the Head, a candidate may receive advanced standing for a further four units in addition to the advanced standing granted under 6(a) and 6(b) above.
- (d) Candidates who have completed the Associate Degree of Social Science may be granted advanced standing of up to sixteen units.

- (e) The total advanced standing granted under 6(a) and 6(b) above shall not exceed 12 units and no student shall be granted advanced standing for more than sixteen units.

## 7. Associate Degree of Social Science May Be Awarded

A student who while enrolled as a candidate for the Bachelor of Social Science has completed the requirements for the Associate Degree of Social Science may elect to be awarded the Associate Degree of Social Science.

## 8. Admission to the Degree of Bachelor of Social Science

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the degree of Bachelor of Social Science.
- (b) A candidate who is granted advanced standing under Rule 6(d) must surrender the Associate Degree of Social Science prior to the conferral of the degree of Bachelor of Social Science.

## Schedule of Units

### PART A

- SS220 Approaches to Social Sciences
- ED220 Learning, Communicating and Educational Computing
- SY118 Approaches to Sociology

### PART B

- SY106 Group Processes
- SY119 Working with Groups

### PART C

#### Community Development

- SY130 Introduction to Community Development
- SY107 Social Planning
- MN204 Community Project Management
- SY131 International Community Development
- SY132 Evaluation in Community Welfare
- SY133 Rural and Urban Community Development

Counselling and Mediation Studies

- CL231 Introduction to Counselling: Theory and Practice  
CL232 Methods in Counselling: Theory and Practice  
CL233 Applications of Counselling: Theory and Practice  
CL301 The Counsellor: Role, Ethics and Personal Development  
SY119 Working with Groups  
SY214 Mediation and Dispute Resolution

Human Relations and Communication

- MN161 Interpersonal Communication  
SY106 Group Processes  
MN164 Consultation and Participation  
SY120 Conflict Resolution  
SY127 Human Relations  
MN132 Organisational Communication

Human Resource Development

*Any six (6) of the following units:*

- SY105 Development of Human Resources  
MN152 Staff Development and Training  
MN168 Learning Organisations  
MN166 Managing Change  
MN156 Leadership  
MN154 Staff Selection and Appraisal  
MN167 Supervision and Teamwork  
SY124 Mentoring in the Organisation

Human Resource Management

*Any six (6) of the following units:*

- MN121 Human Resource Management I  
MN122 Human Resource Management II  
BS101 Organisational and Human Resource Development  
MN311 International Human Resource Management  
MN116 Industrial Relations  
MN118 Industrial and Economic Democracy  
LA106 EEO and OH&S Law and Practice  
LA104 Employment and Industrial Relations Law

Politics and Policy Studies

- PS005 Political Theory  
PS006 Australian Government and Political Institutions  
PS011 Policy Formulation and Reform  
PS012 Politics and Decision Making  
  
PS013 Politics, Power and Social Movements  
PS010 Local Government

Social Welfare Studies

- SY111 Contexts of Social Welfare Practice  
SY112 Social Policy  
SY132 Evaluation in Community Welfare  
SY134 Intervention and Case Management  
HL213 Human Services Management  
CL209 Specific Areas of Social Welfare Practice

Sociology

- SY118 Approaches to Sociology  
SY115 Sociology of Inequality  
SY117 Sociology of Work  
SY121 Social Inquiry Methods  
SY122 Sociology of the Family  
SY123 Sociology of Deviance

**PART D**

Field Education

- SY113 Field Education I #  
SY114 Field Education II #

Social Inquiry

- SY125 Approaches to Social Inquiry  
SY121 Social Inquiry Methods  
SY126 Applied Social Inquiry #

**Four units from any of the major areas of study listed in Part C.**

# Double-weighted unit.

**BACHELOR OF SOCIAL  
SCIENCE WITH HONOURS  
(Abbreviated title: BSocSc(Hons))**

**Introduction**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

The Bachelor of Social Science with Honours provides for a one year full-time or two year part-time Honours course following the successful completion of the Bachelor of Social Science or an equivalent degree at this or another institution.

The Honours degree may be undertaken in one of the following specialisations:

- Counselling and Mediation Studies
- Human Relations and Communication
- Human Resource Development
- Human Resource Management
- Politics and Policy Studies
- Community Development
- Social Welfare Studies
- Sociology

### Course Structure

The Honours course will comprise the following units:

- MN726 Research Project (1 unit);
- MA795 Qualitative Research Methods for the Social Sciences;
- SS801 Thesis – Sociology (6 unit); or
- SS802 Thesis – Sociology (8 unit).

### Rules Governing Candidature

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

## BACHELOR OF HUMAN SERVICES (Abbreviated title: BHumS)

### Introduction

The Bachelor of Human Services is an 18 month full-time (or equivalent part-time) course offered in the traditional on-campus mode at Coffs Harbour and also in a distance learning mode for external students. The programme is offered by the School of Human Services at Coffs Harbour.

The course provides a programme of study at degree level which builds on two years of prior tertiary studies either at TAFE (tertiary and further education) or University level.

The course aims to provide specific articulation pathways into the Bachelor of Human Services degree from a TAFE Diploma and Associate Diploma or Associate Degree courses in such

areas as Children's Services, Aboriginal Studies or Aged Services.

The course aims to produce generic human service workers who can bring a thorough understanding of human services to a range of different settings.

### Course Structure

To qualify for the Bachelor of Human Services award a student must complete a further 12 units. A full-time student would normally take four units in each of three semesters while part-time or external students would normally undertake two units in each of six semesters. All students are required to complete eight compulsory units and students can select a further four elective units as specified in the Schedule of Units.

### Admission Requirements

Applicants for the Bachelor of Human Services must have completed:

- (a) two years' equivalent full-time tertiary study at Technical and Further Education (TAFE) Associate Diploma or Diploma level;
- (b) two years' equivalent full-time prior study at University level;
- (c) an Associate Degree at Southern Cross University.

### Rules Governing Candidature

#### 1. Qualification for Admission

Applicants for admission to candidature for the degree of Bachelor of Human Services shall:

- (a) have completed a TAFE Diploma or Associate Diploma, equivalent to two years full time study at a recognised tertiary institution, and at an appropriate standard;
- (b) have completed a Southern Cross University Associate Degree, or completed a course deemed equivalent by the Head of School, at an appropriate standard.

#### 2. Requirements for the Degree

To be eligible for the award of the degree a candidate shall complete not less than twenty-four (24) units comprising:

- (a) a Diploma or Associate Diploma from TAFE or an Associate Degree or a course deemed equivalent by the Head of School, equivalent to not more than twelve (12) units;
- (b) not less than eight (8) units from Part A of the Schedule of Units attached to these Rules; and
- (c) not less than two (2) units selected from Part B of the Schedule of Units attached to these Rules. Students can undertake a maximum of two (2) elective units from any other Southern Cross University program or equivalent from other recognised tertiary institution within Part B.

### 3. Duration of Course

Unless the Head of School otherwise determines, a candidate shall complete the requirements for the course in not more than six (6) years.

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Head of Schools discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either

- (a) in the assessment for that unit, the candidate has obtained a grade (other than a grade of Fail, Unsatisfactory, Incomplete, Special Examination or Not Available) as prescribed in Assessment and Examinations Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

### 6. Advanced Standing

Where a student in their pre-admission studies has completed an equivalent unit to one available in the Bachelor of Human Services the student may be granted advanced standing for that unit, but still be required to complete twelve (12) units from within the Bachelor of Human Services overall. Advanced standing may only be granted for a maximum of four (4) units.

### 7. Admission to the Degree of Bachelor of Human Services

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all applicable By-laws and other Rules may be admitted to the degree of Bachelor of Human Services.

## Schedule of Units

### PART A

- CL231 Introduction to Counselling: Theory and Practice
- SY111 Context of Social Welfare Practice
- SY119 Working with Groups
- SY134 Intervention and Case Management
- HL213 Human Services Management
- SY112 Social Policy
- CL301 The Counsellor: Role, Ethics and Personal Development
- SY130 Introduction to Community Development

### PART B

- CL232 Methods in Counselling: Theory and Practice
- CL233 Applications of Counselling: Theory and Practice
- SY132 Evaluation in Community Welfare
- CL209 Specific Areas of Social Welfare Practice
- SY107 Social Planning
- SY131 International Community Development
- SY133 Rural and Urban Community Development
- MN204 Community Project Management

## **MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY**

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

Enquiries should be directed to the Graduate Research College.

# School of Law and Justice

## Head of School

Associate Professor B. Fitzgerald BA(Griff), LLB(Hons)(QUT), BCL(Hons)(Oxf), LLM(Harv), Barrister of the Supreme Court of Queensland and of the High Court of Australia, Barrister and Solicitor of the Supreme Court of the ACT

## Director of Research

Professor S. Yeo LLB(Sing), LLM(Hons)(Well), LLM(Hons), PhD(Syd), Barrister of the Supreme Court of New South Wales

## Academic Programmes Co-ordinator

C.P. Campbell BBus(Comm)(QIT), MSc(Griff), PhD

The School of Law and Justice was established on 1st January, 1994 and was originally known as the Faculty of Law and Criminal Justice. The name change took effect from 1997 and reflects the wider interests of the School in providing research and educational initiatives in Law, Paralegal and Justice Studies. Its primary aims are to produce gender and culturally aware graduates who are able to examine legal and non-legal issues logically and critically; have substantive knowledge of a wide body of case and statute law; are able to express themselves clearly and concisely and argue logically and objectively; have high levels of practical legal skills. The School also aims to improve legal practice and scholarship throughout rural Australia.

The following programmes are offered:

- Associate Degree in Correctional Administration
- Associate Degree in Law (Paralegal Studies)
- Bachelor of Legal and Justice Studies
- Bachelor of Laws (Graduate entry)
- Bachelor of Laws with Honours
- Bachelor of Laws (Combined Degree):
  - ◆ Bachelor of Applied Science, Bachelor of Laws
  - ◆ Bachelor of Applied Science, Bachelor of Laws with Honours
  - ◆ Bachelor of Arts, Bachelor of Laws
  - ◆ Bachelor of Arts, Bachelor of Laws with Honours
  - ◆ Bachelor of Business, Bachelor of Laws
  - ◆ Bachelor of Business, Bachelor of Laws with Honours
  - ◆ Bachelor of Business in Tourism, Bachelor of Laws
  - ◆ Bachelor of Business in Tourism, Bachelor of Laws with Honours
  - ◆ Bachelor of Human Movement Science, Bachelor of Laws
  - ◆ Bachelor of Human Movement Science, Bachelor of Laws with Honours
  - ◆ Bachelor of Indigenous Studies, Bachelor of Laws
  - ◆ Bachelor of Indigenous Studies, Bachelor of Laws with Honours
  - ◆ Bachelor of Information Technology, Bachelor of Laws
  - ◆ Bachelor of Information Technology, Bachelor of Laws with Honours
  - ◆ Bachelor of Legal and Justice Studies, Bachelor of Laws
  - ◆ Bachelor of Legal and Justice Studies, Bachelor of Laws with Honours
- Graduate Diploma in Law

- Master of Laws (by Research)#
- Doctor of Philosophy#

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

## **ASSOCIATE DEGREE IN CORRECTIONAL ADMINISTRATION (Abbreviated title: AssocDegCorrAdmin)**

### **Introduction**

The Associate Degree in Correctional Administration is offered as a part-time programme in the external mode. It has been designed in consultation with the NSW Department of Corrective Services to meet the professional development needs of correctional officers employed in NSW correctional institutions.

The course is taught over three levels of study: the Certificate in Correctional Administration, Advanced Certificate in Correctional Administration, and the Associate Degree in Correctional Administration. The first two levels of study are awarded by the NSW Department of Corrective Services through the Centre for Professional Development in Corrective Services (CPD-CS). Details of the modules listed in Part A of the Schedule attached to the Rules Governing Candidature for this programme are available from the CPD-CS, Corrective Services Academy, Terry Road, Eastwood, 2122.

### **Rules Governing Candidature**

#### **1. Admission Requirements**

Applications for admission must be made through the Centre for Professional Development in Corrective Services (CPD-CS) to the Head, School of Law and Justice, on the prescribed form.

#### **2. Qualification for Admission**

Applicants for admission to candidature for the Associate Degree in Correctional Administration shall:

- (i) be employed as correctional officers by the NSW Department of Corrective Services; or
  - (ii) have obtained the permission of the Head of School on the recommendation of the Board of Management of the CPD-CS to enrol in the Associate Degree in Correctional Administration, and
- (b) have satisfactorily completed the Certificate and the Advanced Certificate in Correctional Administration offered by the Corrective Services Academy through the Centre for Professional Development - Corrective Services.

#### **3. Requirements for the Associate Degree**

- (a) A candidate must complete not less than eleven of the modules listed in the Schedule, including:
  - (i) five modules in Part B of the Schedule; and
  - (ii) not less than six modules listed in Part C of the Schedule.
- (b) In exceptional circumstances, the Head of School may permit a candidate to enrol in a module or modules other than, or in place of, a module or modules specified in Parts B and C of the Schedule.

#### **4. Duration of Course**

- (a) Unless the Head of School otherwise determines, a candidate shall be required to complete the requirements of the Associate Degree in not less than one year and not more than four years after first enrolment.
- (b) The Head of School may call upon a candidate to show cause why the candidature should not be terminated by reason of a failure to complete a module within two consecutive trimesters. The Head of School may, where in the Head of School's opinion, the candidate does not show good cause why he or she should be permitted to continue the candidature,

recommend to the School Board, School of Law and Justice that the candidature be terminated. In that event the School Board may terminate a candidature.

**5. Completion of a Module**

A candidate shall have completed a module when:

- (a) in the assessment for that module, the candidate has obtained a grade of at least Pass; or
- (b) the candidate has satisfactorily completed a challenge test for that module provided that such a test is available; or
- (c) the candidate has been granted advanced standing in that module.

**6. Advanced Standing**

- (a) Candidates who have completed the Certificate and Advanced Certificate in Correctional Administration referred to in Rule 2(b) shall be granted advanced standing for the modules listed in Part A of the Schedule.
- (b) In addition to (a), the School Board may grant a candidate advanced standing for up to 50% of the modules listed in Parts B and C of the Schedule on the basis of subjects successfully completed at the University, or another tertiary institution acceptable to the School Board, provided that the subjects so completed are considered to be equivalent to a module or modules in the Schedule.

**7. Admission to the Associate Degree in Correctional Administration**

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Associate Degree in Correctional Administration.

**Schedule of Units**

Additional modules are being developed and will be offered in subsequent years.

**PART A**

Basic Custodial Skills (Pre-Service Training)  
Success in Tertiary Education (SITE) 1 - Learning in Tertiary Settings  
The Structure and Role of the NSW Department of Corrective Services  
The Legal Environment  
The Prison Population  
Communication in Correctional Systems  
The Role and Function of Correctional Officers  
Security Management  
Success in Tertiary Education (SITE) 2 - Academic Writing Skills; and Library and Research Skills  
The History of Corrections  
Punishment  
Special Populations and the Law: Aborigines  
Communication Strategies  
Staff and Institutional Supervision  
Introduction to the Management of Correctional Institutions  
Area Management  
Financial Records and Systems

**PART B**

AE303 Drugs, Alcohol and HIV Issues  
AA301 Budgeting Control for Correctional Institutions  
AD301 The Planning Process  
AD302 Planning in Correctional Institutions I  
AD303 Planning in Correctional Institutions II

**PART C**

AE301 The Social Sanction System  
AE302 Emerging Issues in Correctional Services  
AS301 Introduction to Human Resource Management  
AS302 Human Resource Management in Correctional Institutions  
AS303 Training and Development  
AG302 Young Offenders  
AG304 Computer Applications  
AA302 Critical Incident Management  
AG301 Community Corrections in NSW  
AG303 Women in Correctional Systems



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

### **Introduction**

The Associate Degree in Law (Paralegal Studies) may be studied over two years on a full-time basis and four years on a part-time basis at Lismore or on an external basis.

It may also be taken either as a general qualification in paralegal studies or, by selecting an appropriate combination of units, as a qualification leading to registration as a Licensed Conveyancer. Students intending to seek registration as a Licensed Conveyancer should include LA004, LA057, LA062, AC125, LA107 and LA108 in their study programme. Information on registration and practical experience requirements may be obtained from the NSW Department of Fair Trading.

### **Rules Governing Candidature**

#### **General**

##### **1. Pass Level**

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

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

To gain credit for a unit the candidate shall either:

- (a) within the time prescribed for that unit attend lectures, seminars and tutorials, complete the assignments and pass the examinations described in that unit's course of study, and shall fulfil such other requirements connected therewith as the Head, School of Law and Justice may from time to time prescribe; or
- (b) be granted advanced standing for the unit in accordance with these Rules.

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

##### **4. Requirements for the Award**

To qualify for admission to the Associate Degree in Law (Paralegal Studies) a candidate shall gain credit in accordance with these Rules for each of the units listed in Part A of the Schedule of Units attached hereto and eight other units offered at Associate Degree or Degree level subject to the approval of the Head of School including at least two of the

units listed in Part B of the Schedule of Units attached hereto. The Head of School may permit a candidate to enrol in a unit or units other than, or in place of, a unit or units specified in the Schedule.

##### **5. Limitation of Enrolment**

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

##### **6. Selection of Units and Condition for Grant of the Award**

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

##### **7. Advanced Standing**

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

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

##### **9. Admission Rules**

To be eligible for admission to this programme applicants may be selected from those who have satisfied one or more of the following:

- (a) have satisfied the University's general admission rules and requirements;
- (b) have successfully completed any four (4) units from an Australian University;
- (c) have completed an Associate Degree or Diploma from any VETAB recognised provider;
- (d) have worked for a minimum of two (2) years full-time, or the equivalent, in a legal environment;
- (e) have a combination or the above or other such experience or studies which in the opinion of the School Board is the equivalent of the above.

##### **10. Unless the Head of School otherwise determines, a candidate shall be required to complete the requirements of the Associate Degree in Law (Paralegal Studies) in not more than six years from the date of commencement.**

## Schedule of Units

### PART A

- LA130 Introduction to Law and Contract
- LA050 Criminal Process
- LA128 Legal Interviewing, Negotiation and Advocacy
- LA051 Legal Research and Writing
- LA131 Business Law
- LA052 Introduction to Land Law
- LA054 Family Law Practice
- LA053 Foundations of Torts

### PART B\*

- LA055 Aboriginals, Islanders and Contemporary Legal Issues
- LA056 Aboriginals, Islanders and the Criminal Justice System
- LA522 Human Rights
- DP125 Introductory Computing
- LA057 Conveyancing Law
- LA048 Legal Project
- AC132 Taxation
- LA062 Wills and Estates
- AC133 Advanced Taxation Practice
- LA004 Company Law
- LA104 Employment and Industrial Relations Law
- LA106 EEO and OH&S Law and Practice
- LA107 Conveyancers Professional Practice
- LA108 Legal and Conveyancing Practice
- LA058 Litigation Practice
- LA105 Marketing Law and Ethics
- AC125 Securities Markets Regulation
- LA059 Welfare Law
- LA521 International Law
- SY214 Mediation and Dispute Resolution
- LA061 Drugs, Crime and the Law
- LA514 Criminology
- LA120 Victimology
- SY215 Dispute Resolution and Aboriginal Communities
- SY216 Mediation Practice and Procedure
- LA525 Cyberlaw

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

## BACHELOR OF LEGAL AND JUSTICE STUDIES (Abbreviated title: BLJS)

### Introduction

The Bachelor of Legal and Justice Studies may be studied over three years full-time or six years part-time at the Lismore Campus or on an external basis. It provides students who have completed the requirements for the Associate Degree in Law

(Paralegal Studies) and Associate Degree in Law (Aboriginal Paralegal Studies) with the opportunity to enhance their capabilities by undertaking an extra year of study with a major in Commerce, Practice Management, Criminal Justice, Dispute Resolution, Indigenous Studies, Local Government, Social Justice, Licensed Conveyancing, Employment and Industrial Relations. Units may be taken from Law and Justice or other Schools as per the Schedules.

The degree is also open to school leavers. The Bachelor of Legal and Justice Studies enables students to study law at a non-professional degree level. This course is **not** a qualification for practice as a Barrister or Solicitor.

The course consists of twenty-four semester equivalent units drawn from offerings of the School of Law and Justice and other Schools. The first and second years of the course comprise units from the Associate Degree in Law (Paralegal Studies). The third year builds on the practice and theory developed in the first two years, but in a particular major area.

## Rules Governing Candidature

### Interpretation

In these Rules, unless otherwise specified, a reference to *Head of School* is a reference to the Head, School of Law and Justice.

#### 1. Qualification for Admission

Applicants for admission to candidature for the Bachelor of Legal and Justice Studies shall:

- (a) have completed the Higher School Certificate, or equivalent, at a level of achievement acceptable to the Head of School; or
- (b) have been granted consideration for admission under a special entry category; or
- (c) have completed an Associate Degree (or Diploma) in Law (Paralegal Studies), Associate Degree in Law (Aboriginal Paralegal Studies) or Associate Diploma of Business (Paralegal Studies).

#### 2. Requirements for the Award

To be eligible for the award of the degree a candidate shall complete not less than twenty-four (24) units, which must include:

- (a) all units in Part A of the Schedule of Units attached to these Rules; and
- (b) not less than two (2) units from Part B of the Schedule of Units attached to these Rules ("the Schedule") that are not units taken as part of a major listed in Part C of the schedule; and

- (c) one of the majors listed in Part C of the Schedule of Units attached to these Rules.

Candidates who complete a double major will be deemed to have met the requirements of 2(b) above.

### 3. Duration of Course

Unless the Head of School otherwise determines:

- (a) a candidate who has completed an Associate Degree or Diploma as described in Rule 6 shall be required to complete the requirements of the Bachelor of Legal and Justice Studies in not more than four (4) years from the date of commencement;
- (b) all other students shall be required to complete the requirements of the Bachelor of Legal and Justice Studies in not more than eight (8) years from the date of commencement.

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than the equivalent of five (5) 150 hour units in any one semester;
- (c) when enrolling in units a candidate shall adhere to the order set out in the Schedules.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

The School Board may grant a candidate advanced standing for units passed at this or another university or an institution approved for this purpose by the School Board for up to the equivalent of twelve (12) units, or in the case of a candidate who has completed an Associate Degree or Diploma in Law (Paralegal Studies), Associate Degree or Diploma in Law (Aboriginal Paralegal Studies), Associate Diploma in Business (Paralegal Studies) or Associate Degree in Correctional Administration up to the equivalent of sixteen (16) units.

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

Advanced standing greater than the above limits may only be approved by the School Board, School of Law and Justice.

### 7. Honours

Honours are not available for this award.

### 8. Admission to the Degree of Bachelor of Legal and Justice Studies

A candidate who has fulfilled the requirements of these Rules, and otherwise has complied with provisions of the By-laws and other rules applicable to him/her may be admitted to the degree of Bachelor of Legal and Justice Studies.

The following Schedule forms part of these Rules:

## Schedule of Units

### PART A

- LA130 Introduction to Law and Contract
- LA050 Criminal Process
- LA051 Legal Research and Writing
- LA128 Legal Interviewing, Negotiation and Advocacy
- LA131 Business Law
- LA052 Introduction to Land Law
- LA053 Foundations of Torts
- LA054 Family Law Practice
- LA125 Information Technology and the Law

### PART B\*

- AC125 Securities Markets Regulation
- AC132 Taxation
- AC133 Advanced Taxation Practice
- LA055 Aboriginals, Islanders and Contemporary Legal Issues
- LA056 Aboriginals, Islanders and the Criminal Justice System
- LA057 Conveyancing Law
- LA062 Wills and Estates
- LA004 Company Law
- LA525 Cyberlaw
- LA106 EEO and OH&S Law and Practice
- LA104 Employment and Industrial Relations Law
- LA107 Conveyancers Professional Practice
- LA108 Legal and Conveyancing Practice
- LA058 Litigation Practice
- LA105 Marketing Law and Ethics
- LA059 Welfare Law
- LA521 International Law
- SY214 Mediation and Dispute Resolution
- LA514 Criminology
- LA120 Victimology
- LA061 Drugs, Crime and the Law
- SY216 Mediation Practice and Procedure

LA522 Human Rights

**PART C\***

**Criminal Justice Studies**

LA514 Criminology

LA056 Aboriginals, Islanders and the Criminal Justice System

**and any four of the following:**

LA048 Legal Project

LA059 Welfare Law

LA120 Victimology

LA061 Drugs, Crime and the Law

PY219 Youth, Crime and Cultural Change#

PY220 Psychology of Law and Justice#

SY123 Sociology of Deviance

**Practice Management**

LA055 Aboriginals, Islanders and Contemporary Legal Issues

LA108 Legal and Conveyancing Practice

SY214 Mediation and Dispute Resolution

LA104 Employment and Industrial Relations Law or

LA106 EEO and OH&S Law and Practice

**and any two of the following:**

MN111 Fundamentals of Management

MN121 Human Resource Management I

MN152 Staff Development and Training

MN154 Staff Selection and Appraisal

MN167 Supervision and Teamwork

LA106 EEO and OH&S Law and Practice

**Commerce**

AC132 Taxation

LA055 Aboriginals, Islanders and Contemporary Legal Issues

LA104 Employment and Industrial Relations Law

LA106 EEO and OH&S Law and Practice  
**and any two of the following:**

LA048 Legal Project

LA105 Marketing Law and Ethics

LA121 Intellectual Property

LA124 International Business Law

LA515 Insolvency Law

EC102 Applied Microeconomics

SY214 Mediation and Dispute Resolution

LA525 Cyberlaw

LA004 Company Law

**Dispute Resolution**

LA055 Aboriginals, Islanders and Contemporary Legal Issues

SY215 Dispute Resolution and Aboriginal Communities

SY214 Mediation and Dispute Resolution

SY216 Mediation Practice and Procedure

CL231 Introduction to Counselling: Theory and Practice

SY120 Conflict Resolution

**Indigenous Australians**

LA055 Aboriginals, Islanders and Contemporary Legal Issues

LA056 Aboriginals, Islanders and the Criminal Justice System

CU402 Contemporary Australian Indigenous Societies

**and three of the following:**

CU414 Indigenous Common Law

CU415 Comparative Indigenous Legal Issues

CU413 Human Rights and Indigenous Peoples

CU407 Australian Indigenous Community Administration

LA059 Welfare Law

SY215 Dispute Resolution and Aboriginal Communities

LA048 Legal Project

**Local Government**

LA119 Local Government and Planning Law

LA118 Environmental Law

and any one of the following:

LA055 Aboriginals, Islanders and Contemporary Legal Issues

SY215 Dispute Resolution and Aboriginal Communities

CU419 Indigenous Environmental Management#  
and any three of the following electives:

LA117 Administrative Law

GG220 Environment Impact Studies and Assessment

LA106 EEO and OH&S Law and Practice

LA104 Employment and Industrial Relations Law

LA048 Legal Project

MN423 Tourism Planning and the Environment

SY214 Mediation and Dispute Resolution

SY216 Mediation Practice and Procedure

SY107 Social Planning

PS006 Australian Government and Political Institutions

PS010 Local Government  
MN111 Fundamentals of Management  
MN150 Policies and Organisations  
EC202 Natural Resource and Environmental Economics#  
MN165 Communication, Promotion and the Community  
LA004 Company Law  
GG215 Water Resource Management and Technology  
GG218 Waste Technology

### **Social Justice**

CU 413 Human Rights and Indigenous Peoples  
LA059 Welfare Law  
LA522 Human Rights  
*and any three of the following electives:*  
LA106 EEO and OH&S Law and Practice  
LA113 Family Law and Society  
LA520 The Philosophy of Law  
LA056 Aboriginals, Islanders and the Criminal Justice System  
LA055 Aboriginals, Islanders and Contemporary Legal Issues  
LA048 Legal Project  
SY115 Sociology of Inequality  
SY111 Contexts of Social Welfare Practice  
SS212 Images of Australia  
SS213 Gender in Contemporary Australia#  
SS215 Multi-Cultural Australia#  
HS232 Australia from 1788-1988  
CU401 Australian Indigenous Societies Prior to Invasion  
HS234 Gender and Race in Australian History  
LA061 Drugs Crime and the Law  
LA514 Criminology  
LA120 Victimology  
CU402 Contemporary Australian Indigenous Societies  
SY214 Mediation and Dispute Resolution  
SY104 Community Development  
SY112 Social Policy  
LA521 International Law  
CU417 Race and Racism

### **Licensed Conveyancing**

LA004 Company Law  
LA108 Legal and Conveyancing Practice  
LA107 Conveyancers Professional Practice  
AC125 Securities Market Regulation  
LA062 Wills and Estates  
LA057 Conveyancing Law  
*and*  
LA055 Aborigines, Islanders and Contemporary Legal Issues †

† This is an additional unit required when completing this major.

### **Employment and Industrial Relations**

LA104 Employment and Industrial Relations Law  
LA106 EEO and OH&S Law and Practice

LA055 Aboriginals, Islanders and Contemporary Legal Issues **OR**  
SY215 Dispute Resolution and Aboriginal Communities  
*and any three of the following electives:*

MN116 Industrial Relations  
MN121 Human Resource Management I  
MN111 Fundamentals of Management  
SY214 Mediation and Dispute Resolution  
LA004 Company Law  
LA058 Litigation Practice  
AC132 Taxation  
SY105 Development of Human Resources  
MN154 Staff Selection and Appraisal  
MN122 Human Resource Management II  
LA048 Legal Project  
SY117 Sociology of Work  
SY100 Current Issues  
SY101 The Future of Work  
SY102 Work and the Community  
SY103 Work in the Australian Context

### **Prison Administration**

LA056 Aborigines, Islanders and the Criminal Justice System  
*and one of the following:*  
LA514 Criminology  
LA061 Drugs Crime and the Law  
LA120 Victimology  
*and eight of the following units †:*

### **Southern Cross University Units:**

- AE302 Emerging Issues in Correctional Services
- AS301 Introduction to Human Resource Management
- AG302 Young Offenders
- AA302 Critical Incident Management
- AG301 Community Corrections in NSW
- AD302 Planning in Correctional Institutions I
- AD303 Planning in Correctional Institutions II
- AG303 Women in Correctional Systems

### **Centre for Professional Development in Corrective Services Units:**

- CAP101 The Prison Population
- CAA202 Area Management
- CAA201 Introduction to Management of Correctional Institutions
- CAE201 History of Corrections
- CAS201 Staff and Institutional Supervision

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

# Not offered in 1999.

† Half-weighted units (worth 75 hours only). These units are available subject to permission of the Centre for Professional Development in Corrective Services.

**NB** Not all units will be offered externally.

## **BACHELOR OF LAWS BACHELOR OF LAWS WITH HONOURS (Abbreviated title: LLB/LLB(Hons))**

### **Introduction**

The Bachelor of Laws degree is a graduate degree and will consist of three years full-time study:

- Year 1 Two double weighted (300 hours) and four single weighted (150 hours) compulsory substantive law units.
- Year 2 One 300 hours plus six 150 hours compulsory substantive law units.
- Year 3 One compulsory 150 hours unit. Seven optional 150 hours units.

### **Law Placements**

It is possible for students to gain up to twelve months' pre-admission experience with a firm of solicitors or in another part of the legal environment. This will take place during the final year where sufficient units will be available externally to allow the completion of placements away from the region.

### **Rules Governing Candidature**

#### **General**

##### **1. Pass or Honours Level**

The degree of Bachelor of Laws may be granted either as a pass degree or as a degree with honours.

##### **2. Credit for a Unit Within the Degree of Bachelor of Laws**

To gain credit for a unit the candidate shall either:

- (a) within the time prescribed for that unit attend lectures, seminars and tutorials, complete the assignments and pass the examinations described in that unit's course of study, and shall fulfil such other requirements connected therewith as the Head, School of Law and Justice may from time to time prescribe; or
- (b) be granted advanced standing for the unit in accordance with these Rules.

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

#### **Pass Degree**

##### **4. Requirements for the Award of the Pass Degree**

- (a) To qualify for admission to the degree of Bachelor of Laws at pass level a candidate shall:
  - (i) gain credit in accordance with these Rules for each of the units listed in Part A hereto, and any seven (7) units from Part B or Part C of the Schedule of Units, a maximum of two (2) units being from Part C; and
  - (ii) have completed a degree or associate degree or equivalent qualifications as specified in Rule 5(c).
- (b) The Head of School may permit a candidate to enrol in a unit or units other than, or in place of, a unit or units specified in the Schedule of Units.

## 5. Entry Requirements

A candidate for the degree, in addition to complying with the requirements of any other rule relating to enrolments, shall either:

- (a) have qualified for any degree of this or another university or other institution approved by the School Board, School of Law and Justice for this purpose;
- (b) have qualified for, and achieved excellence in, an Associate Degree offered through the School of Law and Justice or the Associate Degree in Law (Aboriginal Paralegal Studies); or
- (c) have qualifications, professional or otherwise, which, in the opinion of the Head of School, are equivalent to the above.

## 6. Priority

Where entry qualifications are otherwise equal, preference will be given to those students who have previously attended or are currently attending this University.

## 7. Limitation of Enrolment

Except in special circumstances with the approval of the Head of School:

- (a) a student may not enrol in more than the equivalent of ten semester units from the Schedule of Units per year;
- (b) a student who is currently enrolled in another degree, whether or not that student is also enrolled in the degree of Bachelor of Laws, may not enrol in the double-weighted units specified in Part A.

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

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

## 9. Advanced Standing

The School Board may grant a candidate advanced standing for a unit passed at this or another university or an institution approved for this purpose by the School Board. In no case will a candidate be granted advanced standing for more than 50% of the degree.

The maximum number of semester equivalent Associate Degree or Bachelor of Legal and Justice Studies units for which advanced standing may be given in the Bachelor of Laws degree shall be eight (8).

A candidate granted advanced standing greater than the equivalent of four (4) units on the basis of completion of the Associate Degree in Law or Diploma in Law (Paralegal Studies)

or Associate Degree or Diploma in Law (Aboriginal Paralegal Studies) or the Associate Diploma in Business (Paralegal Studies) must surrender the award prior to conferral of their LLB degree.

## Degree with Honours

### 10. Course of Study for Degree with Honours

A candidate for the degree of Honours shall fulfil the requirements for the pass degree, and, in addition:

- (a) shall achieve such standard of excellence as the School Board may from time to time determine;
- (b) shall complete the unit *Independent Legal Research*\*.

### 11. Classes of Honours

In the award of Honours consideration shall be given to a candidate's records throughout the course of study.

A candidate who has reached the required standard of excellence referred to in Rule 10 above may, on the recommendation of the School Board, be awarded Honours in one of the following grades:

- 1st Class Honours
- 2nd Class Honours - Division I
- 2nd Class Honours - Division II

## Admission to Degree

12. A candidate who has fulfilled the requirements of these Rules, and otherwise has complied with provisions of the By-laws and other rules applicable to him/her, may be admitted to the pass degree of Bachelor of Laws, or to the degree with Honours at the grade for which he or she has qualified.

13. Unless the Head of School otherwise determines, a candidate shall be required to complete the requirements of the Bachelor of Laws in not more than eight years from the date of commencement.

## Schedule of Units

### PART A

- LA051 Legal Research and Writing
- LA111 Legal Process\*
- LA112 Constitutional Law\*
- LA117 Administrative Law\*
- LA502 Torts\* #
- LA503 Contract Law\* #
- LA507 Criminal Law and Procedure\* #
- LA113 Family Law and Society\*
- LA114 Evidence and Civil Procedure\*

\* See LA524.

LA115 Equity\*  
LA116 Property Law\*  
LA520 The Philosophy of Law  
LA118 Environmental Law  
LA004 Company Law

#### PART B

Part B is identical to Part C in the Combined Bachelor of Laws degree (see following entry).

#### PART C

LA128 Legal Interviewing, Negotiation and Advocacy  
LA056 Aborigines, Islanders and the Criminal Justice System  
SY215 Dispute Resolution and Aboriginal Communities  
CU413 Human Rights and Indigenous Peoples  
LA058 Litigation Practice  
LA054 Family Law Practice  
LA108 Legal and Conveyancing Practice

\* To undertake these units, students must be enrolled in the Bachelor of Laws degree as well as satisfying the pre-requisites specified in the Unit Descriptions entry in this Handbook.

# These units are double-weighted and count as the equivalent of two semester units.

Students who have enrolled in the graduate LLB prior to 1996 will normally complete their degree under the graduate degree rules applicable at that time (published in the Handbook or Calendar for the year in which the student initially enrolled in the degree).

The following is the updated Schedule of Units relating to those units:

### Schedule of Units (1993 – 1995)

#### PART A\*

LA500 Introduction to Law § #  
LA501 Constitutional and Administrative Law § #  
LA502 Torts §  
LA503 Contract Law §  
LA504 Skills I#  
LA505 Property and Equity § #  
LA506 The Family and the Law § #  
LA507 Criminal Law and Procedure §  
LA508 Evidence and Procedure § #  
LA509 Skills II#  
LA004 Company Law  
LA523 Commercial Law  
LA518 Advanced Constitutional Law  
LA519 Professional Conduct  
LA512 Local Government, Planning and Environmental Law#

#### PART B\*

AC132 Taxation  
LA513 Aborigines, Torres Strait Islanders and the Law

LA516 Advanced Advocacy  
AC133 Advanced Taxation Practice  
LA126 Marketing Law  
LA514 Criminology  
LA106 EEO and OH&S Law and Practice  
LA108 Legal and Conveyancing Practice  
LA125 Information Technology and the Law  
LA121 Intellectual Property  
LA124 International Business Law  
LA122 Law Placement I  
LA123 Law Placement II  
LA119 Local Government and Planning Law  
LA120 Victimology  
LA104 Employment and Industrial Relations Law  
LA515 Insolvency Law  
LA517 Legal Research  
AC125 Securities Markets Regulation  
LA520 The Philosophy of Law  
LA521 International Law  
SY214 Mediation and Dispute Resolution

\* Units listed in this Schedule are relevant to students commencing prior to 1996. Contact the School's Administrative Officer for details.

§ Double-weighted units.

# Not offered in 1999.

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



**BACHELOR OF APPLIED SCIENCE,  
BACHELOR OF LAWS  
(Abbreviated title: BAppSc, LLB)**

**BACHELOR OF APPLIED SCIENCE,  
BACHELOR OF LAWS WITH  
HONOURS  
(Abbreviated title: BAppSc,  
LLB(Hons))**

**BACHELOR OF ARTS, BACHELOR  
OF LAWS  
(Abbreviated title: BA, LLB)**

**BACHELOR OF ARTS, BACHELOR  
OF LAWS WITH HONOURS  
(Abbreviated title: BA, LLB(Hons))**

**BACHELOR OF BUSINESS,  
BACHELOR OF LAWS  
(Abbreviated title: BBus, LLB)**

**BACHELOR OF BUSINESS,  
BACHELOR OF LAWS WITH  
HONOURS  
(Abbreviated title: BBus,  
LLB(Hons))**

**BACHELOR OF BUSINESS IN  
TOURISM, BACHELOR OF LAWS  
(Abbreviated title: BBus, LLB)**

**BACHELOR OF BUSINESS IN  
TOURISM, BACHELOR OF LAWS  
WITH HONOURS  
(Abbreviated title: BBus,  
LLB(Hons))**

**BACHELOR OF HUMAN  
MOVEMENT SCIENCE,  
BACHELOR OF LAWS  
(Abbreviated title: BHMS, LLB)**

**BACHELOR OF HUMAN  
MOVEMENT SCIENCE,  
BACHELOR OF LAWS WITH  
HONOURS  
(Abbreviated title: BHMS,  
LLB(Hons))**

**BACHELOR OF INDIGENOUS  
STUDIES, BACHELOR OF LAWS  
(Abbreviated title: BIndigS, LLB)**

**BACHELOR OF INDIGENOUS  
STUDIES, BACHELOR OF LAWS  
WITH HONOURS  
(Abbreviated title: BIndigS,  
LLB(Hons))**

**BACHELOR OF INFORMATION  
TECHNOLOGY, BACHELOR OF  
LAWS  
(Abbreviated title: BInfTech, LLB)**

**BACHELOR OF INFORMATION  
TECHNOLOGY, BACHELOR OF  
LAWS WITH HONOURS  
(Abbreviated title: BInfTech,  
LLB(Hons))**

**BACHELOR OF LEGAL AND  
JUSTICE STUDIES,  
BACHELOR OF LAWS  
(Abbreviated title: BLJS, LLB)**

**BACHELOR OF LEGAL AND  
JUSTICE STUDIES, BACHELOR OF  
LAWS WITH HONOURS  
(Abbreviated title: BLJS, LLB(Hons))**

### **Introduction**

The combined Bachelor of Laws degree programme provides students with the choice of completing degrees in more than one School. The combined degrees have 40 equivalent semester units including a minimum of 22 law units. The use of work placements has been a fundamental aspect of the graduate law degree and is the feature that most distinguishes Southern Cross University's law degree from those offered elsewhere. The combined law degree programmes provide the opportunity for students to complete their final year internally or externally, thereby allowing a local or distant work placement. To achieve this, students should select the elective units *LA122 Law Placement I* and *LA123 Law Placement II*. This will allow them to complete a project relevant to their work experience during this final year as well as a range of external units offered by the School in the fifth year. In some combined degrees there are compulsory or elective units from the second School offering the award in the final year. Students wishing to complete the final year externally will need to check the availability of those units with the relevant School.

In Semester 1 of third year the School will use intensive block teaching strategies for LLB units which have a court based component. That particular semester has been kept free of teaching from other Schools to allow these court visits to be timetabled. The School uses intensive weekend instruction for the teaching of some electives.

## Rules Governing Candidature

### Bachelor of/Bachelor of Laws (as specified in the Schedules to these Rules)

#### 1. Interpretation

In these Rules unless otherwise specified:

*Head of School* is a reference to the Head, School of Law and Justice;

*School* means the School of Law and Justice;

*non law unit* is a unit offered or which may be offered by the second School;

*second School* means the School offering the second degree for which the student has applied to be admitted or has enrolled and *second Head of School* refers to the Head of that School;

*second degree* means the degree other than the Bachelor of Laws in which the student is concurrently enrolled;

*unit* is a discrete component of a degree, normally 150 hours in duration. Double-weighted units are the equivalent of two 150 hour units.

#### 2. Qualification for Admission

Applicants for admission to candidature for combined law degrees as specified in the Schedule of Units attached to these Rules shall:

- (a) have completed the Higher School Certificate, or equivalent; or
- (b) have completed a minimum of eight units at this or another university; or
- (c) have been granted consideration for admission under a special entry category;

and have a level of achievement acceptable to the Head of School and the second Head of School.

#### 3. Requirements for Combined Law Degrees

- (a) To be eligible for the award of the degrees a candidate shall:
  - (i) complete not less than the equivalent of forty 150 hour units; and
  - (ii) comply with the requirements for the degrees for which the candidate is enrolled as set out in the Schedule.
- (b) (i) The Head of School may permit a candidate to enrol in a unit or units other than, or in place of, a law unit specified in the Schedule.

- (ii) The second Head of School may permit a candidate to enrol in a unit or units other than, or in place of, a non law unit specified in the Schedule.

- (c) The candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

#### 4. Duration of Course

Unless the Head of School otherwise determines, a candidate shall complete the requirements for the degrees in not more than twelve (12) years from the date of commencement.

#### 5. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than the equivalent of five 150 hour units in any one semester.

#### 6. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 7. Advanced Standing

The School Board may grant a candidate advanced standing for law units passed at this or another university or an institution approved for this purpose by the School Board.

The second School Board may grant a candidate advanced standing for non law units passed at this or another university or an institution approved for this purpose by the second School Board.

In no case will a candidate be granted advanced standing for more than the equivalent of twenty units in total, or eleven 150 hour law units, or nine 150 hour non law units (except for candidates for the Bachelor of Legal and Justice Studies/Bachelor of Laws, who may be granted advanced standing for more than eleven (11) 150 hour law units).

The maximum number of semester equivalent Associate Degree units for which advanced

standing may be given in the Bachelor of Laws degree shall be eight (8).

### Degree with Honours

#### 8. Law Degree with Honours

A candidate for a law degree with honours shall fulfil the requirements of the pass *Bachelor of Laws* degree, and in addition:

- (a) shall achieve such standard of excellence as the School Board, School of Law and Justice may from time to time determine;
- (b) shall complete the unit *Independent Legal Research*\*.

#### 9. Classes of Honours in the Law Degree

In the award of Honours consideration shall be given to a candidate's record throughout the course of study in the Law degree. A candidate who has reached the required standard of excellence referred to in the previous Rule may, on the recommendation of the School Board, School of Law and Justice be awarded Honours in one of the following grades:

1st Class Honours  
2nd Class Honours - Division 1  
2nd Class Honours - Division 2

#### 10. Second Degree with Honours

Honours in the second degree are governed by the Honours rules relating to the second degree.

#### 11. General Powers of School Boards

A School Board may grant a candidate dispensation from a requirement under these Rules if, in the opinion of a School Board, the circumstances of a particular candidate warrant such a course of action. This power may be exercised in relation to law units by the School Board, School of Law and Justice and by the second School Board in relation to non law units.

#### 12. Admission to the Degrees

A candidate who has fulfilled the requirements of these Rules, and otherwise has complied with provisions of the By-laws and other Rules applicable to him/her may be admitted to:

- (a) the pass degree of Bachelor of Laws, or to the degree with Honours at the grade for which he or she has been admitted;
- (b) the second degree as specified in the Schedule.

13. Unless the Head of School otherwise determines, a candidate shall be required to complete the requirements of the degrees in not more than twelve years from the date of commencement.

The following Schedule forms part of these Rules:

### Schedule of Units

The forty (40) single-weighted units which constitute the degrees must include all fourteen (14) units, equivalent to seventeen (17) single-weighted units, listed in Part A of the Schedule, plus:

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\* See LA524.

**(a) BACHELOR OF ARTS/  
BACHELOR OF LAWS**

- (i) all four (4) units listed in Part B of the Schedule;
- (ii) twelve (12) units, comprising a double major or two majors in compliance with the Rules for the Bachelor of Arts degree;
- (iii) no less than five (5) units from Part C of the Schedule; and
- (iv) up to two (2) electives.

**(b) BACHELOR OF BUSINESS/  
BACHELOR OF LAWS**

***Accounting major, and  
Finance and Banking major***

- (i) all eighteen (18) units listed in Part B of the Schedule;
- (ii) four (4) units from Part C of the Schedule; and
- (iii) one (1) elective.

***Marketing major,  
Computing major,  
International Business major, and  
Small Business Management major***

- (i) nineteen (19) units as listed in Part B of the Schedule; and
- (ii) four (4) units from Part C of the Schedule; and

***Human Resource Management major***

- (i) all eighteen (18) units listed in Part B of the Schedule;
- (ii) three (3) units from Part C of the Schedule; and
- (iii) two (2) electives.

**(c) BACHELOR OF BUSINESS IN TOURISM/  
BACHELOR OF LAWS**

- (i) seventeen (17) units as listed in Part B of the Schedule; and
- (ii) six (6) units from Part C of the Schedule.

**(d) BACHELOR OF APPLIED SCIENCE/  
BACHELOR OF LAWS**

***Coastal Management strand, and  
Environmental Resource Management  
strand***

- (i) all eighteen (18) units listed in Part B of the Schedule; and
- (ii) five (5) units from Part C of the Schedule.

**(e) BACHELOR OF HUMAN MOVEMENT  
SCIENCE/BACHELOR OF LAWS**

- (i) all eighteen (18) units listed in Part B of the Schedule; and
- (ii) five (5) units from Part C of the Schedule.

**(f) BACHELOR OF INDIGENOUS STUDIES/  
BACHELOR OF LAWS**

- (i) all sixteen (16) units listed in Part B of the Schedule; and
- (ii) five (5) units from Part C of the Schedule, and
- (iii) two (2) units from Part B and/or Part C of the Schedule of Units attached to the Rules for the Bachelor of Indigenous Studies.

**(g) BACHELOR OF INFORMATION  
TECHNOLOGY/BACHELOR OF LAWS**

- (i) all nineteen (19) units listed in Part B of the Schedule; and
- (ii) four (4) units from Part C of the Schedule.

## PART A

### Year 1

#### First Semester

LA051 Legal Research and Writing

LA111 Legal Process

#### Second Semester

LA502 Torts§

### Year 2

#### First Semester

LA112 Constitutional Law

#### Second Semester

LA503 Contract Law§

### Year 3

#### First Semester

LA507 Criminal Law and Procedure§

LA113 Family Law and Society

LA114 Evidence and Civil Procedure

#### Second Semester

LA115 Equity

LA116 Property Law

### Year 4

#### First Semester

LA117 Administrative Law

#### Second Semester

LA118 Environmental Law

LA520 The Philosophy of Law

### Year 5

#### Second Semester

LA004 Company Law\*

\* For the Bachelor of Business with an Accounting major/Bachelor of Laws degree, the standard programme is that LA004 Company Law is taken in Second Semester, Year 4.

§ Double-weighted unit.

## PART B

### BACHELOR OF ARTS/BACHELOR OF LAWS

### Year 2

#### First Semester

EN204 Communication: Theory and Practice

### Year 3

#### Second Semester

PH200 History of Ideas

PH201 Ways of Knowing

### Year 4

#### First Semester

SS210 Australia/Asia

The standard programme is that students also complete one unit of each major during each semester of Years 1, 2 and 4.

#### Notes to this Schedule:

- (i) The Rules for the Bachelor of Arts degree require the completion of a double major (12 units) or two majors (2 x 6 units). Candidates must comply with the rules relating to majors as specified in the Rules for the Bachelor of Arts degree.
- (ii) The minor requirement, the requirement to complete four electives and any other rules concerning unit selection in the Rules for the Bachelor of Arts degree are deemed to have been met by compliance with this Schedule.

**BACHELOR OF BUSINESS/  
BACHELOR OF LAWS**

**Accounting**

**Year 1**

**First Semester**

DP125 Introductory Computing  
MA051 Business Mathematics

**Second Semester**

MA115 Statistics I  
AC141 Accounting and Financial Management I

**Year 2**

**First Semester**

AC142 Accounting and Financial Management II  
EC102 Applied Microeconomics  
MN111 Fundamentals of Management

**Second Semester**

MK075 Marketing Principles  
AC143 Accounting Principles and Practice

**Year 3**

**Second Semester**

AC146 Management Accounting  
EC101 Macroeconomics

**Year 4**

**First Semester**

BS100 Organisational Behaviour  
AC132 Taxation  
AC145 Financial Reporting

**Second Semester**

AC106 Accounting Theory

**Year 5**

**First Semester**

AC130 Auditing

**Second Semester**

MN114 Strategic Management  
AC147 Managerial Finance

**Finance and Banking**

**Year 1**

As in "Accounting" above.

**Year 2**

**First Semester**

MN111 Fundamentals of Management  
AC142 Accounting and Financial Management II  
EC102 Applied Microeconomics

**Second Semester**

MK075 Marketing Principles  
AC147 Managerial Finance

**Year 3**

**Second Semester**

AC144 Banking and Lending Decisions  
EC101 Macroeconomics

**Year 4**

**First Semester**

EC104 Monetary Economics  
AC115 Security Analysis and Portfolio  
Management  
AC127 Financial Institutions Management

**Second Semester**

AC126 International Finance  
AC125 Securities Markets Regulation

**Year 5**

**First Semester**

BS100 Organisational Behaviour

**Second Semester**

MN114 Strategic Management

### **Marketing**

#### **Year 1**

##### **First Semester**

DP125 Introductory Computing  
MN111 Fundamentals of Management

##### **Second Semester**

MK075 Marketing Principles  
EC101 Macroeconomics

#### **Year 2**

##### **First Semester**

MA051 Business Mathematics  
EC102 Applied Microeconomics  
MK102 Consumer Behaviour

##### **Second Semester**

AC141 Accounting and Financial Management I  
MA115 Statistics I

#### **Year 3**

##### **Second Semester**

MK103 Promotion and Advertising  
MK106 Marketing Research

#### **Year 4**

##### **First Semester**

AC142 Accounting and Financial Management II  
MK111 Services Marketing  
MK104 Media Strategies

##### **Second Semester**

MK110 Retail Marketing  
MK107 Export Marketing

#### **Year 5**

##### **First Semester**

MK105 Sales Management

##### **Second Semester**

MN114 Strategic Management  
LA126 Marketing Law\*

### **Human Resource Management**

#### **Year 1**

As in "Marketing" above.

#### **Year 2**

##### **First Semester**

MN121 Human Resource Management I  
EC102 Applied Microeconomics  
BS100 Organisational Behaviour

##### **Second Semester**

AC141 Accounting and Financial Management I  
MA115 Statistics I

#### **Year 3**

##### **Second Semester**

MN122 Human Resource Management II  
BS101 Organisational and Human Resource Development

#### **Year 4**

##### **First Semester**

AC142 Accounting and Financial Management II  
MN311 International Human Resource Management  
MN116 Industrial Relations

##### **Second Semester**

MN118 Industrial and Economic Democracy  
LA104 Employment and Industrial Relations Law

#### **Year 5**

##### **First Semester**

LA106 EEO and OH&S Law and Practice

##### **Second Semester**

MN114 Strategic Management

\* Not offered in 1999.



### **Computing**

#### **Year 1**

##### **First Semester**

DP125 Introductory Computing  
MA051 Business Mathematics

##### **Second Semester**

MK075 Marketing Principles  
EC101 Macroeconomics

#### **Year 2**

##### **First Semester**

DP235 Applications Development  
EC102 Applied Microeconomics  
DP243 Systems Analysis and Design

##### **Second Semester**

AC141 Accounting and Financial Management I  
MA115 Statistics I

#### **Year 3**

##### **Second Semester**

DP123 Commercial Programming  
DP228 Database Systems I

#### **Year 4**

##### **First Semester**

AC142 Accounting and Financial Management II  
MN111 Fundamentals of Management  
DP240 Data Communications and Networks

##### **Second Semester**

DP230 Information Resources Management  
DP231 Computing Project

#### **Year 5**

##### **First Semester**

BS100 Organisational Behaviour  
DP237 Decision Support Systems

##### **Second Semester**

LA125 Information Technology and the Law

### **International Business**

#### **Year 1**

As in "Marketing" above.

#### **Year 2**

##### **First Semester**

MA051 Business Mathematics  
EC102 Applied Microeconomics  
MN316 Multinational Business Organisations

##### **Second Semester**

AC141 Accounting and Financial Management I  
MA115 Statistics I

#### **Year 3**

##### **Second Semester**

MK107 Export Marketing  
MN312 International Trade

#### **Year 4**

##### **First Semester**

BS100 Organisational Behaviour  
EC103 International Economics  
AC142 Accounting and Financial Management II

##### **Second Semester**

AC126 International Finance  
MN313 International Management

#### **Year 5**

##### **First Semester**

MN311 International Human Resource  
Management  
LA124 International Business Law

##### **Second Semester**

MN114 Strategic Management

### **Small Business Management**

#### **Year 1**

As in "Marketing" above.

#### **Year 2**

##### **First Semester**

MA051 Business Mathematics  
EC102 Applied Microeconomics  
MK102 Consumer Behaviour

##### **Second Semester**

AC141 Accounting and Financial Management I  
MA115 Statistics I

#### **Year 3**

##### **Second Semester**

MK106 Marketing Research  
MK103 Promotion and Advertising OR  
AC143 Accounting Principles and Practice

#### **Year 4**

##### **First Semester**

MN314 Entrepreneurship  
MN315 Feasibility Study  
AC142 Accounting and Financial Management II

##### **Second Semester**

MN317 Small Business Management  
MN318 Issues in Small Business Management

#### **Year 5**

##### **First Semester**

MN121 Human Resource Management I  
AC132 Taxation

##### **Second Semester**

MK107 Export Marketing OR  
AC143 Accounting Principles and Practice

### **BACHELOR OF BUSINESS IN TOURISM/ BACHELOR OF LAWS**

#### **Year 1**

##### **First Semester**

MN411 Tourism and Hospitality Studies I  
BS207 Personal Communications for the Tourism  
and Hospitality Industry

##### **Second Semester**

MN412 Tourism and Hospitality Studies II  
MN413 Human Resource Management in the  
Tourism and Hospitality Industry

#### **Year 2**

##### **First Semester**

MK127 Introduction to Tourism and Hospitality  
Marketing  
AC206 Financial Analysis for Tourism and  
Hospitality  
MN414 Managing Tourism and Hospitality  
Services

##### **Second Semester**

MK128 Tourism and Hospitality Sales and  
Promotion  
MN415 Tourism and Hospitality Research and  
Analysis

#### **Year 3**

##### **Second Semester**

MN425 Pacific Asia Tourism Marketing and  
Development  
AC207 Hospitality and Tourism Financial  
Management

#### **Year 4**

##### **First Semester**

LA205 Industrial Relations and Law for  
Tourism and Hospitality OR  
MK204 Special Interest Tourism  
MN417 Strategic Management for Tourism and  
Hospitality Enterprises  
MN430 Hotel and Resort Management Systems

##### **Second Semester**

MN426 Gaming and Club Management OR  
JP301 Japanese I  
MN423 Tourism Planning and the Environment

#### **Year 5**

##### **First Semester**

MN416 Tourism and Hospitality Industry Project

#### **Notes to this Schedule:**

Any rules concerning unit selection in the Rules for the Bachelor of Business in Tourism degree are deemed to have been met by compliance with this Schedule.

### **BACHELOR OF APPLIED SCIENCE/ BACHELOR OF LAWS**

### **Coastal Management**

#### **Year 1**

##### **First Semester**

BL201 Biology  
CH201 Chemistry

##### **Second Semester**

BL202 Ecology  
MA211 Quantitative Analysis

**Year 2**

**First Semester**

GL201 Geology  
GG201 Resource Assessment Techniques I  
DP241 Computing in Applied Science

**Second Semester**

GG203 Hydrology and Climatology  
GG202 Resource Assessment Techniques II

**Year 3**

**Second Semester**

BL231 Coastal Ecosystems and their  
Management  
GG230 Principles of Coastal Resource  
Management

**Year 4**

**First Semester**

BL232 Marine Ecosystems  
GG207 Land Use Planning  
EC202 Natural Resource and Environmental  
Economics\*

**Second Semester**

GG231 Coastal Geomorphology and  
Sedimentology  
MN241 Legislation, Administration and  
Communication

**Year 5**

**First Semester**

MN244 Protected Area Management OR  
GG223 Introduction to Geographic Information  
Systems

**Second Semester**

GG220 Environmental Impact Studies and  
Assessment

\* Not offered in 1999.

**Notes to this Schedule:**

Any rules concerning unit selection in the Rules for the Bachelor of Applied Science degree are deemed to have been met by compliance with this Schedule.

GG218 Waste Technology  
MN242 Project Planning and Management

**Year 5**

**First Semester**

MN244 Protected Area Management

**Second Semester**

GG220 Environmental Impact Studies and  
Assessment

**Notes to this Schedule:**

Any rules concerning unit selection in the Rules for the Bachelor of Applied Science degree are deemed to have been met by compliance with this Schedule.

**Environmental Resource Management**

**Year 1, Year 2**

As in "Coastal Management".

**Year 3**

**Second Semester**

GG217 Land Degradation and Rehabilitation  
GG215 Water Resource Management and  
Technology

**Year 4**

**First Semester**

GG214 Soil Processes  
GG207 Land Use Planning  
GG223 Introduction to Geographic Information  
Systems

**Second Semester**

**BACHELOR OF HUMAN MOVEMENT  
SCIENCE/BACHELOR OF LAWS**

**Year 1**

**First Semester**

AN302 Anatomy for Human Movement  
MN301 Sport and Exercise Management I

**Second Semester**

PL307 Physiology for Human Movement  
MA330 Statistics

**Year 2**

**First Semester**

PY325 Psychology  
PL203 Exercise Physiology I  
LA202 Sport and the Law

**Second Semester**

PL328 Motor Learning I  
MK205 Public Relations in Sport and Exercise

**Year 3**

**Second Semester**

MN307 Sports Policy and Planning  
MK320 Sport and Exercise Marketing

**Year 4**

**First Semester**

MN303 Personnel Management in Sport  
PL207 Biomechanics I  
AC320 Financial Management for Sport and Exercise

**Second Semester**

MN304 Facility Planning and Design  
MN306 Entrepreneurship in Sport and Exercise

**Year 5**

**First Semester**

HM301 Research Design in Sport Science

**Second Semester**

MN305 Facility Programming and Management

**BACHELOR OF INDIGENOUS STUDIES/  
BACHELOR OF LAWS**

**Year 1**

**First Semester**

CU401 Australian Indigenous Societies Prior to Invasion  
ED198 Academic Study Methodology

**Second Semester**

CU402 Contemporary Australian Indigenous Societies  
LA055 Aboriginals, Islanders and Contemporary Legal Issues

**Year 2**

**First Semester**

CU408 Health and Australian Indigenous Peoples  
LA056 Aboriginals, Islanders and the Criminal Justice System  
CU405 Indigenous Australians in Education

**Second Semester**

MN133 Indigenous Styles of Communication  
CU410 International Indigenous Issues

**Year 3**

**Second Semester**

CU407 Australian Indigenous Community Administration  
CU411 Bundjalung Cultural Heritage

**Year 4**

**First Semester**

CU412 Indigenous Ways of Cultural Expression  
CU403 Australian Indigenous Cultural Heritage  
CU414 Indigenous Common Law

**Second Semester**

CU417 Race and Racism  
SY215 Dispute Resolution and Aboriginal Communities

**BACHELOR OF INFORMATION  
TECHNOLOGY/BACHELOR OF LAWS**

**Year 1**

**First Semester**

DP221 Introduction to Information Technology  
DP235 Applications Development

**Second Semester**

DP239 Object Oriented Programming  
AC141 Accounting and Financial Management I

**Year 2**

**First Semester**

DP243 Systems Analysis and Design  
DP240 Data Communications and Networks  
MA213 Discrete Mathematics

**Second Semester**

DP123 Commercial Programming  
MA115 Statistics I

**Year 3**

**Second Semester**

DP242 Object Oriented Design  
DP228 Database Systems I

**Year 4**

**First Semester**

DP222 Computer Control, Auditing and Security  
DP205 Data Structures  
MN111 Fundamentals of Management

**Second Semester**

DP230 Information Resources Management  
DP231 Computing Project

**Year 5**

**First Semester**

DP236 Artificial Intelligence  
DP237 Decision Support Systems

**Second Semester**

LA125 Information Technology and the Law

**BACHELOR OF LEGAL AND JUSTICE  
STUDIES/BACHELOR OF LAWS DEGREE**

**Year 1**

**Semester 1**

LA051 Legal Research and Writing  
LA111 Legal Process  
LA128 Legal Interviewing, Negotiation  
and Advocacy  
LA112 Constitutional Law

**Semester 2**

LA502 Torts§  
LA503 Contract Law§

**Year 2**

**Semester 1**

LA507 Criminal Law and Procedure§  
LA113 Family Law and Society  
LA114 Evidence and Civil Procedure

**Semester 2**

LA115 Equity  
LA116 Property Law  
LA125 Information Technology and the  
Law  
LA054 Family Law Practice

**Year 3**

**Semester 1**

LA117 Administrative Law  
First Major 1  
First Major 2  
Second Major 1

**Semester 2**

LA118 Environmental Law  
LA520 The Philosophy of Law  
First Major 3  
Second Major 2

**Year 4**

**Semester 1**

First Major 4  
Second Major 3  
Second Major 4  
Any elective#

**Semester 2**

First Major 5  
Second Major 5  
Any elective#  
Any elective#

**Year 5**

**Semester 1**

Law elective

Law elective

LA122 Law Placement I/Law elective

First Major 6

**Semester 2**

LA004 Company Law

Law elective

LA123 Law Placement II/Law elective

Second Major 6

§ Double-weighted units.

# "Any elective" in the above table includes electives from any degree at Southern Cross University, but does not include the following units: Introduction to Law and Contract, Business Law, Introduction to Land Law, Foundation of Torts or Criminal Process. However candidates who have completed any of these units may apply for advanced standing up to a maximum of three of the above as "any elective(s)" but not as "law electives."

**Notes to this Schedule:**

- (i) Students completing the Bachelor of Legal and Justice Studies/Law degree must complete two majors in the Bachelor of Legal and Justice Studies degree from the list of majors contained in Schedule C of the Bachelor of Legal and Justice Studies degree rules.
- (ii) "First Major 1", "Second Major 1" and following refers to the first subject in the first major and the first subject in the second major etc.

**PART C**

AC132 Taxation  
LA513 Aborigines, Torres Strait Islanders and the Law  
LA516 Advanced Advocacy  
AC133 Advanced Taxation Practice  
LA126 Marketing Law  
LA514 Criminology  
LA106 EEO and OH&S Law and Practice  
LA104 Employment and Industrial Relations Law  
LA515 Insolvency Law  
AC125 Securities Markets Regulation  
LA521 International Law  
SY214 Mediation and Dispute Resolution  
LA523 Commercial Law  
LA519 Professional Conduct  
LA518 Advanced Constitutional Law  
LA057 Conveyancing Law  
LA062 Wills and Estates  
LA119 Local Government and Planning Law  
LA524 Independent Legal Research  
LA120 Victimology  
LA121 Intellectual Property  
LA122 Law Placement I  
LA123 Law Placement II

LA124 International Business Law  
LA125 Information Technology and the Law  
LA061 Drugs, Crime and the Law  
LA522 Human Rights  
LA525 Cyberlaw  
LA059 Welfare Law

**GRADUATE DIPLOMA IN LAW  
(Abbreviated title: GradDipLaw)**

**Introduction**

The Graduate Diploma in Law provides students who already hold a degree with the opportunity to develop a working knowledge of the law. It is designed for those who do not wish to undertake the Bachelor of Laws degree or for students who would not gain entry to that degree on the basis of their undergraduate results. It is of particular assistance to teachers of Legal Studies at Higher School Certificate level.

The Graduate Diploma is one year in duration if studied full-time, or two years if studied on a part-time basis. It is available at the Lismore Campus, or on an external basis. It consists of eight semester equivalent units. Four units are compulsory and the four remaining units may be selected from any units (Paralegal Studies and Bachelor of Laws) offered by Law and Justice and other Schools subject to Course Co-ordinator approval; availability and pre-requisites.

The Graduate Diploma is structured so that specific units may be designed for industry needs where this is appropriate, or will allow students to follow more generic studies in law drawn from existing offerings in the School's Associate Degrees in Law. Where a student's academic performance indicates that she/he may succeed in units from the Bachelor of Laws degree, students will be permitted to enrol in units from that course with the approval of the Course Co-ordinator.

Students who complete the Graduate Diploma may gain some advanced standing in the Bachelor of Laws degree, depending on the units studied.

**Rules Governing Candidature**

**1. Interpretation**

In these Rules unless otherwise specified:

*Head of School* is a reference to the Head, School of Law and Justice;

*School* means the School of Law and Justice;

*unit* is a discrete component of a degree, normally 150 hours in duration. Double-weighted units are the equivalent of two <sup>(2)</sup> 150 hour units.

**2. Qualification for Admission**

A candidate for the Graduate Diploma in Law, in addition to complying with the requirements of any other rule relating to enrolments, shall either:

- (a) have qualified for any degree of this or another university or other institution approved by the School Board, School of Law and Justice for this purpose; or
- (b) have qualifications, professional or otherwise, which in the opinion of the Head of School are equivalent to the above.

**3. Requirements for the Graduate Diploma in Law**

- (a) To be eligible for the award of the Diploma a candidate shall:
  - (i) complete not less than the equivalent of eight (8) 150 hour units;
  - (ii) comply with the Schedule of Units.
- (b) The Head of School may permit a candidate to enrol in a unit or units other than, or in place of, a law unit specified in the Schedule of Units including units or modules offered by other Schools and Centres, or other universities.
- (c) The candidate shall select units for which completion is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

**4. Duration of Course**

Unless the Head of School otherwise determines, a candidate shall complete the requirements for the Graduate Diploma in Law in not more than five (5) years from the date of commencement.

**5. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall not enrol in more than the equivalent of five (5) 150 hour units in any one semester.

**6. Completion of a Unit**

A candidate shall have completed a unit when a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9.

**7. Advanced Standing**

Advanced standing is not granted in this course. However, if a candidate is able to demonstrate competence in one or more units in the course by virtue of undergraduate study, the candidate may apply to the Course Co-ordinator to substitute other units for those in which competency is established. Unit substitution does not reduce the number of units required to complete the course.

**8. Admission to the Graduate Diploma**

To qualify for admission to the Graduate Diploma in Law a candidate shall:

- (a) gain credit in accordance with these Rules for each of the units listed in Part A, and a further four (4) units from Part B and/or Part C. Candidates may enrol in units from Part C only with the permission of the Bachelor of Laws Course Co-ordinator, and subject to availability and satisfaction of pre-requisites;
- (b) complete a research essay of between 6,000 and 8,000 words on a topic approved by the Course Co-ordinator in the unit LA048 *Legal Project*.

The following Schedule forms part of these Rules:

**Schedule of Units**

**PART A**

LA130 Introduction to Law and Contract  
LA051 Legal Research and Writing  
LA048 Legal Project

**PART B\***

LA131 Business Law

AC125 Securities Markets Regulation  
AC132 Taxation  
AC133 Advanced Taxation Practice  
DP125 Introductory Computing  
LA050 Criminal Process  
LA052 Introduction to Land Law  
LA053 Foundations of Torts  
LA055 Aboriginals, Islanders and Contemporary Legal Issues  
LA056 Aboriginals, Islanders and the Criminal Justice System  
LA057 Conveyancing Law  
LA062 Wills and Estates  
LA004 Company Law  
LA106 EEO and OH&S Law and Practice  
LA104 Employment and Industrial Relations Law  
LA107 Conveyancers Professional Practice  
LA108 Legal and Conveyancing Practice  
LA058 Litigation Practice  
LA105 Marketing Law and Ethics  
LA059 Welfare Law  
LA521 International Law  
SY214 Mediation and Dispute Resolution  
LA061 Drugs, Crime and the Law  
LA128 Legal Interviewing, Negotiation and Advocacy  
LA522 Human Rights  
LA525 Cyberlaw

**PART C\***

LA111 Legal Process  
LA502 Torts§  
LA112 Constitutional Law  
LA503 Contract Law§  
LA507 Criminal Law and Procedure§  
LA113 Family Law and Society  
LA114 Evidence and Civil Procedure  
LA115 Equity  
LA116 Property Law  
LA117 Administrative Law  
LA118 Environmental Law  
LA520 Philosophy of Law  
LA513 Aborigines, Torres Strait Islanders and the Law  
LA516 Advanced Advocacy  
LA126 Marketing Law  
LA514 Criminology  
LA515 Insolvency Law  
LA523 Commercial Law  
LA519 Professional Conduct  
LA518 Advanced Constitutional Law  
LA054 Family Law Practice  
LA119 Local Government and Planning Law  
LA524 Independent Legal Research  
LA120 Victimology  
LA121 Intellectual Property  
LA122 Law Placement I  
LA123 Law Placement II  
LA124 International Business Law  
LA125 Information Technology and the Law

\* Not all units listed in this Schedule will necessarily be offered each semester/year. The offering of any School elective is subject to

student numbers, availability of staff and timetabling constraints.

§ Double-weighted units.

**NB** Not all units will be offered externally.

## **MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY**

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

Enquiries should be directed to the Graduate Research College.



## **School of Multimedia and Information Technology** (located at Coffs Harbour and Lismore)

### **Head of School**

B.A. Wilks BSc(Hons)(ANU), MSc(Qld)

The School offers a range of undergraduate and postgraduate coursework and research programmes in information technology, multimedia, software engineering, computer science, information systems and business computing. These may be taken as a single specialisation or in combination with other areas in business, management, sciences and arts to provide a broader preparation for future professionals. Some of these programmes can be studied internally or externally in Australia as well as overseas.

The School offers the following programmes:

- Associate Degree of Information Technology
- Bachelor of Information Technology
- Bachelor of Information Technology with Honours
- Associate Degree in Multimedia
- Bachelor of Multimedia
- Bachelor of Applied Computing
- Bachelor of Business (Computing)
- Bachelor of Business with Honours
- Bachelor of Accounting and Information Systems
- Bachelor of Accounting, Bachelor of Information Technology
- Bachelor of Information Technology, Bachelor of Laws
- Graduate Certificate in Educational Multimedia
- Graduate Diploma in Educational Multimedia
- Master of Educational Multimedia
- Graduate Certificate of Information Systems
- Graduate Diploma of Information Systems
- Master of Information Systems
- Master of Business (by Research)\*
- Master of Education (by Research)\*
- Master of Science (by Research)\*
- Doctor of Philosophy\*

A number of double majors are also available jointly with the Schools of Business, Commerce and Management, and Social and Workplace Development, to students in the School of Multimedia and Information Technology. See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* appearing in the Rules entry in this Handbook (Part B).

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

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## ASSOCIATE DEGREE OF INFORMATION TECHNOLOGY (Abbreviated title: AssocDegInfTech)

### Introduction

The Associate Degree of Information Technology is designed as an entry level programme for the preparation of para-professionals in the computing industry. It normally requires two years of full-time study or equivalent part-time.

It may be studied on campus (full-time or part-time) or externally (part-time only).

Admission to the course is not limited to matriculants. Successful Associate Degree graduates may proceed to the full Bachelor programme which requires one further year of full-time study or its equivalence.

### Professional Recognition

The Associate Degree of Information Technology has been accredited by the Australian Computer Society at Level 2.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached ("the Schedule").  
(b) The Head, School of Multimedia and Information Technology may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Associate Degree over a period of not less than four (4) semesters;
  - (b) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) not more than four (4) units;

provided that the Head of School may approve enrolment in an enrichment unit as a fifth unit, or in exceptional circumstances, exempt a candidate from such requirements, provided further that these provisions shall not
5. permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Associate Degree;
- (c) be entitled to be awarded the Associate Degree upon completion of the minimum of sixteen (16) units, comprising:
  - (i) all twelve (12) units in Part A of the Schedule;
  - (ii) the two (2) units in either (i) or (ii) of Part B of the Schedule; and
  - (iii) two (2) elective units.
- (d) have "completed a unit" when either:
  - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
5. The School Board, School of Multimedia and Information Technology may grant a candidate advanced standing for up to eight (8) units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent to a unit or units in the Schedule.
6. A student who, while enrolled as a candidate for the degree of Bachelor of Applied Science (Computing) or the Bachelor of Information Technology, has completed the requirements for the Associate Degree of Information Technology may elect to be awarded the Associate Degree following withdrawal from candidature for the Bachelors degree.
7. A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provisions of all By-laws and other Rules applicable to the University may be admitted to the Associate Degree of Information Technology.

### Schedule of Units

#### PART A

MN111	Fundamentals of Management
DP240	Data Communications and Networks
DP221	Introduction to Information Technology
DP239	Object Oriented Programming
DP205	Data Structures
DP228	Database Systems I
DP235	Applications Development
MA115	Statistics I
DP243	Systems Analysis and Design

DP242 Object Oriented Design  
MA213 Discrete Mathematics  
BS100 Organisational Behaviour

**PART B**

**(i)**

AC141 Accounting and Financial Management  
I, **or**  
DP234 Operating Systems and Computer  
Architecture

**(ii)**

DP123 Commercial Programming, **or**  
MA060 Introduction to Operations Research

**NB** This course structure follows the first two  
years of the Bachelor of Information  
Technology.

**BACHELOR OF INFORMATION  
TECHNOLOGY  
(Abbreviated title: BInfTech)**

**Introduction**

The Bachelor of Information Technology aims to prepare high quality graduates capable of meeting the demands of the Information Technology profession. The skills acquired in this course can lead to a variety of careers in the information technology industry: for example programmers, systems analysts, business analysts, software engineers, computer scientists, database administrators, data communications and network specialists, project managers, etc. Job opportunities exist in private enterprises as well as in Local Government, State and Federal Public Service Departments.

This course takes three years of full-time or six years of part-time study or the equivalent. It may be studied on campus (full-time or part-time) or externally (part-time only).

The Bachelor of Information Technology replaced the former Bachelor of Applied Science (Computing) programme. Students first enrolled in the Bachelor of Applied Science (Computing) prior to 1996 are advised to refer to previous Handbooks for details of the earlier degree structure.

**Major or Specialisation**

Students enrolled in the Bachelor of Information Technology may choose from three majors:

- Software Engineering
- Information Systems
- Interactive Multimedia

The Software Engineering major is concerned with the technical aspect of Information Technology. It is essentially an applied computer science course with an emphasis on the development and re-engineering of software.

The Information Systems major is concerned with the application of information technology and offers units from a diverse range of business disciplines, enabling its graduates to interact with other professionals in accounting, marketing, finance, law and economics.

The Interactive Multimedia major provides students with the opportunity to specialise in the area of digital and interactive multimedia. Students will develop a comprehensive understanding of the integration of text, graphics, audio and animation using state-of-the-art development tools.

The Bachelor of Information Technology requires the completion of a total of 24 semester units consisting of:

- 12 *core units* - units which are common to all Bachelor of Information Technology students;
- 8 *major units* - advanced units which provide the specialisation in the majors areas;

- 2 *computing elective units* - units which are related to or support the area of specialisation chosen by the students and must be related to the Information Technology discipline; and
- 2 *elective units* - units in which students have complete freedom to choose. These may include any degree unit from the offerings of the University.

### Elective Units

Students may choose their “free” elective units from any other degree units offered by the University. When choosing electives, normal pre-requisite requirements must be observed. Students will not be allowed to enrol in units which have substantial content overlap with units in the course. Students are advised to consult with the course co-ordinator in planning the choice of elective units.

### Independent Studies

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

### Professional Recognition

The Bachelor of Information Technology has been accredited by the Australian Computer Society at Level 1, the highest level.

### Rules Governing Candidature

For the purpose of these Rules, the relevant definitions contained in the Glossary apply.

#### 1. Qualification for Admission

Applicants for admission to candidature for the degree of Bachelor of Information Technology shall have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category.

#### 2. Requirements for the Degree

To be eligible for the relevant award a candidate shall successfully complete not less than twenty-four (24) units as listed in the Schedule of Units attached to these Rules.

#### 3. Duration of Course

A candidate shall complete the units for the degree over a period of not less than six (6) semesters and not more than twenty (20) semesters, unless appropriate leave of

absence has been granted.

#### 4. Enrolment

- A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules, except that the School Board, School of Multimedia and Information Technology, may permit a candidate to enrol in a unit or units other than those listed in the Schedule.
- Unless the School Board approves otherwise:
  - a candidate shall remain enrolled for the duration of each semester; and
  - a candidate shall enrol in not less than two (2) units and not more than four (4) units in any one semester. Provided that where the School Board has exercised its discretion, such candidate shall be permitted to enrol in not more than five (5) units in any one semester.

#### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 6. Advanced Standing

- The School Board may grant a candidate advanced standing for up to sixteen (16) units on the basis of work or units successfully completed at this University, or at another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules. Unless in special circumstances it is otherwise determined, such work or units is to have been completed within ten (10) years prior to admission to this course.
- No student shall be granted advanced standing for more than sixteen (16) units.

#### 7. Admission to the Degree of Bachelor of Information Technology

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

Rules of the University may be admitted to the degree of Bachelor of Information Technology.

- (b) A candidate who holds an Associate Degree of the University and is granted sixteen (16) units of advanced standing under Rule 6 must surrender the Associate Degree prior to conferral of the Degree.

### **Schedule of Units**

The twenty-four (24) units which constitute the Bachelor of Information Technology must include:

- (a) twelve (12) units from Part A of the Schedule (core units);
- (b) an eight (8) unit major sequence from Part B;
- (c) two (2) units selected from either Part C and/or additional units in Part B; and
- (d) two (2) elective units.

#### **PART A**

DP221 Introduction to Information Technology

DP235 Applications Development

MA213 Discrete Mathematics

MN111 Fundamentals of Management

DP239 Object Oriented Programming

MA115 Statistics I

DP240 Data Communications and Networks

DP205 Data Structures

DP243 Systems Analysis and Design

BS100 Organisational Behaviour

DP242 Object Oriented Design

DP228 Database Systems I

#### **PART B**

##### **Information Systems**

DP236 Artificial Intelligence

DP231 Computing Project

DP223 Software Engineering

DP230 Information Resources

Management

AC141 Accounting and Financial Management I

DP123 Commercial Programming

DP237 Decision Support Systems

DP222 Computer Control, Auditing and Security

##### **Software Engineering**

DP236 Artificial Intelligence

DP231 Computing Project

DP223 Software Engineering

DP230 Information Resources Management

DP234 Operating Systems and Computer Architecture

MA060 Introduction to Operations Research

DP238 Interface Development and Evaluation

DP217 Programming Languages

##### **Interactive Multimedia**

ME321 Interactive Multimedia Development I

ME322 Interactive Multimedia Development II

ME323 Interactive Multimedia Development III

ME324 Digital Media I

ME325 Digital Media II

ME326 Digital Media III

DP231 Computing Project

DP236 Artificial Intelligence

#### **PART C**

AC120 Accounting Information Systems

LA125 Information Technology and the  
Law

ME311 Multimedia Issues

MA219 Numerical Analysis

**BACHELOR OF INFORMATION  
TECHNOLOGY WITH  
HONOURS**  
(Abbreviated title:  
BInfTech(Hons))

### Introduction

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

### Course Structure

To qualify for the Bachelor of Information Technology with Honours degree, a candidate is required to successfully complete the year-long Honours unit;

DP802 Computing 401

This unit involves three-eighths (3/8) of coursework and five-eighths (5/8) of research cumulating in the submission of an honours research thesis.

### Rules Governing Candidature

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

**ASSOCIATE DEGREE IN  
MULTIMEDIA**  
(Abbreviated title:  
AssocDegMM)

**BACHELOR OF MULTIMEDIA**  
(Abbreviated title: BMM)

### Introduction

This undergraduate degree programme

provides specialisation in the skills and knowledge required to design, develop and produce state-of-the-art interactive multimedia materials and to operate the associated delivery systems. Units cover media, design and communication principles; the Internet; digital media; interactive authoring; audio and video fundamentals; multimedia projects; business; human resources; scriptwriting and project management. The overall course emphasises the implementation of interactive multimedia for both desktop (CD-ROM) and on-line (Internet) applications.

The degree is normally undertaken at the rate of eight units in each of three consecutive years. Included in the course are two "industrial experience" units which are normally undertaken in a work environment during the fourth session. Provision for accelerated progression (additional units and Summer School units, up to four units) means that the degree can be completed within two and a half years and with only two years of on-campus study.

The Bachelor of Multimedia replaces the former Bachelor of Educational Multimedia programme. Students enrolled in the Bachelor of Educational Multimedia prior to 1999 are advised to refer to previous Handbooks for details of the earlier degree structure.

### Major Study

Students enrolled in the Bachelor of Multimedia may choose from the following majors:

- Interactive Learning
- Human Resources
- Software Engineering
- Media Theory and Analysis
- Law and Technology
- Business
- Marketing
- Sport Management

The Bachelor of Multimedia requires the completion of a total of 24 semester units consisting of:

- 16 core units - units which are common to all Bachelor of Multimedia students;
- 6 major units - advanced units which provide specialisation in one of the majors areas;
- 2 elective units - units are selected, either from those offered as part of the programme or from other programmes such as the Bachelor of Information Technology, Bachelor of Business or Bachelor of Social Science.

## Independent Studies

Provision exists for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

### Rules Governing Candidature

#### 1. Qualification for Admission

Applicants for admission to candidature for the Associate Degree in Multimedia and the degree of Bachelor of Multimedia shall have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special category.

#### 2. Requirements for the Award of Associate Degree/Degree

- (a) To be eligible for the award of the **Degree**, a candidate shall complete not less than twenty-four (24) units comprising:
  - (i) sixteen (16) units selected from Part A of the Schedule of Units attached to these Rules;
  - (ii) six (6) elective units, which comprise a major area of study, selected from one group of units listed in Part B of the Schedule of Units attached to these Rules; and
  - (iii) two (2) elective units, which may include units listed in Part B of the Schedule of Units attached to these Rules, other than those selected according to part (ii) above.
- (b) To be eligible for the award of the **Associate Degree** a candidate must complete not less than sixteen (16) units comprising sixteen (16) units selected from Part A of the Schedule of Units attached to these Rules.
- (c) A candidate enrolled in the Bachelor of Multimedia who has completed the requirements for the Associate Degree in Multimedia may elect to be awarded the Associate Degree in Multimedia.
- (d) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

#### 3. Duration of Course

- (a) Associate Degree in Multimedia

Unless the Head, School of Multimedia and Information Technology otherwise determines, a candidate shall complete the requirements for the course in:

- (i) not less than four (4) or not more than eight (8) semesters if a full-time student; and
- (ii) not less than six (6) or not more than sixteen (16) semesters if a part-time student.

#### (b) Bachelor of Multimedia

Unless the Head, School of Multimedia and Information Technology otherwise determines, a candidate shall complete the requirements for the course in:

- (i) not less than five (5) or not more than twelve (12) semesters if a full-time student; and
- (ii) not less than eight (8) or not more than twenty-four (24) semesters if a part-time student.

- (c) The Head, School of Multimedia and Information Technology may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

#### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than four (4) units in any semester, provided that where the Head of School's discretion is exercised, such a candidate shall be permitted to enrol in no more than five (5) units in any one semester;
- (c) a candidate may achieve accelerated progression by enrolling, with the approval of the Head of School, in additional units which may be offered from time to time in a flexible delivery mode.

#### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 6. Advanced Standing

- (a) At the discretion of the School Board, a

candidate may be granted advanced standing for up to eight (8) units in the Bachelor of Multimedia on the basis of units completed at this University or at another university or tertiary institution prior to admission to candidature for the Bachelor of Multimedia, provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the course.

- (b) Candidates who have completed the requirements of the Associate Degree in Multimedia may be granted advanced standing for up to sixteen (16) units in the Bachelor of Multimedia. Such candidates will be required to surrender their Associate Degree before the award of the Degree.
- (c) Candidates who have completed the requirements for TAFE Course 3610, Level 4 Certificate in Information Technology (Multimedia), will be granted advanced standing for eight (8) specified units in the Bachelor of Multimedia.

## 7. Exemption

At the discretion of the Head of School, a candidate may be granted exemption for up to a maximum of three (3) units from Part A of the Schedule of Units attached to these Rules, on the basis of completion of equivalent units which have been counted as part of an award at this or another university or other institution. A candidate granted such exemption shall choose alternative units approved by the Head of School.

## 8. Admission to the Awards

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Associate Degree in Multimedia or the degree of Bachelor of Multimedia.

## Schedule of Units

### PART A

AR630	Design
EN204	Communication: Theory and Practice
EN402	Scriptwriting
ME301	Electronic Networking and the Internet
ME311	Multimedia Issues
ME321	Interactive Multimedia Development I
ME322	Interactive Multimedia Development II

ME323	Interactive Multimedia Development III
ME324	Digital Media I
ME325	Digital Media II
ME326	Digital Media III
ME331	Multimedia Design Project
ME333	Multimedia Development Project
ME439	Foundations in Media Studies
MN111	Fundamentals of Management
SY106	Group Processes

### PART B

#### Interactive Learning

ME300	Principles of Educational Multimedia
ME312	Instructional Design I
ME313	Instructional Design II
ME314	Instructional Design III
ME330	Multimedia Design Update
ME332	Multimedia Development Update

#### Human Resources

MN121	Human Resource Management I
MN122	Human Resource Management II
SY105	Development of Human Resources
MN156	Leadership
MN167	Supervision and Teamwork
MN166	Managing Change

#### Software Engineering

DP235	Applications Development
DP243	Systems Analysis and Design
DP239	Object Oriented Programming
DP228	Database Systems I
DP205	Data Structures
DP223	Software Engineering

#### Media Theory and Analysis

CM401	Cross Cultural Film Studies
ME445	Media, Culture and Ideology
ME446	International Media Studies
ME447	Media and New Technologies Studies
ME448	Asian Media Studies
LA403	Media Ethics and Law

#### Law and Technology

LA051	Legal Research and Writing
LA130	Introduction to Law and Contract
LA131	Business Law
LA125	Information Technology and the Law
LA121	Intellectual Property

#### Business



MK075	Marketing Principles
LA130	Introduction to Law and Contract
AC141	Accounting and Financial Management I
MK102	Consumer Behaviour
EC101	Macroeconomics, <i>or</i>
EC102	Microeconomics
MA115	Statistics, <i>or</i>
AC142	Accounting and Financial Management II

#### **Marketing**

MK075	Marketing Principles
MK102	Consumer Behaviour
MK103	Promotion and Advertising
LA130	Introduction to Law and Contract <i>plus any two (2) units selected from the following list:</i>
LA105	Marketing Law and Ethics
MK104	Media Strategies
MK105	Sales Management
MK106	Market Research
MK107	Export Marketing
MK110	Retail Marketing
MK111	Services Marketing

#### **Sport Management** \*

MN301	Sport and Exercise Management I <i>plus any seven (7) units selected from the following list:</i>
AC320	Financial Management for Sport and Exercise
LA202	Sport and the Law
MK205	Public Relations in Sport and Exercise
MN307	Sports Policy and Planning
MK320	Sport and Exercise Marketing
MN303	Personnel Management in Sport
MN304	Facility Planning and Design
MN305	Facility Programming and Management
MN306	Entrepreneurship in Sport and Exercise
HM220	Graduating Seminar #
HM301	Research Design in Sport Science

#### **PART C**

Students can select a unit from any School, subject to that unit being available and consistent with the ability of the School to deliver that unit.

\* Due to professional requirements, a major study in Sport Management requires the completion of eight units from Part B.

# Students contemplating an Honours year will be required to complete this unit.

## **BACHELOR OF APPLIED COMPUTING** **(Abbreviate title: BAppComp)**

### **Introduction**

This degree is a fully articulated programme of study that provides a clear pathway from technical education (TAFE) to university education taking advantage of both systems. The course comprises three years of full-time study (or part-time equivalent) with the first 1.5 years at TAFE and the remaining 1.5 years on-campus at Southern Cross University.

The aim of this course is to produce quality graduates in the area of technical service and end-user support personnel who blend the technical competency of a skilled practitioner with the intellectual rigour of a degree graduate. It attempts to preserve the integrity of the applied and hands-on nature of TAFE training and at the same time impart the capacity for critical analysis, logical reasoning and scientific scholarship and mature thinking which is the essence of University education.

Students following this articulated pathway may be eligible for awards from both TAFE and Southern Cross University:

- Certificate Level 3 in Information Technology (Foundation) by TAFE
- Certificate Level 4 in Information Technology (PC Support) by TAFE
- Certificate Level 4 in Information Technology (Network Support) by TAFE
- Diploma of Information Technology (PC and Network Support) by TAFE
- Bachelor of Applied Computing by Southern Cross University

### **Rules Governing Candidature**

For the purpose of these Rules, the relevant definitions contained in the Glossary apply.

#### **1. Qualification for Admission**

To be admitted to candidature for the degree of Bachelor of Applied Computing applicants shall have:

- (a) successfully completed units at a satisfactory level from the New South Wales TAFE Diploma of Information Technology; or
- (b) been granted consideration for admission under a special category.

#### **2. Requirements for the Degree**

To be eligible for the award of the degree of Bachelor of Applied Computing, a candidate shall have completed twenty-four (24) units being:

- (a) the requirements for the Diploma of Information Technology (PC and Network Support) from TAFE NSW or the equivalent Diploma from another state; and
- (b) not less than twelve (12) units as listed in the Schedule of Units attached to these Rules.

Project. Unless otherwise determined, such units will have been completed within ten (10) years prior to admission to this course.

### 3. Duration of the Course

A candidate shall complete the units listed in the Schedule of Units attached to these Rules over a period of not less than three (3) semesters and not more than ten (10) semesters, unless appropriate leave of absence has been granted.

### 4. Enrolment

- (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules, except that the School Board, School of Multimedia and Information Technology, may permit a candidate to enrol in a unit or units other than those listed in the Schedule.
- (b) Unless the School Board approves otherwise:
  - (i) a candidate shall remain enrolled for the duration of each semester; and
  - (ii) a candidate shall enrol in not less than two (2) units and not more than four (4) units in any one semester. However, at the School Board's discretion, a candidate may be permitted to enrol in five (5) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

In relation to the units in the attached Schedule, the School Board may grant a candidate advanced standing for up to three (3) units on the basis of work or units successfully completed at this University, or at another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules, excluding the unit DP231 Computing

**7. Admission to the Degree of Bachelor of Applied Computing**

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provisions of all By-laws and other Rules of the University may be admitted to the degree of Bachelor of Applied Computing.

**Schedule of Units**

DP236 Artificial Intelligence  
DP123 Commercial Programming  
DP222 Computer Control, Audit and Security  
DP231 Computing Project  
DP228 Database Systems I  
DP237 Decision Support Systems  
DP725 End-user Computing  
DP230 Information Resources Management  
DP242 Object Oriented Design  
DP239 Object Oriented Programming  
DP243 Systems Analysis and Design  
DP223 Software Engineering

**BACHELOR OF BUSINESS  
(Abbreviated title: BBus)**

**Computing Major**

For students interested in the applications of computing in business and commerce, the Bachelor of Business, with a Computing Major, will be an appropriate course of study.

The Bachelor of Business with a Computing Major requires three years full-time or equivalent part-time study. It is designed for the preparation of business computing professionals in a commercial environment. Students are required to do an introductory year in general business subjects before taking up a major in Computing.

Computing may be studied as a single major or in conjunction with another field as a double major. Some popular double majors are Accounting and Computing, Computing and Marketing, Computing and Finance and Banking, etc. See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant

component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B) for a full list of double majors.

Graduates of the course are likely to find employment with banks, finance companies, accounting firms, service industries and other businesses in both the public and private sectors.

**Professional Recognition**

The Bachelor of Business with a Computing Major is accredited by the Australian Computer Society at Level 2.

If students wish to gain Level 1 Australian Computer Society accreditation under the Bachelor of Business programme, he/she must take four (4) additional units from "DP" units offered by the School of Multimedia and Information Technology.

**Admission**

A person before being admitted to candidature for the degree of Bachelor of Business shall either:

- (a) have gained the Higher School Certificate and have attained at the examination for that Certificate the aggregate marks determined from time to time by the Academic Board; or
- (b) have such other qualifications or experience as may be acceptable to the Academic Board.

**Rules Governing Candidature**

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).

Attention is drawn to the note preceding the Bachelor of Business entry in the Schedule of Units attached to the Rules.

**BACHELOR OF BUSINESS  
WITH HONOURS  
(Abbreviated title: BBus(Hons))**

**Computing Major**

**Introduction**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an

indication of a student's research potential and introduce students to basic research training.

For those interested in the applications of information technology in business or commerce the Bachelor of Business with Honours degree is available in the area of computing.

### Course Structure

To qualify for the Bachelor of Business with Honours degree in the area of computing, a candidate is required to successfully complete the year-long Honours unit;

DP801 Computing 400

This unit involves three-eighths (3/8) of coursework and five-eighths (5/8) of research cumulating in the submission of an honours research thesis.

### Rules Governing Candidature

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

## BACHELOR OF ACCOUNTING AND INFORMATION SYSTEMS (Abbreviated title: BAIS)

Students who are interested in specialising in Accounting and Information Systems may enrol in the Bachelor of Accounting and Information Systems.

See *Generic Rules in Business, Commerce and Management, Multimedia and Information Technology* and the relevant component of the Schedule of Units appearing in the Rules entry in this Handbook (Part B).

## BACHELOR OF ACCOUNTING, BACHELOR OF INFORMATION TECHNOLOGY (Abbreviated title: BAcc,BInfTech)

Students who are interested in both the fields of Information Technology and Accounting may enrol in a combined degree of Bachelor of Accounting, Bachelor of Information Technology with an Information Systems Major.

The School of Multimedia and Information Technology and the School of Commerce jointly administer the programme.

The combined double award programme requires completion of thirty-six (36) semester units which is the equivalent of four and a half years of full-time study. Students who perform well may be permitted to accelerate their studies and complete the double award in four years with the approval of the Heads of both Schools.

### Rules Governing Candidature

The relevant Rules Governing Candidature for the two programmes apply and are satisfied by completion of thirty-six (36) units, comprising:

- (a) nineteen (19) units from Part A of the Bachelor of Accounting Schedule (core units);
- (b) three (3) advanced units selected from Part B of the Bachelor of Accounting Schedule;
- (c) two (2) electives;
- (d) twelve (12) units from Part A of the Bachelor of Information Technology Schedule (core units);
- (e) the eight (8) unit Information Systems major;
- (f) two (2) units and two (2) electives either from Part B of the Bachelor of Information Technology Schedule not already taken or from Part C of the Bachelor of Information Technology Schedule.

The Bachelor of Accounting requirements are satisfied by:

1. deeming the two electives to have been satisfied by completion of units from the Bachelor of Information Technology;
2. deeming DP221 Introduction to Information Technology to be a substitute unit for DP125 Introductory Computing.

Students are advised to consult the Accounting Course Co-ordinator in relation to the selection and sequencing of Accounting units.

The Bachelor of Information Technology requirements are satisfied by:

1. deeming the two electives and two units from Part B or C to have been satisfied by completion of units from the Bachelor of Accounting;
2. deeming MA051 Business Mathematics to be a substitute unit for MA213 Discrete Mathematics.

Students are advised to consult the Information Technology Course Co-ordinator in relation to the selection and sequencing of Information Technology units.

Four units are common to both the Bachelor of Accounting and the Bachelor of Information Systems.

### Course Sequence

A typical course sequence for full-time study is illustrated below:

#### Semester 1

AC141 Accounting and Financial Management I  
DP235 Applications Development  
DP221 Introduction to Information Technology  
MA051 Business Mathematics

#### Semester 2

AC142 Accounting and Financial Management II  
AC143 Accounting Principles and Practice  
DP239 Object Oriented Programming  
MA115 Statistics I

#### Semester 3

LA130 Introduction to Law and Contract  
AC145 Financial Reporting  
EC102 Applied Microeconomics  
DP243 Systems Analysis and Design

#### Semester 4

LA131 Business Law  
EC101 Macroeconomics  
LA004 Company Law  
DP228 Database Systems I

#### Semester 5

DP240 Data Communications and Networks  
DP205 Data Structures  
AC130 Auditing  
MN111 Fundamentals of Management

#### Semester 6

DP242 Object Oriented Design  
AC146 Management Accounting  
DP123 Commercial Programming  
DP222 Computer Control, Auditing and Security

#### Semester 7

DP236 Artificial Intelligence  
DP237 Decision Support Systems  
AC132 Taxation

Advanced unit\*

#### Semester 8

AC106 Accounting Theory  
DP223 Software Engineering  
AC147 Managerial Finance  
DP230 Information Resources

Management

#### Semester 9

BS100 Organisational Behaviour  
DP231 Computing Project

Advanced unit\*

Advanced unit\*

\* From Part B of the Schedule of Units for the Bachelor of Accounting.

## BACHELOR OF INFORMATION TECHNOLOGY, BACHELOR OF LAWS (Abbreviated title: BInfTech, LLB)

Students who are interested in both the fields of Information Technology and Law may enrol in the combined degree of Bachelor of Information Technology, Bachelor of Laws.

The programme is jointly administered by the School of Multimedia and Information Technology and the School of Law and Justice.

The combined double award programme requires completion of thirty-six (36) semester units which is the equivalent of four and a half years of full-time study. Students who perform well may be permitted to accelerate their studies and complete the double award in four years with the approval of the Heads of both Schools.

The combined degree Rules are included in the School of Law and Justice entry in this Handbook.

### Rules Governing Candidature

The relevant rules for the two programmes, Bachelor of Information Technology and Bachelor of Laws apply. Students are advised to consult with the Heads of both Schools to plan for the programme of study.

### Course Sequence

A typical course sequence for full-time study is illustrated below:

#### Semester 1

DP221 Introduction to Information Technology  
DP235 Applications Development  
LA051 Legal Research and Writing  
LA111 Legal Process

#### Semester 2

AC141 Accounting and Financial Management I  
DP239 Object Oriented Programming  
LA502 Torts\*

#### Semester 3

DP240 Data Communications and Networks  
DP243 Systems Analysis and Design  
MA213 Discrete Mathematics  
LA112 Constitutional Law

#### Semester 4

DP123 Commercial Programming  
MA115 Statistics I  
LA503 Contract Law\*

#### Semester 5

LA507 Criminal Law and Procedure\*  
LA113 Family Law and Society  
LA114 Evidence and Civil Procedure

#### Semester 6

DP242 Object Oriented Design  
DP228 Database Systems I  
LA115 Equity  
LA116 Property Law

#### Semester 7

DP222 Computer Control, Auditing and Security  
DP205 Data Structures  
MN111 Fundamentals of Management

LA117 Administrative Law

#### Semester 8

DP231 Computing Project  
DP230 Information Resources Management  
LA118 Environmental Law  
LA520 The Philosophy of Law

#### Semester 9

DP236 Artificial Intelligence  
DP237 Decision Support Systems  
Law Elective  
Law Elective

#### Semester 8

LA125 Information Technology and the Law  
LA004 Company Law  
Law Elective  
Law Elective

\* *Double-weighted units.*

**GRADUATE CERTIFICATE IN  
EDUCATIONAL MULTIMEDIA  
(Abbreviated title:  
GradCertEdM)**

**GRADUATE DIPLOMA IN  
EDUCATIONAL MULTIMEDIA  
(Abbreviated title: GradDipEdM)**

**MASTER OF EDUCATIONAL  
MULTIMEDIA  
(Abbreviated title: MEdM)**

### Introduction

This is a coursework degree programme designed for trainers, teachers and educational specialists who wish to enhance their knowledge and understanding of interactive learning.

The overall programme aims to develop comprehensive skills and knowledge in the foundations of educational multimedia, the design and development of educational multimedia applications and to extend the knowledge-base of educational multimedia through research endeavours. Graduates will be able to apply their knowledge and skills to the application of technology to support training and education.

The Master of Educational Multimedia may be completed by full-time study with four units per trimester over three trimesters, or by part-time study (Australian students only) with two units per trimester over six trimesters.

The programme is delivered by a mixture of distance-learning mode and (optional) on-campus learning support. Potential candidates should contact the School for further details.

## Rules Governing Candidature

### 1. Qualification for Admission

- (a) To be admitted to the candidature of the Master of Educational Multimedia, applicants must:
  - (i) hold a Bachelor degree (or equivalent qualification) from a university or a recognised tertiary institution; or
  - (ii) have completed the Graduate Diploma in Educational Multimedia, or
  - (iii) have demonstrated academic or professional standing considered by the School of Multimedia and Information Technology to be equivalent to the requirements of either (i) or (ii).
- (b) To be admitted to the candidature of the Graduate Diploma in Educational Multimedia, applicants must:
  - (i) hold a Bachelor degree (or equivalent qualification) from a university or a recognised tertiary institution; or
  - (ii) have completed the Graduate Certificate in Educational Multimedia, or
  - (iii) have demonstrated academic or professional standing considered by the School of Multimedia and Information Technology to be equivalent to the requirements of either (i) or (ii).
- (c) To be admitted to the candidature of the Graduate Certificate in Educational Multimedia, applicants must:
  - (i) hold a Bachelor degree (or equivalent qualification) from a university or a recognised tertiary institution; or
  - (ii) have demonstrated academic or professional standing considered by the School of Multimedia and Information Technology to be equivalent to the requirements of (i).

### 2. Requirements for the Award

- (a) To be eligible for the award of the degree of Master of Educational Multimedia, a candidate shall complete no less than twelve (12) units including:
  - (i) four (4) units chosen from Part A of the Schedule of Units annexed to these Rules; and

- (ii) four (4) units chosen from Part B of the Schedule of Units annexed to these Rules; and
  - (iii) four (4) units chosen from Part C of the Schedule of Units annexed to these Rules.
- (b) In special circumstances, a candidate for the Master of Educational Multimedia degree, may have a course of study approved by the Head of School comprising proportions of units different from that prescribed above.
- (c) To be eligible for the award of the Graduate Diploma in Educational Multimedia, a candidate shall complete no less than eight (8) units, including:
  - (i) four (4) units chosen from Part A of the Schedule of Units annexed to these Rules; and
  - (ii) four (4) units chosen from Part B of the Schedule of Units annexed to these Rules.
- (c) To be eligible for the award of the Graduate Certificate in Educational Multimedia, a candidate shall complete not less than a total of four (4) units from Part A in the Schedule of Units annexed to these Rules.

### 3. Duration of Course

- (a) Unless the Head of School otherwise determines, a candidate shall complete the requirements for the course in not less than three (3) or more than nine (9) trimesters if a full-time student, and not less than six (6) or more than eighteen (18) trimesters if a part-time student.
- (b) Except with the permission of the Head of School, the total period of candidature for the Master of Educational Multimedia shall not exceed eighteen (18) trimesters, the total period of candidature for the Graduate Diploma shall not exceed twelve (12) trimesters, and the total period of candidature for the Graduate Certificate shall not exceed six (6) trimesters.
- (c) The Head of School may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

### 4. Enrolment

Except with the permission of the Head of School:

- (a) a candidate shall remain enrolled in at least two out of the three trimesters in a given 12 months cycle;

- (b) a full-time candidate shall normally enrol in not more than four (4) units in any trimester;
- (c) a part-time candidate shall normally enrol in not less than two (2) units in any trimester.

#### 5. Completion of a Unit

A candidate shall be deemed to have completed a unit when either:

- (a) in the assessment for that unit, the candidate has obtained a grade other than a grade of Fail or Unsatisfactory, as prescribed in Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

#### 6. Advanced Standing

- (a) At the discretion of the School Board, a candidate may be granted advanced standing for up to:
  - (i) six (6) units in the Master of Educational Multimedia;
  - (ii) four (4) units in the Graduate Diploma in Educational Multimedia; and

- (iii) two (2) units in the Graduate Certificate in Educational Multimedia

on the basis of units completed at this University or at another university or tertiary institution prior to admission to candidature for the Master of Educational Multimedia, provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

- (b) Candidates who have completed the requirements of the Graduate Certificate in Educational Multimedia may be granted advanced standing for up to four units in the Master of Educational Multimedia or the Graduate Diploma in Educational Multimedia.
- (c) Candidates who have completed the requirements of the Graduate Diploma in Educational Multimedia may be granted advanced standing for up to eight units in the Master of Educational Multimedia.
- (d) Notwithstanding, the total advanced standing in the Masters degree and the Graduate Diploma, based on units other than those in the Graduate Certificate in Educational Multimedia or the Graduate Diploma in Educational Multimedia, shall not exceed 50% of the course.

#### 7. Exemption

At the discretion of the Head of School, a candidate may be granted exemption for up to a maximum of three (3) units from Part A of the Schedule of Units annexed to these Rules, on the basis of completion of equivalent units which have been counted as part of an award at this or another university or other institution, other than the Graduate Certificate or Graduate Diploma in Educational Multimedia. A candidate granted such exemption shall choose alternative units approved by the Head of School.



## 8. Admission to the Awards

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the degree of Master of Educational Multimedia, the Graduate Diploma in Educational Multimedia, or the Graduate Certificate in Educational Multimedia as appropriate.
- (b) A candidate granted advanced standing under Rule 6(b) must surrender the Graduate Certificate prior to the conferral of the degree or diploma.
- (c) A candidate granted advance standing under Rule 6(c) must surrender the Graduate Diploma prior to the conferral of the degree.

### Schedule of Units

#### PART A

- ME340 Educational Multimedia Foundations
- ME341 Educational Multimedia Development I
- ME342 Computer Mediated Communication
- ME343 Educational Multimedia Evaluation

#### PART B

- ME344 Educational Multimedia Design
- ME345 Educational Multimedia Development II
- ME346 Educational Multimedia Development Project\*

#### PART C

- ME347 Research Methods for Educational Multimedia
- ME348 Research Issues in Educational Multimedia
- ME349 Educational Multimedia Research Project\*

\* Double-weighted units.

### GRADUATE CERTIFICATE OF INFORMATION SYSTEMS

(Abbreviated title:  
GradCertInfSys)

### GRADUATE DIPLOMA OF INFORMATION SYSTEMS

(Abbreviated title:  
GradDipInfSys)

### MASTER OF INFORMATION SYSTEMS

(Abbreviated title: MInfSys)

### Introduction

This is a coursework degree programme designed for graduates from fields other than computing who wish to enter into the IT profession. With an emphasis in the development and applications of information systems, the primary objective of the Master of Information Systems course is to provide an up-to-date programme of study which blends modern principles and theories of computing with practical applications of Information Technology in organisations.

The Master of Information Systems may be completed by full-time study with four units per trimester over three trimesters, or by part-time study (Australian students only) with two units per trimester over six trimesters.

The programme is delivered by a mixture of distance-learning mode and (optional) on-campus learning support. While many students prefer formal contact with lecturers, the on-campus tutorials and workshops are optional, so it may be studied in pure distance learning mode. Potential candidates should contact the School for further details.

### Rules Governing Candidature

#### 1. Qualification for Admission

- (a) To be admitted to the candidature of the Master of Information Systems, applicants must:
  - (i) hold a Bachelor degree (or equivalent qualification) from a university or a recognised tertiary institution; or

- (ii) have completed the Graduate Diploma of Information Systems; or
  - (iii) have demonstrated academic or professional standing considered by the School of Multimedia and Information Technology to be equivalent to the requirements of either (i) or (ii).
- (b) To be admitted to the candidature of the Graduate Diploma of Information Systems, applicants must:
- (i) hold a Bachelor degree (or equivalent qualification) from a university or a recognised tertiary institution; or
  - (ii) have completed the Graduate Certificate of Information Systems; or
  - (iii) have demonstrated academic or professional standing considered by the School of Multimedia and Information Technology to be equivalent to the requirements of either (i) or (ii).
- (c) To be admitted to the candidature of the Graduate Certificate of Information Systems, applicants must:
- (i) hold a Bachelor degree (or equivalent qualification) from a university or a recognised tertiary institution; or
  - (ii) have demonstrated academic or professional standing considered by the School of Multimedia and Information Technology to be equivalent to the requirements of (i).
- 2. Requirements for the Award**
- (a) To be eligible for the award of the degree of Master of Information Systems, a candidate shall complete no less than twelve (12) units including:
- (i) eight (8) units chosen from Part A of the Schedule of Units annexed to these Rules; and

- (ii) four (4) units chosen from Part B of the Schedule of Units annexed to these Rules.
- (b) In special circumstances, a candidate for the Master of Information Systems degree, may have a course of study approved by the Head of School comprising proportions of units different from that prescribed above.
- (c) To be eligible for the award of the Graduate Diploma of Information Systems, a candidate shall complete not less than a total of eight (8) units, chosen from Part A in the Schedule of Units annexed to these Rules. With the permission of the Head of School, a candidate may substitute up to two of the Part A units by the Information Systems Project units from Part B.
- (d) To be eligible for the award of the Graduate Certificate of Information Systems, a candidate shall complete not less than a total of four (4) units from Part A in the Schedule of Units annexed to these Rules.

### **3. Duration of Course**

- (a) Except with the permission of the Head of School, the total period of candidature for the Master of Information Systems shall not exceed eighteen (18) trimesters, the total period of candidature for the Graduate Diploma shall not exceed twelve (12) trimesters, and the total period of candidature for the Graduate Certificate shall not exceed nine (9) trimesters.
- (b) The Head of School may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

### **4. Enrolment**

Except with the permission of the Head of School:

- (a) a candidate shall remain enrolled in at least two out of the three trimesters in a given 12 months cycle;

- (b) a candidate shall normally enrol in not more than four (4) units in any trimester.

**5. Completion of a Unit**

A candidate shall be deemed to have completed a unit when either:

- (a) in the assessment for that unit, the candidate has obtained a grade other than a grade of Fail or Unsatisfactory, as prescribed in Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

**6. Advanced Standing**

- (a) At the discretion of the School Board, a candidate may be granted advanced standing for up to:

- (i) six (6) units in the Master of Information Systems;
- (ii) four (4) units in the Graduate Diploma of Information Systems; and
- (iii) two (2) units in the Graduate Certificate of Information Systems

on the basis of units completed at this University or at another university or tertiary institution prior to admission to candidature for the Master of Information Systems, provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

- (b) Candidates who have completed the requirements of the Graduate Certificate of Information Systems may be granted advanced standing for up to four units in the Master of Information Systems or the Graduate Diploma of Information Systems.
- (c) Candidates who have completed the requirements of the Graduate Diploma of Information Systems may be granted advanced standing for up to eight units in the Master of Information Systems.

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

**7. Exemption**

At the discretion of the Head of School, a candidate may be granted exemption for up to a maximum of three (3) units from Part A of the Schedule of Units annexed to these Rules, on the basis of completion of equivalent units which have been counted as part of an award at this or another university or other institution, other than the Graduate Certificate or Graduate Diploma of Information Systems. A candidate granted such exemption shall choose alternative units approved by the Head of School.

**8. Admission to the Awards**

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the degree of Master of Information Systems, the Graduate Diploma of Information Systems, or the Graduate Certificate of Information Systems as appropriate.
- (b) A candidate granted advanced standing under Rule 6(b) must surrender the Graduate Certificate prior to the conferral of the degree or diploma.
- (c) A candidate granted advance standing under Rule 6(c) must surrender the Graduate Diploma prior to the conferral of the degree.

**Schedule of Units****PART A**

- DP700 Program Design
- DP701 Information Analysis
- DP702 Data Management
- DP704 Distributed Information Systems
- DP705 Issues in Information Management
- DP706 Systems Design
- DP720 Management Information Systems
- DP730 Information Systems Project Management

**PART B**

- DP731 Information Systems Research Project A
- DP732 Information Systems Research Project B
- DP733 Information Systems Research Project C
- DP734 Information Systems Research Project D

**MASTERS DEGREE BY  
RESEARCH  
DOCTOR OF PHILOSOPHY**

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

Enquiries should be directed to the Graduate Research College.

# School of Natural and Complementary Medicine

## Head of School

S.P. Myers BMed(N'cle), ND(SSNT)

The School of Natural and Complementary Medicine offers a four-year Bachelor of Naturopathy for those who wish to be employed in private practice, natural products research and public health policy. The School engages actively in natural product research and public health issues. Following undergraduate studies, students may undertake Honours or further postgraduate courses.

The following will be offered in 1999:

- Bachelor of Naturopathy
- Master of Science by Research\*
- Doctor of Philosophy\*

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

## BACHELOR OF NATUROPATHY (Abbreviated title: BNat)

### Introduction

The Bachelor of Naturopathy is a four-year full-time or eight-year part-time course. The fourth year, however, is only available on a full-time basis. The Bachelor of Naturopathy is available only in on-campus mode at the Lismore Campus.

The overall aim of the course is to prepare Naturopathy graduates who are competent to take their place in the workforce in independent, prime contact, clinical practice.

The curriculum has been constructed to provide a balance between naturopathic studies and supporting studies predominantly from the biological sciences. The course structure is currently under review to further develop the clinical component of the Bachelor of Naturopathy programme and to provide the best possible outcome for students. The School of Natural and Complementary Medicine should be contacted for further information relating to course structure changes.

The course also aims to prepare students and practitioners for postgraduate studies and research. Postgraduate pathways exist for suitably qualified applicants through the

Research Masters and PhD programmes of the University.

### Rules Governing Candidature

For the purpose of these Rules, the definitions, as applicable, contained in the "Glossary" (Southern Cross University Calendar 1995:67) apply.

#### 1. Qualification for Admission

Applicants for admission to candidature for the degree of Bachelor of Naturopathy shall have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category.

#### 2. Requirements for the Award

To be eligible for the award a candidate shall successfully complete not less than thirty-two (32) units, including all units in the Schedule of Units attached to these Rules, plus one (1) elective unit.

#### 3. Duration of Course

A candidate shall:

- (a) complete requirements for the award in not less than eight (8) semesters of full-time study and not more than twenty-four (24) semesters of part-time study, unless the School Board, School of Natural and Complementary Medicine approves otherwise;
- (b) be required to show cause to the Head, School of Natural and Complementary Medicine as to why their candidature should not be terminated if the course is not completed within the specified time as described in 3(a) above.

#### 4. Enrolment

Unless the Head of School approves otherwise:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Head of School's discretion is exercised, such candidate shall be permitted to enrol in not more than five (5) units in any one semester.

#### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 6. Advanced Standing

The School Board may grant advanced standing for up to sixteen (16) units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules.

#### 7. Admission to Award

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provisions of all By-laws and other Rules of the University may be admitted to the Degree of Bachelor of Naturopathy.

HL281	Clinical Preparation IB*
HL274	Clinical Diagnosis I
HL214	Nutrition I
HL266	Phytotherapy IV
HL256	Homoeopathy II†
HL277	Clinical Preparation II†
HL275	Clinical Diagnosis II
HL215	Nutrition II
NR227	Applied Health Research
HL216	Nutrition III
HL263	Homoeopathy III
HL278	Naturopathic Clinic I
HL260	Naturopathic Studies
HL217	Nutrition IV
HL267	Phytotherapy V
HL279	Naturopathic Clinic II

† Year-long units.

\* Half-weighted unit.

**NB** Students who commenced the three-year Bachelor of Naturopathy in 1995 will meet requirements for the four-year award by completing the pattern of study appearing on page 280 of the 1997 Handbook.

### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

#### Schedule of Units

PL201	Anatomy and Physiology I
HL259	Naturopathic Foundations
BS301	Interpersonal Relating
CH102	Biological Chemistry I
PL202	Anatomy and Physiology II
CH103	Biological Chemistry II
HL257	Phytotherapy I
CU408	Health and Australian Indigenous Peoples
PL101	Physiological Pathology I
CH002	Biochemistry
HL258	Phytotherapy II†
HL265	Phytotherapy III†
HL255	Homoeopathy I†
HL280	Clinical Preparation IA*
PL102	Physiological Pathology II
CH004	Nutritional Biochemistry

# School of Nursing and Health Care Practices

## Head of School

C.D. Game RN, RM, DipNEd(CNA), MEdStud(Monash), FRCNA, FCN, MACE

The School of Nursing and Health Care Practices provides a range of courses for those wishing to be employed or who are already employed in the areas of nursing, and health related disciplines. It currently offers degrees in Nursing, as well as postgraduate coursework and research programmes in Nursing and allied areas. The following will be offered in 1999:

- Bachelor of Health Science in Nursing
- Bachelor of Health Science (Nursing) with Honours
- Bachelor of Nursing
- Bachelor of Nursing with Honours
- Graduate Certificate of Health Science
- Graduate Diploma of Health Science
- Master of Health Science
- Master of Science (by Research) #
- Doctor of Philosophy #

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

## BACHELOR OF HEALTH SCIENCE IN NURSING (Abbreviated title: BHLthScN)

### Introduction

The Bachelor of Health Science in Nursing is designed to provide registered nurses without a tertiary level degree in nursing the opportunity to build a knowledge base equivalent to graduates of the Bachelor of Nursing course. It will provide graduates with the ability to enter postgraduate courses in nursing.

The course will be offered in external part-time mode to allow practising nurses maximum opportunity to successfully undertake and complete their studies.

The course aims to produce graduates who are able to think critically and analytically, be effective problem solvers and participate fully in the organisation and delivery of effective health care.

## Rules Governing Candidature

### 1A. Application of Rules

Rules 1-7 apply to students who first enrolled after September 1995.

Rule 8 specifically applies to students enrolled before September 1995 providing application of this Rule does not disadvantage the student.

### 1. Admission

(a) Qualification for admission:

- (i) for Australian residents and/or citizens, applicants shall be registered nurses in an Australian State or Territory, or be eligible for registration as a nurse in an Australian State or Territory; or
- (ii) for non-Australian residents and/or citizens, be eligible for registration as a nurse in the country of current residence.

- (b) There will be two categories of admission:

(i) Category One:

Any applicant who has completed an entry level course at certificate level or its equivalent which leads to registration as a nurse. This category includes hospital based certificates, hospital based diplomas, and/or tertiary associate diplomas.

(ii) Category Two:

Any applicant who has completed an entry level course in a recognised institution, at the diploma level or its equivalent leading to registration as a nurse. This category also includes any applicant who has completed at a tertiary institution, a nursing diploma, or graduate nursing diploma, or a post registration nursing course which was the equivalent of at least one year's full-time study.

Other registered nurses with a non-nursing award at diploma level, which was the equivalent of at least one year's duration, from a recognised tertiary institution, may be admitted in Category Two on application to the Head, School of Nursing and Health Care Practices or nominee.

- (c) For the purpose of these Rules the relevant definitions contained in the Glossary apply subject to the following amendments:

(i) "Centre" means the Centre for Professional Development in Health Sciences;

(ii) "candidate" means a person either enrolled in the University as a student, or registered as a student in the Centre or with one of the University's Licensees, and proceeding to the award of the Bachelor of Health Science in Nursing;

(iii) "unit" means a component of a course which involved the study of a subject including lectures, seminars, practical classes, study guides, excursions, assignments and/or other activities prescribed by a department, School, division or other teaching unit of the University and includes the equivalent modules offered by the Centre, or with one of the University's Licensees, as listed in the Schedule of Units attached to these Rules;

(iv) "Resident in Australia" means someone whose domicile is in an Australian State or Territory at the time of enrolment in the award.

## 2. Requirements for the Degree

2.1 To be eligible for the award of the Degree students shall complete the prescribed number of units as follows, unless exempted:

(a) Category One candidates shall complete eight units comprising of two units selected from Part A, one unit selected from Part D and the remainder of the units selected from the range of units available in Parts B and C;

(b) Category Two students shall complete four units comprising two units selected from Part B, one unit selected from Part D and the remaining unit selected from the range of units available in Parts A and C.

2.2 Exemptions from Rule 2.1(a) and Rule 2.1(b) may be granted on the following grounds:

(a) Candidates admitted under Rule 1(b)(ii) and who have previously completed a unit or units, which in the opinion of the Head of School or nominee are equivalent to units listed in the Schedule attached to these Rules, shall be required to obtain the approval of the School Board, School of Nursing and Health Care Practices for their unit selection, prior to enrolment.

(b) Candidates who are not resident in Australia at the time of enrolment shall complete the following number of units:

(i) Category One candidates shall complete eight units comprising: two units selected from Part A of the Schedule attached to these Rules and the remainder selected from the range of units in Parts B, C and D;

(ii) Category Two candidates shall complete four units comprising two units selected from Part B and two units selected from the range available in Parts A, C and D.

(c) Candidates who enrolled in the course prior to 1996 shall have their course of study approved by the Head of School or nominee.



### 3. Duration of the Course

Unless the School Board otherwise approves, a candidate shall complete the requirements for the award as follows:

- (a) Category One students shall complete requirements for the award in not less than two (2) semesters and not more than eight (8) semesters of part-time study;
- (b) Category Two students shall complete the requirements for the award in not less than one (1) semester and not more than four (4) semesters of part-time study.

The School Board may approve extensions to periods of candidature to those specified in this Rule.

### 4. Enrolment

Unless the Head of School or nominee otherwise determines:

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

provided that where the Head of School's or nominee's discretion is exercised, such

candidates shall be permitted to enrol in not more than five (5) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

- (a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
- (b) the candidate has been granted credit transfer in that unit; or
- (c) the candidate has been granted unit completion under special circumstances as approved by the School Board.

### 6. Credit Transfer

A candidate who has undertaken study at another University or tertiary institution acceptable to the School Board may be granted advanced standing for up to four (4) units in the case of a Category One candidate and up to two (2) units in the case of a Category Two candidate, provided

- (a) that the School Board is satisfied that the unit previously completed is comparable to a unit listed in the Schedule with respect to both content and standard, and
- (b) that the unit previously completed has not been counted towards another award previously conferred.

### 7. Admission to the Degree Bachelor of Health Science in Nursing

A candidate who has fulfilled the requirement of these Rules and has otherwise complied with the provision of all By-laws and other Rules applicable to the University, may be admitted to the degree Bachelor of Health Science in Nursing.

## Schedule of Units

### PART A

- NR226 Nursing in Context\*
- NR227 Applied Health Research

### PART B

- NR228 Critical Perspectives in Nursing
- NR229 Clinical Project I

### PART C

- NR255 Primary Health Care
- BS301 Interpersonal Relating
- PL314 Pathophysiology
- PL315 Introductory Pharmacology
- PY303 Lifespan Human Development †
- PY355 Health Psychology †
- SY304 Introductory Sociology
- SY355 Sociology of Health Care Practice
- HL251 Public and Environmental Health

NR230 Clinical Project II  
Elective #  
Elective #

#### PART D

CU408 Health and Australian Indigenous Peoples

\* *Category One students are required to enrol in the unit NR226 Nursing in Context as their first unit of study for the award.*

† *Not available to students in this course in 1999.*

# *Elective units exist only to enable the application of the Transitional Arrangements for Continuing Students. Elective units of study are not available to commencing students enrolling from 1996 onwards.*

### 8. Students Enrolled Prior to September 1995

8.1 For the purpose of these Rules, the relevant definitions contained in the Glossary apply subject to the following amendments:

- (a) "Centre" means the Centre for Professional Development in Health Sciences;
- (b) "candidate" means a person:
  - (i) enrolled in the University as a student; or
  - (ii) registered as a student in the Centre, or with one of the University's Licensees; and
  - (iii) proceeding to the award of the Bachelor of Health Science in Nursing.
- (c) "unit" means a component of a course which involves the study of a subject including lectures, seminars, practical classes, excursions, assignments and/or other activities prescribed by a department, School, division or other teaching unit and includes the equivalent modules offered by the Centre as listed in the Schedule of Units attached to these Rules.

- 8.2 (a) (i) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules ("the Schedule")\*.
- (ii) Diploma students will not be able to enrol in any equivalent unit which they have previously completed in their diploma, as designated by the School Board.

- (b) The Head of School or nominee may permit a candidate to enrol in a unit or units other than those specified in the Schedule.

8.3 A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.

8.4 Subject to these Rules:

- (a) (i) a candidate whose highest nursing qualification is a diploma or degree shall complete four (4) units. Two of these units shall be from the range available in Parts A and B of the Schedule and two shall be from Part D. A candidate shall be required to complete units as advised by the Course Co-ordinator and which take into account previous units of study. All continuing students who have met these requirements by or after 1st January, 1992 will have completed requirements for the award;
- (ii) a candidate whose highest nursing qualification is a certificate, other than those who commenced the Bachelor of Health Science in Nursing prior to 1992, shall complete 12 units. Two of these units shall be from Part A, three shall be from Part B, two shall be from Part C and five shall be from Part D;
- (iii) a candidate whose highest nursing qualification is a certificate, and who commenced the Bachelor of Health Science in Nursing prior to 1992 shall complete 12 units. A candidate shall be required to complete units as advised by the Course Co-ordinator. All continuing candidates who have met these requirements by or after 1st January, 1992 will have completed requirements for the award;
- (b) (i) a candidate admitted under 8.4(a)(i) above shall complete the units for the Degree over a period of not less than one semester and not more than three semesters;
- (ii) a candidate admitted under 8.4(a)(ii) and 8.4(a)(iii) above shall complete the units for the Degree over a period of not less than two semesters and not more than nine semesters;

\* Please refer to page 195 of the 1996 Handbook, or page 396 of the 1997 Handbook.

- (c) a candidate shall have completed a unit when either:
    - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
    - (ii) advanced standing has been granted in that unit.
  - (d) The School Board may approve extensions to periods of candidature to those specified in this Rule.
- 8.5 (a) A candidate enrolled in the University:
- (i) whose highest qualification is a diploma shall not be eligible for advanced standing except in the case of equivalent units of study completed through the Centre prior to enrolment for the degree;
  - (ii) whose highest nursing qualification is a Certificate shall be eligible for advanced standing of up to six (6) units, provided advanced standing for equivalent units of study undertaken through the Centre shall only be granted where such units were completed prior to enrolment for the Degree.
- (b) A candidate enrolled in the Centre shall not be eligible for advanced standing until such time as they are enrolled as a student of the University.
- 8.6 The School Board may grant more advanced standing than that specified in Rule 8.5.
- 8.7 The School Board may from time to time vary the contents of the Schedule.

**BACHELOR OF HEALTH  
SCIENCE (NURSING) WITH  
HONOURS  
(Abbreviated title:  
BHLthSc(Nursing)(Hons))**

**General**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an

indication of a student's research potential and introduce students to basic research training.

**Course Structure**

To qualify for admission to the Bachelor of Health Science (Nursing) with Honours, candidates are required to successfully complete the Honours course NR801 Nursing 450 (Honours), comprising:

- (a) a thesis based on original work; and
- (b) a research seminar based on the thesis; and

- (c) a progress paper on the project which forms the basis of the thesis.

Where a candidate has been deemed by the School Postgraduate Committee to be deficient in an area, they may be required to undertake units of study which address any deficiency, and which do not count towards the class of Honours awarded.

### **Special Note:**

Students should be aware that as part of the employment process in various States and Territories, a criminal record check is undertaken on all applicants for nursing positions.

### **Rules Governing Candidature**

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

## **BACHELOR OF NURSING (Abbreviated title: BNurs)**

The Bachelor of Nursing programme was reviewed and revised during 1998. The following structure remains current for continuing students. A revised structure for new students in 1999 is available by contacting the School.

The Bachelor of Nursing is a three-year full-time or six-year part-time course which offers students the opportunity to obtain basic nursing qualifications at degree level in order to gain registration as a nurse in New South Wales. The course is designed to provide a combination of course work and clinical experiences in order to prepare graduates to commence employment in the health care sector as competent beginning practitioners.

Clinical experience is undertaken across the three years with the majority occurring in second and third years of the course. Clinical experience is undertaken in the following ways:

- two hour sessions;
- two day sessions;
- three weekly blocks;
- two two-week or one four-week mentor-arranged blocks.

Hospitals and health agencies throughout the North Coast Health Region are used for clinical experience. Students will be required to travel/live anywhere within this region during clinical experiences, and may be required to arrange their own accommodation at such times.

### **Admission to Candidature**

To be eligible to apply for admission to candidature for the degree of Bachelor of Nursing, an applicant shall:

- (a) have achieved a satisfactory aggregate in the New South Wales Higher School Certificate, or its equivalent, as stipulated from time to time; or
- (b) be 21 years of age or above; or
- (c) meet other special admission criteria set out by the University from time to time.

### **Electives**

The School of Nursing and Health Care Practices may offer the following fixed electives:

- HL205 Psychosocial Emergency Care
- SY203 Women's Studies
- PL315 Introductory Pharmacology
- CU408 Health and Australian Indigenous Peoples
- HL203 Studies in Substance Abuse
- HL250 Stress Management

### **Special Note:**

Students should be aware that as part of the employment process in various States and Territories, a criminal record check is undertaken on all applicants for nursing positions.

### **Rules Governing Candidature**

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules ("the Schedule").  
(b) The Head, School of Nursing and Health Care Practices, may permit a candidate to enrol in a unit or units other than those specified in the Schedule.

3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Degree over a period of usually not less than six semesters and not more than eight semesters of equivalent full-time study;
  - (b) normally be enrolled in not less than two units per semester in part-time mode and not more than four units per semester in full-time mode, unless otherwise approved by the Head of School;
  - (c) be entitled to be awarded the Degree upon completion of no less than twenty-four (24) units comprising:
    - (i) all twenty-two (22) units in the Schedule; and
    - (ii) two (2) elective units.

Each unit shall be worth three (3) credit points, giving a total of seventy-two (72) credit points for the award;
  - (d) have completed a unit when either:
    - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
    - (ii) advanced standing has been granted in that unit;
  - (e) be required to show cause to the Head of School as to why their candidature should not be terminated, if a greater than the maximum allowable number of semesters is required to complete the course.
5. A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Nursing and Health Care Practices completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Degree provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.
6. The School Board may grant advanced standing of not more than 50% of the Degree to:
  - (a) a graduate of an appropriate institution or a person with equivalent qualifications or
  - (b) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;
  - (c) a person on the basis of relevant experience;
  - (d) a student who is readmitted to the course following withdrawal or termination of enrolment for work previously completed in the course where work or units or experience so completed are considered to be equivalent to a unit or units in the Schedule, and provided that the School Board may approve advanced standing up to a maximum of 67% of the Degree in exceptional circumstances.

Where advanced standing is granted the Course Co-ordinator shall determine an appropriate pattern of study for the student.
7. The Academic Board may grant more advanced standing than that specified in Rule 6.
8. The Academic Board may from time to time vary the contents of the Schedule.

### Schedule of Units

NR301	Nursing I
NR321	Clinical Nursing Studies I
PL201	Anatomy and Physiology I
PL202	Anatomy and Physiology II
PY304	Developmental Psychology
NR302	Nursing II
NR322	Clinical Nursing Studies II
SY304	Introductory Sociology
NR303	Nursing III
NR323	Clinical Nursing Studies III
PL301	Biomedical Science I
PL303	Biomedical Science III
NR304	Nursing IV
NR324	Clinical Nursing Studies IV
PL302	Biomedical Science II
NR305	Nursing V
NR325	Clinical Nursing Studies V
SY355	Sociology of Health Care Practice
NR306	Nursing VI
NR326	Clinical Nursing Studies VI
NR307	Nursing VII
PY305	Health Psychology

**NB** Students who have completed NR321 Clinical Nursing Studies I should not enrol in BS301 Interpersonal Relating as an elective.

## **BACHELOR OF NURSING WITH HONOURS (Abbreviated title: BNurs(Hons))**

### **General**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

### **Course Structure**

To qualify for admission to the Bachelor of Nursing with Honours, candidates are required to successfully complete the Honours course NR800 Nursing 400 (Honours), comprising:

- (a) a thesis based on original work; and
- (b) a research seminar based on the thesis; and
- (c) a progress paper on the project which forms the basis of the thesis.

Where a candidate has been deemed by the School Postgraduate Committee to be deficient in an area, they may be required to undertake units of study which address any deficiency, and which do not count towards the class of Honours awarded.

### **Special Note:**

Students should be aware that as part of the employment process in various States and Territories, a criminal record check is undertaken on all applicants for nursing positions.

### **Rules Governing Candidature**

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

## **GRADUATE CERTIFICATE OF HEALTH SCIENCE (Abbreviated title: GradCertHlthSc)**

### **Introduction**

The Graduate Certificate is a one semester full-time course (or part-time equivalent). This course is suitable for those students who wish to gain expertise at an advanced level in a particular

field.

### **Course Structure**

The Graduate Certificate of Health Science requires completion of at least four units selected from the Schedule attached to these Rules. Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules.

### **Rules Governing Candidature**

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

- 1.1 Applicants for admission to candidature for the Graduate Certificate of Health Science shall either:
  - (a) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university or tertiary institution acceptable to the School Board, School of Nursing and Health Care Practices; or
  - (b) have demonstrated successful completion of a previous course of study at a level acceptable to the Head, School of Nursing and Health Care Practices.
- 1.2 An applicant for candidature shall apply to the Head of School on the prescribed form.

- 1.3 Admission to candidature and time of commencement shall be determined by the School.
- 1.4 For the purposes of these Rules "candidate" means a person either enrolled in the University as a student or, registered as a student with the Australian School of Midwives Incorporated (ACMI) for the purpose of enrolment in the Advanced Midwifery Specialisation stream, or registered as a student with the Newborn Emergency Transport Service (NETS) for the purpose of enrolment in the Special Care of the Newborn Specialisation stream.
2. **Approval of a Course of Study**  
After admission to candidature, a candidate shall have a course of study approved by the Head of School on behalf of the School.
3. **Requirements for the Graduate Certificate**  
To be eligible for the award of the Graduate Certificate a graduate shall complete not less than four units comprising:
  - (a) four units listed in Part B of the Schedule attached to these Rules\*; or
  - (b) two units listed in Part A of the Schedule attached to these Rules and two units listed in Part B of the Schedule attached to these Rules.
4. **Completion of a Unit**  
A candidate shall have completed a unit when either:
  - (a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (b) the candidate has been granted advanced standing in that unit.
5. **Period of Candidature**
  - 5.1 Except with the permission of the School Board, candidates shall complete their course of study of four (4) units in not more than two (2) trimesters/sessions

full-time or in not more than four (4) trimesters/sessions part-time.

- 5.2 The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the candidature.

## 6. Advanced Standing

At the discretion of the School Board, a candidate may be granted advanced standing for up to two units on the basis of units completed at this University or at another university or tertiary institution for the Graduate Certificate of Health Science, provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

## 7. Award of the Graduate Certificate of Health Science

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

# GRADUATE DIPLOMA OF HEALTH SCIENCE (Abbreviated title: GradDipHlthSc)

## Introduction

The Graduate Diploma offers the clinician an opportunity to gain expertise in a particular field and introductory knowledge and skills in research.

## Course Structure

The Graduate Diploma of Health Science requires completion of at least eight units selected from the Schedule attached to these Rules. Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules. Rules regarding advanced standing for this course are being reviewed. Further details are available by contacting the School.

## Rules Governing Candidature

### 1. Admission to Candidature

- 1.1 Applicants for admission to candidature for the Graduate Diploma of Health Science shall either:

- (a) have fulfilled all the requirements for admission to a degree or

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

qualification of equivalent standing at this or another university or tertiary institution acceptable to the School Board, School of Nursing and Health Care Practices; or

- (b) have completed the Graduate Certificate of Health Science; or
- (c) have demonstrated successful completion of a previous course of study at a level acceptable to the Head, School of Nursing and Health Care Practices.

- 1.2 An applicant for candidature shall apply to the Head of School on the prescribed form.
- 1.3 Admission to candidature and time of commencement shall be determined by the School.

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

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

## **3. Requirements for the Graduate Diploma**

To satisfy the requirements for the Graduate Diploma of Health Science, a candidate shall complete a programme equivalent to at least eight units of study approved by the School comprising:

- (a) (i) four (4) units selected from Part A of the Schedule of Units attached to these Rules\*; or
- (ii) two (2) units selected from Part A and a two (2) unit project from Part C of the Schedule attached to these Rules\*; and
- (b) four (4) units selected from Part B of the Schedule attached to these Rules\*.

## **4. Completion of a Unit**

A candidate shall have completed a unit when either:

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

## **5. Period of Candidature**

- 5.1 Except with the permission of the School Board, candidates shall complete their course of study of eight (8) units in not

more than four (4) trimesters/sessions full-time or in not more than eight (8) trimesters/sessions part-time.

- 5.2 The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the candidature.

## **6. Advanced Standing**

- 6.1 At the discretion of the School Board, a candidate may be granted advanced standing for up to four units on the basis of units completed at this University or at another university or tertiary institution for the Graduate Diploma of Health Science, provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the course programme.
- 6.2 Candidates who have completed the requirements of the Graduate Certificate of Health Science may be granted advanced standing for up to four units.
- 6.3 Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate of Health Science shall not exceed 50% of the course.

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



**7. Award of the Graduate Diploma of Health Science**

- 7.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University, may be admitted to the Graduate Diploma of Health Science.
- 7.2 A candidate granted advanced standing under Rule 6.2 must surrender the Graduate Certificate of Health Science prior to conferral of the Graduate Diploma.

**MASTER OF HEALTH SCIENCE**  
**(Abbreviated title: MHLthSc)**

**Introduction**

This programme focuses on broad contemporary health care issues while allowing focus within a particular specialisation chosen by the student. The programme aims to help a wide range of health professionals to prepare themselves for leadership roles in the health care sector in the 21st Century.

**Course Structure**

The Master of Health Science requires completion of at least twelve units selected from the Schedule attached to these Rules. Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules. Rules regarding advanced standing for this course are being reviewed. Further details are available by contacting the School.

**Rules Governing Candidature**

**1. Admission to Candidature**

- 1.1 Applicants for admission to candidature for the Master of Health Science shall either:
- (a) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university or tertiary institution approved by the School Board, School of Nursing and Health Care Practices; and
  - (b) have completed the Graduate Certificate or Graduate Diploma of Health Science;
  - (c) have demonstrated completion of a previous course of study at a level acceptable to the Head, School of Nursing and Health Care Practices or nominee.

- 1.2 An applicant for candidature shall apply to the Head of School or nominee on the prescribed form.

- 1.3 Admission to candidature and time of commencement shall be determined by the School.

**2. Approval of a Course of Study**

After admission to candidature a candidate shall have a course of study approved by the Head of School or nominee on behalf of the School.

**3. Requirements for the Master of Health Science Degree**

To satisfy the requirements for the Master of Health Science degree, a candidate shall complete not less than twelve units of study approved by the School comprising:

- (a) at least two units but not more than four units from Part A of the Schedule attached to these Rules; and
- (b) at least four units but not more than eight units from Part B of the Schedule; and
- (c) at least four units but not more than six units from Part C of the Schedule; or
- (d) other units approved by the Head of School or nominee on behalf of the School.

**4. Completion of a Unit**

A candidate shall have completed a unit when either:

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

## 5. Period of Candidature

- 5.1 Except with the permission of the School Board, candidates shall complete their course of study of twelve (12) units in not more than six (6) trimesters/sessions full-time or in not more than twelve (12) trimesters/sessions part-time.
- 5.2 The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the candidature.

## 6. Advanced Standing

- 6.1 At the discretion of the School Board, a candidate may be granted advanced standing for up to six units on the basis of units completed at this University or at another university or tertiary institution for the Master of Health Science, provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the course programme.
- 6.2 Candidates who have completed the requirements of the Graduate Certificate of Health Science may be granted advanced standing for up to four units.
- 6.3 Candidates who have completed the requirements of the Graduate Diploma of Health Science may be granted advanced standing for up to eight units.
- 6.4 A candidate granted advanced standing in accordance with the provisions of 6.2 but who subsequently fails to complete the Masters degree, on application, shall be entitled to be awarded the Graduate Diploma.
- 6.5 Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate of Health Science or the Graduate Diploma of Health Science shall not exceed 50% of the course.

## 7. Award of the Master of Health Science

- 7.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University, may be admitted to the Master of Health Science.
- 7.2 A candidate granted advanced standing under Rule 6.2 must surrender the Graduate Certificate of Health Science prior to conferral of the Master of Health Science.
- 7.3 A candidate granted advanced standing under Rule 6.3 must surrender the

Graduate Diploma of Health Science prior to conferral of the Master of Health Science.

## Schedule of Units

### PART A

- HL501 Issues and Methods in Research I
- HL502 Issues and Methods in Research II
- HL705 Health and Epidemiology
- HL722 The Sociological and Political Basis of Health Care

### PART B

#### Advanced Midwifery

- NR704 Maternal Assessment
- NR705 Midwife as Primary Health Care Provider and Advocate
- NR706 Childbirth Education and Parentcraft
- NR707 Advanced Midwifery Skills

#### Mental Health

- MH001 Overview of Mental Health\*
- MH002 Models of Mental Health and Mental Illness\*
- MH003 Therapies in Mental Health Care\*
- MH004 Evaluation of Mental Health Services: Prevention to Rehabilitation\*

#### Women's Health

- EN700 Women and Communication\*
- HL707 Social Determinants in Women's Health\*
- HL708 Social Construction of Women's Health\*
- SS700 Women and Sexuality\*

#### Holistic Health Care

- HL402 Philosophy of Holistic Health Care\*
- HL403 Holistic Caring and Communication\*
- HL404 Contextual Body Work\*
- HL405 Holistic Nutrition\*

**Health Promotion**

- HL506 Theory and Concepts in Health Promotion  
HL507 Programme Development and Management  
HL508 Strategy Development  
HL509 Evaluating Health Promotion

**Special Care of the Newborn**

- NB700 Initial Management of the "At Risk" Neonate  
NB701 Management of Acute Conditions in the "At Risk" Neonate  
NB702 Ongoing Management of the "At Risk" Neonate  
NB703 Management of Special Clinical Conditions Affecting the "At Risk" Neonate

**PART C**

- HL600 Master of Health Science Project #

\* Not offered in 1999.

# Four to six unit equivalent of project work negotiated by student.

**NB** Other streams of specialisation developed during 1998, in collaboration with industry partners, may be available in 1999. Prospective students are advised to contact the School for further information.

**MASTERS DEGREE BY  
RESEARCH  
DOCTOR OF PHILOSOPHY**

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

Enquiries should be directed to the Graduate Research College.

# School of Resource Science and Management

## Head of School

Professor P. Saenger BSc(Hons), PhD(Melb), FLS

**T**he School of Resource Science and Management offers applied science degrees in coastal management, environmental resource management, fisheries and aquaculture management, engineering and environmental geochemistry, and sustainable forestry.

The Bachelor of Applied Science course involves the application of scientific knowledge and skills in the management of natural resources and integrates course activities with management projects in the local region and practical work experience programmes.

Elements of the degree include environmental planning, conservation, marine biology, coastal planning, coastal geomorphology, estuarine pollution and monitoring, fisheries, earth resources, environmental chemistry, geotechnical engineering, mining operations, sustainable development principles, geographic information systems and remote sensing.

The Applied Science degree offers a complete education for future natural resource managers.

A combined Bachelor of Applied Science/Bachelor of Laws course is also available. Details are included in the School of Law and Justice entry in this Handbook.

The School of Resource Science and Management offers the following programmes:

- Associate Degree of Applied Science (Resource Technology)
- Bachelor of Applied Science, with streams in Coastal Management, Environmental Resource Management, Fisheries and Aquaculture Management, and Engineering and Environmental Geochemistry
- Bachelor of Applied Science (Forestry)
- Bachelor of Applied Science with Honours
- Master of Science (by Research)\*
- Doctor of Philosophy\*

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

## ASSOCIATE DEGREE OF APPLIED SCIENCE (RESOURCE TECHNOLOGY) (Abbreviated title: AssocDegAppSc)

### Introduction

The Associate Degree of Applied Science (Resource Technology) is a two-year full-time (or equivalent part-time) sub-professional course that will provide training and experience in practical skills in various areas of resource technology such as National Parks, wildlife, forestry, fisheries, aquaculture, soil conservation, natural resources survey, museums and laboratories in universities and private enterprise.

Graduates will be well suited to positions with state government agencies and local government in the above areas, and in others related to field and laboratory assistance in natural resource management.

The Associate Degree, unlike most other courses, places considerable emphasis on field studies as well as providing a basic background of knowledge. The course covers a wide range of disciplines, in the laboratory and the field, and emphasises the need to acquire good communication skills. It is designed to train assistants rather than graduate scientists.

### Course Structure

A full-time student undertakes four units in each of four (4) semesters, i.e. sixteen (16) units in all.

### Admission

- (a) A candidate may satisfy minimum requirements for admission to the Associate Degree of Applied Science (Resource Technology) by attaining at a NSW Higher School Certificate examination held in 1976 or later, a level of performance determined by the Academic Board from time to time.
- (b) There are no special additional requirements for admission.
- (c) Applicants with interstate or overseas secondary education are considered on an individual basis.
- (d) The University actively encourages the admission of mature-age students and a proportion of places in the Associate Degree of Applied Science (Resource Technology) course is reserved for this category.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units annexed to these Rules ("the Schedule").  
(b) The Head, School of Resource Science and Management, may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Associate Degree over a period of not less than four semesters;
  - (b) be enrolled
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units provided that the Head of School may approve enrolment in an enrichment unit as a fifth unit or, in exceptional circumstances, exempt a candidate from such requirements provided further that these provisions shall not permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Associate Degree;
  - (c) be entitled to be awarded the Associate Degree upon completion of a minimum of sixteen (16) units which must include the core units as specified in the Schedule;
- (d) have completed a unit when either:
  - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
5. (a) A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Resource Science and Management completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Associate Degree provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.  
(b) A candidate who, within three months of completing all the requirements for the Associate Degree of Applied Science, elects to enrol for the Bachelor of Applied Science shall be granted advanced standing for sixteen (16) units towards that degree subject to the candidate surrendering the right to be awarded the Associate Degree.  
(c) A candidate granted advanced standing in accordance with the provisions of (b), who subsequently fails to complete the Bachelor of Applied Science, on application shall be entitled to be awarded the Associate Degree of Applied Science at the next appropriate graduation ceremony.
6. (a) The School Board may grant advanced standing of up to eight (8) units including:
  - (i) up to eight (8) units to:
    - (a) a graduate of an appropriate institution or a person with equivalent qualifications; or
    - (b) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;
  - (ii) up to four (4) units to a person who has vocational, employment or other relevant experience, provided the work, units or experience so completed are considered to be equivalent to a unit or units in the course.
- (b) The total advanced standing granted under 6(a)(i) and 6(a)(ii) above shall not

exceed eight (8) units.

7. The Academic Board may grant more advanced standing than that specified in Rule 6.
8. The Academic Board may from time to time vary the contents of the Schedule.
9. A candidate who holds the Associate Degree of Applied Science (Resource Technology) and is granted sixteen (16) units advanced standing under Rule 7 must surrender the Associate Degree of Applied Science (Resource Technology) prior to conferral of the degree.
10. A student who, while enrolled as a candidate for the degree of Bachelor of Applied Science, has completed the requirements for the Associate Degree of Applied Science may elect to be awarded the Associate Degree of Applied Science following withdrawal from candidature for the degree.

### Schedule of Units

#### PART A

- BL201 Biology
- CH201 Chemistry
- GL201 Geology
- GG201 Resource Assessment Techniques I
- BL202 Ecology
- GG203 Hydrology and Climatology
- DP241 Computing in Applied Science
- GG202 Resource Assessment Techniques II
- MA211 Quantitative Analysis

#### PART B

- GG214 Soil Processes
- BL230 Principles of Plant and Animal Conservation
- BL232 Marine Ecosystems
- BL204 Aquatic Ecosystems
- CH073 Environmental Chemistry
- GG215 Water Resource Management and Technology
- GG217 Land Degradation and Rehabilitation
- BL231 Coastal Ecosystems and their Management
- MN241 Legislation, Administration and Communication
- BL105 Fisheries Biology
- GG218 Waste Technology

- NB**
1. Core units must be attempted in the order in which they are offered.
  2. The offering of any unit in a given semester is subject to student numbers, availability of staff and timetabling constraints.
  3. Refer to unit descriptions for details of the semester when each unit is offered and for pre-requisites of units.

## BACHELOR OF APPLIED SCIENCE (Abbreviated title: BAppSc)

### Introduction

The Bachelor of Applied Science is a three-year full-time (or equivalent part-time) professional course for people interested in management of the resources of the coastal zone. The course involves application of scientific knowledge and skills to management of coastal resources and integrates course activities with management projects in the local region. The coastal zone is considered in its widest context to extend from the top of the Great Dividing Range and its major water catchments to the offshore areas.

The course provides skills for people wishing to be involved in natural resource management over this wide range of areas and includes environmental planning, conservation, marine biology, coastal planning, coastal geomorphology, estuarine pollution and monitoring, fisheries, mining and resource recovery operations, land degradation and rehabilitation, water resources and local government.

The University Campus is located near a variety of coastal environments and field work is an integral and important part of the course. Nearby coastal environments include significant areas of wetlands and estuaries, forest, urban, rural and resort developments and coastal National Parks. There is close liaison between the University and a number of Government Departments and other organisations involved in resource management.

### Course Structure

Twenty-four (24) units are required to complete the course. A full-time student takes four (4) units in each of six (6) semesters, i.e. twenty-four (24) units in total. All students are required to complete compulsory core units as well as a group of elective units which allows for a degree of specialisation in Coastal Management in either biological sciences, physical sciences, earth sciences or management.

In addition to Coastal Management, units can be taken to specialise in Environmental Resource Management, Fisheries and Aquaculture Management, and Engineering and Environmental Geochemistry.

Students interested in pursuing a career in Urban and Regional Planning should select an approved course of study which can gain up to one year's advanced standing for the Graduate Diploma in Urban and Regional Planning at The University of New England.

Students interested in pursuing a career as secondary school science teachers should select an approved course of study which provides the opportunity to enrol in a Graduate Diploma of Education (Secondary Science) at this University. This qualification could lead to employment as a NSW secondary school science teacher.

Students interested in pursuing a career as an engineer may choose to complete a second degree in Engineering at the University of Southern Queensland and register as an engineer.

### Admission

- (a) A candidate may satisfy minimum requirements for admission to the Bachelor of Applied Science by attaining at a NSW Higher School Certificate examination held in 1976 or later, a level of performance determined by the Academic Board from time to time.
- (b) There are no special additional requirements for admission.
- (c) Applicants with interstate or overseas secondary education are considered on an individual basis.
- (d) The University actively encourages the admission of mature-age students and a proportion of places in the Bachelor of Applied Science course is reserved for this category.

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected from and in accordance with the Schedules of Units annexed to these Rules ("the Schedules").  
(b) The Head, School of Resource Science and Management, may permit a candidate to enrol in a unit or units other than those specified in the Schedules.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.

4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Degree over a period of not less than six (6) semesters;
  - (b) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units provided that in exceptional circumstances the Head of School may exempt a candidate from such requirements and provided further that these provisions shall not permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Degree;
  - (c) be entitled to be awarded the Degree upon completion of a minimum of twenty-four (24) units comprising:
    - (i) all units in Part A of the Schedule;
    - (ii) a six (6) unit major sequence for candidates undertaking a major in either Coastal Management, Environmental Resource Management or Fisheries and Aquaculture Management, or a twelve (12) unit sequence for candidates undertaking the Engineering and Environmental Geochemistry double major as specified in Part B of the Schedule; and
    - (iii) no less than seven (7) elective units for candidates undertaking either the Coastal Management, Environmental Resource Management or Fisheries and Aquaculture Management major, or no less than one (1) elective unit for candidates undertaking the Engineering and Environmental Geochemistry double major, which may include units from Part C of the Schedule.
  - (d) have completed a unit when either:
    - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
    - (ii) advanced standing has been granted in that unit.
5. (a) A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Resource Science and Management

- completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Degree provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedules.
- (b) A candidate who, within three months of completing all the requirements for the Associate Degree of Applied Science, elects to enrol for the Bachelor of Applied Science shall be granted advanced standing for sixteen (16) units towards that degree subject to the candidate surrendering the right to be awarded the Associate Degree.
  - (c) A candidate granted advanced standing in accordance with the provisions of (b), who subsequently fails to complete the Bachelor of Applied Science, on application shall be entitled to be awarded the Associate Degree of Applied Science at the next appropriate graduation ceremony.
  - (d) A candidate who within three (3) months of completing all the requirements for the Associate Degree of Applied Science, elects to enrol in the Bachelor of Applied Science majoring in Engineering and Environmental Geochemistry, shall be granted advanced standing for all completed units in Part A, any completed units in Part B, subject to limitation and up to two (2) units completed in Part C of the Schedule of Units.
6. (a) The School Board may grant advanced standing of up to twelve (12) units including:
    - (i) up to twelve (12) units to:
      - (a) a graduate of an appropriate institution or a person with equivalent qualifications; or
      - (b) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;
    - (ii) up to four (4) units to a person who has vocational, employment or other relevant experience, provided the work, units or experience so completed are considered to be equivalent to a unit or units in the course.
  - (b) The total advanced standing granted under 6(a)(i) and 6(a)(ii) above shall not exceed twelve (12) units.
  7. The Academic Board may grant more advanced standing than that specified in Rule 6.
  8. The Academic Board may from time to time vary the contents of the Schedules.
  9. A candidate who holds the Associate Degree of Applied Science (Resource Technology) and is granted sixteen (16) units advanced standing under Rule 7 must surrender the Associate Degree of Applied Science (Resource Technology) prior to conferral of the degree.
  10. A student who, while enrolled as a candidate for the degree of Bachelor of Applied Science, has completed the requirements for the Associate Degree of Applied Science, may elect to be awarded the Associate Degree of Applied Science following withdrawal from candidature for the degree.

### Schedule of Units

#### PART A

BL201 Biology  
CH201 Chemistry  
GL201 Geology  
GG201 Resource Assessment Techniques I  
BL202 Ecology  
GG203 Hydrology and Climatology  
DP241 Computing in Applied Science  
GG202 Resource Assessment Techniques II  
MA211 Quantitative Analysis  
GG211 Integrated Project #

#### PART B

##### Coastal Management

BL232 Marine Ecosystems  
GG230 Principles of Coastal Resource Management  
MN241 Legislation, Administration and Communication  
BL231 Coastal Ecosystems and their Management  
GG207 Land Use Planning  
EC202 Natural Resource and Environmental Economics\*

##### Environmental Resource Management

GG214 Soil Processes  
GG215 Water Resource Management and Technology  
GG217 Land Degradation and Rehabilitation  
BL231 Coastal Ecosystems and their Management  
GG207 Land Use Planning  
EC202 Natural Resource and Environmental Economics\*

##### Fisheries and Aquaculture Management

BL232 Marine Ecosystems  
BL204 Aquatic Ecosystems  
BL209 Aquaculture



- BL105 Fisheries Biology  
BL233 Commercial and Recreational Fisheries Management\*  
MN241 Legislation, Administration and Communication

3. Refer to unit descriptions for details of the semester when each unit is offered and for pre-requisites of units.

**Engineering and Environmental Geochemistry**

- GG232 Environmental Monitoring and Analysis\*  
GG214 Soil Processes  
GT100 Engineering Mathematics\*  
MN241 Legislation, Administration and Communication  
GG231 Coastal Geomorphology and Sedimentology  
CH073 Environmental Chemistry  
GG217 Land Degradation and Rehabilitation  
GT101 Mechanics\*  
GT102 Materials: Properties and Performance\*  
GT103 Geomechanical Engineering\*  
GL210 Earth Resources\*  
GT104 Geotechnical Analysis\*

**PART C**

- CH073 Environmental Chemistry  
GG223 Introduction to Geographic Information Systems  
GG222 Internship Study  
GG232 Environmental Monitoring and Analysis  
MN244 Protected Area Management  
CU403 Australian Indigenous Cultural Heritage\*  
GG224 Geographic Information Systems and Remote Sensing\*  
MN242 Project Planning and Management\*  
GG220 Environmental Impact Studies and Assessment  
BL230 Principles of Plant and Animal Conservation  
BL204 Aquatic Ecosystems  
GG214 Soil Processes  
GG231 Coastal Geomorphology and Sedimentology  
GL210 Earth Resources\*  
MN241 Legislation, Administration and Communication  
GG218 Waste Technology  
GG230 Principles of Coastal Resource Management  
GG215 Water Resource Management and Technology  
EC202 Natural Resource and Environmental Economics\*  
GT105 Mining Operations\*

# Double-weighted unit.

\* Not offered in 1999.

- NB** 1. Core units must be attempted in the order in which they are offered.  
2. The offering of any unit in a given semester is subject to student numbers, availability of staff and timetabling constraints.

## **BACHELOR OF APPLIED SCIENCE (FORESTRY) (Abbreviated title: BAppSc(For))**

### **Introduction**

The Bachelor of Applied Science (Forestry) is a four-year full-time (or equivalent part-time) professional course for people interested in sub-tropical and tropical forestry. The course involves application of scientific knowledge and skills to management of forest resources and integrated course activities with forestry projects in the field. Forest resources include native forests, plantations, farm-forestry and other related forest matters, such as ecological restoration, tree-crop products and production.

The course provides skills for people wishing to be involved in sustainable forestry management over a wide range of disciplines. The course includes various aspects of land use planning and management, management of non-wood production values of forest lands such as water resources, ecological values, recreation and tourism, and involvement in social and business disciplines necessary for sustainable forestry management into the next millennium.

The University Campus is located near a variety of forest environments and field work is an integral and important part of the course. There is close liaison between the University and a number of Government Departments and other organisations involved in forestry activities.

### **Course Structure**

Thirty-two (32) units are required to complete the course. A full-time student takes four (4) units in each of the eight semesters, i.e. thirty-two (32) units in total. All students are required to complete compulsory core units as well as a group of elective units which allow for a degree of streaming and specialisation within chosen areas.

The course involves a semester of field oriented studies which may involve study at a different campus or location. In addition, the course has a provision that specified work in a forestry-related field may be required to be undertaken during non-semester periods.

### **Admission**

- (a) A candidate may satisfy minimum requirements for admission of the Bachelor of Applied Science (Forestry) by attaining at a NSW Higher School Certificate examination held in 1976 or later, a level of performance determined by the Academic Board from time to time.
- (b) There are no special additional requirements for admission.
- (c) Applicants with interstate or overseas secondary education are considered on an individual basis.
- (d) The University actively encourages the admission of mature-age students and a proportion of places in the Bachelor of Applied Science (Forestry) course is reserved for this category.

### **Rules Governing Candidature**

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2.
  - (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units annexed to these Rules ("the Schedule").
  - (b) The Head, School of Resource Science and Management may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Degree over a period of not less than eight semesters;
  - (b) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units provided that in exceptional circumstances the Head of School may exempt a candidate from such requirements and provided further that these provisions shall not permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Degree;
  - (c) be entitled to be awarded the Degree upon completion of a minimum of thirty-two (32) units which must include the core units as specified in the Schedule;
  - (d) have completed a unit when either:

- (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
- 5. (a) A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Resource Science and Management completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Degree provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.
- (b) A candidate in the Associate Degree of Applied Science or the Bachelor of Applied Science in the School of Resource Science and Management who successfully completes all eight (8) first year units may transfer into the Bachelor of Applied Science (Forestry) with advanced standing for the eight (8) units.
- 6. (a) The School Board may grant advanced standing of:
  - (i) up to sixteen (16) units to:
    - (a) a graduate of an appropriate institution or a person with equivalent qualifications; or
    - (b) a person who has completed successfully work or units toward an award of an appropriate institution of equivalent qualification;
  - (ii) up to four (4) units to a person who has vocational, employment or other relevant experience, provided the work, units or experience so completed are considered to be equivalent to a unit or units in the course.
- (b) The total advanced standing granted under 6(a)(i) and 6(a)(ii) above shall not exceed sixteen (16) units.
- 7. The Academic Board may grant more advanced standing than that specified in Rule 6.
- 8. The Academic Board may from time to time vary the contents of the Schedule.
- 9. Students who, while enrolled as candidates for the degree of Bachelor of Applied Science (Forestry) have completed the requirements for the Associate Degree of Applied Science

may elect to be awarded the Associate Degree of Applied Science if they cease to be candidates for the Degree.

## Schedule of Units

### PART A

- BL201 Biology
- CH201 Chemistry
- GL201 Geology
- GG201 Resource Assessment Techniques I
- BL202 Ecology
- MA211 Quantitative Analysis
- GG203 Hydrology and Climatology
- GG202 Resource Assessment Techniques II
- DP241 Computing in Applied Science
- GG214 Soil Processes
- BL230 Principles of Plant and Animal Conservation
- FY100 Fire Ecology and Management
- FY101 Forest Ecophysiology
- FY102 Forest Mensuration and Inventory
- EC202 Natural Resource and Environmental Economics\*
- GG223 Introduction to Geographic Information Systems
- FY103 Silviculture I: Native Forests
- GG217 Land Degradation and Rehabilitation
- GG220 Environmental Impact Studies and Assessment
- FY105 Silviculture II: Plantations
- FY107 Forest Hygiene – Pests and Diseases
- FY108 Integrated Tree Cropping – Farm Forestry
- FY109 Forest Land Use and Management
- AC720 Accounting for Managers
- MN241 Legislation, Administration and Communication
- FY110 Natural Resources Policy

### PART B

- GG215 Water Resource Management and Technology
- BL231 Coastal Ecosystems and their Management
- FY104 Timber Harvesting
- MN244 Protected Area Management
- FY106 Wood Science Utilisation and Conversion Technology
- FY111 Forestry Business Enterprise Management
- MN242 Project Planning and Management\*
- FY112 Product Development and Marketing
- FY113 Extension and Advisory Services

\* Not offered in 1999.

- NB 1. Core units must be attempted in the order in which they are offered.
- 2. The offering of any elective in a given semester is subject to student numbers, availability of staff and timetabling constraints.
- 3. Refer to unit descriptions for details of the semester when each unit is offered

and for pre-requisites of units.

**BACHELOR OF APPLIED  
SCIENCE WITH HONOURS  
(Abbreviated title:  
BAppSc(Hons))**

**General**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

## Course Structure

To qualify for the Bachelor of Applied Science with Honours, a candidate is required to complete the Honours course, GG801 Coastal Management 400 (Honours).

The Honours course comprises a Major Study, two Minor Studies and a Research Seminar.

Major Studies may be taken in one of the following areas:

- (a) Environmental Science;
- (b) Coastal Resource Management;
- (c) Environmental Planning;
- (d) Applied Coastal Studies; or
- (e) Resource Technology.

Minor Studies may be taken from:

- (a) the areas of the Major Studies; and
- (b) in a topic other than the one selected for the Major Study, subject to specific topics being approved by the Head, School of Resource Science and Management.

With the approval of the Head, School of Resource Science and Management, one or both Minor Studies may be substituted by prescribed coursework and examination.

### Rules Governing Candidature

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

# ***School of Social and Workplace Development***

## **Head of School**

M.A. Wallace BA(Hons)(Syd), DipEd(William Balmain College), MEd(NE)

## **Director of Research**

A.H. Ellis MSc, PhD(Syd), GradDipExt(HAC), GradDipEdStud(MCAE),  
GradDipDistEd(SACAE), BA, DipEd, DipContEd(NE)

**T**he focus of the School of Social and Workplace Development is professional learning in a variety of educational, private industry, public sector and other workplace or community settings. The School offers a diverse range of accredited programmes in the fields of Training and Organisational Development, Human Resource Management and Development, Human Relations and Communications, Sociology, Politics and Policy Studies.

In the undergraduate area, the School offers a Bachelor of Social Science. This degree and all its strands are offered jointly with the School of Human Services. Majors in the degree include Human Resource Development; Human Resource Management; Counselling and Mediation Studies; Community Development; Sociology; Social Welfare Studies; Human Relations and Communication; and Politics and Policy Studies. Minors in the degree include Field Education (for social welfare accreditation); and Social Inquiry. Honours programmes are also available.

Whilst students may choose to undertake any of the majors and minors listed above, the School of Social and Workplace Development offers the following on-campus at Lismore and externally to Coffs Harbour and any other location:

## **Majors**

- Human Relations and Communication
- Human Resource Development
- Human Resource Management
- Politics and Policy Studies
- Sociology

All other majors and minors in the Bachelor of Social Science offered through the School of Human Services are available to students on-campus at Coffs Harbour and externally.

In the area of postgraduate studies, the School offers a Master of Education (Training and Development) by research, a Master of Education (Training and Development) by coursework, a Graduate Certificate/Graduate Diploma and Master of Organisational Development and Training (coursework), a Graduate Certificate/Graduate Diploma of Training and Development and a Graduate Certificate/Graduate Diploma and Master of Vocational Education and Training (coursework). Postgraduate programmes are offered through distance learning.

The School of Social and Workplace Development is building a strong research base in the above areas and has developed significant industry and employer partnerships which help inform its programme development and maximise employment opportunities for its graduates. The Professional Development Unit, located within the School, co-ordinates a Graduate Certificate in Professional Development as well as enabling those who do not wish to undertake a full accredited course to study units or modules of work in the above areas.

The School of Social and Workplace Development offers the following programmes:

- Certificate of Management (available to Telstra employees only)
- Associate Degree of Social Science
- Bachelor of Social Science
- Bachelor of Social Science with Honours
- Certificate of Management and Professional Studies \*
- Diploma of Management and Professional Studies \*
- Associate Degree of Management and Professional Studies \*

- Bachelor of Management and Professional Studies \*
- Graduate Certificate in Professional Development
- Graduate Certificate of Training and Development
- Graduate Diploma of Training and Development
- Graduate Certificate of Organisational Development and Training
- Graduate Diploma of Organisational Development and Training
- Graduate Certificate of Vocational Education and Training
- Graduate Diploma of Vocational Education and Training
- Master of Organisational Development and Training (Coursework)
- Master of Education (Training and Development) (Coursework)
- Master of Education (Training and Development) (by Research) #
- Master of Vocational Education and Training (Coursework)
- Doctor of Philosophy #

\* Information and Rules are given in the College of Industry and Professional Education entry in this Handbook. Enquiries should be directed to the College of Industry and Professional Education.

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

## CERTIFICATE OF MANAGEMENT (Abbreviated title: CertMangt)

### Introduction

The Certificate of Management is the equivalent of a one-year part-time course (4 units) at an undergraduate level of study. It has been jointly developed with Telstra Learning (Telecom Australia), and is only available to specific industry partners.

### Course Structure

The course structure is presented in the Schedule of Units.

### Admission

Admission to the Certificate is restricted to candidates who meet the general admission criteria applied to all applicants from time to time by the Academic Board.

## Rules Governing Candidature

1. For the purpose of these Rules the relevant definitions contained in the Glossary apply subject to the following amendments:
  - (a) a "module" means the equivalent of 50 student learning hours;
  - (b) a "candidate" means a person:
    - (i) enrolled in the University as a student; or
    - (ii) registered as a professional development student with the School of Social and Workplace Development.
2. A candidate shall enrol in modules listed in the Schedule of Modules.
3. A candidate shall have completed a module when either:
  - (i) a grade indicating satisfactory completion of the module has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that module under Rule 4.
4. Candidates enrolled with the School as professional development students shall not be eligible for advanced standing until such time as they are enrolled as students of the University.
5. The Academic Board may from time to time vary the contents of the Schedule.
6. A candidate who has fulfilled the requirements of these Rules and otherwise

has complied with the provision of all the By-laws and other Rules applicable to the University may be admitted to the Certificate of Management.

### Schedule of Modules

MN254	Business Awareness
MN255	People Management *
MN253	Planning and Process Improvement #
MN259	Managing Change †
MN261	Customer Service †

\* 4-module weighting.

# 3-module weighting.

† 2-module weighting.

## ASSOCIATE DEGREE OF SOCIAL SCIENCE (Abbreviated title: AssocDegSocSc)

### Introduction

The Associate Degree of Social Science exists as an exit point from the Bachelor of Social Science award.

### Course Structure

To qualify for the award, students must complete sixteen units.

### Rules Governing Candidature

#### 1. Interpretation

In these Rules, unless otherwise specified "School" means "School of Social and Workplace Development" for candidates who have chosen major studies from Part B(i) and minor studies from Part C(i) of the Schedule attached to these Rules and "School of Human Services" for those candidates who have chosen major studies from Part B(ii) and minor studies from Part C(ii) of the Schedule.

#### 1A. Admission Requirements

Applicants for admission to candidature for the Associate Degree of Social Science shall:

- have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement; or
- have been granted consideration for admission under a special entry category as a mature-age student;
- have completed not less than two units whilst enrolled as a candidate for the degree of Bachelor of Social Science;
- have obtained the permission of the Head of the appropriate School to enrol in the Associate Degree of Social Science.

#### 2. Requirements for the Associate Degree

To be eligible for the award of the Associate Degree a candidate shall complete not less than sixteen units comprising:

- four units listed in Part A of the Schedule attached to these Rules (see end of Bachelor of Social Science entry);
- at least one major area of study from Part B(i) or Part B(ii) of the Schedule;
- at least one minor area of study from Part C(i) or Part C(ii) of the Schedule;
- two units not listed as available as part of the major or minor areas of study selected by the candidate for the purposes of complying with the above.

#### 3. Majors and Minors

- A major consists of a combination of six units listed under the same area of study heading in Part B(i) or Part B(ii) of the Schedule attached to these Rules (see end of Bachelor of Social Science entry).
- A minor consists of a combination of four units listed under the same area of study heading in Part C(i) or Part C(ii) of the Schedule attached to these Rules (see end of Bachelor of Social Science entry).



#### 4. Duration of Course

Unless the Head of the appropriate School otherwise determines, a candidate shall complete the requirements for the course in not less than four or more than eight semesters if a full-time student and not less than six or more than sixteen semesters if a part-time student.

#### 5. Enrolment

Unless the Head of the appropriate School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than four units in any one semester, provided that where the discretion of the Head of the appropriate School is exercised such candidate shall be permitted to enrol in not more than five units in any one semester.

#### 6. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 7. Advanced Standing

- (a) With the approval of the appropriate School Board a candidate may receive advanced standing for up to eight units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules (see end of Bachelor of Social Science entry).

- (b) A candidate who has either:
  - (i) undertaken certified or documented in-service courses; or
  - (ii) has significant relevant and documented work achievements related to the aims and objectives of the course;

may be granted advanced standing for up to two units provided that the work or in-service courses so completed are considered equivalent to a unit or units in the Schedule attached to these Rules.

- (c) Notwithstanding the above, at their discretion and in exceptional circumstances, and with the approval of the appropriate School Board on the recommendation of the Head, a candidate may receive advanced standing for a further two units in addition to the advanced standing granted under 7(a) and 7(b) above.

- (d) The total advanced standing granted under 7(a) and 7(b) above shall not exceed eight units and no student shall be granted advanced standing for more than ten units.

#### 8. Admission to the Associate Degree of Social Science

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Associate Degree of Social Science.

### BACHELOR OF SOCIAL SCIENCE (Abbreviated title: BSocSc)

#### Introduction

The Bachelor of Social Science is a three-year full-time (or equivalent part-time) course offered in the traditional on-campus mode and also in an open learning/work based mode for external students. The programme is offered jointly by the Schools of Social and Workplace Development and Human Services.

The course provides a programme of study at degree level, which offers maximum choice for students in a broad range of areas in the Social Sciences.

The degree has the possibility of specialisation in a number of areas by the completion of major areas of study (six related units) and minor areas of study (four related units) leading to a general undergraduate qualification which would give flexible career choices to graduates.

#### Course Structure

To qualify for the Bachelor of Social Science award, a student must complete 24 units. A full-time student would normally take four units in each of six semesters, while part-time or external students would normally undertake two units in each of twelve semesters. All students are required to complete four compulsory core units. Students must also complete a minimum of two majors. Majors are offered in the following areas:

#### School of Social and Workplace Development

- Human Relations and Communication

- Human Resource Development
- Human Resource Management
- Politics and Policy Studies
- Sociology

#### **School of Human Services**

- Counselling and Mediation Studies
- Community Development
- Social Welfare Studies

Minor areas of study are offered in:

#### **School of Human Services**

- Field Education
- Social Inquiry

Students will have differing needs in terms of the units they each choose to study and will negotiate with the Course Co-ordinator, a course of study which meets the requirements for the award.

### **Admission Requirements**

- (a) The University actively encourages the admission of mature-age students to this programme and high proportions of places in the Bachelor of Social Science are reserved for applicants in this category. Applicants of mature age must show documented evidence of relevant work experience (paid and non-paid) and evidence of an ability to cope with the academic content of the course. This may include secondary education and/or previous tertiary or sub-tertiary studies. Studies in non-related fields may also be taken into consideration; or
- (b) a candidate may satisfy minimum requirements for admission to the Bachelor of Social Science by attaining at the NSW Higher School Certificate examination (or its interstate equivalent), a level of performance determined by the Academic Board from time to time.

### **Rules Governing Candidature**

#### **1. Qualifications for Admission**

Applicants for admission to candidature for the degree of Bachelor of Social Science shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement; or
- (b) have been granted consideration for admission under a special entry category as a mature-age student.

#### **2. Requirements for the Degree**

To be eligible for the award of the degree a candidate shall complete not less than twenty-four units comprising:

- (a) three units listed in Part A of the Schedule attached to these Rules;
- (b) one unit in Part B of the Schedule attached to these Rules;
- (c) at least two major areas of study from Part C of the Schedule;
- (d) eight elective units from Part D of the Schedule attached to these Rules or from elsewhere.

#### **3. Duration of Course**

Unless the Head of the School of Human Services or the Head of School of Social and Workplace Development, on recommendation of the Course Coordinator, otherwise determines, a candidate shall complete the requirements for the course in not less than six or more than twelve semesters if a full-time student and not less than eight or more than twenty semesters if a part-time student.

#### **4. Enrolment**

Unless the Head of the School of Human Services or the Head of School of Social and Workplace Development otherwise determines, a candidate shall:

- (a) only enrol in units listed in the Schedules attached to the Rules;
- (b) remain enrolled for the duration of each semester;
- (c) enrol in not more than four (4) units in any one semester, provided that where the Head of the School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.

#### **5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

#### **6. Advanced Standing**

- (a) With the approval of the appropriate School Board a candidate may receive advanced standing for up to twelve units on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School, provided that the work or units so completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules.

- (b) A candidate who has either:
- (i) undertaken certified or documented in-service courses; or
  - (ii) has significant relevant and documented work achievements related to the aims and objectives of the course;

may be granted advanced standing for up to four units provided that the work or in-service courses so completed are considered equivalent to a unit or units in the Schedule attached to these Rules.

- (c) Notwithstanding the above, at their discretion and in exceptional circumstances, and with the approval of the appropriate School Board on the recommendation of the Head, a candidate may receive advanced standing for a further four units in addition to the advanced standing granted under 6(a) and 6(b) above.
- (d) Candidates who have completed the Associate Degree of Social Science may be granted advanced standing of up to sixteen units.
- (e) The total advanced standing granted under 6(a) and 6(b) above shall not exceed 12 units and no student shall be granted advanced standing for more than sixteen units.

**7. Associate Degree of Social Science May Be Awarded**

A student who while enrolled as a candidate for the Bachelor of Social Science has completed the requirements for the Associate Degree of Social Science may elect to be awarded the Associate Degree of Social Science.

**8. Admission to the Degree of Bachelor of Social Science**

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the degree of Bachelor of Social Science.
- (b) A candidate who is granted advanced standing under Rule 6(d) must surrender the Associate Degree of Social Science prior to the conferral of the degree of Bachelor of Social Science.

## Schedule of Units

### PART A

- SS220 Approaches to Social Sciences
- ED220 Learning, Communicating and Educational Computing
- SY118 Approaches to Sociology

### PART B

- SY106 Group Processes
- SY119 Working with Groups

### PART C

#### Community Development

- SY130 Introduction to Community Development
- SY107 Social Planning
- MN204 Community Project Management
- SY131 International Community Development
- SY132 Evaluation in Community Welfare
- SY133 Rural and Urban Community Development

#### Counselling and Mediation Studies

- CL231 Introduction to Counselling: Theory and Practice
- CL232 Methods in Counselling: Theory and Practice
- CL233 Applications of Counselling: Theory and Practice
- CL301 The Counsellor: Role, Ethics and Personal Development
- SY119 Working with Groups
- SY214 Mediation and Dispute Resolution

#### Human Relations and Communication

- MN161 Interpersonal Communication
- SY106 Group Processes
- MN164 Consultation and Participation
- SY120 Conflict Resolution
- SY127 Human Relations
- MN132 Organisational Communication

#### Human Resource Development

#### **Any six (6) of the following units:**

- SY105 Development of Human Resources
- MN152 Staff Development and Training
- MN168 Learning Organisations
- MN166 Managing Change
- MN156 Leadership
- MN154 Staff Selection and Appraisal
- MN167 Supervision and Teamwork
- SY124 Mentoring in the Organisation

Human Resource Management

**Any six (6) of the following units:**

- MN121 Human Resource Management I
- MN122 Human Resource Management II
- BS101 Organisational and Human Resource Development
- MN311 International Human Resource Management
- MN116 Industrial Relations
- MN118 Industrial and Economic Democracy
- LA106 EEO and OH&S Law and Practice
- LA104 Employment and Industrial Relations Law

Politics and Policy Studies

- PS005 Political Theory
- PS006 Australian Government and Political Institutions
- PS011 Policy Formulation and Reform
- PS012 Politics and Decision Making
- PS013 Politics, Power and Social Movements
- PS010 Local Government

Social Welfare Studies

- SY111 Contexts of Social Welfare Practice
- SY112 Social Policy
- SY132 Evaluation in Community Welfare
- SY134 Intervention and Case Management
- HL213 Human Services Management
- CL209 Specific Areas of Social Welfare Practice

Sociology

- SY118 Approaches to Sociology
- SY115 Sociology of Inequality
- SY117 Sociology of Work
- SY121 Social Inquiry Methods
- SY122 Sociology of the Family
- SY123 Sociology of Deviance

**PART D**

Field Education

- SY113 Field Education I #
- SY114 Field Education II #

Social Inquiry

- SY125 Approaches to Social Inquiry
  - SY121 Social Inquiry Methods
  - SY126 Applied Social Inquiry #
- Four units from any of the major areas of study listed in Part C.

# Double-weighted unit.

## **BACHELOR OF SOCIAL SCIENCE WITH HONOURS (Abbreviated title: BSocSc(Hons))**

### **Introduction**

The Honours course is a separate fourth year of study, which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

The Bachelor of Social Science with Honours provides for a one-year full-time or two-year part-time Honours course following the successful completion of the Bachelor of Social Science or an equivalent degree at this or another institution.

The Honours degree may be undertaken in one of the following specialisations:

- Counselling and Mediation Studies
- Human Relations and Communication
- Human Resource Management
- Human Resource Development
- Politics and Policy Studies
- Community Development
- Social Welfare Studies
- Sociology

### **Course Structure**

The Honours course will comprise the following units:

MN726 Research Project (1 Unit);  
MA795 Qualitative Research Methods in the  
Social Sciences;  
SY801 Thesis – Social Sciences (6 unit); or  
SY802 Thesis – Social Sciences (8 unit).

### **Rules Governing Candidature**

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

## **GRADUATE CERTIFICATE IN PROFESSIONAL DEVELOPMENT (Abbreviated title: GradCertProfDev)**

### **Introduction**

The Graduate Certificate in Professional Development is designed to meet the continuing professional development needs of a wide range of occupational groups from industry, commerce and the government sector, giving them a qualification relevant to their careers. The Certificate will be of particular interest and benefit to those who wish to add an accredited course in an area of specialisation to their original qualification.

The Graduate Certificate in Professional Development is designed to articulate with other awards offered by the University. For example, its flexible configuration can lead to further graduate study. A significant feature of this Certificate, therefore, is its capacity to allow flexible professional development pathways for candidates already in the workforce.

### **Rules Governing Candidature**

1. To be eligible for admission to the Graduate Certificate in Professional Development an applicant shall:
  - (a) possess an approved degree, diploma or equivalent qualification acceptable to the School Board, School of Social and Workplace Development; or
  - (b) submit evidence of professional attainment that will satisfy the School Board that the applicant possesses the educational preparation and capacity to pursue the Graduate Certificate course of studies.
- 1A. (a) To qualify for the Certificate a candidate shall pass four (4) 150 hour units selected from the Schedule of Units attached to these Rules.
  - (b) In exceptional cases the Head, School of Social and Workplace Development may permit a candidate to vary the programme specified in the Schedule.
2. The School Board may grant advanced standing:
  - (a) of not more than 50% of the Graduate Certificate to a candidate who has completed successfully further relevant qualifications at graduate level, or professional development programmes deemed by the School Board each to equate to 150 student learning hours;
  - (b) of not more than 75% for Certificate of Attainment units completed through the Centre for Professional Development in Education, provided such units are within the course structure specified within the Schedule, and further provided that in total no candidate may be granted advanced standing for more than 75% of the Graduate Certificate.

3. The Graduate Certificate in Professional Development is the equivalent of one semester of full-time study. A part-time candidate shall complete the units for the Graduate Certificate in Professional Development over a period of not less than two semesters and not more than four semesters of study.
4. A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be awarded the Graduate Certificate in Professional Development.

### Schedule of Units

ED660	Teaching for Effective Learning
ED661	Applying Theories of Learning to Teaching
ED403	Learning in Contemporary Society
ED404	Assessment and Reporting
ED291	Theory and Process of Curriculum Development
JP291-	Japanese I-IV (Professional
JP294	Development)
MN705	Leadership and Teamwork
ED749	Management Education
MN703	Organisational Change and Development
ED748	Workplace Learning
MN704	Human Resource Development
ED021	Adult Learning
ED083	Introduction to Training and Development
ED085	Training Methods
MN791	Recruitment and Performance Management
MN776	Planning Processes*
IS165-8	Independent Study Units

\* Not offered in 1999.

## GRADUATE CERTIFICATE OF TRAINING AND DEVELOPMENT (Abbreviated title: GradCertTr&Dev)

### Introduction

The Graduate Certificate of Training and Development is designed to provide graduates and experienced training practitioners with the opportunity of advanced study in fields of expertise within the School.

The Graduate Certificate has been developed in close consultation with industry partners and with the support of the Education Training Foundation. The programme meets the competency standards set for workplace trainers and is suitable for those currently working in a

training or related role or for those wishing to enter the training field.

### Course Structure

The Graduate Certificate of Training and Development requires completion of four coursework units with the possibility of advanced standing in some units and will be completed in no more than four semesters of part-time study. This award exists as an exit point for the Graduate Diploma of Training and Development.

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

The programme of study consists of four of the six coursework units offered for the award of the Graduate Diploma of Training and Development. All units have been written within a training context and follow a logical sequence as set out in the Schedule of Units ("the Schedule") which appears at the end of the Graduate Diploma of Training and Development entry.

### Teaching Procedures

To meet the needs of practitioners in either the private or public sector, the course is offered on an external part-time basis using print, audio and audi200

ovisual material supported by teleconferences, videoconferences, electronic mail and computer software.

The course focuses on workplace practice so course participants will need to be employed in the training field or be able to access a training environment.

The course has no compulsory residential component, although opportunities will arise for optional short sessions on campus for audio or videoconferences or E-mail communications. Workload is evenly distributed across the semester. Typically, each unit has two to four pieces of progressive assessment. There are no examinations.

### Rules Governing Candidature

#### 1. Admission Requirements

Applicants for admission to the Graduate Certificate of Training and Development must:

- (a) possess an approved degree, diploma or equivalent qualification, plus a minimum of two years' work experience; or
- (b) submit such evidence of general or professional qualification or evidence of like in work experience that will satisfy the School Board, School of Social and Workplace Development that the

applicant possesses the educational preparation and capacity to pursue graduate studies.

**2. Requirements for the Graduate Certificate of Training and Development**

- 2.1 To satisfy the requirements for the Graduate Certificate, a candidate shall complete the coursework programme approved by the School of Social and Workplace Development.
- 2.2 The programme of study shall include units to the value of four (4) of the six (6) coursework units from the Schedule (see end of Graduate Diploma of Training and Development entry).

**3. Period of Candidature**

- 3.1 Candidates shall complete the prescribed coursework programme in not more than four semesters of part-time study.
- 3.2 The School may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

**4. Advanced Standing**

The School Board may grant a candidate advanced standing for up to two (2) units on the basis of units or their equivalent completed at this University or another university or tertiary institution prior to admission to candidature for the Graduate Certificate provided that these units or equivalent have not been counted towards another qualification or for admission to the course and they have a reasonable degree of correspondence to units prescribed in the coursework programme.

- 4A. The School Board may grant a candidate with a three year degree or diploma recognition of prior learning for one (1) unspecified elective if they are able to demonstrate high level workplace professional practice in the field of Training and Development provided that they have not obtained more than one (1) unit of advanced standing in Rule 4 above.

**5. Award of the Certificate**

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

**GRADUATE DIPLOMA OF  
TRAINING AND  
DEVELOPMENT  
(Abbreviated title:  
GradDipTr&Dev)**

**Introduction**

The Graduate Diploma of Training and Development has been developed in close consultation with industry partners and has the support of the Education Training Foundation. The programme meets the competency standards set for workplace trainers and is suitable for those currently working in a training or related role or for those wishing to enter the training field.

**Teaching Procedures**

To meet the needs of practitioners in either the private or public sector, the course is offered on an external part-time basis using print, audio and audiovisual material supported by teleconferences, videoconferences, electronic mail and computer software.

The course focuses on workplace practice so course participants will need to be employed in the training field or be able to access a training environment.

The course has no compulsory residential component, although opportunities will arise for optional short sessions on campus. Workload is evenly distributed across the semester. Typically, each unit has two to four pieces of progressive assessment. There are no examinations.

**Course Structure**

This is a minimum two-year, part-time, external course to prepare those persons who work in the training and development field to further develop their knowledge and skills at postgraduate level.

The programme of study consists of eight units, which must be successfully completed to enable the awarding of the Graduate Diploma of Training and Development. The eight units have been written within a training context and follow a logical sequence as set out in the Schedule of Units attached to the Rules Governing Candidature.

**Rules Governing Candidature**

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.

**1A. Admission Requirements**

Applicants for admission to the Graduate Diploma of Training and Development must:

- (a) possess an approved degree, diploma or equivalent qualification, plus a minimum of two years' work experience; or
  - (b) submit such evidence of general or professional qualification or evidence of like in work experience that will satisfy the School Board, School of Social and Workplace Development that the applicant possesses the educational preparation and capacity to pursue graduate studies.
2.
  - (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules ("the Schedule").
  - (b) The Head, School of Social and Workplace Development may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. *Repealed.*
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Graduate Diploma over a period of not less than four semesters provided that the Head of School may exempt a candidate from this requirement;
  - (b) be enrolled in not more than two (2) units per semester provided that in exceptional circumstances the Head of School may exempt a candidate from such requirements;
  - (c) be entitled to be awarded the Graduate Diploma when eight (8) units have been completed;



- (d) have completed a unit when either:
  - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
- 5. A candidate who has completed one or more units and who, with the prior approval of the School Board, completes one or more units at an appropriate institution may be granted credit of not more than four (4) units towards the Graduate Diploma provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.
- 6. The School Board may grant advanced standing:
  - (a) of not more than four (4) units to:
    - (i) a graduate of an appropriate institution or a person with equivalent qualifications; or
    - (ii) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;
    - (iii) a person who has completed the requirements for the Graduate Certificate of Training and Development may be granted advanced standing in up to four units;
  - (b) up to a maximum of two (2) units, or equivalent modules, to a graduate candidate on the basis of demonstrated industry experience;

where work or units so completed are considered to be equivalent to a unit or units in the Schedule.
- 7. The Academic Board may grant advanced standing for more than four (4) units.
- 8. The Academic Board may from time to time vary the contents of the Schedule.
- 9. A candidate who has been granted advanced standing under Rule 6(a)(iii) must surrender the Graduate Certificate of Training and Development prior to the conferral of the Graduate Diploma.

#### Schedule of Units

- ED083 Introduction to Training and Development
- ED021 Adult Learning

- ED085 Training Methods
  - ED084 Instructional Design and Educational Technology
  - ED019 Evaluation, Assessment and Professionalism
  - ED028 Project A - Workplace Practices # or
  - ED029 Project B - Professional Practice #
  - ED086 Program Planning
- # Double-weighted unit.

### GRADUATE CERTIFICATE OF ORGANISATIONAL DEVELOPMENT AND TRAINING (Abbreviated title: GradCertOrgDev&Trg)

#### Introduction

This programme is designed to provide graduates and experienced human resource practitioners with opportunities for advanced study in the areas of organisational development, human resource development, training and development. This award exists as an exit point for the Master of Organisational Development and Training.

#### Course Structure

The Graduate Certificate of Organisational Development and Training requires completion of four coursework units with the possibility of advanced standing in some units and will be completed in no more than four semesters of part-time study.

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

The Head, School of Social and Workplace Development may delegate decisions in student matters to the Course Co-ordinator.

## **Rules Governing Candidature**

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

1.1 Applicants for admission to candidature for the Graduate Certificate of Organisational Development and Training shall:

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

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

1.3 An applicant for candidature shall apply to the Head, School of Social and Workplace Development on the prescribed form.

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

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

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

### **3. Requirements for the Graduate Certificate of Organisational Development and Training**

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

3.2 The coursework programme shall include units to the value of four (4) units from Part A of the Schedule attached to the Rules for the Graduate Diploma of Organisational Development and Training.

### **4. Period of Candidature**

4.1 Candidates shall complete the prescribed coursework programme in not more than four semesters.

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

### **5. Advanced Standing**

5.1 The School Board may grant a candidate advanced standing for up to two units on the basis of units completed at this University or another university or tertiary institution provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

5A. The School Board may grant a candidate with a three year degree or diploma recognition of prior learning for one (1) unspecified elective if they are able to demonstrate high level workplace professional practice in the field of Training and Development provided that they have not obtained more than one (1) unit of advanced standing in Rule 5 above.

### **6. Award of the Certificate**

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

## **GRADUATE DIPLOMA OF ORGANISATIONAL DEVELOPMENT AND TRAINING (Abbreviated title: GradDipOrgDev&Trg)**

### **Introduction**

This programme is designed to provide graduates and experienced human resource practitioners with opportunities for advanced study in the areas of organisational development, human resource development, training and development. This award exists as an exit point for the Master of Organisational Development and Training.

### **Course Structure**

The Graduate Diploma of Organisational Development and Training requires completion of

eight coursework units with the possibility of advanced standing for some units, and shall be completed in no more than eight semesters.

Progression from the Graduate Diploma to the Masters is permitted within the Academic Rules.

The Head, School of Social and Workplace Development may delegate decisions in student matters to the Course Co-ordinator.

### **Rules Governing Candidature**

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

1.1 An applicant for admission to candidature for the Graduate Diploma of Organisational Development and Training shall:

- (a) have fulfilled all the requirements for admission to a three year degree or an equivalent qualification acceptable to the School of Social and Workplace Development as sufficient qualification for admission to candidature; or
- (b) have completed the Graduate Certificate of Organisational Development and Training; or
- (c) have demonstrated academic or professional standing considered by the School to be equivalent to the requirements of (a) or (b).

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

1.3 An applicant for candidature shall apply to the Head, School of Social and Workplace Development on the prescribed form.

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

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

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

#### **3. Requirements for the Graduate Diploma of Organisational Development and Training**

3.1 To satisfy the requirements for the award of the Graduate Diploma of Organisational Development and Training, a candidate shall complete the coursework programme approved by the School.

3.2 The coursework programme shall include units to the value of eight units,

at least four of which must be selected from Part A and two of which must be selected from Part B of the Schedule attached to these Rules.

#### **4. Period of Candidature**

4.1 Candidates shall complete the prescribed coursework programme in not more than eight semesters.

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

#### **5. Advanced Standing**

5.1 The School Board may grant a candidate advanced standing for up to four units on the basis of units completed at this University or another university or tertiary institution provided that those units have not been counted towards another qualification, and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

5.2 Candidates who have completed the requirements of the Graduate Certificate of Organisational Development and Training or the Graduate Certificate of Training and Development may be granted advanced standing for up to four units.

5.3 Under no circumstances may a student be granted advanced standing for more than four units.

5A. The School Board may grant a candidate with a three year degree or diploma recognition of prior learning for one (1) unspecified elective if they are able to demonstrate high level workplace professional practice in the field of Training and Development provided that they have not obtained more than one (1) unit of advanced standing in Rule 5 above.

#### **6. Graduate Certificate of Organisational Development and Training**

A student who, while enrolled as a candidate for the Graduate Diploma of Organisational Development and Training, has completed the requirements of the Graduate Certificate of Organisational Development and Training may elect to be awarded the Graduate Certificate of Organisational Development and Training.

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

7.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may

be admitted to the Graduate Diploma of Organisational Development and Training.

- 7.2 A candidate who is granted advanced standing under Rule 5.2 must surrender the Graduate Certificate of Organisational Development and Training or the Graduate Certificate of Training and Development prior to the conferral of the Diploma.

### Schedule of Units

#### PART A

- ED021 Adult Learning
- ED083 Introduction to Training and Development
- ED084 Instructional Design and Educational Technology
- ED085 Training Methods
- ED086 Program Planning
- ED019 Evaluation, Assessment and Professionalism
- MN776 Planning Processes\*
- MN791 Recruitment and Performance Management
- MN705 Leadership and Teamwork
- MN779 Reflecting on Practice I\*
- ED028 Project A: Workplace Practices #, or
- ED029 Project B: Professional Practice #

#### PART B

- ED215 Educational Technology
- ED734 The Policy Context of Education and Training in Australia
- MN703 Organisational Change and Development
- ED748 Workplace Learning
- ED749 Management Education
- IS165 Independent Study - Training and Development I
- MN704 Human Resource Development
- DP712 Computer Based Training
- SY700 Sociology of Workplace Industrial Relations
- ED730 An Introduction to Futures Studies: Methods, Issues and Visions\*
- IS166 Independent Study - Training and Development II

\* Not offered in 1999.

# Double-weighted unit.

### MASTER OF ORGANISATIONAL DEVELOPMENT AND TRAINING (Abbreviated title: MOrgDev&Trg)

#### Introduction

This programme is designed to provide graduates and experienced human resource practitioners with opportunities for advanced study in the

areas of organisational development, human resource development, training and development.

#### Course Structure

The Master of Organisational Development and Training requires completion of at least twelve units with the possibility of advanced standing for some units. The Masters shall be completed in no more than twelve semesters.

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

The Head, School of Social and Workplace Development may delegate decisions in student matters to the Course Co-ordinator.

#### Rules Governing Candidature

##### 1. Admission to Candidature

- 1.1 Applicants for admission to candidature for the degree of Master of Organisational Development and Training shall:

- (a) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university or tertiary institution; or
- (b) have completed the Graduate Diploma of Organisational Development and Training or Graduate Diploma of Training and Development or Graduate Diploma of Vocational Education and Training; or
- (c) have demonstrated academic or professional standing considered by the School of Social and Workplace Development to be equivalent to the requirements of (a) or (b).

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

- 1.3 An applicant for candidature shall apply to the Head, School of Social and Workplace Development on the prescribed form.

- 1.4 Admission to candidature and the date of commencement shall be determined by the School.

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

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

##### 3. Requirements for the Master of Organisational Development and Training

- 3.1 To satisfy the requirements for the Master of Organisational Development and Training, a candidate shall complete a programme of studies approved by the School.
- 3.2 The coursework programme shall include units to the value of twelve (12) units which comprise six (6) units from Part A and no less than three (3) units from Part B of the Schedule attached to these Rules.
- 4. Period of Candidature**
  - 4.1 Candidates shall complete the prescribed coursework programme in not more than twelve semesters.
  - 4.2 The School may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.
- 5. Advanced Standing**
  - 5.1 The School Board may grant a candidate advanced standing for up to six (6) units on the basis of units completed at this University or at another university or tertiary institution provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.  
Candidates who are given advanced standing must complete at least six units from Part B.
  - 5.2 Candidates who have completed the requirements of the Graduate Certificate of Organisational Development and Training, the Graduate Certificate of Vocational Education and Training or the Graduate Certificate of Training and Development may be granted advanced standing for up to four (4) units.
  - 5.3 Candidates who have completed the requirements of the Graduate Diploma of Organisational Development and Training, the Graduate Diploma of Vocational Education and Training or the Graduate Diploma of Training and Development may be granted advanced standing for up to eight (8) units.
  - 5.4 A student will not be granted advanced standing for more than eight (8) units, unless the units are equivalent units of study undertaken through the Professional Development Centre.
- 6. Graduate Certificate of Organisational Development and Training**  
A student who, while enrolled as a candidate for the Master of Organisational

Development and Training, has completed the requirements of the Graduate Certificate of Organisational Development and Training may elect to be awarded the Graduate Certificate of Organisational Development and Training.

#### **7. Graduate Diploma of Organisational Development and Training**

A student who, while enrolled as a candidate for the Master of Organisational Development and Training, has completed the requirements of the Graduate Diploma of Organisational Development and Training may elect to be awarded the Graduate Diploma of Organisational Development and Training.

#### **8. Admission to the Degree of Master of Organisational Development and Training**

- 8.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the degree of Master of Organisational Development and Training.
- 8.2 A candidate who is granted advanced standing under Rule 5.2 or 5.3 must surrender the Graduate Certificate or Graduate Diploma prior to the conferral of the Masters.

### **Schedule of Units**

#### **PART A**

- ED021 Adult Learning
- ED083 Introduction to Training and Development
- ED084 Instructional Design and Educational Technology
- ED085 Training Methods
- ED086 Program Planning
- ED019 Evaluation, Assessment and Professionalism
- MN776 Planning Processes\*
- MN791 Recruitment and Performance Management
- MN705 Leadership and Teamwork
- MN779 Reflecting on Practice I\*
- ED028 Project A: Workplace Practices #, or
- ED029 Project B: Professional Practice #

#### **PART B**

- ED215 Educational Technology
- ED734 The Policy Context of Education and Training in Australia
- MN703 Organisational Change and Development
- ED748 Workplace Learning
- ED749 Management Education

- IS165 Independent Study - Training and Development I  
MN704 Human Resource Development  
DP712 Computer Based Training  
SY700 Sociology of Workplace Industrial Relations  
ED730 An Introduction to Futures Studies: Methods, Issues and Visions\*  
IS166 Independent Study - Training and Development II

\* Not offered in 1999.

# Double-weighted unit.

## GRADUATE CERTIFICATE OF VOCATIONAL EDUCATION AND TRAINING (Abbreviated title: GradCertVET)

### Introduction

The Graduate Certificate of Vocational Education and Training is designed for candidates who are seeking to broaden their knowledge of Vocational Education and Training and to develop an understanding of contemporary issues which confront teachers or practitioners. It produces graduates who have the skills and knowledge to function either as TAFE teachers or private sector practitioners.

### Course Structure

The Graduate Certificate of Vocational Education and Training requires the completion of four coursework units with the possibility of advanced standing in some units and will be completed in no more than four semesters of part-time study.

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

The Head, School of Social and Workplace Development may delegate decisions in student matters to the Course Co-ordinator.

## Rules Governing Candidature

### 1. Qualification for Admission

Applicants for admission to candidature for the Graduate Certificate of Vocational Education and Training shall:

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

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

An applicant for candidature shall apply to the University on the prescribed form.

Admission to candidature and the semester of commencement of candidature shall be determined by the School.

### 2. Requirements for the Graduate Certificate of Vocational Education and Training

- (a) To be eligible for the award of the Graduate Certificate of Vocational Education and Training, a candidate shall complete the coursework programme approved by the School.
- (b) The coursework programme shall consist of four units from the Schedule of Units attached to these Rules.

### 3. Duration of Course

- (a) Unless the Head of School otherwise determines, a candidate shall complete the requirements for the course in no more than two semesters of full-time study or four semesters of part-time study.
- (b) The School may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.
- (c) Progression from the Graduate Certificate to the Graduate Diploma and Masters is permitted within the Academic Rules. The Head of School may delegate decisions in student matters to the Course Co-ordinator.

### 4. Enrolment

After admission to candidature, a candidate shall enrol in a course of study approved by the Head of School on behalf of the School.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

The School Board may grant a candidate advanced standing for up to two units on the basis of units completed at this University or

another university or tertiary institution provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.

- 6A. The School Board may grant a candidate with a three year degree or diploma recognition of prior learning for one (1) unspecified elective if they are able to demonstrate high level workplace professional practice in the field of Training and Development provided that they have not obtained more than one (1) unit of advanced standing in Rule 6 above.

**7. Graduate Certificate of Vocational Education and Training May Be Awarded**

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all applicable By-laws and other Rules may be admitted to the Graduate Certificate of Vocational Education and Training.

**Schedule of Units**

- ED021 Adult Learning  
ED085 Training Methods  
ED017 Vocational Education and Training  
Studies  
ED018 Teaching for Diversity

## **GRADUATE DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING (Abbreviated title: GradDipVET)**

### **Introduction**

The Graduate Diploma of Vocational Education and Training is designed for candidates who are seeking to broaden their knowledge of Vocational Education and Training and to develop an understanding of contemporary issues which confront teachers or practitioners. It produces graduates who have the skills and knowledge to function either as TAFE teachers or private sector practitioners.

### **Course Structure**

The Graduate Diploma of Vocational Education and Training requires the completion of eight coursework units with the possibility of advanced standing in some units and will be completed in no more than eight semesters of part-time study.

Progression from the Graduate Diploma to the Masters is permitted within the Academic Rules.

The Head of School may delegate decisions in student matters to the Course Co-ordinator.

### **Rules Governing Candidature**

#### **1. Qualification for Admission**

An applicant for admission to candidature for the Graduate Diploma of Vocational Education and Training shall:

- (a) have fulfilled all the requirements for admission to a three year degree or an equivalent qualification acceptable to the School as sufficient qualification for admission to candidature; or
- (b) have completed the Graduate Certificate of Vocational Education and Training; or
- (c) have demonstrated academic or professional standing considered by the School to be equivalent to the requirements of (a) or (b).

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

An applicant for candidature shall apply to the University on the prescribed form.

Admission to candidature and the semester of commencement shall be determined by the School.

#### **2. Requirements for the Graduate Diploma of Vocational Education and Training**

- (a) To be eligible for the award of the Graduate Diploma of Vocational Education and Training, a candidate shall complete the coursework programme approved by the School.
- (b) The coursework programme shall consist of eight units from the Schedule of Units annexed to these Rules.

#### **3. Duration of Course**

- (a) Unless the Head of School otherwise determines, a candidate shall complete the requirements of the course in no more than eight semesters.
- (b) The School may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.
- (c) Progression from the Graduate Diploma to the Masters is permitted within the Academic Rules.

#### **4. Enrolment**

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

#### **5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

#### **6. Advanced Standing**

- (a) The School Board may grant a candidate advanced standing for up to four units on the basis of units completed at this University or another university or tertiary institution provided that those units have not been counted towards another qualification, and they have a reasonable degree of correspondence to units prescribed for the coursework programme.
- (b) Candidates who have completed the requirements of the Graduate Certificate of Vocational Education and Training may be granted advanced standing for up to four units.



- (c) Candidates who have completed the requirements of the Graduate Certificate of Training and Development or Graduate Certificate of Organisational Development and Training may be granted advanced standing for up to four units.
  - (d) Candidates who have completed the requirements of the Graduate Certificate in Advanced Professional Practice (VOCED) at the Canberra Institute of Technology or the Graduate Certificate of Adult Education in Training at the University of Technology, Sydney, may be granted advanced standing for up to four units.
  - (e) Under no circumstances may a student be granted advanced standing for more than four units.
- 6A.** The School Board may grant a candidate with a three year degree or diploma recognition of prior learning for one (1) unspecified elective if they are able to demonstrate high level workplace professional practice in the field of Training and Development provided that they have not obtained more than one (1) unit of advanced standing in Rule 6 above.
- 7. Graduate Certificate of Vocational Education and Training May Be Awarded**
- A student who, while enrolled as a candidate for the Graduate Diploma of Vocational Education and Training, has completed the requirements of the Graduate Certificate of Vocational Education and Training may elect to be awarded the Graduate Certificate of Vocational Education and Training.
- 8. Graduate Diploma of Vocational Education and Training May Be Awarded**
- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all applicable By-laws and other Rules may be admitted to the Graduate Diploma of Vocational Education and Training.
  - (b) A candidate granted advanced standing under Rule 6(b) or 6(c) must surrender the Graduate Certificate of Vocational Education and Training or the Graduate Certificate of Training and Development or the Graduate Certificate of Organisational Development and Training prior to the conferral of the Graduate Diploma.

- ED021 Adult Learning
- ED084 Instructional Design and Educational Technology
- ED085 Training Methods
- ED019 Evaluation, Assessment and Professionalism
- ED029 Project B: Professional Practice #
- ED017 Vocational Education and Training Studies
- ED018 Teaching for Diversity
- # Double-weighted unit.

### Schedule of Units

## **MASTER OF VOCATIONAL EDUCATION AND TRAINING (Abbreviated title: MVET)**

### **Introduction**

The Master of Vocational Education and Training provides advanced study for candidates who are seeking to broaden their knowledge of Vocational Education and Training and to develop an understanding of contemporary issues which confront teachers or practitioners. It produces graduates who have advanced skills and knowledge to function in senior positions either in TAFE as teachers, or as private sector practitioners.

### **Course Structure**

The Master of Vocational Education and Training requires the completion of twelve coursework units with the possibility of advanced standing in some units and will be completed in no more than twelve semesters of part-time study.

The Head, School of Social and Workplace Development may delegate decisions in student matters to the Course Co-ordinator.

### **Rules Governing Candidature**

#### **1. Qualification for Admission**

Applicants for admission to candidature for the degree of Master of Vocational Education and Training shall:

- (a) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university or tertiary institution; or
- (b) have completed the Graduate Diploma of Vocational Education and Training; or
- (c) have demonstrated academic or professional standing considered by the School to be equivalent to the requirements of (a) or (b).
- (d) In addition, applicants for admission to candidature must provide evidence of at least one year's experience in a field of employment acceptable to the School.
- (e) An applicant for candidature shall apply to the University on the prescribed form.
- (f) Admission to candidature and the semester of commencement shall be determined by the School.

#### **2. Requirements for the Master of Vocational Education and Training**

- (a) To be eligible for the award of Master of Vocational Education and Training, a

candidate shall complete a programme of studies approved by the School.

- (b) The coursework programme shall include units to the value of twelve (12) units which shall comprise all units from Part A and no less than four (4) units selected from Part B of the Schedule of Units attached to these Rules.

#### **3. Duration of Course**

- (a) Unless the Head of School otherwise determines, a candidate shall complete the requirements for the course in no more than twelve (12) semesters.
- (b) The School may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.
- (c) The Head of School may delegate decisions in student matters to the Course Co-ordinator.

#### **4. Enrolment**

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

#### **5. Completion of a Unit**

A candidate shall have completed a unit when either

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

#### **6. Advanced Standing**

- (a) The School Board may grant a candidate advanced standing for up to six (6) units on the basis of units completed at this University or at another university or tertiary institution provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme. Candidates who are given advanced standing must complete any two (2) units from Part A and no less than four (4) units from Part B of the Schedule of Units attached to these Rules.
- (b) Candidates who have completed the requirements of the Graduate Certificate of Vocational Education and Training may be granted advanced standing for up to four units.
- (c) Candidates who have completed the requirements of the Graduate Diploma of Vocational Education and Training may

be granted advanced standing for up to eight units.

- (d) Candidates who have completed the requirements of the Graduate Certificate in Advanced Professional Practice (VOCED) at the Canberra Institute of Technology or the Graduate Certificate of Adult Education in Training at the University of Technology, Sydney, may be granted advanced standing for up to four (4) units.
- (e) Under no circumstances may a student be granted advanced standing for more than eight (8) units.

**7. Graduate Certificate of Vocational Education and Training May Be Awarded**

A student who, while enrolled as a candidate for the Master of Vocational Education and Training, has completed the requirements of the Graduate Certificate of Vocational Education and Training may elect to be awarded the Graduate Certificate of Vocational Education and Training.

**8. Graduate Diploma of Vocational Education and Training May Be Awarded**

A student who, while enrolled as a candidate for the Master of Vocational Education and Training, has completed the requirements of the Graduate Diploma of Vocational Education and Training may elect to be awarded the Graduate Diploma of Vocational Education and Training.

**9. Master of Vocational Education and Training May Be Awarded**

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all applicable By-laws and other Rules may be admitted to the degree of Master of Vocational Education and Training.
- (b) A candidate granted advanced standing under Rule 6(b) or 6(c) must surrender the Graduate Certificate or Graduate Diploma prior to the conferral of the Masters.

ED017 Vocational Education and Training Studies

ED018 Teaching for Diversity

**PART B**

ED215 Educational Technology

ED734 The Policy Context of Education and Training in Australia

MN703 Organisational Change and Development

ED748 Workplace Learning

ED749 Management Education

MN704 Human Resource Development

DP712 Computer Based Training

ED730 An Introduction to Futures Studies: Methods, Issues and Visions\*

IS165 Independent Study - Training and Development I

IS166 Independent Study - Training and Development II

SY700 Sociology of Workplace Industrial Relations

\* Not offered in 1999.

# Double-weighted unit.

**Schedule of Units**

**PART A**

ED021 Adult Learning

ED084 Instructional Design and Educational Technology

ED085 Training Methods

ED019 Evaluation, Assessment and Professionalism

ED029 Project B: Professional Practice #

**MASTER OF EDUCATION  
(TRAINING AND  
DEVELOPMENT)  
(Abbreviated title: MEd(T&D))**

**Introduction**

The Master of Education (Training and Development) requires candidates to specialise in the area of applied enquiry in training contexts. The degree is offered by research or coursework. It is anticipated that the normal time for completion for candidates enrolled in the external or part-time mode would be two years.

Candidates completing a degree by research thesis in Training and Development should refer to the Rules and Regulations for Research Masters. The research option is also detailed below under "Course Structure".

**Admission**

Applicants for admission to the Masters programme must hold as a minimum requirement the equivalent of a four-year qualification, in an area deemed to be appropriate, from a recognised tertiary institution. This would normally include a degree and/or a graduate diploma (either or both in an area deemed to be appropriate). These previous tertiary qualifications should indicate achievement at a high level. Applicants for the programme should have at least the equivalent of one year of full-time relevant experience.

In keeping with commitment towards greater flexibility of access to programmes and recognition of professional development achievements, consideration will also be given to applicants with qualifications deemed to be "equivalent", e.g. having four-year status from the NSW Department of School Education, a significant record of research or professional development, occupational achievements judged to be at a postgraduate level. In such cases thorough supporting evidence should be provided at the time of application.

**Course Structure**

The degree will comprise eight units.

Candidates proceeding via the research option will complete two Research Methods units (1-unit value each) and a 6-unit thesis. If candidates can provide previous evidence of completing similar research units or their equivalent then the School Board may permit the research option to be completed by an 8-unit thesis.

Candidates proceeding via the coursework options will complete one Research Methods unit; four coursework (Issues) units associated with the stream in which the candidate is enrolled; and a dissertation equivalent to 3-unit value.

Coursework units to be selected will depend on availability in each year of candidature. In general, these will be selected from the coursework units in the Schedule of Units for the Master of Education (Training and Development).

**Rules Governing Candidature**

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2.
  - (a) A candidate shall enrol in units selected from the Schedule of Units attached to these Rules.
  - (b) The Head, School of Social and Workplace Development may permit a candidate to enrol in a unit or units other than those specified in the Schedule of Units.
3. A candidate shall select units from those which are being offered in each year of candidature.
4. Subject to these Rules, a candidate shall:
  - (a) complete the units for the Degree over a period of not less than two semesters (full-time candidates) and not more than eight semesters (part-time or external candidates) from the time of enrolment;
  - (b) be entitled to be awarded the Degree when they have satisfactorily completed coursework of eight (8) unit value including:
    - (i) no less than one (1) unit selected from Part A of the Schedule;
    - (ii) four (4) units from Part B of the Schedule; and
    - (iii) a three (3) unit dissertation as listed in Part C of the Schedule.
5. A candidate who has completed one or more units and who, with the prior approval of the School Board, School of Social and Workplace Development, completes one (1) or more units at an appropriate institution may be granted credit of not more than 50% of the Degree provided that the unit or units so completed are considered by the School Board to be equivalent to a unit or units in the Schedule.
6.
  - (a) The School Board may grant advanced standing of not more than 50% of the Degree to an applicant who has been

admitted to the programme and who has successfully completed work or units towards an award or equivalent qualification from an appropriate institution provided that work or units completed are considered by the Board to be equivalent to a unit or units in the Schedule of Units.

- (b) Units completed in the Graduate Diploma of Training and Development may be counted for advanced standing at the equivalent of 1-unit (1) value in the 8-unit Degree provided that:
- (i) the candidate already holds a four year degree or its equivalent; *and*
  - (ii) the unit has been awarded a grade at "Credit" level or higher; *and*
  - (iii) a maximum of four (4) such units may be permitted to contribute to advanced standing within the provisions of 6(a) above.

### Schedule of Units

#### PART A

- MA795 Qualitative Research Methods for the Social Sciences  
MA792 Research Methods

#### PART B

- ED734 The Policy Context of Education and Training in Australia  
ED749 Management Education  
ED750 Instructional Design\*  
SY700 Sociology of Workplace Industrial Relations  
DP712 Computer Based Training  
ED730 An Introduction to Futures Studies: Methods, Issues and Visions\*  
MN703 Organisational Change and Development  
MN704 Human Resource Development  
ED748 Workplace Learning  
ED215 Educational Technology  
IS165 Independent Study – Training and Development I  
IS166 Independent Study – Training and Development II

#### PART C

- ED756 Research Dissertation #

\* Not offered in 1999.

# Three-unit weighting.

### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

# School of Tourism and Hospitality Management

## Head of School

Professor G.M. Prosser BA(ANU), MEnvStud(Adel)

**T**he School of Tourism and Hospitality Management offers a variety of undergraduate and postgraduate courses catering to the growing international tourism and hospitality industry.

The courses are offered on-campus at Lismore and Coffs Harbour and by distance education. Innovative exchange programmes allow students to spend a period of their course studying at an overseas university. The School of Tourism and Hospitality Management is recognised internationally for its industry relevant tourism education and research. Graduates have an enviable record of employment in the tourism and hospitality industry.

The School of Tourism and Hospitality Management offers the following programmes:

- Bachelor of Business in Hotel and Catering Management
- Bachelor of Business in Tourism
- Bachelor of Business in Tourism with Honours
- Bachelor of Hotel Management
- Graduate Certificate in International Tourism Management
- Graduate Diploma in International Tourism Management
- Master of International Tourism Management
- Graduate Certificate in International Hotel Management
- Graduate Diploma in International Hotel Management
- Master of International Hotel Management
- Master of Business (by Research)\*
- Doctor of Philosophy\*
- Certificate in Club Management #
- Advanced Certificate in Club Management #
- Associate Degree in Club Management #
- Bachelor of Business in Club Management #
- Diploma of Business Management #
- Diploma of Food Service Management #

A combined Bachelor of Business in Tourism/Bachelor of Laws course is also available. Details are included in the School of Law and Justice entry in this Handbook.

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

# These courses are offered in partnership with major corporations and industry associations. Enquiries should be directed to the Administrative Assistant on (02) 6620 3920.

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**BACHELOR OF BUSINESS IN  
HOTEL AND CATERING  
MANAGEMENT  
(Abbreviated title:  
BBusHotel&CatMangt)**

**Introduction**

The Bachelor of Business in Hotel and Catering Management is a three-year full-time (or equivalent part-time) degree course. The course was established in close consultation with the hospitality industry to prepare graduates for employment in hotel and catering management and other related tourism management positions in Australia and internationally.

The course provides a strong focus on management skills and reflects the importance of a service-oriented approach to the work environment. It provides an opportunity to apply theories and concepts to the workplace. Graduates will be suited to employment as professional managers and supervisors in hospitality facilities within hotels, clubs, resorts, restaurants, convention, entertainment and catering organisations in both the public and private sector of the hospitality industry. This degree will also qualify them for management and supervisory positions in the tourism industry.

This degree is offered at the new, purpose-built, state-of-the-art facilities at the University's Coffs Harbour Campus.

**Course Structure**

A full-time student studies four (4) units in each of six semesters over three years, totalling twenty-four (24) units. All students are required to complete compulsory core units as well as a group of elective units which allow for a measure of specialisation within the course.

Internship Study units form a key part of the course. They can be taken over a 24-week period in Semester 6 in one of a range of operating areas which give students practical experience in the workplace. Alternatively, the Internship Study units can be undertaken throughout the course.

**International Exchange**

Students enrolling in the Bachelor of Business in Hotel and Catering Management may elect to participate in an International Tourism programme as part of their degree. This programme consists of six months of study at partner universities in the United Kingdom and the United States of America. While students are responsible for costs such as airfares, accommodation and living expenses, they remain eligible for AUSTUDY on this course and the University is negotiating for discounted airfares.

**Admission**

Students will be selected on the following criteria:

1. School-leavers:

The aggregate mark achieved in the NSW Higher School Certificate or equivalent examination. School-leavers may also be admitted under the Regional Entry Report Scheme.

2. Other candidates:

Selected either on the basis of Higher School Certificate performance or under the special entry rules of the University, which place emphasis on experience and motivation.

**Rules Governing Candidature**

For the purpose of these Rules, the relevant definitions contained in the Glossary apply.

1. **Qualification for Admission**

Applicants for admission to candidature for the degree of Bachelor of Business in Hotel and Catering Management shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or be granted consideration for admission under a special entry category; or
- (b) have obtained the School Board in Tourism and Hospitality Management's permission to enrol based on previous extensive workplace experience and/or written application; or

- (c) have obtained a recognised relevant qualification from an overseas tertiary institution considered acceptable to the School Board.

## **2. Requirements for the Degree**

To be eligible for the award a candidate shall successfully complete not less than twenty-four (24) units as listed in the Schedule of Units attached to these Rules comprising:

- (a) eighteen (18) units from Part A of the Schedule (core units);
- (b) no less than four (4) units from Part B of the Schedule; and
- (c) not more than two (2) elective units.

## **3. Duration of Course**

A candidate shall complete the units for the degree over a period of not less than six (6) semesters and not more than twenty (20) semesters, unless advanced standing or an appropriate leave of absence has been granted.

## **4. Enrolment**

- (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules, except that the School Board may permit a candidate to enrol in a unit or units other than those listed in the Schedule.
- (b) Unless the School Board approves otherwise:
  - (i) a candidate shall remain enrolled for the duration of each semester; and
  - (ii) a candidate shall enrol in not less than two (2) units and not more than four (4) units in any one semester. Provided that where the School Board has exercised discretion, such candidate shall normally be permitted to enrol in not more than five (5) units in any one semester.

## **5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

## **6. Advanced Standing**

- (a) Candidates who have completed the requirements of the Diploma of Food Service Management, or the Diploma of Business Management in the School of Tourism and Hospitality Management may be granted advanced standing of up to eight (8) units.
- (b) The School Board may grant a candidate advanced standing for up to sixteen (16) units on the basis of employment experience or units successfully completed at this University, or at another tertiary institution acceptable to the School Board, provided that the employment experience or units completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules. Unless in special circumstances it is otherwise determined, such employment or units is to have been completed within ten (10) years prior to the admission to this course.
- (c) No student shall be granted advanced standing for more than sixteen (16) units of which:
  - (i) a maximum of four (4) units may be counted towards Intern Study; and
  - (ii) a maximum of twelve (12) units may be counted towards units other than Intern Study.

## **7. Admission to the Degree**

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provisions of all By-laws and other Rules of the University may be admitted to the degree of Bachelor of Business in Hotel and Catering Management.
- (b) A candidate who holds a Diploma listed under Rule 6(a) must surrender their Diploma prior to the conferral of the Degree.

## **Schedule of Units**

### **PART A**

#### **MN411 Tourism and Hospitality Studies I**



MK127	Introduction to Tourism and Hospitality Marketing
BS207	Personal Communications for the Tourism and Hospitality Industry
MN440	Introduction to Tourism and Hospitality Management
MK128	Tourism Hospitality Sales and Promotion
MN413	Human Resource Management in the Tourism and Hospitality Industry
MN428	Food and Beverage Service Delivery Systems
MN429	Food Preparation and Production Systems
AC206	Financial Analysis for Tourism and Hospitality
MN419	Food and Beverage Management
MN441	Tourism and Hospitality Services Management
MN431	Hotel Operations
LA205	Industrial Relations and Law for Tourism and Hospitality
MN417	Strategic Management for Tourism and Hospitality Enterprises
MN221	Intern Study I*
MN222	Intern Study II*
MN223	Intern Study III*
MN224	Intern Study IV*

#### **PART B**

AC207	Hospitality and Tourism Financial Management
MN412	Tourism and Hospitality Studies II
MN415	Tourism and Hospitality Research and Analysis
MN416	Tourism and Hospitality Industry Project
MN418	Accommodation and Information Technology Systems
MN420	Conventions, Meetings and Exhibitions Management
MN424	Economic Analysis for Tourism and Hospitality
MN425	Pacific Asia Tourism Marketing and Development
MN426	Gaming and Club Management
MN427	Entrepreneurship in Tourism and Hospitality

\* The Intern Study I-IV may be taken either throughout the course during times when other units are not scheduled, or over a 24-week period after the completion of Semester 5. All internship placements must be approved by the Internship Co-ordinator prior to commencement.

**NB:** 1. Core units must be taken in the order that they are offered or at the discretion of the School Board.

2. The offering of any unit listed in Part B of the Schedule is at the discretion of the School Board subject to student numbers, availability of staff and timetabling constraints.

3. All elective units are subject to approval by the School Board.

## **BACHELOR OF BUSINESS IN TOURISM** (Abbreviated title: BBus)

### **Introduction**

The Bachelor of Business in Tourism is a three-year full-time (or equivalent part-time) degree course. The course was established in close consultation with the tourism industry to provide a strong focus on management skills in a variety of tourism-related fields. It places considerable emphasis on workplace experience and involves practicum work in some units in the second and third years.

The main emphasis of the course is to give students the best possible preparation for a successful career in tourism and hospitality management. Graduates will be suited to employment as professional managers and supervisors in tourism facilities such as hotels, clubs, resorts, motels, restaurants, entertainment facilities, convention and event management organisations, private corporations and Government bodies.

The course is offered at the University's Lismore Campus.

### **Course Structure**

A full-time student studies four (4) units in each of six semesters over three years, totalling twenty-four (24) units. All students are required to complete compulsory core units as well as a group of elective units which are offered in a number of streams of specialisation within the course. The four major streams are: Hotel and Resort Management, Convention and Event Management, Tourism Marketing and Planning, and International Tourism Management.

Internship Study units form a key part of the course. They can be taken over a 24-week period in Semester 6 in one of a range of operating areas which give students practical experience in the workplace. Alternatively, the Internship Study units can be undertaken throughout the course.

### **International Exchange**

Students enrolling in the Bachelor of Business in Tourism may elect to participate in an International Tourism programme as part of their degree. This programme consists of one semester of study during the second year at an international partner university in the United Kingdom, Holland or the United States of America. While students are responsible for costs such as airfares, accommodation and living expenses, they remain eligible for AUSTUDY.

For more information, contact the International Exchange Co-ordinator in the School.

## Admission

Students will be selected on the following criteria:

### 1. School-leavers:

The aggregate mark achieved in the NSW Higher School Certificate or equivalent examination. School-leavers may also be admitted under the Regional Entry Report Scheme.

### 2. Other candidates:

Selected either on the basis of Higher School Certificate performance or under the special entry rules of the University, which place emphasis on experience and motivation.

There are currently no pre-requisite subjects at the HSC level for any of the University's courses, but applicants are advised that having undertaken a mathematics subject at HSC level would be an advantage in helping prepare them for some units in the Tourism course.

## Rules Governing Candidature

For the purpose of these Rules, the relevant definitions contained in the Glossary apply.

### 1. Qualification for Admission

Applicants for admission to candidature for the degree of Bachelor of Business in Tourism shall:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or be granted consideration for admission under a special entry category; or
- (b) have obtained the School Board in Tourism and Hospitality Management's permission to enrol based on previous extensive workplace experience and/or written application; or
- (c) have obtained a recognised relevant qualification from an overseas tertiary institution considered acceptable to the School Board.

### 2. Requirements for the Degree

To be eligible for the award a candidate shall successfully complete not less than twenty-four (24) units as listed in the Schedule of Units attached to these Rules comprising:

- (a) sixteen (16) units from Part A of the Schedule (core units);
- (b) no less than four (4) units from Part B of the Schedule; and
- (c) not more than four (4) elective units.

### 3. Duration of Course

A candidate shall complete the units for the degree over a period of not less than six (6) semesters and not more than twenty (20) semesters, unless advanced standing or an appropriate leave of absence has been granted.

### 4. Enrolment

- (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules, except that the School Board may permit a candidate to enrol in a unit or units other than those listed in the Schedule.
- (b) Unless the School Board approves otherwise:
  - (i) a candidate shall remain enrolled for the duration of each semester; and
  - (ii) a candidate shall enrol in not less than two (2) units and not more than four (4) units in any one semester. Provided that where the School Board has exercised discretion, such candidate shall normally be permitted to enrol in not more than five (5) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

- (a) Candidates who have completed the requirements of the Diploma of Food Service Management or the Diploma of Business Management in the School of Tourism and Hospitality Management may be granted advanced standing of up to eight (8) units.
- (b) The School Board may grant a candidate advanced standing for up to sixteen (16) units on the basis of employment experience or units successfully completed at this University, or at another tertiary institution acceptable to the School Board, provided that the employment experience or units completed are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules. Unless in special circumstances it is otherwise determined, such

employment or units is to have been completed within ten years prior to admission to this course.

- (c) No student shall be granted advanced standing for more than sixteen (16) units of which:
- (i) a maximum of four (4) units may be counted towards Intern Study; and
  - (ii) a maximum of twelve (12) units may be counted towards units other than Intern Study.

#### 7. Admission to the Degree

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provisions of all By-laws and other Rules of the University may be admitted to the degree of Bachelor of Business in Tourism.
- (b) A candidate who holds a Diploma listed under Rule 6(a) must surrender their Diploma prior to the conferral of the Degree.

### Schedule of Units

#### PART A

MN411	Tourism and Hospitality Studies I
MK127	Introduction to Tourism and Hospitality Marketing
BS207	Personal Communications for the Tourism and Hospitality Industry
MN440	Introduction to Tourism and Hospitality Management
MN412	Tourism and Hospitality Studies II
MN413	Human Resource Management in the Tourism and Hospitality Industry
MN415	Tourism and Hospitality Research and Analysis
MK128	Tourism Hospitality Sales and Promotion
AC206	Financial Analysis for Tourism and Hospitality
MN441	Tourism and Hospitality Services Management
LA205	Industrial Relations and Law for Tourism and Hospitality
MN417	Strategic Management for Tourism and Hospitality Enterprises
MN221	Intern Study I*
MN222	Intern Study II*
MN223	Intern Study III*
MN224	Intern Study IV*

#### PART B

AC207	Hospitality and Tourism Financial Management
MN416	Tourism and Hospitality Industry Project
MN419	Food and Beverage Management
MN418	Accommodation and Information Technology Systems
MN421	Events Management

MN426	Gaming and Club Management
MN423	Tourism Planning and the Environment
MN427	Entrepreneurship in Tourism and Hospitality
MN425	Pacific Asia Tourism Marketing and Development
MN422	Tourism Market Research Methods
MN420	Conventions, Meetings and Exhibitions Management
MN424	Economic Analysis for Tourism and Hospitality
MK204	Special Interest Tourism
JP301	Japanese I
JP302	Japanese II

\* The Intern Study I-IV may be taken either throughout the course during times when other units are not scheduled, or over a 24-week period after the completion of Semester 5. All internship placements must be approved by the Internship Co-ordinator prior to commencement.

#### NB:

1. Core units must be taken in the order that they are offered or at the discretion of the School Board.
2. The offering of any unit listed in Part B of the Schedule is at the discretion of the School Board subject to student numbers, availability of staff and timetabling constraints.
3. All elective units are subject to approval by the School Board.

## **BACHELOR OF BUSINESS IN TOURISM WITH HONOURS (Abbreviated title: BBus(Hons))**

topic of the Major Study may be related, but may not be identical, to the topics selected for the Minor Studies.

### **General**

The Honours course is a separate fourth year of study which may be undertaken following successful completion of an undergraduate degree. The Honours degree may be a completion point for tertiary study itself but, in many cases, it represents the starting point for entry to further postgraduate research degrees. The Honours degree should provide an indication of a student's research potential and introduce students to basic research training.

### **Course Structure**

The Bachelor of Business in Tourism with Honours course comprises two Minor Studies and a Major Study, as set out in the Schedule appearing below.

### **Rules Governing Candidature**

Information and Rules concerning Bachelors degrees with Honours (where Honours is taken as a separate fourth year following a three-year Bachelors degree), are given in the Rules entry in this Handbook (Part B).

### **Schedule of Units**

TR803	Tourism Minor Study I
TR804	Tourism Minor Study II
TR801	Tourism Major Study I

#### **Notes to this Schedule:**

1. Minor Studies may be taken in two of the following areas:
  - (a) Advanced Australian Tourism Studies
  - (b) Advanced Tourism Planning
  - (c) Advanced Tourism Research Methods
  - (d) Commercial Recreation and Leisure Services
  - (e) Issues in Advanced Tourism Marketing
  - (f) Issues in Advanced Human Resource Management for the Tourism Industry
  - (g) Issues in Advanced Tourism Management
  - (h) Pacific Rim Tourism
  - (i) Tourism for Special Populations
2. The Major Study must be on a topic within the general areas of Tourism Marketing, Tourism Planning, Tourism Policy, or Tourism and Hospitality Management. The

## **BACHELOR OF HOTEL MANAGEMENT** (Abbreviated title: BHotelMangt)

### **Introduction**

The course prepares graduates for employment in hotel management positions in Australia and internationally. The course focuses on hotel operational skills, management practice in the international hotel management sector and the skills needed for continued learning in a changing and global business environment.

This degree is offered at The Hotel School in Sydney. The Hotel School is a joint venture between Southern Cross University and the Inter-Continental Hotel.

### **Course Structure**

Once gaining an Advanced Diploma in Hotel Management students may enrol in the degree programme. They will complete five units, one of which will require a six-week industry placement. Upon successful completion of these units, the student will have fulfilled the requirements for the Bachelor of Hotel Management.

### **Admission**

The pre-requisite for the degree programme is a Diploma and Advanced Diploma in Hotel Management offered by The Hotel School. Applicants for admission to the Diploma must have completed a Certificate IV in Hospitality (or equivalent) and have demonstrated a capacity for successful completion of university studies. Selection of applicants, if necessary, will be based upon academic merit in the Certificate IV in Hospitality course, or equivalent.

### **Rules Governing Candidature**

For the purpose of these Rules:

- (a) "Institute" means Australasian Institute of Hotel Management;
- (b) "candidate" means a person:
  - 1. enrolled in the University as a student;
  - or
  - 2. registered as a student in the Institute.
- (c) "unit" means a component of a course and includes equivalent units offered by the School as listed in the Schedule of Units attached to these Rules.

#### **1. Qualification for Admission**

Applicants for admission to candidature for

Bachelor of Hotel Management shall:

- (a) have completed the requirements for award of an Advanced Diploma of Hotel Management or such similar qualifications considered acceptable by the Head of School for admission; or
- (b) have obtained the Head of School's permission to enrol in the Bachelor of Hotel Management based on previous workplace experience and/or written application.

#### **2. Requirements for the Bachelor of Hotel Management**

A candidate for the Bachelor of Hotel Management must complete or be granted advanced standing for not less than twenty four (24) units. Unless the Head of School in special circumstances otherwise approves, the units must include all units in Part A and no less than two (2) units from Part B of the Schedule of Units attached to these Rules.

#### **3. Duration of Course**

Unless the Head of School otherwise determines, a candidate must complete the course in not less than six (6) semesters.

#### **4. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester.
- (b) a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Head of School's discretion is exercised such candidate shall be permitted to enrol in not more than five (5) units in any one semester.

## 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

## 6. Advanced Standing

- (a) The School Board may grant a candidate advanced standing for up to nineteen (19) units of the Bachelor of Hotel Management either:
  - (i) on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board; or
  - (ii) on the basis of units successfully completed through the Institute; provided that in all cases the units so completed are considered to be equivalent to a unit or units in the Schedule;
- (b) Candidates who have completed the requirements of the Diploma of Hotel Management may be granted advanced standing for up to fifteen (15) units.
- (c) Candidates who have completed the requirements of the Advanced Diploma of Hotel Management may be granted advanced standing for up to nineteen (19) units;
- (d) Notwithstanding the above no student may be granted more than nineteen (19) units of advanced standing.

## 7. Admission to Bachelor of Hotel Management

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all applicable By-laws and other Rules may be admitted to the degree of Bachelor of Hotel Management.

### Schedule of Units

Available from the School of Tourism and Hospitality Management.

**GRADUATE CERTIFICATE IN  
INTERNATIONAL TOURISM  
MANAGEMENT  
(Abbreviated title:  
GradCertIntTourMangt)**

**GRADUATE CERTIFICATE IN  
INTERNATIONAL HOTEL  
MANAGEMENT  
(Abbreviated title:  
GradCertIntHotMangt)**

### Introduction

The Graduate Certificates, Graduate Diplomas and Masters of International Tourism Management and International Hotel Management are designed to provide graduates and experienced managers with the opportunity to undertake advanced study in international tourism and hotel management.

### Course Structure

The Graduate Certificate requires completion of at least four (4) units described in the accompanying Schedule\*.

Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules.

### Rules Governing Candidature

#### 1. Admission to Candidature

1.1 Applicants for admission to candidature for the Graduate Certificate shall provide evidence of at least one year's experience in a field of employment acceptable to the School Board, School of Tourism and Hospitality Management and shall either:

- (a) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university or tertiary institution; or

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\* The Schedule of Units is to be found at the end of the entry for the Master of International Tourism Management and Master of International Hotel Management.

- (b) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (a).

1.2 An applicant for candidature shall apply to the Head, School of Tourism and Hospitality Management on the prescribed form.

1.3 Admission to candidature and the trimester of commencement shall be determined by the Head of School.

1.4 After admission to candidature, a candidate shall submit a programme of study for approval by the Head of School.

## **2. Requirements for the Graduate Certificate**

To satisfy requirements for the Graduate Certificate the candidate shall complete a programme equivalent to at least four (4) units of study approved by the Head of School, including units selected from the appropriate Schedule annexed to these Rules. In special circumstances other coursework units may be approved by the Head of School.

## **3. Period of Candidature**

3.1 Except with the permission of the School Board, a full-time candidate shall pursue the approved course of study for not more than three (3) fifteen (15) week trimesters of full-time study and not more than six (6) trimesters of part-time study. There will be three (3) fifteen (15) week trimesters in each calendar year.

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

## **4. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.

## **5. Completion of a Unit**

A candidate shall have completed a unit when either:

- (a) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and

Examination Rule 9; or

- (b) the candidate has been granted advanced standing in the unit.

## **6. Advanced Standing**

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

## **7. Admission to the Graduate Certificate in International Tourism Management or the Graduate Certificate in International Hotel Management**

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

**GRADUATE DIPLOMA IN  
INTERNATIONAL TOURISM  
MANAGEMENT**

**(Abbreviated title:  
GradDipIntTourMangt)**

**GRADUATE DIPLOMA IN  
INTERNATIONAL HOTEL  
MANAGEMENT**

**(Abbreviated title:  
GradDipIntHotMangt)**

**Introduction**

The Graduate Certificates, Graduate Diplomas and Masters of International Tourism Management and International Hotel Management are designed to provide graduates and experienced managers with the opportunity to undertake advanced study in international tourism and hotel management.

**Course Structure**

The Graduate Diploma requires completion of at least eight (8) units described in the accompanying Schedule\*.

Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules.

**Rules Governing Candidature**

**1. Admission to Candidature**

- 1.1 Applicants for admission to candidature for the Graduate Diploma shall provide evidence of at least one year's experience in a field of employment acceptable to the School Board, School of Tourism and Hospitality Management and shall:
- have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university of tertiary institution; or
  - have completed the Graduate Certificate in International Tourism Management or the Graduate Certificate in International Hotel Management, whichever is appropriate.
  - have demonstrated academic or professional standing considered by the School Board to be equivalent to the

requirement of (a) or (b).

- 1.2 An applicant for candidature shall apply to the Head, School of Tourism and Hospitality Management on the prescribed form.
- 1.3 Admission to candidature and the trimester of commencement shall be determined by the Head of School.
- 1.4 After admission to candidature, a candidate shall submit a programme of study for approval by the Head of School.

**2. Requirements for the Graduate Diploma**

To satisfy requirements for the Graduate Diploma, the candidate shall complete a programme equivalent to at least eight (8) units of study approved by the Head of School, including units selected from the appropriate Schedule annexed to these Rules. In special circumstances other coursework units may be approved by the Head of School.

**3. Period of Candidature**

- 3.1 Except with the permission of the School Board, a full-time candidate shall pursue the approved course of study for not more than six (6) fifteen (15) week trimesters of full-time study and not more than twelve (12) trimesters of part-time study. There will be three (3) fifteen (15) week trimesters in each calendar year.
- 3.2 The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

**4. Enrolment**

Unless the Head of School otherwise determines:

- a candidate shall remain enrolled for the duration of each semester; and
- a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.

**5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

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\* The Schedule of Units is to be found at the end of the entry for the Master of International Tourism Management and Master of International Hotel Management.



## 6. Advanced Standing

- 6.1 At the discretion of the School Board, a candidate may be granted advanced standing for up to four (4) units on the basis of units completed at this University or at another University or tertiary institution for the Graduate Diploma provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.
- 6.2 A candidate who, within three (3) months of completing all the requirements for the appropriate Graduate Certificate elects to enrol in the Graduate Diploma programme shall be granted advanced standing for four (4) units towards those qualifications subject to the candidate surrendering the right to be awarded the Graduate Certificate.
- 6.3 A candidate granted advanced standing in accordance with the provision of 6.2 but who subsequently fails to complete the Graduate Diploma on application shall be entitled to be awarded the Graduate Certificate at the next appropriate graduation ceremony.
- 6.4 Notwithstanding, the total of advanced standing based on units other than those in the Graduate Certificate shall not exceed 50% of the course.

## 7. Admission to the Graduate Diploma in International Tourism Management or the Graduate Diploma in International Hotel Management

- 7.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University, may be admitted to the Graduate Diploma in International Tourism Management or the Graduate Diploma in International Hotel Management.
- 7.2 A candidate granted advanced standing under Rule 6.2 must surrender the Graduate Certificate prior to conferral of the degree.

### MASTER OF INTERNATIONAL TOURISM MANAGEMENT

(Abbreviated title:  
MIntTourMangt)

### MASTER OF INTERNATIONAL HOTEL MANAGEMENT

(Abbreviated title: MIntHotMangt)

## Introduction

The Graduate Certificate, Graduate Diploma and Masters programmes are designed to provide graduates and experienced managers with the opportunity to undertake advanced study in international tourism and hotel management.

## Course Structure

The Masters degree requires completion of at least twelve (12) units described in the accompanying Schedule.

Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules.

## Rules Governing Candidature

### 1. Admission to Candidature

- 1.1 Applicants for admission to candidature for the Masters degree shall provide evidence of at least one year's experience in a field of employment acceptable to the School Board, School of Tourism and Hospitality Management and shall:
  - (a) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university of tertiary institution; or
  - (b) have completed the Graduate Diploma; or

- (c) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (a) or (b).

- 1.2 An applicant for candidature shall apply to the Head, School of Tourism and Hospitality Management on the prescribed form.
- 1.3 Admission to candidature and the trimester of commencement shall be determined by the Head of School.
- 1.4 After admission to candidature, a candidate shall submit a programme of study for approval by the Head of School.

## **2. Requirements for the Master of International Tourism Management or the Master of International Hotel Management**

To satisfy requirements for the Masters programme, the candidate shall complete a programme equivalent to at least twelve (12) units of study approved by the Head of School, including units selected from the appropriate Schedule annexed to these Rules. In special circumstances other coursework units may be approved by the Head of School.

## **3. Period of Candidature**

- 3.1 Except with the permission of the School Board, a full-time candidate shall pursue the approved course of study for not more than nine (9) fifteen (15) week trimesters; in all other cases, the maximum period of candidature shall be eighteen (18) fifteen (15) week trimesters. There will be three (3) fifteen (15) week trimesters in each calendar year.
- 3.2 The School Board may grant leave of absence from candidature and the period of such leave shall not be counted as part of the prescribed period of candidature.

## **4. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester; and
- (b) a candidate shall enrol in not more than four (4) units in any one semester. Provided that where the Head of School's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one semester.

## **5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

## **6. Advanced Standing**

- 6.1 At the discretion of the School Board, a candidate may be granted advanced standing for up to six (6) units on the basis of units completed at this University or at another University or tertiary institution for the Masters degree provided that those units have not been counted towards another qualification and they have a reasonable degree of correspondence to units prescribed for the coursework programme.
- 6.2 A candidate who has completed all the requirements for the Graduate Certificate may be granted advanced standing for up to four (4) units.
- 6.3 A candidate who has completed the requirements for the Graduate Diploma may be granted advanced standing for up to eight (8) units.
- 6.4 Notwithstanding, the total of advanced standing based on units other than those in the appropriate Graduate Certificate and Graduate Diploma shall not exceed 50% of the course.

## 7. Admission to the Degree of Master of International Tourism Management or the Master of International Hotel Management

7.1 A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University, may be admitted to the degree of Master of International Tourism Management or the Master of International Hotel Management.

7.2 A candidate granted advanced standing under Rule 6.2 must surrender the Graduate Certificate prior to conferral of the degree.

7.3 A candidate granted advanced standing under Rule 6.3 must surrender the Graduate Diploma prior to the conferral of the degree.

### Schedule of Units

MK904	Strategic Marketing for Tourism and Hospitality Industries
MK905	Marketing Management for Tourism and Hospitality Industries
MN906	International Tourism Studies
MN907	Tourism and Hospitality Management
MN908	Strategic Management in Tourism and Hospitality Industries
MN909	Management for Quality Tourism and Hospitality Services
MN912	Environmental Management for Hotels
MN913	Business Analysis for Tourism and Hospitality Managers
MN914	Managing Human Resources and Change in the Hotel Industry
AC900	Hotel Accounting and Finance
MN910	Tourism and Hospitality Project I #

# Double-weighted unit.

## MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

## CERTIFICATE IN CLUB MANAGEMENT (Abbreviated title: CertClubMangt)

### Rules Governing Candidature

For the purpose of these Rules:

- (a) "Centre" means the Centre for Professional Development in Club Management;
- (b) "candidate" means a person:
  - (i) enrolled in the University as a student; or
  - (ii) registered as a student in the Centre;
- (c) "unit" means a component of a course and includes equivalent units offered by the Centre as listed in the Schedule of Units attached to these Rules\*.

### 1. Qualification for Admission

Applicants for admission to candidature for the Certificate in Club Management shall:

- (a) be employed in a club which is registered under legislation relating to licensed clubs; and
- (b) have obtained the Head, School of Tourism and Hospitality Management's permission to enrol in the Certificate in Club Management.

### 2. Requirements for the Certificate

- (a) A candidate for the certificate must complete not less than five (5) units. Unless the Head of School in special circumstances otherwise approves, the units must be selected from those listed in the Schedule of Units attached to these Rules.
- (b) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

### 3. Duration of Course

Unless the Head of School otherwise determines, a candidate must complete the course in not less than two (2) semesters.

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than two (2) units in any one semester. Provided that where the Head of School's discretion is exercised such candidate shall be permitted to enrol in not more than four (4) units in any one semester.

### 5. Completion of a Unit

\* The Schedule of Units is to be found at the end of the entry for the Bachelor of Business in Club Management.

A candidate shall have completed a unit when either:

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

#### **6. Advanced Standing**

- (a) The School Board, School of Tourism and Hospitality Management may grant a candidate advanced standing for up to five (5) units either:
    - (i) on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board; or
    - (ii) on the basis of employment experience where that employment experience is considered by the School Board to be equivalent to or greater than that needed to satisfy requirements for the unit(s); or
    - (iii) on the basis of units successfully completed through the Centre;
- provided that in all cases the work or units so completed are considered to be equivalent to a unit or units in the Schedule.

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

### **ADVANCED CERTIFICATE IN CLUB MANAGEMENT (Abbreviated title: AdvCertClubMangt)**

#### **Rules Governing Candidature**

For the purpose of these Rules:

- (a) "Centre" means the Centre for Professional Development in Club Management;
- (b) "candidate" means a person:
  - (i) enrolled in the University as a student; or
  - (ii) registered as a student in the Centre;
- (c) "unit" means a component of a course and includes equivalent units offered by the Centre as listed in the Schedule of Units

attached to these Rules\*.

#### **1. Qualification for Admission**

Applicants for admission to candidature for the Advanced Certificate in Club Management shall:

- (a) be employed in a club which is registered under legislation relating to licensed clubs; and
- (b) have obtained the Head, School of Tourism and Hospitality Management's permission to enrol in the Advanced Certificate in Club Management.

#### **2. Requirements for the Advanced Certificate**

- (a) A candidate for the Advanced Certificate must complete not less than ten (10) units. Unless the Head of School in special circumstances otherwise approves, the units must be selected from those listed in the Schedule of Units attached to these Rules.

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\* The Schedule of Units is to be found at the end of the entry for the Bachelor of Business in Club Management.

- (b) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

### 3. Duration of Course

Unless the Head of School otherwise determines, a candidate must complete the course in not less than three (3) semesters.

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than two (2) units in any one semester. Provided that where the Head of School's discretion is exercised such candidate shall be permitted to enrol in not more than four (4) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

- (a) The School Board, School of Tourism and Hospitality Management may grant a candidate advanced standing for up to ten (10) units either:
  - (i) on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board; or
  - (ii) on the basis of employment experience where that employment experience is considered by the School Board to be equivalent to or greater than that needed to satisfy requirements for the unit(s); or
  - (iii) on the basis of units successfully completed through the Centre;

provided that in all cases the work or units so completed are considered to be equivalent to a unit or units in the Schedule.
- (b) Within the ten (10) units provided for in 6(a) above, candidates who have

completed the requirements of the Certificate in Club Management may be granted advanced standing for up to five (5) units.

### 7. Certificate in Club Management May Be Awarded

A student who while enrolled as a candidate for the Advanced Certificate in Club Management has completed the requirements for the Certificate in Club Management may elect to be awarded the Certificate in Club Management.

### 8. Admission to the Advanced Certificate in Club Management

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Advanced Certificate in Club Management.
- (b) A candidate granted advanced standing under Rule 6(b) must surrender the Certificate prior to conferral of the Advanced Certificate.

## ASSOCIATE DEGREE IN CLUB MANAGEMENT (Abbreviated title: AssocDegClubMangt)

### Rules Governing Candidature

For the purpose of these Rules:

- (a) "Centre" means the Centre for Professional Development in Club Management;
- (b) "candidate" means a person:
  - (i) enrolled in the University as a student; or
  - (ii) registered as a student in the Centre;
- (c) "unit" means a component of a course and includes equivalent units offered by the Centre as listed in the Schedule of Units attached to these Rules\*.

### 1. Qualification for Admission

Applicants for admission to candidature for the Associate Degree in Club Management shall:

- (a) be employed in a club which is registered under legislation relating to licensed clubs, and
- (b) have obtained the Head, School of

\* The Schedule of Units is to be found at the end of the entry for the Bachelor of Business in Club Management.

Tourism and Hospitality Management's permission to enrol in the Associate Degree in Club Management.

## **2. Requirements for the Associate Degree**

- (a) A candidate for the Associate Degree must complete not less than sixteen (16) units. Unless the Head of School in special circumstances otherwise approves, the units must be selected from those listed in the Schedule of Units attached to these Rules.
- (b) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

## **3. Duration of Course**

Unless the Head of School otherwise determines, a candidate must complete the course in not less than four (4) semesters.

## **4. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester:
- (b) a candidate shall enrol in not more than two (2) units in any one semester. Provided that where the Head of School's discretion is exercised such candidate shall be permitted to enrol in not more than four (4) units in any one semester.

## **5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

## **6. Advanced Standing**

- (a) The School Board, School of Tourism and Hospitality Management may grant a candidate advanced standing for up to sixteen (16) units either
  - (i) on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board; or
  - (ii) on the basis of employment experience where that employment experience is considered by the School Board to be equivalent to or

greater than that needed to satisfy requirements for the unit(s); or

- (iii) on the basis of units successfully completed through the Centre;

provided that in all cases the work or units so completed are considered to be equivalent to a unit or units in the Schedule.

- (b) Within the sixteen (16) units provided for in 6(a) above, candidates who have completed the requirements of

- (i) the Certificate in Club Management may be granted advanced standing for up to five (5) units; or

- (ii) the Advanced Certificate in Club Management may be granted advanced standing for up to ten (10) units.

## **7. Certificate in Club Management May Be Awarded**

A student who while enrolled as a candidate for the Associate Degree in Club Management has completed the requirements for the Certificate in Club Management may elect to be awarded the Certificate in Club Management.

## **8. Advanced Certificate in Club Management May Be Awarded**

A student who while enrolled as a candidate for the Associate Degree in Club Management has completed the requirements for the Advanced Certificate in Club Management may elect to be awarded the Advanced Certificate in Club Management.

## **9. Admission to the Associate Degree in Club Management**

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the Associate Degree in Club Management.
- (b) A candidate granted advanced standing under Rule 6(b) must surrender the Certificate prior to conferral of the Associate Degree.
- (c) A candidate granted advanced standing under Rule 6(c) must surrender the Advanced Certificate prior to conferral of the Associate Degree.

**BACHELOR OF BUSINESS IN  
CLUB MANAGEMENT  
(Abbreviated title:  
BBusClubMangt)**

**Rules Governing Candidature**

For the purpose of these Rules:

- (a) "Centre" means the Centre for Professional Development in Club Management;
- (b) "candidate" means a person:
  - (i) enrolled in the University as a student; or
  - (ii) registered as a student in the Centre;
- (c) "unit" means a component of a course and includes equivalent units offered by the Centre as listed in the Schedule of Units attached to these Rules.

**1. Qualification for Admission**

Applicants for admission to candidature for the Bachelor of Business in Club Management shall either:

- (a) have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement; or
- (b) have been granted consideration for admission under a special entry category which places emphasis on experience and motivation.

**2. Requirements for the Degree**

- (a) A candidate for the degree must complete not less than twenty-four (24) units. Unless the Head, School of Tourism and Hospitality Management in special circumstances otherwise approves, the units completed must include:
  - (i) twenty (20) units selected from Part A of the Schedule of Units attached to these Rules; and
  - (ii) not less than two (2) units selected from Part B of the Schedule of Units attached to these Rules.
- (b) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

**3. Duration of Course**

Unless the Head of School otherwise determines, a candidate must complete the course in not less than six (6) semesters.

**4. Enrolment**

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than two (2) units in any one semester. Provided that where the Head of School's discretion is exercised such candidate shall be permitted to enrol in not more than four (4) units in any one semester.

**5. Completion of a Unit**

A candidate shall have completed a unit when either:

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

## 6. Advanced Standing

- (a) The School Board, School of Tourism and Hospitality Management may grant a candidate advanced standing for up to twenty-four (24) units either:
  - (i) on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board; or
  - (ii) on the basis of employment experience where that employment experience is considered by the School Board to be equivalent to or greater than that needed to satisfy requirements for the unit(s); or
  - (iii) on the basis of units successfully completed through the Centre; provided that in all cases the work or units so completed are considered to be equivalent to a unit or units in the Schedule.
- (b) Candidates who have completed the requirements of the Certificate in Club Management may be granted advanced standing for up to five (5) units.
- (c) Candidates who have completed the requirements of the Advanced Certificate in Club Management may be granted advanced standing for up to ten (10) units.
- (d) Candidates who have completed the requirements of the Associate Degree in Club Management may be granted advanced standing for up to sixteen (16) units.

## 7. Certificate in Club Management May Be Awarded

A student who while enrolled as a candidate for the degree of Bachelor of Business in Club Management has completed the requirements for the Certificate in Club Management may elect to be awarded the Certificate in Club Management.

## 8. Advanced Certificate in Club Management May Be Awarded

A student who while enrolled as a candidate for the degree of Bachelor of Business in Club Management has completed the requirements for the Advanced Certificate in Club Management may elect to be awarded the Advanced Certificate in Club Management.

## 9. Associate Degree in Club Management May Be Awarded

A student who while enrolled as a candidate for the degree of Bachelor of Business in Club Management has completed the requirements for the Associate Degree in Club Management may elect to be awarded the Associate Degree in Club Management.

## 10. Admission to the Degree of Bachelor of Business in Club Management

- (a) A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules applicable to the University may be admitted to the degree of Bachelor of Business in Club Management.
- (b) A candidate granted advanced standing under Rule 6(d) must surrender the Associate Degree prior to conferral of the degree.
- (c) A candidate granted advanced standing under Rule 6(c) must surrender the Advanced Certificate prior to conferral of the degree.
- (d) A candidate granted advanced standing under Rule 6(b) must surrender the Certificate prior to conferral of the degree.

## Schedule of Units

### PART A

FM101	Finance and Information Systems I
FM102	Finance and Information Systems II
FM103	Finance and Information Systems III
FM104	Finance and Information Systems IV
MK121	Client Services and Marketing I
MK122	Client Services and Marketing II
MN103	Gaming Management I
MN104	Gaming Management II



MN105	Gaming Management III
MN141	Facility and Risk Management I
MN142	Facility and Risk Management II
MN143	Facility and Risk Management III
MN286	Quality Assurance: Food and Beverage
MN287	Quality Assurance: Inventory Management
MN288	Quality Assurance: Functions and Meetings Management
MN291	Human Resource Management I: Introduction
MN292	Human Resource Management II: Communication
MN293	Human Resource Management III: Organisation
MN294	Human Resource Management IV: Policies
MN295	Human Resource Management V: Management

#### **PART B**

MK123	Client Services and Marketing III
MK124	Sales Management
MN106	Gaming Management IV
MN146	Business Planning and Policy
MN147	Project Management
MN411	Tourism and Hospitality Studies I
MN418	Accommodation and Information Technology Systems
MN441	Tourism and Hospitality Services Management
MN421	Events Management

## **DIPLOMA OF BUSINESS MANAGEMENT** (Abbreviated title: DipBusMangt)

### **Introduction**

Southern Cross University pioneered in Australia the establishment of partnerships with employers through the joint establishment of Centres for Professional Development (CPDs). The Ansett Centre for Business Education has been formed to facilitate the provision of study programmes and related services to meet the education and training needs of Ansett Australia personnel. The Ansett Centre for Business Education is another example of a successful joint development between the University and industry.

### **Course Structure**

The Diploma of Business Management is a two-year part-time course and has been designed specifically to provide students with the knowledge and skills required of middle managers employed by Ansett Australia. Within all units, there is the opportunity for students to use their current work practice and experience to tailor studies to suit their individual needs.

In the first year of the programme, students undertake compulsory units in core business disciplines, including Communications, Human Resource Management, Financial Management and Marketing.

In the second year, units build on these core disciplinary areas by examining industrial relations and legal requirements of day-to-day travel operations. This year also includes an examination of both services and project management. In the final semester, an applied research project will allow students to link different elements of the course, and evaluate their application in the workplace.

### **Admission**

Applicants for admission to candidature must be 21 years of age and have demonstrated a capacity for successful completion of this course either through previous workplace experience or in their written application.

Candidates for the Diploma must also be current employees of Ansett Australia and have been employed by Ansett for not less than 12 months.

Selection of students is based upon the following:

- employment experience – length of employment, seniority, range, type and relevance;
- education – HSC, post-secondary, relevance of post-secondary experience, previous

- motivation and aptitude – general indicators such as commitment, professionalism of application in terms of extent, scope, quality of supporting documentation, enthusiasm for the programme and demonstration of their motivation towards long-term goals within the travel and tourism industry. Demonstrated written communication skills are also considered.

### Rules Governing Candidature

#### 1. Qualification for Admission

Applicants for admission to candidature for the Diploma of Business Management shall:

- have completed the Higher School Certificate, or equivalent, at an acceptable level of achievement, or have been granted consideration for admission under a special entry category; or
- have obtained the Head, School of Tourism and Hospitality Management's permission to enrol in the Diploma of Business Management based on demonstrated capacity to undertake the course through previous workplace experience and/or in their written application.

#### 2. Requirements for the Diploma of Business Management

- A candidate for the Diploma of Business Management must complete not less than eight (8) units. Unless the Head of School in special circumstances otherwise approves, the units must be selected from those listed in the Schedule of Units attached to these Rules.
- A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

#### 3. Duration of Course

Unless the Head of School otherwise determines, a candidate must complete the course in not less than two (2) semesters.

#### 4. Enrolment

Unless the Head of School otherwise determines:

- a candidate shall remain enrolled for the duration of each semester;
- a candidate normally shall enrol in not more than two (2) units in any one semester. Provided that where the Head of School's discretion is exercised, such

candidate shall be permitted to enrol in not more than four (4) units in any one semester.

#### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 6. Advanced Standing

The School Board, School of Tourism and Hospitality Management may grant a candidate advanced standing for up to four (4) units either:

- on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board; or
- on the basis of employment experience considered by the School Board to be equivalent to or greater than that needed to satisfy requirements for the unit(s);

provided that in all cases the work or units so completed are considered to be equivalent to a unit or units in the Schedule.

#### 7. Admission to the Diploma of Business Management

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

### Schedule of Units

BS202	Personal Communications for Tourism
MN197	Human Resource Management in the Tourism and Hospitality Industry
AC204	Financial Analysis for the Travel Industry
MK125	Travel Sales and Marketing
MN198	Travel Services Management
MN199	Project Management in the Tourism Industry
LA204	Elements of Business Law for the Travel and Tourism Industry
MN200	Ansett Project

**DIPLOMA OF FOOD SERVICE  
MANAGEMENT  
(Abbreviated title:  
DipFoodServMangt)**

**Introduction**

The Restaurant and Catering Industry Association of Australia and Southern Cross University have jointly developed a Diploma of Food Service Management designed specifically to meet the needs for employment and professional advancement in the dynamic hospitality industry. The innovative programme offers distance education with personal support for study at home, multiple exit points — the ability to choose selected modules or the entire programme — and two years of part-time study that lead to industry relevant qualifications.

**Course Structure**

Participants study vital elements of food service management in areas of personal communications, finance and budgeting systems, human resource management, marketing and quality assurance, risk management, small business management — all cumulating in a final food service industry project.

Materials and support services provided to each student comprise course introductory guide, unit study guide, book of readings, telephone support by individual tutor, telephone tutorials and optional student network.

**Admission**

Applicants for admission to candidature must be 21 years of age and have demonstrated a capacity for successful completion of this course through previous workplace experience or in their written application. Selection of students is based upon the following:

- previous educational attainment;
- prior experience at a senior level within the industry;
- demonstrated commitment to the programme.

**Rules Governing Candidature**

**1. Qualification for Admission**

Applicants for admission to candidature for the Diploma of Food Service Management shall:

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

- (b) have obtained the Head, School of Tourism and Hospitality Management's permission to enrol in the Diploma of Food Service Management based on previous workplace experience and/or written application.

**2. Requirements for the Diploma of Food Service Management**

- (a) To satisfy the requirements for the Diploma of Food Service Management, a candidate shall complete not less than eight (8) units. Unless the Head of School in special circumstances otherwise approves, the units must be selected from those listed in the Schedule of Units attached to these Rules.

- (b) A candidate shall select units the completion of which is concurrently possible under the lecture timetable or other delivery mode in force from time to time.

### 3. Duration of Course

Unless the Head of School otherwise determines, a candidate must complete the course in not less than two (2) semesters.

### 4. Enrolment

Unless the Head of School otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each semester;
- (b) a candidate shall enrol in not more than two (2) units in any one semester. Provided that where the Head of School's discretion is exercised such candidate shall be permitted to enrol in not more than four (4) units in any one semester.

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

The School Board, School of Tourism and Hospitality Management may grant a candidate advanced standing for up to four (4) units either:

- (a) on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School Board; or
- (b) on the basis of employment experience considered by the School Board to be equivalent to or greater than that needed to satisfy requirements for the unit(s);

provided that in all cases the work or units so completed are considered to be equivalent to a unit or units in the Schedule.

### 7. Admission to the Diploma of Food Service Management

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

### Food Service Management.

#### Schedule of Units

MN124	Communications in the Food Service Industry
MN125	Human Resource Management in the Food Service Industry
AC205	Finance and Budgeting Systems for Food Services
MK126	Hospitality Marketing and Quality Assurance
MN126	Project Management for the Food Service Industry
MN127	Risk Management in the Food Service Industry
MN128	Small Business Management for Food Services
MN129	Food Service Industry Project

## *The University's Colleges*

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

The Colleges are the:

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

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

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

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

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

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

*College of Indigenous  
Australian Peoples*

## College of Indigenous Australian Peoples

### Director

Associate Professor S. B. Schnierer MSc(Qld)

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

The College of Indigenous Australian Peoples offers the following programmes:

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

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

### THE TERTIARY FOUNDATION CERTIFICATE FOR INDIGENOUS AUSTRALIANS

#### Introduction

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

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

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

## Admission Requirements

Applicants must:

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

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

## Rules Governing Candidature

### 1. Qualifications for Admission

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

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

### 2. Requirements for the Certificate

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

### 3. Duration of Course

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

### 4. Enrolment

Unless the Director of College otherwise determines:

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

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

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

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

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

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

## Schedule of Units

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



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

### Introduction

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

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

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

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

### Course Pattern

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

### Admission

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

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

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

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

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

### Rules Governing Candidature

1. For the purpose of these Rules, the relevant definitions contained in the Glossary apply.
2. (a) A candidate shall enrol in units selected from and in accordance with the Schedule of Units attached to these Rules ("the Schedule").  
(b) The Director, College of Indigenous Australian Peoples may permit a candidate to enrol in a unit or units other than those specified in the Schedule.
3. A candidate shall select units, the completion of which is concurrently possible under the lecture timetable in force.
4. Subject to these Rules, a candidate shall:
  - (a) if enrolled in a full-time study mode, complete the units for the Associate Degree over a period of not less than four semesters and not more than eight semesters from the time of enrolment;
  - (b) if enrolled in a part-time study mode, complete the units for the Associate Degree over a period of not less than six semesters and not more than twelve semesters from the time of enrolment;
  - (c) be enrolled:
    - (i) for the duration of each semester in not less than two (2) units; and
    - (ii) in not more than four (4) units;

provided that the Director of College may approve enrolment in an enrichment unit as a fifth unit or, in exceptional circumstances, exempt a candidate from such requirements provided further that these provisions shall not permit enrolment in more than five (5) units and shall not apply to a candidate who has one unit only to complete to satisfy requirements for the Associate Degree;

  - (d) be entitled to be awarded the Associate Degree upon completion of no less than sixteen (16) units comprising;

- (i) all fourteen (14) units in the Schedule; and
  - (ii) two (2) elective units;
- (e) have completed a unit when either:
  - (i) a grade indicating satisfactory completion of the unit has been attained as prescribed in Assessment and Examination Rule 9; or
  - (ii) advanced standing has been granted in that unit.
- 5. A candidate who has completed one or more units and who, with the prior approval of the College Board, College of Indigenous Australian Peoples completes one or more units at an appropriate institution may be granted credit of not more than 50% of the Associate Degree provided that the unit or units so completed are considered by the College Board to be equivalent to a unit or units in the Schedule.
- 6. The College Board may grant advanced standing:
  - (a) of not more than 50% of the Associate Degree to:
    - (i) a graduate of an appropriate institution or a person with equivalent qualifications; or
    - (ii) a person who has completed successfully work or units toward an award of an appropriate institution or equivalent qualification;

where work or units so completed are considered to be equivalent to a unit or units in the Schedule;
  - (b) of not more than three (3) units to a person whose current work practices are certified, by an appropriately qualified member of the person's work team, as constituting an equivalent educational experience.
- 7. The Academic Board may grant more advanced standing than that specified in Rule 6(a).
- 8. The Academic Board may from time to time vary the contents of the Schedule.

### Schedule of Units

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

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

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

#### Introduction

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

## Rules Governing Candidature

### General

#### 1. Pass Level

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

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

To gain credit for a unit the candidate shall either:

- (a) within the time prescribed for that unit attend lectures, seminars and tutorials, complete the assignments and pass the examinations described in that unit's course of study, and shall fulfil such other requirements connected therewith as the Director, College of Indigenous Australian Peoples may from time to time prescribe; or
  - (b) be granted advanced standing for the unit in accordance with these Rules.
3. Nothing in these Rules shall excuse a candidate from any condition prescribed by any other relevant rule in relation to enrolment for a unit.

#### 4. Requirements for the Award

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

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

#### 5. Limitation of Enrolment

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

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

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

#### 7. Advanced Standing

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

8. A candidate who has fulfilled the requirements of these Rules, and otherwise has complied with provisions of the By-laws and other rules applicable to him/her, may be admitted to the Associate Degree in Law (Aboriginal Paralegal Studies).
9. Unless the Director of College otherwise determines, a candidate shall be required to complete the requirements of the Associate Degree in Law (Aboriginal Paralegal Studies) in not more than six years from the date of commencement.

## Schedule of Units

### PART A

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

## PART B\*

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

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

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

### Introduction

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

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

### Aims

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

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

### Admission

Applicants for admission shall either:

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

### Selection

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

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

## Rules Governing Candidature

### Interpretation

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

#### 1. Qualifications for Admission

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

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

#### 2. Requirements for the Degree

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

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

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

#### 3. Duration of Course

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

#### 4. Enrolment

Unless the Director of College otherwise determines:

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

#### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

#### 6. Advanced Standing

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

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

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

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

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

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

### Schedule of Units

#### PART A

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

#### PART B

##### Indigenous Health

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

#### Paralegal Studies

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

#### PART C

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

### MASTERS DEGREE BY RESEARCH DOCTOR OF PHILOSOPHY

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

Enquiries should be directed to the Graduate Research College.

*College of Industry and  
Professional Education*

# College of Industry and Professional Education

## Chair of Board

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

## Secretary of Board

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

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

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

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

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

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

### Introduction

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

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

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

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

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

### Course Structure

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

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

#### Certificate of Management and Professional Studies

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

### Diploma of Management and Professional Studies

Unit Groups	Minimum	Maximum
Professional	0	3
Liberal	0	2
Management	4	8

### Associate Degree of Management and Professional Studies

Unit Groups	Minimum	Maximum
Professional	3	6
Liberal	2	4
Management	8	12

### Bachelor of Management and Professional Studies

Unit Groups	Minimum	Maximum
Professional	6	10
Liberal	4	8
Management	10	14

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

## Rules Governing Candidature

### 1. Qualification for Admission

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

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

### 2. Requirements for the Award

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

### 3. Duration of the Course

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

### 4. Enrolment

Unless the Deputy Vice-Chancellor or nominee otherwise determines:

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

### 5. Completion of a Unit

A candidate shall have completed a unit when either:

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

### 6. Advanced Standing

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

the course;

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

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

### 7. Admission to the Awards

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

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

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

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

### Schedule of Units

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

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

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

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

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

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

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

### Rules Governing Candidature

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

#### 2. Requirements for the Award

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

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

*Graduate College  
of Management*

# Graduate College of Management

## Director

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

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

The College currently offers the following programmes:

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

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

### School of Commerce and Management

- Master of Accounting Studies

### School of Tourism and Hospitality Management

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

### School of Social and Workplace Development

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

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

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

### Introduction

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

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

### Course Structure

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

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

## Rules Governing Candidature

### 1. Admission to Candidature

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

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

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

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

### 2. Approval of Course of Study

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

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

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

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

### 4. Period of Candidature

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

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

### 5. Advanced Standing

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

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

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

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

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

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

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

### 7. Award of the Certificate

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

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

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

**Note:**

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

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

**Introduction**

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

**Course Structure**

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

**Rules Governing Candidature**

**1. Admission to Candidature**

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

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

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

**2. Approval of Course of Study**

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



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

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

### 4. Period of Candidature

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

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

### 5. Advanced Standing

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

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

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

### 7. Award of the Certificate

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

## Schedule of Units

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

\* Not offered in 1999.

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

### Introduction

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

### Course Structure

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

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

## Rules Governing Candidature

### 1. Admission to Candidature

1.1 An applicant for admission to candidature for the Graduate Diploma in Management shall:

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

(b) have completed the Graduate Certificate in Management.

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

## 2. Approval of Course of Study

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

## 3. Requirements for the Graduate Diploma in Management

- 3.1 To satisfy the requirements for the award of the Graduate Diploma in Management, a candidate shall complete the coursework programme approved by the College.
- 3.2 The coursework programme shall include units to the value of eight (8) units selected from the Schedule attached to these Rules .

## 4. Period of Candidature

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

## 5. Advanced Standing

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

5.1A Work experience by itself will not be

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

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

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

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

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

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

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

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

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

## **Introduction**

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

## **Course Structure**

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

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

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

## **Rules Governing Candidature**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (b) in exceptional circumstances, units to the value of twelve units in a specialised industry stream in Part C, with the remaining units to be selected from either Parts A or B.

3.3 The coursework programme for the Master of Business Administration specialist stream in Accounting shall include MBA units to the value of 16 units including:

- (a) units to the value of a least six units, but not more than nine units from Part A of the Schedule of Units attached to these Rules including MA720 Quantitative Analysis for Management, EC720 Economics for Management, AC721 Managerial Finance, LA720 Legal Studies, and MN721 Strategic Management, but not to include AC720 Accounting for Managers;
- (b) at least two units from Part B including LA701 Corporation and Securities Law, and AC707 Taxation - Present and Future, but not to include AC722 Advanced Management Accounting;
- (c) the units in the specialist stream in Accounting shown in Part C of the Schedule attached to these Rules (no student be permitted to count both AC700 Basic Business Accounting and AC720 Accounting for Managers, or both AC702 Industry Internal Accounting and AC722 Advanced Management Accounting toward the award);
- (d) the remaining units selected from either Parts A, B or C.

3.4 To satisfy examiners a candidate must achieve a minimum grade of Pass in all units.

#### 4. Period of Candidature

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

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

#### 5. Advanced Standing

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

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

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

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

5.3 Candidates who have completed the

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

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

## 6. Exemption

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

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

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

## Schedule of Units

### PART A

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

### PART B

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

### PART C

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

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

#### Marketing

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

#### Sport Management

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

**Information Systems**

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

**Accounting**

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

**Health Services Management**

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

**Correctional Management**

MN745 Correctional Management I  
MN746 Correctional Management II

**Tourism Management**

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

**Human Resource Management**

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

**Finance**

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

**International Business**

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

\* Not offered in 1999.

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

### Introduction

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

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

### Field of Study

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

### Rules Governing Candidature

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

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

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

*Candidate* includes probationary candidature.

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

#### 2. Application for Admission

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

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

#### 3. Qualifications for Admission

- (a) In order to be considered for admission as a DBA candidate, an applicant shall have completed the requirements for an Honours I or IIA degree or a Master Degree of Southern Cross University or of a tertiary institution which, in the opinion of the Committee is equivalent to an Honours I or IIA or a Master Degree from Southern Cross University.
- (b) An applicant who does not meet the requirement of (a) but who is able to provide evidence of research experience at the appropriate level may, at the discretion of the Committee, be admitted to candidature on such terms and under such conditions as the Committee may determine.
- (c) An applicant shall have appropriate executive or managerial experience in the public or private sector acceptable to the Director, Graduate College of Management.

#### 4. Requirements for the Award

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

#### 5. Duration of the Course

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

#### 6. Interruption

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

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

#### 7. Advanced Standing

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

#### 8. Enrolment

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



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

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

#### 9. Examination of DBA Thesis

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

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

#### 10. Award of DBA Degree

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

#### 11. Waiver of Rules

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

#### Schedule of Units

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

**MASTERS DEGREE BY  
RESEARCH  
DOCTOR OF PHILOSOPHY**

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

Enquiries should be directed to the Graduate Research College.

*Graduate Research College*

# Graduate Research College

## Dean

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

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

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

## MASTERS BY RESEARCH

### Rules for the Degree of Master by Research

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

#### 1. Definitions

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

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

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

#### 2. Application for Admission

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

#### 3. Qualifications for Admission

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

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

#### 4. Qualifying Examination

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

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

#### 5. Field of Study

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

#### 6. Course of Study

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

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

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

#### 7. Appointment of Supervisor

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

#### 8. Change of Supervisor

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

#### 9. Obligations of Candidate

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

#### 10. Progress Reports

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

#### 11. Period of Candidature

- (a) A Masters course should normally be

completed in one year of full-time study.

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

## 12. Interruption

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

## 13. Submission of Thesis

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

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

## 14. Examination of Thesis

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

## 15. Award of Degree

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

## 16. Appeal

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

## 17. Waiving of Rules

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

its opinion is necessary or desirable.

#### 18. Rules Relevant to Specific Awards Only

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

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

### DOCTOR OF PHILOSOPHY

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

##### 1. Definitions

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

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

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

##### 2. Application for Admission

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

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

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

##### 3. Eligibility

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

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

#### 4. Probationary Period

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

#### 5. Enrolment in Another Course

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

#### 6. Approval of Application

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

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

#### 7. Recognition of Other Study

Where a candidate has been enrolled for, but

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

#### 8. Classification of Candidates

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

#### 9. Probationary Candidature

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

#### 10. Supervision

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

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



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

#### 11. Progress Reports

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

#### 12. Period of Candidature

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

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

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

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

#### 13. Interruption

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

#### 14. Cancellation of Enrolment

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

#### 15. Change of Supervisor

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

#### 16. The Thesis

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

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

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

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

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

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

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

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

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

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

## 20. Appeal

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

## 21. Waiving of Rules

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

# POSTGRADUATE SCHOLARSHIPS

## Research Scholarships and Research Support Scholarships

### Conditions of Award

#### 1. Eligibility for Scholarship

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

#### 2. Closing Date for Applications

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

#### 3. Duration of Scholarship

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

#### 4. Mode of Study

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

#### 5. Allowances

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

and guidelines available from the Graduate Research College.

## 6. Other Awards

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

## 7. Employment

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

## 8. Leave

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

## 9. Interruption of Scholarship

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

## 10. Contact with Supervisor

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

## 11. Progress Report and Renewal of Scholarship

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

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

## **POLICY STATEMENT - RESEARCH AWARDS**

### **Candidature**

#### **Admission**

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

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

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

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

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

#### **Intellectual Property**

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

#### **Attendance**

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

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

#### **Progress Reports**

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

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

#### **Knowledge of Rules**

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

#### **Change of Supervision**

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

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

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

#### **Termination of Candidature**

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

## Terminology Guide

*The University reserves the right to change the content of, or withdraw, any unit which it offers. Candidates should also note that limitations on enrolment may be imposed on some units.*

Information given regarding unit descriptions is correct as at 1st September, 1998. Any changes made after that date will be published from time to time. Candidates should enquire with the Academic Co-ordinator for the course in which they are enrolled for further information on unit availability.

The information provided in the unit descriptions is in the following categories.

### Unit Number and Name

An individual code has been allocated to each unit or subject. This code is the key element for use in all academic documentation and records.

### Pre-requisite

This indicates units which must be completed or requirements which must be satisfied before a candidate may enrol in the unit named.

The Head of the School or Director of the College offering the unit may waive a pre-requisite where it can be satisfactorily demonstrated a candidate has a background of study sufficient to undertake the unit successfully. Any candidate who considers sufficient grounds can be presented for a waiver of pre-requisite should present the case to the Head of School/Director of College concerned or nominee.

### Co-requisite

Co-requisites must be completed in conjunction with or prior to the unit named. Any candidate who feels sufficient grounds can be presented for a waiver of a co-requisite should present the case to the Head of School/Director of College concerned or nominee.

### Semester/Term When Unit Offered

Indicates the semester, trimester or term when a unit is offered (see also, Principal Dates entry in this Handbook).

S1	Autumn, or first semester of the year
S2	Spring, or second semester of the year
FY	(Full Year) An enrolment across both S1 and S2
ST	(Summer Term) An enrolment period between S2 and S1 of the following year
T1	Trimester 1
T2	Trimester 2
T3	Trimester 3

### Attendance Mode

"Internal" means enrolment in at least one internal unit in the current year.

"External" means enrolment in only an external unit or units in the current year.

Int	Internal
Ext	External

### Where Offered

L	Lismore
CH	Coffs Harbour
GC	Gold Coast
PM	Port Macquarie
Gympie	Forestry Training Centre, Gympie
China	Guangdong Foreign Studies University, Guangzhou
England	University of Lincolnshire and Humberside
Japan	Kansai Gaidai University, Osaka

### Schools/Colleges

Bus	Business
CA	Contemporary Arts
CIAP	Indigenous Australian Peoples
CIPE	Industry and Professional Education
CM	Commerce and Management
Ed	Education

ESSM	Exercise Science and Sport Management
GCM	Graduate College of Management
GRC	Graduate Research College
HMCS	Humanities, Media and Cultural Studies
HS	Human Services
LJ	Law and Justice
MIT	Multimedia and Information Technology
NCM	Natural and Complementary Medicine
NHCP	Nursing and Health Care Practices
RSM	Resource Science and Management
SWD	Social and Workplace Development
THM	Tourism and Hospitality Management

### **Annual Course Load**

Most units offered by Southern Cross University are of equal value, a full-time study load for one year being eight (8) units. However, some variations to this policy exist in terms of full-year units, units taught in courses offered on a trimester basis, and some units in the Bachelor of Laws.

Students requiring the exact weighting for any unit should contact their School Office or the Student Administration Directorate for advice.

## *Alphabetical Listing of Units*

<b>Unit Name</b>	<b>Number</b>	<b>Unit Name</b>	<b>Number</b>
Aboriginal Child at School, The	ED297	Advanced Midwifery Skills	NR707
Aboriginals, Islanders and Contemporary Legal Issues	LA055	Advanced Statistics	MA331
Aboriginals, Islanders and the Criminal Justice System	LA056	Advanced Taxation	AC134
Aborigines, Torres Strait Islanders and the Law	LA513	Ageing and Physical Activity	HM221
Academic Study Methodology	ED198	Agribusiness	EC301
Academic Study Technique I	CU323	Agri-Management	MN503
Academic Study Technique II	CU324	Anatomy and Physiology I	PL201
Accommodation and Information Technology Systems	MN418	Anatomy and Physiology II	PL202
Accounting 400 (Hons)	AC801	Anatomy for Human Movement	AN302
Accounting and Financial Management I	AC141	Ansett Project	MN200
Accounting and Financial Management II	AC142	Applications Development	DP235
Accounting for Group Entities	AC701	Applications of Counselling: Theory and Practice	CL233
Accounting for Managers	AC720	Applied Biomechanics (Wellness)	PL325
Accounting Information Systems	AC120	Applied Business Statistics	MA113
Accounting Principles and Practice	AC143	Applied Diet, Weight Control and Exercise (Wellness)	HL207
Accounting Theory	AC106	Applied Ethics: An Introduction	ED222
Administrative Law	LA117	Applied Exercise Physiology (Wellness)	PL210
Adult Learning	ED021	Applied Exercise Psychology (Wellness)	PY328
Advanced Advocacy	LA516	Applied Health Research	NR227
Advanced Auditing	AC131	Applied Microeconomics	EC102
Advanced Computing Topic A	DP721	Applied Planning	MN504
Advanced Computing Topic B	DP722	Applied Social Inquiry	SY126
Advanced Computing Topic C	DP723	Applied Sport Psychology	PY327
Advanced Computing Topic D	DP724	Applying Theories of Learning to Teaching	ED661
Advanced Constitutional Law	LA518	Approaches to Defence Studies	SY217
Advanced Financial Reporting	AC148	Approaches to Psychology	PY227
Advanced Management Accounting	AC722	Approaches to Social Inquiry	SY125
Advanced Management – Leadership Issues	MN310	Approaches to Social Sciences	SS220
		Approaches to Sociology	SY118
		Aquaculture	BL209

Aquatic Ecosystems	BL204	Institutions	
Artificial Intelligence	DP236	Bundjalung Cultural Heritage	CU411
Asian Media Studies	ME448	Business Analysis for Tourism and Hospitality Managers	MN913
Asian Studies I	SS431	Business Awareness	MN254
Asian Studies II	SS432	Business Financial Accounting	AC703
Asian Studies III	SS433	Business/Industry Placement Experience	ED089
Asian Studies IV	SS434	Business Law	LA131
Assessment and Reporting	ED404	Business Mathematics	MA051
Audio Engineering I	EL400	Business Planning and Policy	MN146
Audio Engineering II	EL401	Business to Business Marketing	MK726
Auditing	AC130	Business Trends in the Asia/Pacific Region	MN813
Auditing and Accounting Practice	AC704	Chemistry	CH201
Australia/Asia	SS210	Childbirth Education and Parentcraft	NR706
Australia from 1788–1988	HS232	Children's Literature	EN351
Australian and Asian Studies	SS400	Chinese IA	CH411
Australian Government and Political Institutions	PS006	Chinese IIA	CH412
Australian Indigenous Community Administration	CU407	Chinese IIIA	CH413
Australian Indigenous Community Development	CU406	Chinese IVA	CH414
Australian Indigenous Cultural Heritage	CU403	Chinese VA (Internship)	CH415
Australian Indigenous Societies Prior to Invasion	CU401	Chinese VIA	CH416
Australian Visual Art	AR602	Chinese IB	CH421
Banking and Lending Decisions	AC144	Chinese IIB	CH422
Bank Organisations and Human Resource Management	MN712	Chinese IIIB	CH423
Basic Business Accounting	AC700	Chinese IVB	CH424
Biochemistry	CH002	Chinese VB (Internship)	CH425
Biological Chemistry I	CH102	Chinese VIB	CH426
Biological Chemistry II	CH103	Client Services and Marketing I	MK121
Biology	BL201	Client Services and Marketing II	MK122
Biomechanics I	PL207	Client Services and Marketing III	MK123
Biomechanics II	PL324	Clinical Diagnosis I	HL274
Biomedical Science I	PL301	Clinical Diagnosis II	HL275
Biomedical Science II	PL302	Clinical Nursing Studies I	NR321
Biomedical Science III	PL303	Clinical Nursing Studies II	NR322
Budgeting Control for Correctional	AA301	Clinical Nursing Studies III	NR323
		Clinical Nursing Studies IV	NR324
		Clinical Nursing Studies V	NR325



Clinical Nursing Studies VI	NR326	Computing 400 (Hons)	DP801
Clinical Preparation IA	HL280	Computing 401 (Hons)	DP802
Clinical Preparation IB	HL281	Computing in Applied Science	DP241
Clinical Preparation II	HL277	Computing Project	DP231
Clinical Project I	NR229	Concepts of Entrepreneurship	MN737
Clinical Project II	NR230	Conflict Resolution	SY120
Coastal Ecosystems and their Management	BL231	Constitutional Law	LA112
Coastal Geomorphology and Sedimentology	GG231	Consultation and Participation	MN164
Coastal Management 400 (Honours)	GG801	Consumer Behaviour	MK102
Cognition	PY228	Contemporary Australia	HS233
Commercial and Recreational Fisheries Management	BL233	Contemporary Australian Indigenous Societies	CU402
Commercial Bank Management	MN714	Contemporary Issues in Visual Arts	AR498
Commercial Law	LA523	Contemporary Music Theory I	MU620
Commercial Programming	DP123	Contemporary Music Theory II	MU621
Communication, Promotion and the Community	MN165	Contemporary Style Analysis	MU622
Communications in the Food Service Industry	MN124	Contemporary Tourism Issues	MN762
Communication: Theory and Practice	EN204	Contexts of Social Welfare Practice	SY111
Community Corrections in NSW	AG301	Contextual Body Work	HL404
Community Development	SY104	Contract Law	LA503
Community Project Management	MN204	Conventions, Meetings and Exhibitions Management	MN420
Company Law	LA004	Conveyancers Professional Practice	LA107
Comparative Indigenous Legal Issues	CU415	Conveyancing Law	LA057
Computer Applications	AG304	Co-operative Learning Skills in the Classroom	ED298
Computer Based Training	DP712	Corporate Entrepreneurship	MN740
Computer Control, Auditing and Security	DP222	Corporation and Securities Law	LA701
Computer Graphics I	AR500	Correctional Management I	MN745
Computer Graphics II	AR501	Correctional Management II	MN746
Computer Mediated Communication	ME342	Counsellor: Role, Ethics and Personal Development, The	CL301
Computers in Education: Learning Materials	DP321	Creative/Commercial Writing Project	WR405
Computers in Education: Software Evaluation and Training	DP323	Credit and Lending Decisions	AC730
Computers in Technology I	DP105	Criminal Law and Procedure	LA507
Computers in Technology II	DP106	Criminal Process	LA050
		Criminology	LA514
		Critical Incident Management	AA302
		Critical Perspectives in Nursing	NR228

Cross-Cultural Film Studies	CM401	Curriculum Studies: English III – Language Across the Curriculum	CS403
Cultural Heritage Conservation	HS201	Curriculum Studies: Human Society and its Environment	CS412
Current Issues	SY100	Curriculum Studies: Mathematics I	CS404
Curriculum Specialisation: Computing Studies	DP324	Curriculum Studies: Mathematics II	CS405
Curriculum Specialisation: LOTE (Chinese) I	CH011	Curriculum Studies: Personal Development, Health, Physical Education I	CS417
Curriculum Specialisation: LOTE (Chinese) II	CH012	Curriculum Studies: Personal Development, Health, Physical Education II	CS418
Curriculum Specialisation: LOTE (Japanese) I	JP011	Curriculum Studies: Science and Technology I	CS413
Curriculum Specialisation: LOTE (Japanese) II	JP012	Curriculum Studies: Science and Technology II	CS414
Curriculum Specialisation: Mathematics I	MA011	Customer Service	MN261
Curriculum Specialisation: Mathematics II	MA012	Cyberlaw	LA525
Curriculum Specialisation: Music I	MU011	Database Systems I	DP228
Curriculum Specialisation: Music II	MU012	Data Communications and Networks	DP240
Curriculum Specialisation: Outdoor Education	HL324	Data Management	DP702
Curriculum Specialisation: PDHPE I (Movement)	PE011	Data Structures	DP205
Curriculum Specialisation: PDHPE II (Lifestyle)	PE012	DBA Thesis	MN821–5
Curriculum Specialisation: Science I	SC043	Decision Analysis	MA065
Curriculum Specialisation: Science II	SC044	Decision Support Systems	DP237
Curriculum Specialisation: Social Sciences I	SS006	Design	AR630
Curriculum Specialisation: Social Sciences II	SS007	Developing Music for K–6 Teachers	MU261
Curriculum Specialisation: Visual Arts I	AR013	Developmental Psychology	PY304
Curriculum Specialisation: Visual Arts II	AR014	Development of Human Resources	SY105
Curriculum Studies: Creative and Performing Arts I	CS415	Developments in Primary Mathematics	MA253
Curriculum Studies: Creative and Performing Arts II	CS416	Diagnostic and Remedial Teaching	ED293
Curriculum Studies: English I – Language Acquisition	CS401	Digital Media I	ME324
Curriculum Studies: English II – The Whole Language Classroom	CS402	Digital Media II	ME325
		Digital Media III	ME326
		Discrete Mathematics	MA213
		Dispute Resolution and Aboriginal Communities	SY215
		Distributed Information Systems	DP704
		Drugs, Alcohol and HIV Issues	AE303
		Drugs and Alcohol	HL109

Drugs, Crime and the Law	LA061	Environmental Impact Studies and Assessment	GG220
Early Childhood Education	ED351	Environmental Issues for Business	MN245
Earth Resources	GL210	Environmental Law	LA118
Ecology	BL202	Environmental Management I	MN502
Econometrics I	MA215	Environmental Management II	MN506
Economic Analysis for Tourism and Hospitality	MN424	Environmental Management for Hotels	MN912
Economic Policy	EC107	Environmental Monitoring and Analysis	GG232
Economics for Management	EC720	Equity	LA115
Educational Multimedia Design	ME344	Evaluating Health Promotion	HL509
Educational Multimedia Development I	ME341	Evaluation, Assessment and Professionalism	ED019
Educational Multimedia Development II	ME345	Evaluation in Community Welfare	SY132
Educational Multimedia Evaluation	ME343	Evaluation of Mental Health Services: Prevention to Rehabilitation	MH004
Educational Multimedia Foundations	ME340	Event and Facility Management	MN781
Educational Multimedia Research Project A, B	ME349	Events Management	MN421
Educational Technology	ED215	Evidence and Civil Procedure	LA114
Education Studies	ED067	Exercise Biochemistry and Drugs in Sport	PL326
EEO and OH&S Law and Practice	LA106	Exercise Physiology I	PL203
Electronic Networking and the Internet	ME301	Exercise Physiology II	PL204
Elements of Business Law for the Travel and Tourism Industry	LA204	Exercise Testing and Prescription	PL215
Emerging Issues in Correctional Services	AE302	Export Marketing	MK107
Employment and Industrial Relations Law	LA104	Extension and Advisory Services	FY113
End-User Computing	DP725	Facility and Risk Management I	MN141
Engineering Mathematics	GT100	Facility and Risk Management II	MN142
Enquiry I	ED731	Facility and Risk Management III	MN143
Enquiry II	ED732	Facility Planning and Design	MN304
Entrepreneurship	MN314	Facility Programming and Management	MN305
Entrepreneurship in Sport and Exercise	MN306	Family Health	HL108
Entrepreneurship in Tourism and Hospitality	MN427	Family Law and Society	LA113
Environmental Awareness	GG300	Family Law Practice	LA054
Environmental Chemistry	CH073	Feasibility Study	MN315
Environmental Economics	EC108	Field Education I	SY113
Environmental Education	SC291	Field Education II	SY114
		Field Studies I	HM201
		Field Studies II	HM202

Field Studies III – Sports Conditioning and Training Methodology	HM203	Gaming Management I	MN103
Finance 400 (Hons)	AC802	Gaming Management II	MN104
Finance and Budgeting Systems for Food Services	AC205	Gaming Management III	MN105
Finance and Information Systems I	FM101	Gaming Management IV	MN106
Finance and Information Systems II	FM102	Gender and Race in Australian History	HS234
Finance and Information Systems III	FM103	Gender in Contemporary Australia	SS213
Finance and Information Systems IV	FM104	Geographic Information Systems and Remote Sensing	GG224
Financial Analysis for the Travel Industry	AC204	Geology	GL201
Financial Analysis for Tourism and Hospitality	AC206	Geomechanical Engineering	GT103
Financial Institutions Management	AC127	Geotechnical Analysis	GT104
Financial Institutions Management	MN915	Global Purchasing Management	MN756
Financial Management for Sport and Exercise	AC320	Graduate Independent Study (Humanities)	HU726
Financial Management in Business	AC706	Graduate Independent Study (Music)	MU726
Financial Reporting	AC145	Graduate Independent Study (Visual Arts)	AR726
Financial Services Marketing	MK711	Graduate Teaching Experience	ED088
Fire Ecology and Management	FY100	Graduating Seminar	HM220
Fisheries Biology	BL105	Group Processes	SY106
Food and Beverage Management	MN419	Health and Australian Indigenous Peoples	CU408
Food and Beverage Service Delivery Systems	MN428	Health and Epidemiology	HL705
Food Preparation and Production Systems	MN429	Health and Fitness in Modern Society	HL351
Food Service Industry Project	MN129	Health Education and Illness Prevention	HL106
Forest Ecophysiology	FY101	Health Information Systems	HL721
Forest Hygiene – Pests and Diseases	FY107	Health Law	LA722
Forest Land Use and Management	FY109	Health Psychology	PY305
Forest Mensuration and Inventory	FY102	Health Psychology	PY355
Forestry Business Enterprise Management	FY111	History of Ideas	PH200
Foundations in Media Studies	ME439	Holistic Caring and Communication	HL403
Foundations of Torts	LA053	Holistic Nutrition	HL405
Functional Keyboard	MU623	Homoeopathy I	HL255
Fundamentals of Management	MN111	Homoeopathy II	HL256
Future of Work, The	SY101	Homoeopathy III	HL263
Gaming and Club Management	MN426	Hospitality and Tourism Financial Management	AC207
		Hospitality Marketing and Quality Assurance	MK126

Hotel Accounting and Finance	AC900	Indigenous Australian Peoples I-IV	
Hotel Operations	MN431	Independent Study - Commerce I-IV	IS181-4
Human Body in Health and Illness, The	HL102	Independent Study - Complementary Medicine I-IV	IS201-4
Human Movement 400 (Honours)	HM801	Independent Study - Education I-IV	IS151-4
Human Physiology	PL305	Independent Study - Health Sciences I-IV	IS551-4
Human Relations	SY127	Independent Study - Human Movement I-IV	IS561-4
Human Resource Development	MN704	Independent Study - Information Technology I-IV	IS191-4
Human Resource Management 400	MN803	Independent Study - Legal Studies I-IV	IS651-4
Human Resource Management	MN724	Independent Study - Management I-IV	IS171-4
Human Resource Management I	MN121	Independent Study - Music I-IV	IS421-4
Human Resource Management II	MN122	Independent Study - Science I-IV	IS451-4
Human Resource Management III	MN123	Independent Study - Sociology -I-IV	IS161-4
Human Resource Management I: Introduction	MN291	Independent Study - Tourism I-IV	IS751-4
Human Resource Management II: Communication	MN292	Independent Study - Training and Development I-IV	IS165-8
Human Resource Management III: Organisation	MN293	Independent Study - The Arts I-VI	IS351-6
Human Resource Management IV: Policies	MN294	Independent Study Unit I: Negotiated Reading Course	ED751
Human Resource Management V: Management	MN295	Independent Study - Visual Arts I-IV	IS425-8
Human Resource Management in Correctional Institutions	AS302	Indigenous Australians and Anthropology	CU418
Human Resource Management in the Food Service Industry	MN125	Indigenous Australians in Education	CU405
Human Resource Management in the Tourism and Hospitality Industry	MN197	Indigenous Common Law	CU414
Human Resource Management in the Tourism and Hospitality Industry	MN413	Indigenous Environmental Management	CU419
Human Rights	LA522	Indigenous Styles of Communication	MN133
Human Rights and Indigenous Peoples	CU413	Indigenous Ways of Cultural Expression	CU412
Human Services Management	HL213	Industrial and Economic Democracy	MN118
Hydrology and Climatology	GG203	Industrial Relations	MN116
Images of Australia	SS212	Industrial Relations	MN725
Independent Legal Research	LA524	Industrial Relations and Law for Tourism and Hospitality	LA205
Independent Study I or Independent Study II	ED406-7	Industry Based Project	MN784
Independent Study - Business/ Computing I-IV	IS251-4	Industry Internal Accounting	AC702
Independent Study - College of	IS211-4		

Information Analysis	DP701	International Human Resource Management	MN311
Information Resources Management	DP230	International Indigenous Issues	CU410
Information Systems Project Management	DP730	International Law	LA521
Information Systems Research Project A	DP731	International Management	MN313
Information Systems Research Project B	DP732	International Management	MN723
Information Systems Research Project C	DP733	International Marketing	MK724
Information Systems Research Project D	DP734	International Media Studies	ME446
Information Technology and the Law	LA125	International Tourism: Policy and Planning	MN238
Initial Management of the "At Risk" Neonate	NB700	International Tourism Studies	MN906
Innovations in Entrepreneurship	MN812	International Trade	MN312
Insolvency Law	LA515	Internship I	HM223
Instructional Design	ED750	Internship II	HM224
Instructional Design I	ME312	Internship III	HM225-8
Instructional Design II	ME313	Internship Study	GG222
Instructional Design III	ME314	Intern Study I-IV	MN221-4
Instructional Design and Educational Technology	ED084	Interpersonal Communication	MN161
Integrated Project	GG211	Interpersonal Relating	BS301
Integrated Logistics Management	MN757	Interpretation of Financial Reports	AC009
Integrated Tree Cropping - Farm Forestry	FY108	Intervention and Case Management	SY134
Intellectual Property	LA121	Introduction to Community Development	SY130
Interactive Multimedia Development I	ME321	Introduction to Counselling: Theory and Practice	CL231
Interactive Multimedia Development II	ME322	Introduction to Futures Studies: Methods, Issues and Visions, An	ED730
Interactive Multimedia Development III	ME323	Introduction to Geographic Information Systems	GG223
Interface Development and Evaluation	DP238	Introduction to Human Resource Management	AS301
International and Comparative Human Resource Management	MN786	Introduction to Information Technology	DP221
International Business Law	LA124	Introduction to Land Law	LA052
International Community Development	SY131	Introduction to Law and Contract	LA130
International Contract Management	MN758	Introduction to Music Technology	MU497
International Economics	EC103	Introduction to Operations Research	MA060
International Finance	AC126	Introduction to Production Management	GG301
International Finance for Managers	AC723		

Introduction to Tourism and Hospitality Management	MN440	Japanese IV (Professional Development)	JP294
Introduction to Tourism and Hospitality Marketing	MK127	Kinesiology	PL209
Introduction to Training and Development	ED083	Land Degradation and Rehabilitation	GG217
Introduction to Visual Culture	AR600	Land Use Planning	GG207
Introduction to Vocal Studies	MU624	Law of Finance and Securities	LA730
Introduction to Written Texts	WR400	Law Placement I	LA122
Introductory Computing	DP125	Law Placement II	LA123
Introductory Pharmacology	PL315	Leadership	MN156
Introductory Sociology	SY304	Leadership and Teamwork	MN705
Issues and Methods in Research I	HL501	Leadership Strategies and Communication Network	MN814
Issues and Methods in Research II	HL502	Learning, Communicating and Educational Computing	ED220
Issues and Strategies in Health Studies	HL262	Learning in Contemporary Society	ED403
Issues and Themes in Contemporary Writing	WR401	Learning Organisations	MN168
Issues in Accounting Theory	AC705	Legal and Conveyancing Practice	LA108
Issues in Contemporary Nursing	NR256	Legal Interviewing, Negotiation and Advocacy	LA128
Issues in History	HS230	Legal Process	LA111
Issues in Information Management	DP705	Legal Project	LA048
Issues in Small Business Management	MN318	Legal Research and Writing	LA051
Japanese I	JP301	Legal Studies	LA720
Japanese II	JP302	Legislation, Administration and Communication	MN241
Japanese IA	JP411	Lifespan Human Development	PY303
Japanese IIA	JP412	Litigation Practice	LA058
Japanese IIIA	JP413	Local Government	PS010
Japanese IVA	JP414	Local Government and Planning Law	LA119
Japanese VA (Internship)	JP415	Macroeconomics	EC101
Japanese VIA	JP416	Macroeconomic Theory	EC106
Japanese IB	JP421	Major Thesis (Accounting)	AC711
Japanese IIB	JP422	Major Thesis (Computing)	DP710
Japanese IIIB	JP423	Major Thesis (Finance)	AC710
Japanese IVB	JP424	Major Thesis (Management)	MN710
Japanese VB (Internship)	JP425	Major Thesis (Marketing)	MK710
Japanese VIB	JP426	Management Accounting	AC146
Japanese I (Professional Development)	JP291	Management Education	ED749
Japanese II (Professional Development)	JP292	Management for Quality Tourism and Hospitality Services	MN909
Japanese III (Professional Development)	JP293		

Management Information Systems	DP720	Mathematics Resources in the Classroom	MA353
Management of Acute Conditions in the "At Risk" Neonate	NB701	Measurement and Evaluation of Individual Differences	PY231
Management of Small Enterprises	MN743	Mechanics	GT101
Management of Special Clinical Conditions Affecting the "At Risk" Neonate	NB703	Media and New Technologies Studies	ME447
Management of the Professional Practice	MN917	Media, Culture and Ideology	ME445
Management Science	MA721	Media Ethics and Law	LA403
Managerial Economics	EC007	Media Management	ME470
Managerial Finance	AC147	Media Strategies	MK104
Managerial Finance	AC721	Mediation and Dispute Resolution	SY214
Managing Change	MN166	Mediation Practice and Procedure	SY216
Managing Change	MN259	Mental Health of Australian Indigenous Peoples, The	CU409
Managing Human Resources and Change in the Hotel Industry	MN914	Mentoring in the Organisation	SY124
Marine Ecosystems	BL232	Methods in Counselling: Theory and Practice	CL232
Marketing 400 (Hons)	MK801	Microeconomic Theory	EC105
Marketing as a Management Function	MK761	Midwife as Primary Health Care Provider and Advocate	NR705
Marketing in the Retail Environment	MK727	Mining Operations	GT105
Marketing Law	LA126	Minor Thesis (Computing)	DP711
Marketing Law and Ethics	LA105	Models of Mental Health and Mental Illness	MH002
Marketing Management	MK720	Modernism: Visual Parameters	AR601
Marketing Management for Hotel and Hospitality Industries	MK905	Modular Elective Units I-IV	ED408-1 1
Marketing Principles	MK075	Monetary Economics	EC104
Marketing Professional Services	MK722	Motor Learning I	PL328
Marketing Research	MK106	Multi-Cultural Australia	SS215
Marketing Research and Analysis	MK721	Multimedia I	ME455
Master of Health Science Project	HL600	Multimedia II	ME456
Materials: Properties and Performance	GT102	Multimedia Design Project	ME331
Maternal Assessment	NR704	Multimedia Design Update	ME330
Mathematics Recovery Theory and Techniques IA	MA600	Multimedia Development Project	ME333
Mathematics Recovery Theory and Techniques IIA	MA602	Multimedia Development Update	ME332
Mathematics Recovery Theory and Techniques IB	MA601	Multimedia Issues	ME311
Mathematics Recovery Theory and Techniques IIB	MA603	Multi-National Business Organisation	MN316
		Music Business	MU611
		Music Education in the K-6 Classroom	MU357



I		Architecture	
Music Education in the K-6 Classroom	MU358	Operations and Quality Management	MN916
II		Operations Management	MN722
Music Industry Studies	MU610	Organisational and Human Resource Development	BS101
Music Video	ME469	Organisational Behaviour	BS100
Natural Resource and Environmental Economics	EC202	Organisational Behaviour	BS720
Natural Resources Policy	FY110	Organisational Change and Development	MN703
Natural Sciences	GL220	Organisational Communication	MN132
Nature and Process of Educational Change, The	ED733	Outdoor Education I	HL323
Nature of Art and Visual Education, The	AR357	Overview of Mental Health	MH001
Naturopathic Clinic I	HL278	Pacific Asia Tourism Marketing and Development	MN425
Naturopathic Clinic II	HL279	Pathophysiology	PL314
Naturopathic Foundations	HL259	People Management	MN255
Naturopathic Studies	HL260	Performance Management in Sport	MN782
Numerical Analysis	MA219	Personal Communications for the Tourism and Hospitality Industry	BS207
Nursing 400 (Honours)	NR800	Personal Communications for Tourism	BS202
Nursing 450 (Honours)	NR801	Personality	PY229
Nursing I	NR301	Personnel Management in Sport	MN303
Nursing II	NR302	Perspectives on Australia	SS211
Nursing III	NR303	Philosophy of Holistic Health Care	HL402
Nursing IV	NR304	Philosophy of Law, The	LA520
Nursing V	NR305	Photography I	AR455
Nursing VI	NR306	Photography II	AR456
Nursing VII	NR307	Physical Activity for People with Disabilities	HM222
Nursing in Context	NR226	Physical Assessment and Clinical Skills in Ill Health	HL103
Nutrition	HL107	Physiological Pathology I	PL101
Nutrition I	HL214	Physiological Pathology II	PL102
Nutrition II	HL215	Physiology for Human Movement	PL307
Nutrition III	HL216	Phytotherapy I	HL257
Nutrition IV	HL217	Phytotherapy II	HL258
Nutritional Biochemistry	CH004	Phytotherapy III	HL265
Nutrition and Human Performance	PL330	Phytotherapy IV	HL266
Object Oriented Design	DP242	Phytotherapy V	HL267
Object Oriented Programming	DP239	Planning and Process Improvement	MN253
Ongoing Management of the "At Risk" Neonate	NB702		
Operating Systems and Computer	DP234		

Planning in Correctional Institutions I	AD302	Professional Studies IV	ED489
Planning Processes	MN776	Program Design	DP700
Planning Process, The	AD301	Programme Development and Management	HL507
Poetry and Lyrics	WR404	Programming for Mixed Abilities in Health Studies	HL261
Policies and Organisations	MN150	Programming Languages	DP217
Policy Context of Education and Training in Australia, The	ED734	Program Planning	ED086
Policy Formulation and Reform	PS011	Project	ED405
Political Theory	PS005	Project A - Workplace Practices	ED028
Politics and Decision Making	PS012	Project B - Professional Practice	ED029
Politics, Power and Social Movements	PS013	Project Management	MN147
Popular Music Since 1940	MU601	Project Management for Sport	MN783
Practical Studies I	MU641	Project Management for the Food Service Industry	MN126
Practical Studies II	MU642	Project Management in the Tourism Industry	MN199
Practical Studies III	MU643	Project Organisation and Management	MN785
Practical Studies IV	MU644	Project Planning and Management	MN242
Practical Studies V	MU645	Promotion and Advertising	MK103
Practical Studies VI	MU646	Promotion Management	MK725
Practicum I	ED077	Property Law	LA116
Practicum II	ED078	Prose	WR403
Practicum III	ED079	Protected Area Management	MN244
Prevention and Management of Injury	PL214	Psychology	PY325
Primary Health Care	NR255	Psychology of Law and Justice	PY220
Primary School Library in the 1990s, The	ED356	Psychosocial Emergency Care	HL205
Principles of Coastal Resource Management	GG230	Public and Environmental Health	HL251
Principles of Educational Multimedia	ME300	Public Relations in Sport and Exercise	MK205
Principles of Plant and Animal Conservation	BL230	Qualitative Research Methods for the Social Sciences	MA795
Processes of Management	MN720	Quality Assurance: Food and Beverage	MN286
Product Development and Marketing	FY112	Quality Assurance: Functions and Meetings Management	MN288
Production Methods I	MN500		
Production Methods II	MN501	Quality Assurance: Inventory Management	MN287
Professional Conduct	LA519	Quantitative Analysis	MA211
Professional Placement	ME471	Quantitative Analysis for Management	MA720
Professional Studies I	ED486		
Professional Studies II	ED487		
Professional Studies III	ED488		

Race and Racism	CU417	Rural Business Principles	MN505
Radio I	ME461	Sales Management	MK105
Radio II	ME462	Sales Management	MK124
Reading Difficulties	EN356	Schooling of Indigenous Australians	CU404
Recruitment and Performance Management	MN791	Scriptwriting	EN402
Reflecting on Practice I	MN779	Securities Markets Regulation	AC125
Regional History Research Project	HS235	Security Analysis and Portfolio Management	AC115
Research Core	MA793	Services Marketing	MK111
Research Design in Sport Science	HM301	Silviculture I: Native Forests	FY103
Research Dissertation	ED756	Silviculture II: Plantations	FY105
Research in Nursing	NR254	Small and Family Enterprise Entrepreneurship	MN918
Research Issues in Educational Multimedia	ME348	Small Business Management	MN317
Research Methods	MA400	Small Business Management for Food Services	MN128
Research Methods	MA792	Social Construction of Women's Health	HL708
Research Methods and Design I	MN808	Social Determinants in Women's Health	HL707
Research Methods and Design II	MN809	Social Inquiry Methods	SY121
Research Methods for Educational Multimedia	ME347	Social Planning	SY107
Research Papers I	MN817	Social Policy	SY112
Research Papers II	MN818	Social Psychology	PY230
Research Project	ED754	Social Sanction System, The	AE301
Research Project	ED755	Sociological and Political Basis of Health Care, The	HL722
Research Project	MN726-8	Sociology of Deviance	SY123
Research Project	MN734-6	Sociology of Health Care Practice	SY355
Research Project	SS216	Sociology of Inequality	SY115
Research Project - Background and Proposal	ED753	Sociology of the Family	SY122
Research Seminar (Humanities)	HU720	Sociology of Work	SY117
Research Seminar (Music)	MU720	Sociology of Workplace Industrial Relations	SY700
Research Seminar (Visual Arts)	AR720	Software Engineering	DP223
Resource Assessment Techniques I	GG201	Soil Processes	GG214
Resource Assessment Techniques II	GG202	Songwriting	MU630
Retail Marketing	MK110	Special Education	ED352
Risk Management in the Food Service Industry	MN127	Special Interest Tourism	MK204
Rural and Urban Community Development	SY133	Special Topics in Business A	MN750
		Special Topics in Business B	MN751

Special Topics in Business C	MN752	Taxation	AC132
Specific Areas of Social Welfare Practice	CL209	Taxation – Present and Future	AC707
Spiritual Well-Being	CU416	Teaching and Learning	ED221
Sport and Exercise Management I	MN301	Teaching English to Speakers of Other Languages (TESOL)	EN352
Sport and Exercise Marketing	MK320	Teaching for Diversity	ED018
Sport and the Law	LA202	Teaching for Effective Learning	ED660
Sport Marketing and Public Relations	MK723	Teaching Science and Technology I	SC292
Sports Law	LA721	Teaching the Gifted	ED353
Sports Policy and Planning	MN307	Technology Issues in Banking	MN711
Sports Psychology	PY326	Text Media I	ME451
Staff Development and Training	MN152	Text Media II	ME452
Staff Selection and Appraisal	MN154	Theories of Text and Culture	WR406
Statistics	MA330	Theory and Concepts in Health Promotion	HL506
Statistics I	MA115	Theory and Process of Curriculum Development	ED291
Statistics II	MA116	Therapies in Mental Health Care	MH003
Storytelling	EN355	Thesis (6 Unit)	ED743
Strategic Bank Management	MN713	Thesis (8 Unit)	ED744
Strategic Issues in Health Management	MN755	Thesis (6 Unit)	ED802
Strategic Management	MN114	Thesis (6 Unit)	MN801
Strategic Management	MN721	Thesis (8 Unit)	MN802
Strategic Management for Tourism and Hospitality Enterprises	MN417	Thesis (6 Unit) – Social Sciences	SY801
Strategic Management in a Global Environment	MN811	Thesis (8 Unit) – Social Sciences	SY802
Strategic Management in Tourism and Hospitality Industries	MN908	Thesis (6 Unit) – Sociology	SS801
Strategic Marketing for Hotel and Hospitality Industries	MK904	Thesis (8 Unit) – Sociology	SS802
Strategy Development	HL508	Thesis Foundation (Arts)	HU724
Stress Management	HL250	Thesis Foundation (Music)	MU724
Studies in Mathematics Learning	MA352	Thesis Foundation (Visual Arts)	AR724
Studio Drawing I	AR406	Thesis (Arts)	HU721–3
Studio Drawing II	AR407	Thesis (Music)	MU721–3
Studio Drawing III	AR408	Thesis Statement (Humanities)	HU725
Studio Elective I–IV	AR641–4	Thesis Statement (Music)	MU725
Supervision and Teamwork	MN167	Thesis Statement (Visual Arts)	AR725
Sustainable Production Economics	EC300	Thesis Units	ED743–4
Systems Analysis and Design	DP243	Thesis (Visual Arts)	AR721–3
Systems Design	DP706	Timber Harvesting	FY104

Torts	LA502	Warehousing and Inventory Management	MN759
Tourism and Hospitality Industry Project	MN416	Waste Technology	GG218
Tourism and Hospitality Management	MN907	Water Resource Management and Technology	GG215
Tourism and Hospitality Project I	MN910	Ways of Knowing	PH201
Tourism and Hospitality Project II	MN911	Welfare Law	LA059
Tourism and Hospitality Research and Analysis	MN415	Wills and Estates	LA062
Tourism and Hospitality Sales and Promotion	MK128	Women and Communication	EN700
Tourism and Hospitality Services Management	MN441	Women and Sexuality	SS700
Tourism and Hospitality Studies I	MN411	Women in Correctional Systems	AG303
Tourism and Hospitality Studies II	MN412	Women's Studies	SY203
Tourism Environment, The	MN760	Wood Science Utilisation and Conservation Technology	FY106
Tourism Major Study I	TR801	Work and the Community	SY102
Tourism Market Research Methods	MN422	Working with Groups	SY119
Tourism Minor Study I - II	TR803-4	Work in the Australian Context	SY103
Tourism Planning and the Environment	MN423	Workplace Learning	ED748
Training and Development	AS303	World Music Perspectives	MU600
Training Methods	ED085	Young Offenders	AG302
Travel Sales and Marketing	MK125	Youth, Crime and Cultural Change	PY219
Travel Services Management	MN198		
Victimology	LA120		
Video I	ME465		
Video II	ME466		
Visual Art as Critical Practice	AR603		
Visual Arts Studio Studies I: Foundation	AR621		
Visual Arts Studio Studies II	AR622		
Visual Arts Studio Studies III	AR623		
Visual Arts Studio Studies IV	AR624		
Visual Arts Studio Studies V	AR625		
Visual Arts Studio Studies VI	AR626		
Visual Discourse: Uncovering the Body	AR604		
Visual Literacy Through Visual Art	AR252		
Vocational Education and Training Studies	ED017		



## Unit Descriptions

### AA301

#### BUDGETING CONTROL FOR CORRECTIONAL INSTITUTIONS

This final module on finance is specifically concerned with budgeting for correctional institutions. It deals with a wide range of budget related issues including budget preparation, investment, performance and control.

### AA302

#### CRITICAL INCIDENT MANAGEMENT

The workplace environment of correctional officers is unique and requires a combination of skills and knowledge to effectively handle the range of incidents which occur. This module examines the types of incidents which occur in the correctional environment and is designed to provide officers with the knowledge and skills to handle incidents as they occur and to deal effectively with the aftermath of these events.

### AC009

#### INTERPRETATION OF FINANCIAL REPORTS

*Not offered in 1999.*

CM

**Pre-requisite/s:** AC141 *Accounting and Financial Management I*, AC142 *Accounting and Financial Management II*

Professional accountants prepare Financial Reports that comply with statutory requirements and professional standards. The preparation, presentation and audit of these published financial reports comprise a considerable amount of the work of the financial accountant. An appreciation of these requirements is essential for meaningful analysis and interpretation of these statements by financial report users.

### AC106

#### ACCOUNTING THEORY

S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM

**Pre-requisite/s:** AC145 *Financial Reporting*

Introduces students to the general nature of accounting theory and its function in relation to problems confronting the profession. The profession operates in the context of an accounting practice including accounting rules, principles, standards and process of evolving professional changes in company and corporate affairs.

### AC115

#### SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

S1 ♦ Int ♦ L ♦ CM

**Pre-requisite/s:** AC142 *Accounting and Financial Management II*

Provides coverage of contemporary finance theory and relates that theory to the development of appropriate investment strategies for different classes of investor (individual, corporate and institutional). This material is put into perspective by treatment of topics relating to the investment environment, such as the regulation of securities markets, sources of market information and the nature of investment risk.

### AC120

#### ACCOUNTING INFORMATION SYSTEMS

S2 ♦ Int ♦ L ♦ CM

**Pre-requisite/s:** AC141 *Accounting and Financial Management I* and DP125 *Introductory Computing (BBus)*, or DP203 *Introduction to Computing Technology (BAppSc)*, or DP221 *Introduction to Information Technology*

Designed to prepare the student for a career in the accounting profession. Today's accounting students become tomorrow's users, auditors, and managers of computer based information systems. To be successful in pursuing an accounting career, students must possess a basic knowledge of computer based information systems. Students will examine information systems technology and concepts. Further, students will be introduced to the design and development process of business application software.

### AC125

#### SECURITIES MARKETS REGULATION

S2 ♦ Int/Ext ♦ L ♦ LJ

**Pre-requisite/s:** LA102 *Legal Studies II* or LA131 *Business Law* or LA503 *Contract Law*

Designed to develop an understanding in the student of the ways in which the regulation of financial markets can be analysed in order to evaluate the effect of current (and proposed) regulation of the Australian Securities Markets. Will include a detailed analysis of the regulation of the banking industry and several methods of securing finance from a legal perspective.

**AC126**

**INTERNATIONAL FINANCE**

S2 ♦ Int ♦ L ♦ CM

*Pre-requisite/s:* AC142 Accounting and Financial Management II

Deals with the operation of international financial markets, and covers various aspects of the operations and activities of the trans-national business enterprise, the management of international financial risks, the implications of the rapid development of centres of offshore banking and finance, and their impacts on the way Australian firms finance their operations.

**AC127**

**FINANCIAL INSTITUTIONS**

**MANAGEMENT**

S2 ♦ Int ♦ L ♦ CM

*Pre-requisite/s:* EC104 Monetary Economics

Designed to provide participants with an overview of the major issues that arise in the management of a bank's assets and liabilities and in the management of its physical, financial and human resources.

**AC130**

**AUDITING**

S1 ♦ Int/Ext ♦ L/CH ♦ Bus/CM ♦ S Rowe

*Pre-requisite/s:* LA004 Company Law, AC145 Financial Reporting

Introduces students to the concepts and practice of auditing, the way the profession has developed and the way the profession is meeting current business and social needs. In addition, the use of statistical techniques and EDP systems in auditing will be reviewed.

**AC131**

**ADVANCED AUDITING**

S2 ♦ Int ♦ L ♦ CM ♦ S Rowe

*Pre-requisite/s:* AC130 Auditing

Exposes the student to compliance and substantive audit testing techniques. Exposure to these techniques in an EDP environment is available. The documentation of audit work and the accumulation of audit evidence is discussed, particularly in the context of cases. Students will be exposed to the auditing of entities other than public companies.

**AC132**

**TAXATION**

S1 ♦ Int ♦ L/CH ♦ Bus/CM ♦ P Bakker

*Pre-requisite/s:* LA101 Legal Studies I, minimum of 6 units

Introduces the student to the nature and incidence of Commonwealth and State taxation laws, with emphasis being given to the understanding of the general principles of each type of tax, and the role of the accountant in the administration of taxation. While the major thrust of the subject is directed towards an understanding of Commonwealth Income Tax, particularly as it applies to the individual taxpayer, it also covers other areas of taxation, viz: Sales Tax, Payroll Tax, Fringe Benefits Tax, Stamp and similar taxes (e.g. BAD and FID), and Land Tax.

**AC133**

**ADVANCED TAXATION PRACTICE**

*Not offered in 1999.*

S2 ♦ Int ♦ L ♦ Bus/CM

*Pre-requisite/s:* AC132 Taxation

Building upon the foundation of Taxation, this unit examines how taxation law is applied to various types of income earning entities and the varying types of business activities. This unit is concerned with the application of income tax law to different classes of taxpayers. Emphasis is placed on the preparation of taxation returns for each class of taxpayer and on the rationale underlying modification of general principles and practices in each case. Attention is given to objections and appeals procedures and to the operation of international tax agreements.

**AC134**

**ADVANCED TAXATION**

S2 ♦ Int ♦ L ♦ CM ♦ P Bakker

*Pre-requisite/s:* AC132 Taxation

Concerned with the application of the principles of income tax law to the different classes of taxpayers. While some attention is given to the preparation of returns for each class of taxpayer, the major emphasis is placed upon the rationale underlying the application and modification of the general principles of taxation in each case. Emphasis is also placed upon the administration of taxation and the operation of the international tax agreements.



#### **AC141**

##### **ACCOUNTING AND FINANCIAL MANAGEMENT I**

*S1/S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

Provides an introduction to the interpretation of accounting information for a variety of accounting entities. Introduces the accounting equation and the preparation of key accounting reports including the profit and loss statement, cash flow statement, and balance sheet. Provides an introduction to management accounting including the preparation of budgeted financial statements and the technique of cost-volume-profit analysis.

#### **AC142**

##### **ACCOUNTING AND FINANCIAL MANAGEMENT II**

*S1/S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** AC141 *Accounting and Financial Management I*

Builds on AC141 in examining the way in which business decisions are made, and identifying the role and contribution made by accountants and finance specialists in those decisions. A major theme is the use of financial information in the decision-making process including the evaluation of long-term investments.

#### **AC143**

##### **ACCOUNTING PRINCIPLES AND PRACTICE**

*S1/S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** AC141 *Accounting and Financial Management I*

Provides detailed coverage of double entry bookkeeping and systems of data collection and recording. Also covers final accounts preparation for a range of organisations.

#### **AC144**

##### **BANKING AND LENDING DECISIONS**

*S2 ♦ Int ♦ L ♦ CM*

**Pre-requisite/s:** EC104 *Monetary Economics*

Deals with the nature of the banker-customer relationship, the basis of the lending decision and appropriate lending practices, the analysis of financial statements and other indicators of credit risk, different categories of loans and associated negotiable instruments and the role of banks in facilitating international trade. Special treatment is given to the rise and implications of electronic banking, both from the perspective of changes in the customer/banker relationship and from the perspective of management and control of bank funds.

#### **AC145**

##### **FINANCIAL REPORTING**

*S1 ♦ Int ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** AC143 *Accounting Principles and Practice*

Covers all aspects of company accounting including formation and operation of companies, takeovers, preparation of statutory reports, published accounts and consolidating reports of company groups.

#### **AC146**

##### **MANAGEMENT ACCOUNTING**

*S1/S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM ♦ Y Alizadeh*

**Pre-requisite/s:** AC142 *Accounting and Financial Management II*

Introduces students to the various costing models, the allocation of service departments, and capital budgeting that facilitate internal decision-making and control. Particular attention will be given to the recent developments in alternative costing systems and their relevance within a managerial context.

#### **AC147**

##### **MANAGERIAL FINANCE**

*S2 ♦ Int ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** AC142 *Accounting and Financial Management II*

Provides the student with knowledge and skills of specialist financial decision making. Focuses on the development of familiarity and expertise in integrating risk considerations into the financial decision making process of public and private sector organisations. In-depth consideration is given to the development of appropriate methods to appraise and implement the investment, financing, and dividend payment decisions of the organisation.

#### **AC148**

##### **ADVANCED FINANCIAL REPORTING**

*Not offered in 1999.*

*S2 ♦ Int ♦ L/CH ♦ Com*

**Pre-requisite/s:** AC145 *Financial Reporting*

Covers preparation of Corporate Financial Reports at an advanced level including contemporary issues in financial reporting and the importance of accounting policies.

**AC204**  
**FINANCIAL ANALYSIS FOR THE TRAVEL INDUSTRY**

*Available to Ansett employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Presents a financial statement user perspective in understanding financial information and its uses. Links are developed between activities mainly in airline organisations with accounting information. The topics include understanding financial statements, management of cash and credit, revenues and expenses, behaviour of costs, issues concerning assets, liabilities and shares.

**AC205**  
**FINANCE AND BUDGETING SYSTEMS FOR FOOD SERVICES**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN124 *Communications in the Food Service Industry*

Identifies inventory management skills, ordering and purchasing procedures, internal control of stock, stocktake methods and forecasting and budgeting controls. Also develops a general knowledge of computer hardware and software available to the industry, examines the feasibility of computer acquisition or upgrade, interprets data output and provides skills required to operate a personal computer.

**AC206**  
**FINANCIAL ANALYSIS FOR TOURISM AND HOSPITALITY**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

Presents a financial statement user perspective in understanding financial information and its uses. Links are developed between activities mainly in tourism and hospitality organisations with accounting information. Topics include understanding financial statements, management of cash and credit, revenues and expenses, behaviour of costs, issues concerning assets, liabilities and shares.

**AC207**  
**HOSPITALITY AND TOURISM FINANCIAL MANAGEMENT**

*S2 ♦ Int/Ext ♦ L/CH ♦ THM*

**Pre-requisite/s:** AC206 *Financial Analysis for Tourism and Hospitality*

Deals with the use of financial and operating information in planning, control, evaluation and

decision making mainly in tourism and hospitality organisations. The topics include management control systems, hotel financial statements, cost management, pricing decisions, operations budgeting, cash management, capital structure, risk and return and investment decisions.

**AC320**  
**FINANCIAL MANAGEMENT FOR SPORT AND EXERCISE**

*S1 ♦ Int ♦ L ♦ ESSM*

Demonstrates how the principles of financial management can be used to manage profitability in a sport and recreation organisation. Emphasis will be placed on financial planning, management and evaluating the performance of a sports business.

**AC700**  
**BASIC BUSINESS ACCOUNTING**

*Not available to undergraduates.*

*T1/T2 ♦ Ext ♦ L ♦ CM/GCM*

It is essential for decision makers such as managers, creditors, potential investors, and certain Government bodies, to be provided with relevant and accurate information about a business. This information can only be produced from complete and accurate financial records which in turn are used to prepare the appropriate accounting reports which provide this information to the appropriate users.

**AC701**  
**ACCOUNTING FOR GROUP ENTITIES**

*Not available to undergraduates.*

*T1/T2 ♦ Ext ♦ L ♦ CM/GCM*

**Pre-requisite/s:** AC700 *Basic Business Accounting*  
Considers the techniques involved and the data required to account for and report on the transactions and events of a corporate entity to those parties that have a vital interest in its results, such as shareholders, lenders, creditors, Government regulatory agencies, and stock exchanges.

**AC702**  
**INDUSTRY INTERNAL ACCOUNTING**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ CM/GCM*

**Pre-requisite/s:** AC700 *Basic Business Accounting*  
Introduces students to the various accounting systems that facilitate internal management planning, decision making and control. Specific attention will be given to such topics as various costing systems and their relevance to the

particular firm and the particular industry; the analysis and presentation of data for the solving of specific problems created by such things as departments, branches and the devolution of control; transfer pricing and the particular type of industrial activity undertaken.

#### **AC703**

#### **BUSINESS FINANCIAL ACCOUNTING**

*Not available to undergraduates.*

T1 ♦ Ext ♦ L ♦ CM/GCM

**Pre-requisite/s:** AC700 Basic Business Accounting  
Designed to enable students to gain an understanding of the process in the development of accounting and the recent requirements for the application of accounting standards as laid down by the professional bodies. Is further intended to give adequate instruction in areas of financial accounting currently encountered by the commercial auditor and the internal as well as professional accountant with respect to specific industries and specific business transactions.

#### **AC704**

#### **AUDITING AND ACCOUNTING PRACTICE**

*Not available to undergraduates.*

T1 ♦ Ext ♦ L ♦ CM/GCM

**Pre-requisite/s:** AC701 Accounting for Group Entities

Covers the conceptual considerations of the environment, philosophy, history and the development of auditing, and the way the accounting profession is meeting current business and social needs. Also involves a study of statistical techniques applied in auditing and the problems created by the use of EDP systems. As well it studies the methods of compliance and substantive testing used in auditing, and also examines audit of other than public companies and concludes with a study of the factors involved in the management of/ethics in the operation of an accounting practice.

#### **AC705**

#### **ISSUES IN ACCOUNTING THEORY**

*Not available to undergraduates.*

T3 ♦ Ext ♦ L ♦ CM/GCM

**Pre-requisite/s:** AC701 Accounting for Group Entities

The accounting profession operates in the context of accounting practice which includes accounting rules, principles, standards, and the continuing process of development of accounting standards and of changes in

individual, corporate and government accounting requirements. Thus the purpose of this unit is to introduce students to the general nature of accounting theory and its function in relation to the problems confronting the profession.

#### **AC706**

#### **FINANCIAL MANAGEMENT IN BUSINESS**

*Not available to undergraduates.*

T1/T3 ♦ Ext ♦ L ♦ CM/GCM

**Pre-requisite/s:** EC720 Economics for Management, MA720 Quantitative Analysis for Management

Working from the implicit assumption that the role of financial management must be the maximising of shareholders' wealth, the investment, financing and dividend policies of the firm are analysed and studied within the framework of contemporary theories of finance, the study being undertaken bearing in mind the general framework of the form and operation of Australian capital and finance markets.

#### **AC707**

#### **TAXATION - PRESENT AND FUTURE**

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ CM/GCM

**Pre-requisite/s:** LA720 Legal Studies

Introduces the student to the law and practice of the various forms of taxation levied in Australia and the interrelationship between these taxes. Will cover the following areas of taxation: income tax, fringe benefits tax, sales tax, payroll tax, stamp duties, and land tax. Barring changes in Government policy, its major emphasis will be on income tax and it will also look at possible future changes in the Australian taxing system.

#### **AC710**

#### **MAJOR THESIS (FINANCE)**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ CM/GCM

The thesis consists of an approved programme of supervised research study agreed with the Head of the School of Commerce.

#### **AC711**

#### **MAJOR THESIS (ACCOUNTING)**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ CM/GCM

The thesis consists of an approved programme of supervised research study agreed with the Head of the School of Commerce.

### AC720

#### ACCOUNTING FOR MANAGERS

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ CM/GCM

Financial accounting will cover purposes and uses of accounting information: basic financial statements; understanding components of income statements and balance sheets; and ratio analysis. Management accounting will cover cost terminology and cost volume profit relationships; budgets and standards for planning and controls; cost information for decision and control; costing systems and cost allocation problems; transfer pricing and performance evaluation.

### AC721

#### MANAGERIAL FINANCE

*Not available to undergraduates.*

T1/T3 ♦ Ext ♦ L ♦ CM/GCM

**Pre-requisite/s:** AC720 *Accounting for Managers*, MA720 *Quantitative Analysis for Management*

Goals and functions of finance; financial mathematics; investment appraisal; risk and return; portfolio theory; capital asset pricing model; sources and cost of finance; capital structure; management of liquidity and current assets; leasing; options; futures and forward markets; corporate acquisitions; international and financial management.

### AC722

#### ADVANCED MANAGEMENT

#### ACCOUNTING

*Not offered in 1999.*

*Not available to undergraduates.*

CM/GCM

**Pre-requisite/s:** AC720 *Accounting for Managers*

Will cover costing systems; budgets and standards in planning and control; cost information for decision and control purposes; cost allocation; decision models and cost information; cost behaviour and analysis; segment analysis; and strategic control systems.

### AC723

#### INTERNATIONAL FINANCE FOR MANAGERS

T2/T3 ♦ Int/Ext ♦ L ♦ GCM

Deals with the operation of international currency, debt, equity and derivative security markets and the role of related institutions. Topics include Eurodollar loans, accessing the American corporate bond market, appraising the investment performance of international mutual

funds, operations and activities of the multinational business enterprise, appraising international financial impacts on domestic firms and the management of international financial risk.

### AC730

#### CREDIT AND LENDING DECISIONS

*Not available to undergraduates.*

T1 ♦ Ext ♦ L ♦ CM/GCM

**Pre-requisite/s:** AC720 *Accounting for Managers*, AC721 *Managerial Finance*

The focus of the unit is the organisation of the key functions of the bank with particular emphasis on the management of lending and credit assessment. This encompasses the nature of the banker-customer relationship, the basis of the lending decision and appropriate lending practices, the analysis of financial statements and other indicators of credit risk, different categories of loans and associated negotiable instruments and specific markets for bank loans.

### AC801

#### ACCOUNTING 400 (HONS)

S1/S2 ♦ Int ♦ L/CH ♦ Bus/CM

**Pre-requisite/s:** Admission to BBus(Hons) (Accounting)

Requires the completion of both a research component and a coursework component, each having equal weight. The coursework component consists of sub-units as outlined below.

To satisfy the requirements of the Honours course, the candidate must successfully complete the following:

- (a) Honours Research Project
- (b) Research Methods, and
- (c) Three Honours level sub-units.

Full details are available from the Head of the relevant School.

### AC802

#### FINANCE 400 (HONS)

S1/S2 ♦ Int ♦ L ♦ CM

**Pre-requisite/s:** Admission to BBus(Hons)(Finance)

As for AC801 Accounting 400 (Hons).

### AC900

#### HOTEL ACCOUNTING AND FINANCE

T1/T2 ♦ Int/Ext ♦ L ♦ THM

The focus in this unit is on the meaning and use of financial information for management in planning, control, evaluation and decision

making in hotels. The unit seeks to develop an understanding of the impact of management and operating decisions on profitability and in creating value in the hotel firm.

#### **AD301**

##### **THE PLANNING PROCESS**

Provides participants with the ability to undertake planning for their institution. As this module leads into AD302 and AD303 where participants are expected to undertake a realistic and institutionally-based planning project for assessment, basic planning concepts are covered. In addition, aims to enhance participants' written communication skills so that they can successfully prepare the relevant documentation. Specifically this component of the module will cover the requirements of formal writing including the need for conciseness, clarity, logical argument, and appropriate format.

#### **AD302**

##### **PLANNING IN CORRECTIONAL INSTITUTIONS I**

#### **AD303**

##### **PLANNING IN CORRECTIONAL INSTITUTIONS II**

As outlined in the synopsis to Module AD301, the second and third modules in the Planning in Correctional Institutions stream are designed to allow participants to gain practical experience in the preparation and documentation of a realistic, institutionally-based project of their choice. Formalised requirements will be determined between the participant and the supervisor upon enrolment in these modules.

#### **AE301**

##### **THE SOCIAL SANCTION SYSTEM**

Examines the structure of society, how its norms and values are inculcated, and the consequences for individuals of non-compliance with its explicit and implicit rules. Provides an overview of major theorists in the area and examines the impact these have had on the social sanction system our society employs.

#### **AE302**

##### **EMERGING ISSUES IN CORRECTIONAL SERVICES**

Looks at emerging issue confronting correctional services including the changing prison population, the pressure on institutions through overcrowding, costs, kinds of prisons and the various responses to these and others. Looks at

possible future scenarios and their implications for correctional services and the role of correctional officers.

#### **AE303**

##### **DRUGS, ALCOHOL AND HIV ISSUES**

Begins with an AIDS management training segment essential for all correctional officers. Then proceeds to examine drug and alcohol issues as they apply generally in Australia, and specifically, in prisons. Socio-cultural and pharmacological aspects of drug use and treatment are considered, and the module concludes with an examination of the incidence of and management responses to drug use in gaols.

#### **AG301**

##### **COMMUNITY CORRECTIONS IN NSW**

Looks at the evolution of the NSW Probation Service before examining the nature and purpose of its programmes and the role of its officers.

#### **AG302**

##### **YOUNG OFFENDERS**

Young offenders are a significant sub-group in the population of offenders. An understanding of the nature of young offenders and of the correctional programmes available for them assists in managing them in the correctional system. This module overviews theories of personal development before looking at the development of criminality in young offenders. It then looks at the nature and operation of the Department of Juvenile Justice and its programmes before examining the Young Offender Programme of the Department of Corrective Services.

#### **AG303**

##### **WOMEN IN CORRECTIONAL SYSTEMS**

Uses current literature and research and the experiences of women in prisons to develop in students a critical awareness of the issues involved. These issues include those related to policy about and management of women in prisons, women's experience of imprisonment, the nature of female offending and programmes and preparation for release.

#### **AG304**

##### **COMPUTER APPLICATIONS**

In today's correctional environment it is important that correctional officers are able to understand and operate the computerised technology that is increasingly becoming a part

of normal, everyday workplace operations. This module is designed to provide participants with a degree of computer literacy which will enable them to perform computerised activities effectively and efficiently. To this end, participants are provided with a basic understanding of PC and mainframe computer systems. In addition, they are provided with the opportunity to improve their personal productivity through computerised packages including word-processing, spreadsheets and data base access.

#### **AN302**

##### **ANATOMY FOR HUMAN MOVEMENT**

*S1 ♦ Int ♦ L ♦ ESSM*

Examines cellular and tissue organisation, the integument, osteology, arthrology, myology, the nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, and the sensory organs.

#### **AR013**

##### **CURRICULUM SPECIALISATION: VISUAL ARTS I**

*S1 ♦ Int ♦ L ♦ Ed*

Develops specific skills and knowledge of the visual arts (7-12) with an emphasis on the syllabus for the first four years of secondary school. Topics related to teaching practice, making artworks, photographs, classroom management and the general running of an Art Department are also included.

#### **AR014**

##### **CURRICULUM SPECIALISATION: VISUAL ARTS II**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* AR011 Curriculum Specialisation: Visual Arts I

Specialises in an in-depth study of Years 11 and 12. Special emphasis is placed on planned, sequential learning experiences in 2D and 3D modes. Also included are such topics as the changing role of visual arts, computers in the visual arts, and teaching organisation for senior classes.

#### **AR252**

##### **VISUAL LITERACY THROUGH VISUAL ART**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

The implementation and evaluation of ideas aimed at developing visual literacy in a specific school/classroom situation, in accordance with the aims and objectives of the K-6 syllabus.

#### **AR357**

##### **THE NATURE OF ART AND VISUAL EDUCATION**

*S1/S2 ♦ Int ♦ L ♦ Ed*

Designed to strengthen students' knowledge of the visual arts as a means of communication and to develop professional competence and confidence for the implementation of the K-6 Visual Arts syllabus in primary schools. Will focus on visual art learning situations and encourage students to practise visualising and using their imagination.

#### **AR406**

##### **STUDIO DRAWING I**

*S2 ♦ Int ♦ L ♦ CA*

*Pre-requisite/s:* AR630 Design

Figure drawing, landscape drawing and thematically-based project work form the basis of this unit. Using an analytical approach, media, content, and the artistic options of contemporary drawing practice are explored and students are encouraged to develop individuality and creativity within this context.

#### **AR407**

##### **STUDIO DRAWING II**

*S1 ♦ Int ♦ L ♦ CA*

*Pre-requisite/s:* AR630 Design

Figure drawing, environmental and thematically-based project work form the basis of this unit through an expressive approach to media, content, and artistic options of contemporary drawing practice. Students are encouraged to develop individuality and creativity in the expressive drawing context.

#### **AR408**

##### **STUDIO DRAWING III**

*S1 ♦ Int ♦ L ♦ CA*

*Pre-requisite/s:* AR630 Design

Portraiture and project work form the basis of this unit. A conceptual approach is taken in the examination of content, media, installation and the artistic options of contemporary drawing practice.

#### **AR455**

##### **PHOTOGRAPHY I**

*S1/S2 ♦ Int ♦ L ♦ CA*

Modern photographic theory, materials and processes will be approached at a level which will enable the student with no background in the subject to complete a range of photographic projects. 35mm camera and darkroom stills are covered, along with basic photographic

concepts. (NB Quotas may apply. Subject to student demand.)

#### AR456

##### PHOTOGRAPHY II

S1 • Int • L • CA

*Pre-requisite/s:* AR455 *Photography I*

Advanced camera and darkroom skills, are introduced, including creative use of lighting and materials. Students are encouraged to develop their own particular interests in completing a major project. The unit will examine the history and conceptual basis of a variety of photographic genres. (NB Quotas may apply. Subject to student demand.)

#### AR498

##### CONTEMPORARY ISSUES IN VISUAL ARTS

S1 • Int • L • CA

*Pre-requisite/s:* AR601 *Modernism: Visual Parameters*

Examines particular issues and themes from critical theory and the visual arts focusing upon the importance of such theory for contemporary art practice. In exploring the condition of postmodernity this unit will develop students' critical and analytical skills by providing them with the methodological frameworks relevant to their own practice.

#### AR500

##### COMPUTER GRAPHICS I

S1 • Int • L • CA

*Pre-requisite/s:* AR630 *Design or*

*Co-requisite/s:* AR630 *Design*

The principles and practices of using a computer to produce works of art for studio and commercial applications are studied. Practical work in the use of painting, drawing, and image manipulation programmes will be covered. (NB Quotas may apply.)

#### AR501

##### COMPUTER GRAPHICS II

S2 • Int • L • CA

*Pre-requisite/s:* AR500 *Computer Graphics I*

The operation and application of a number of graphics programmes appropriate to publishing industry standards will be studied. (NB Quotas may apply.)

#### AR600

##### INTRODUCTION TO VISUAL CULTURE

S1 • Int • L • CA

Explores the art historical, critical and aesthetic theories which underpin our understanding of the visual from the beginning in the eighteenth century with the formation of the "modern" subject. It will do this through an examination of the modes of visual production and visual languages, the structures of art historical narratives and the ideologies underpinning institutional practice.

#### AR601

##### MODERNISM: VISUAL PARAMETERS

S2 • Int • L • CA

*Pre-requisite/s:* AR600 *Introduction to Visual Culture*

Modernism is the study of radical change within the production, interpretation and critical reception of the visual arts. Students will explore both the reasons for, and the ramification of, that change and in the process they will become familiar with the broader theoretical issues of modernism and contemporary re-visionist studies of that movement.

#### AR602

##### AUSTRALIAN VISUAL ART

*Not offered in 1999.*

*Pre-requisite/s:* AR601 *Modernism: Visual Parameters*

Using the work of major contemporary artists this unit will map the shifts and changes within key areas of Australian artistic and critical discourse, highlighting such issues as identity, appropriation and post-colonialism. Students will be encouraged to debate future indicators and possibilities for Australian visual practice.

#### AR603

##### VISUAL ART AS CRITICAL PRACTICE

S1 • Int • L • CA

*Pre-requisite/s:* AR601 *Modernism: Visual Parameters*

Visual art is a form of critical practice: theory and practice are not separate entities but exist in a strong and cohesive relationship with one another and it is this relationship which shall be explored in depth. Students will be introduced to a wide range of contemporary practices and a number of critical techniques and discursive strategies will be considered.

**AR604**

**VISUAL DISCOURSE: UNCOVERING THE BODY**

S2 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* AR601 *Modernism: Visual Parameters*

Notions of embodiment, how we know, understand and represent the body is contained within varying theoretical positions. Examination of visual representations of the body, will develop an understanding of the means by which the body is inscribed in and by culture and the possibilities for its re-inscription.

**AR621**

**VISUAL ARTS STUDIO STUDIES I: FOUNDATION**

S1 ♦ Int ♦ L ♦ CA

Introduces the basic conceptual and research frameworks of visual arts and to the materials, studio based skills, routines and equipment of studio practice.

**AR622**

**VISUAL ARTS STUDIO STUDIES II**

S2 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* AR621 *Visual Arts Studio Studies I: Foundation*

Introduces basic materials and routines relating to a chosen studio area. Fundamental skills and media manipulation, equipment usage and occupational health and safety issues are addressed. Underlying conceptual concerns, and critical thinking are addressed.

**AR623**

**VISUAL ARTS STUDIO STUDIES III**

S1 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* AR622 *Visual Arts Studio Studies II*

Media investigations or construction processes are continued at a more advanced level. Students will continue their pictorial/construction investigations and research into concerns and influences in contemporary art.

**AR624**

**VISUAL ARTS STUDIO STUDIES IV**

S2 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* AR623 *Visual Arts Studio Studies III*

Media, material investigations and studio skills at a more advanced level are continued with an emphasis on individual expression. Students are encouraged to develop a critical capacity in

regard to their own work and the work of others. Concept evolution and presentation skills will be encouraged in readiness for self-directed work. Gallery and exhibition skills will be further addressed. Occupational Health and Safety and studio procedures at a level required by professional artists are covered.

**AR625**

**VISUAL ARTS STUDIO STUDIES V**

S1 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* AR624 *Visual Arts Studio Studies IV*

Encourages the demonstration of substantial progress towards producing a coherent and competent body of work which shows professional ability and individuality of expression. Portfolios manifest personal research interests and attitudes to contemporary debate. Aspects of professional practice are discussed.

**AR626**

**VISUAL ARTS STUDIO STUDIES VI**

S2 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* AR625 *Visual Arts Studio Studies V*

The experience of exhibition production is extended and students are prepared for independent professional activity within the visual arts.

**AR630**

**DESIGN**

S1 ♦ Int ♦ L/CH ♦ CA

Introduces students to the basic principles of design as they relate to two-dimensional and three-dimensional art practice.

**AR641-4**

**STUDIO ELECTIVE I - IV**

S1/S2 ♦ Int ♦ L ♦ CA

Provides the opportunity for focused practice in a particular studio area (ceramics, painting, printmaking, or sculpture). It is available to students with no studio experience (subject to demand) or to students with some experience. Programmes of study will be determined according to the skill level and aspirations of each student. Prospective students must consult with the Visual Arts course co-ordinator regarding the availability of particular studio areas prior to enrolling. (NB Requires written approval of the Course Co-ordinator.)



#### **AR720**

##### **RESEARCH SEMINAR (VISUAL ARTS)**

*S1 • Int • L • CA*

Designed to further develop students' capabilities in the areas of academic enquiry and writing. Essentially practical in nature and sufficiently flexible to permit those undertaking it to target information and skills perceived to be necessary for the effective prosecution of research in their areas of specialisation.

#### **AR721-2**

##### **THESIS (VISUAL ARTS)**

*(Part-time equivalents of AR723 – see Bachelor of Arts (Honours) Course Structure with Visual Arts Specialisation.)*

*S2 • Int • L • CA*

#### **AR723**

##### **THESIS (VISUAL ARTS)**

*S2 • Int • L • CA*

This triple unit is the context within which the candidate continues research to a point of conclusion and prepares a final submission.

#### **AR724**

##### **THESIS FOUNDATION (VISUAL ARTS)**

*S1 • Int • L • CA*

This double unit allows Honours candidates to re-assess and develop their topics and areas of research. A basic literature search is undertaken, a research plan is detailed and initial research work is undertaken.

#### **AR725**

##### **THESIS STATEMENT (VISUAL ARTS)**

*S2 • Int • L • CA*

Assists the candidate in formulating a coherent written defence of his/her studio presentation. The statement produced must competently document, explain and place in a cultural context the work/s in question. (NB. This unit is compulsory for non-written thesis candidates.)

#### **AR726**

##### **GRADUATE INDEPENDENT STUDY (VISUAL ARTS)**

*S2 • Int • L • CA*

This unit must relate to a candidate's identified area of concentration, either adding to specific or general research fitness. (NB. Available to written thesis candidates only.)

#### **AS301**

##### **INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

Broadly, this is a descriptive module which underpins the next two modules (AS302 and AS303) in this area of study. It deals with organisational behaviour, organisational climate, principles of human resource planning, motivation and employee participation.

#### **AS302**

##### **HUMAN RESOURCE MANAGEMENT IN CORRECTIONAL INSTITUTIONS**

Concerned with issues related to the practice of human resource management in correctional institutions. Deals with career development, the industrial relations framework within which staff work, environment, health and safety, and the major Acts which regulate and control New South Wales Corrective Services.

#### **AS303**

##### **TRAINING AND DEVELOPMENT**

Concerned with developing knowledge and skills which will facilitate staff development. Deals with identification of training needs, staff selection for training, and training programmes. The procedures for developing a training plan and issues related to on- and off-the-job training are considered.

#### **BL105**

##### **FISHERIES BIOLOGY**

*S2 • Int • L • RSM*

Examines the biology and ecology of marine and freshwater fish species important to commercial and recreational fisheries, emphasising the Australian scene. Introduces the topics of fisheries management and aquaculture by focusing on the aspects of the species' biology which are important for their exploitation.

#### **BL201**

##### **BIOLOGY**

*S1 • Int • L • RSM*

Covers material on cell structure, physiochemical cellular responses, plant and animal physiology, structure and diversity, elementary genetics, population concepts, natural selection and evolution as well as the necessary practical techniques required to demonstrate chemical and biological processes in living organisms.

**BL202**

**ECOLOGY**

S2 ♦ Int ♦ L ♦ RSM

*Pre-requisite/s:* BL201 Biology

Examines the principles and concepts of plant and animal interactions with the abiotic and biotic environment in quantitative and qualitative terms at the individual, population, community and ecosystem level. Practical classes include qualitative observations of natural systems and processes, experimental design, and critical comparisons of different sampling and measurement techniques.

**BL204**

**AQUATIC ECOSYSTEMS**

S1 ♦ Int ♦ L ♦ RSM

*Pre-requisite/s:* BL202 Ecology

Provides an understanding of the structure, functioning and importance of aquatic ecosystems in coastal, estuarine and freshwater environments and emphasises the need for their careful management. The importance of water as the medium for abiotic and biotic components needs to be recognised in order to understand the effects of human influence on aquatic ecosystems.

**BL209**

**AQUACULTURE**

S2 ♦ Int ♦ L ♦ RSM

Includes an overview of the factors to be considered in analysing any aquaculture venture. The major and developing aquaculture industries in Australia are examined and discussed in terms of their potential and success. Practical classes include the manipulation of experimental conditions in captive aquatic environments, and field trips to examine selected operational aquaculture and aquarium facilities.

**BL230**

**PRINCIPLES OF PLANT AND ANIMAL CONSERVATION**

S1 ♦ Int ♦ L ♦ RSM

*Pre-requisite/s:* BL202 Ecology

Introduces the theory and practice of conservation biology. Covers basic plant and vegetation identification, assessment and monitoring techniques, and the use of basic plant propagation and growth techniques. Acquire techniques used to collect basic data for wildlife management and conservation. Emphasises using this information to devise

management and conservation programmes and develops skills to communicate the results of such programmes.

**BL231**

**COASTAL ECOSYSTEMS AND THEIR MANAGEMENT**

S2 ♦ Int ♦ L ♦ RSM

Provides background in identifying key processes and limiting factors determining ecosystem composition and survival. Examines distribution and nature of plant and animal communities in Australia, particularly, coastal ecosystems. Practical experience in plant and animal collection, identification and classification, with community and ecosystem description as a fundamental baseline for any analytical work.

**BL232**

**MARINE ECOSYSTEMS**

S1 ♦ Int ♦ L ♦ RSM

*Pre-requisite/s:* BL202 Ecology

Covers the major types of marine habitat, from estuaries to the deep sea, to show their basic structure and the processes that maintain them as recognisable entities. In addition, builds on the basic knowledge acquired in the Biology and Ecology units of the first year to survey the major groups of marine animals and plants and show their roles in the maintenance of marine habitats.

**BL233**

**COMMERCIAL AND RECREATIONAL FISHERIES MANAGEMENT**

*Not offered in 1999.*

S1 ♦ Int ♦ L ♦ RSM

**BS100**

**ORGANISATIONAL BEHAVIOUR**

S1 ♦ Int/Ext ♦ L/CH ♦ Bus/CM

*Pre-requisite/s:* MN111 Fundamentals of Management

Introduces students to the broad issues that underlie the study of behavioural science. The student is then introduced to the major areas of knowledge in the field of organisational behaviour, with a particular emphasis on developing critical analytical skills when reading the seemingly confusing and occasionally contradictory material in this complex field of study.

**BS101  
ORGANISATIONAL AND HUMAN  
RESOURCE DEVELOPMENT**

S2 ♦ Int ♦ L ♦ SWD

*Pre-requisite/s:* BS100 Organisational Behaviour

Builds on the material studied in the pre-requisite unit, Organisational Behaviour and addresses the topics of organisational change and change processes, organisational culture, organisational climate and organisational structures. Also addresses change and development at the individual level through a thorough study of the factors that underlie such change, such as attitudes, beliefs, norms. Uses an experiential/case study approach in which students will be expected to critically use the material in this unit and the pre-requisite unit to develop solutions to the problems posed in the cases.

**BS202  
PERSONAL COMMUNICATIONS FOR  
TOURISM**

*Available to Ansett employees only.*

S1/S2 ♦ Ext ♦ L ♦ THM

Provides an understanding of the role and importance of communication within hospitality and tourism-related enterprises. Students are introduced to a range of communication theories and concepts applicable in service-based industries. The dynamics of interpersonal, group and organisational communication, as well as attitudinal and motivational factors affecting performance, are examined.

**BS207  
PERSONAL COMMUNICATIONS FOR THE  
TOURISM AND HOSPITALITY INDUSTRY**

S1 ♦ Int/Ext ♦ L/CH ♦ THM

Provides an understanding of the role and importance of communication within hospitality and tourism-related enterprises. Students are introduced to a range of communication theories and concepts applicable in service-based industries. The dynamics of interpersonal, group, and organisational communication, as well as attitudinal and motivational factors affecting performance, are examined.

**BS301  
INTERPERSONAL RELATING**

S1 ♦ Int ♦ L ♦ NHCP

Communication between people satisfies a wide range of needs. For professionals working in human service delivery, being able to

communicate effectively at an interpersonal level, is absolutely critical if they are to reach their work goals. This unit has three foci: communication, interpersonal skills and crisis management. In the process of covering these topics, opportunities are provided for students to continue their understanding of self and to grow personally. A number of crises are considered theoretically and practically to provide context to interpersonal processes.

**BS720  
ORGANISATIONAL BEHAVIOUR**

*Not available to undergraduates.*

T3 ♦ Ext ♦ L ♦ CM/GCM

Work and worker behaviour; behaviour at work; group and organisational behaviour; links between behaviour and organisational structure; tasks and job design; administrative hierarchy; job satisfaction and worker adjustment; stress and other factors related to the environment of work; values associated with work behaviour.

**CH002  
BIOCHEMISTRY**

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* CH103 Biological Chemistry II and PL202 Anatomy and Physiology II

Covers the basic chemical organisation of the body, bioenergetics, aspects of biosynthetic pathways, molecular genetics, toxicology and methods of extraction and separation of molecules of biological interest.

**CH004  
NUTRITIONAL BIOCHEMISTRY**

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite:* CH002 Biochemistry

Provides an overview of the biochemical role of nutrients in the body. Emphasis will be placed on the role of vitamins, minerals and fatty acids and the diverse biochemical reactions and pathways in which they are involved.

**CH011  
CURRICULUM SPECIALISATION: LOTE  
(CHINESE) I**

*Not offered in 1999.*

S1 ♦ Int ♦ L ♦ Ed

*Co-requisite/s:* ED077 Practicum I

## CH012

### CURRICULUM SPECIALISATION: LOTE (CHINESE) II

*Not offered in 1999.*

S2 ♦ Int ♦ L ♦ Ed

**Pre-requisite/s:** CH011 Curriculum Specialisation: LOTE (Chinese) I

**Co-requisite/s:** ED079 Practicum III

## CH073

### ENVIRONMENTAL CHEMISTRY

S1 ♦ Int ♦ L ♦ RSM

**Pre-requisite/s:** CH201 Chemistry

Provides an understanding of the chemical and physical processes governing the transfer of potential pollutants in the natural environment, and of interactions between sediment/soil/rock, water, and biota. Also examines the impact of human activities (primarily chemical pollution) on environmental quality. Laboratory sessions provide practical experience with environmental analytical problems.

## CH102

### BIOLOGICAL CHEMISTRY I

S1 ♦ Int ♦ L ♦ NCM

Introduces basic aspects of chemistry, which is treated from a biomedical point of view. Emphasis is given to aspects of chemistry that are relevant to further curricular disciplines such as physiology and organic chemistry. Lectures are complemented with tutorial sessions and laboratory classes provide students with skills in basic relevant techniques.

## CH103

### BIOLOGICAL CHEMISTRY II

S2 ♦ Int ♦ L ♦ NCM

**Pre-requisite/s:** CH102 Biological Chemistry I

Introduces basic aspects of organic chemistry, which is treated via a study of the basic nomenclature of organic compounds, an analysis of functional groups and the interaction of organic compounds with solvents. There is special focus on the chemical analysis of natural products found in plants. Lectures are complemented with tutorial sessions and laboratory classes provide students with experience in relevant basic techniques and methods.

## CH201

### CHEMISTRY

S1 ♦ Int ♦ L ♦ RSM

Provides an introduction to basic chemical concepts in inorganic chemistry. Includes

atomic and molecular theory, bonding, the periodic table, and chemical reactions important in understanding the nature of geological materials, chemical processes in biological systems, water chemistry and pollution. Laboratory classes complement lecture content, and provide experience in basic techniques.

## CH411

### CHINESE IA

*Not offered in 1999.*

## CH412

### CHINESE IIA

*Not offered in 1999.*

**Pre-requisite/s:** CH411 Chinese IA

## CH413

### CHINESE IIIA

*Not offered in 1999.*

**Pre-requisite/s:** CH412 Chinese IIA

## CH414

### CHINESE IVA

*Not offered in 1999.*

**Pre-requisite/s:** CH413 Chinese IIIA

## CH415

### CHINESE VA (INTERNSHIP)

S1 ♦ Int ♦ China ♦ HMCS

**Pre-requisite/s:** CH414 Chinese IVA

Students' fluency, confidence and vocabulary in Modern Standard Chinese (putonghua) improve by intensive training in China. Formal instruction and interaction with Chinese people in everyday situations, field trips and cultural experiences, together with exposure daily to various forms of media give students insights into and understanding of the society and culture of the country.

## CH416

### CHINESE VIA

S2 ♦ Int ♦ L ♦ HMCS

**Pre-requisite/s:** CH415 Chinese VA

Students' aural and oral skills in Modern Standard Chinese (putonghua) are further improved, based on the fluency obtained from the internship in China. Video materials are used, and Chinese is used in class to the greatest extent.

## CH421

### CHINESE IB

*Not offered in 1999.*

**CH422**

**CHINESE IIB**

*Not offered in 1999.*

*Pre-requisite/s:* CH421 Chinese IB

**CH423**

**CHINESE IIIB**

*Not offered in 1999.*

*Pre-requisite/s:* CH422 Chinese IIB

**CH424**

**CHINESE IVB**

*Not offered in 1999.*

*Pre-requisite/s:* CH423 Chinese IIIB

**CH425**

**CHINESE VB (INTERNSHIP)**

*S1 • Int • China • HMCS*

*Pre-requisite/s:* CH424 Chinese IVB

Students' fluency, confidence and vocabulary in Modern Standard Chinese (putonghua) will improve by intensive training in China. Formal instruction and interaction with Chinese people in everyday situations, field trips and cultural experiences, together with exposure daily to various forms of media will give students insights into and understanding of the society and culture of the country.

**CH426**

**CHINESE VIB**

*S2 • Int • L • HMCS*

*Pre-requisite/s:* CH425 Chinese VB

Students will further expand their vocabulary, building upon their experience and fluency achieved in their internship in China. Their reading skills will improve through intensive study of the print media. Writing styles will be examined, and students will learn how to construct essays in Chinese. Translation skills will be enhanced.

**CL209**

**SPECIFIC AREAS OF SOCIAL WELFARE PRACTICE**

*S2 • Int/Ext • CH • HS*

*Pre-requisite/s:* SY111 Contexts of Social Welfare Practice

A self-directed study unit which is intended to finalise the social welfare major. Students have an opportunity to choose a specific area of practice and study it in depth within a negotiated framework. This unit should be chosen towards the end of the degree.

**CL231**

**INTRODUCTION TO COUNSELLING: THEORY AND PRACTICE**

*S1 • Int/Ext • CH • HS*

Provides an overview of the process of counselling and shows how the counsellor contributes to that process through research, self awareness and the therapeutic relationship. Development and demonstration of beginning level counselling skills is required. The concepts of this unit provide a foundation for further units in the major.

**CL232**

**METHODS IN COUNSELLING: THEORY AND PRACTICE**

*S2 • Int/Ext • CH • HS*

*Pre-requisite/s:* CL231 Introduction to Counselling: Theory and Practice

Students will be required to demonstrate an understanding of the major theories and apply beginning level techniques in counselling practice, including psychodynamic, cognitive-behavioural, and existential-humanistic approaches. Evaluation skills will be further extended to include the effectiveness of each approach.

**CL233**

**APPLICATIONS OF COUNSELLING: THEORY AND PRACTICE**

*S1 • Int/Ext • CH • HS*

*Pre-requisite/s:* CL231 Introduction to Counselling: Theory and Practice or CL232 Methods in Counselling: Theory and Practice

Examines the major applications of counselling practice. Explores the assessment, intervention, and termination phases. Students will be expected to demonstrate beginning level skills. Presents exemplars of child protection, loss and grief, life stage development, domestic violence, crisis intervention, couples, groups and families.

**CL301**

**THE COUNSELLOR: ROLE, ETHICS AND PERSONAL DEVELOPMENT**

*S2 • Int/Ext • CH • HS*

*Pre-requisite/s:* Either CL232 Methods in Counselling: Theory and Practice or CL233

*Applications of Counselling: Theory and Practice*

Explores the professional practice issues of counselling in human service organisations. The unit has three modules exploring the following themes: critical analysis of the role of the counsellor; ethical issues of practice in

counselling; and personal and professional development for maintaining professional practice.

#### **CM401**

##### **CROSS-CULTURAL FILM STUDIES**

*S2 ♦ Int ♦ L ♦ HMCS*

*Pre-requisite/s:* ME439 *Foundations in Media Studies* or SS431 *Asian Studies I*

By using film as a major communications medium in terms of its structure, history, social, cultural, economic and political contexts, students are given an understanding of different cinematic institutions and aesthetic concerns, in terms of both Eastern (e.g. Japanese) and Western (e.g. Australian) contexts. It will also provide students with "authentic" language texts for those learning an Asian language.

#### **CS401**

##### **CURRICULUM STUDIES: ENGLISH I - LANGUAGE ACQUISITION**

*S1 ♦ Int ♦ L ♦ Ed*

Will provide a theoretical and practical understanding of the writing process, development of children's writing and the importance of sharing literature with children. Will give an overview of the English K-6 curriculum to assist their classroom observation.

#### **CS402**

##### **CURRICULUM STUDIES: ENGLISH II -- THE WHOLE LANGUAGE CLASSROOM**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* CS401 *Curriculum Studies: English I*

Will focus on the emergent literacy which is learned holistically. An exploration of the conditions necessary for language learning form the foundations of this unit. Literacy learning processes and teaching strategies will be explored.

#### **CS403**

##### **CURRICULUM STUDIES: ENGLISH III - LANGUAGE ACROSS THE CURRICULUM**

*S1 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* CS402 *Curriculum Studies: English II*

Language should not be taught in isolation; language teaching should exploit other curriculum areas so that language learning is always relevant and purposeful. The focus is on the use, structure and teaching of different genres of language. Includes programming determined by the language needs of children.

#### **CS404**

##### **CURRICULUM STUDIES: MATHEMATICS I**

*S1 ♦ Int ♦ L ♦ Ed*

Introduces students to the mathematics curriculum and, in particular, emphasises the learning and teaching of whole numbers. Extends students' own mathematical knowledge and competence through investigation and problem solving. In-school experiences will provide opportunities for students to carry out mathematical investigations with individual pupils and to interact with small groups to foster group approaches to problem solving.

#### **CS405**

##### **CURRICULUM STUDIES: MATHEMATICS II**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* CS404 *Curriculum Studies: Mathematics I*

Focuses on the learning and teaching of shapes, measurement and rational numbers. Examines the following issues: national curriculum initiatives, gender, assessment, primary/secondary interface, mathematics for special groups.

#### **CS412**

##### **CURRICULUM STUDIES: HUMAN SOCIETY AND ITS ENVIRONMENT**

*S1 ♦ Int ♦ L ♦ Ed*

Introduces the Key curriculum area of HSIE at the Primary School level as an approach which focuses on children investigating the human world around them. Provides for both content and process in teaching about society.

#### **CS413**

##### **CURRICULUM STUDIES: SCIENCE AND TECHNOLOGY I**

*S2 ♦ Int ♦ L ♦ Ed*

The investigation, design and make, and using technology processes. Children's and pre-service teachers' own concepts in the content strands of Living Things, Earth and its Surroundings, The Physical Environment and Built Environments. In-school experiences exploring children's science ideas.

#### **CS414**

##### **CURRICULUM STUDIES: SCIENCE AND TECHNOLOGY II**

*S1 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* CS413 *Curriculum Studies: Science and Technology I*

Children's and pre-service teachers' own concepts in the content strands of Earth and its

Surroundings and Information and Communications. Pedagogical topics will include gender issues, assessment, constructivist learning strategies, Australian science and technology, and children with learning difficulties. Teaching a lesson sequence during practicum is integral to the unit.

**CS415**

**CURRICULUM STUDIES: CREATIVE AND PERFORMING ARTS I**

*S1 ♦ Int ♦ L ♦ Ed*

Will focus on basic skills and personal development for each of the components of the CAPA syllabus and will contain an integrated study across the areas of Visual Arts, Craft and Design, Music and Drama.

Links with the Internship programme will be incorporated and students will be encouraged to trial some of their ideas during their first block practicum experience.

**CS416**

**CURRICULUM STUDIES: CREATIVE AND PERFORMING ARTS II**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* CS415 Curriculum Studies: CAPA I

Focuses on further enhancement of personal skills. Students will become competent planners and implementors of complex arts learning experienced at all levels of development as well as becoming valuers of the arts in Australia and its multi-faceted society.

**CS417**

**CURRICULUM STUDIES: PERSONAL DEVELOPMENT, HEALTH, PHYSICAL EDUCATION I**

*S1 ♦ Int ♦ L ♦ Ed*

Examines the essential information on children's growth and development and skill learning in both movement, self esteem and social skills which underpins the curriculum. Relates this to the teaching of games and sport skills, fitness and lifestyle, personal growth and development, and gymnastics.

**CS418**

**CURRICULUM STUDIES: PERSONAL DEVELOPMENT, HEALTH, PHYSICAL EDUCATION II**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* CS417 Curriculum Studies:

PDHPE I

Examines the essential information underpinning the curriculum related to

Interpersonal Relationships, Human Sexuality and Health choices, and explores the application of current curriculum and learning theory to these curriculum areas. Examines the issues of safety, swimming and lifesaving and dance, and seeks to develop personal and teaching/ planning skills and confidence in these areas.

**CU323**

**ACADEMIC STUDY TECHNIQUE I**

*S1 ♦ Int ♦ L ♦ CIAP*

Students will be introduced to the ways and means of having to (a) manage time effectively and efficiently; (b) achieve a level of academic preparedness to succeed in their targeted course of study; (c) research information about topics related to the student's targeted course of study; (d) present such researched information in an oral and written way; (e) acquire the necessary computer word-processing skills to produce essays and reports.

**CU324**

**ACADEMIC STUDY TECHNIQUE II**

*S2 ♦ Int ♦ L ♦ CIAP*

Will cover skills required for Associate Degree and Degree study, provide students with a series of practical assessments covering assignment planning, report writing, qualitative and quantitative research skills, essay construction, oral presentations and editorial skills. Additionally, it will cement the use of LIC and computer skills. Students will work with a variety of software programs.

**CU401**

**AUSTRALIAN INDIGENOUS SOCIETIES PRIOR TO INVASION**

*S1/S2 ♦ Int/Ext ♦ L ♦ CIAP*

Will introduce students to a variety of social practices and principles related to specific Indigenous Australian societies. Topics will include customary lore, education, cultural maintenance, gender specific rights and responsibilities and social practices.

**CU402**

**CONTEMPORARY AUSTRALIAN INDIGENOUS SOCIETIES**

*S2 ♦ Int/Ext ♦ L ♦ CIAP*

Will introduce students to a number of highly prolific issues related to contemporary Indigenous Australian societies, for example education, Native Title, Reconciliation and Aboriginal Deaths in Custody, National Health Strategy and National Education Policy.

**CU403**

**AUSTRALIAN INDIGENOUS CULTURAL HERITAGE**

*Not offered in 1999.*

*S1 ♦ Int ♦ L ♦ CIAP*

Examines Aboriginal and Torres Strait Islander culture and society and the impact of European settlement, particularly in relation to resource management. Focusing on inter-cultural communication, topics of study include: traditional culture, belief systems and land/society relationships, contemporary issues, 'protective' government policies, pan-Aboriginal identity, land rights and social issues, heritage management, legislation and site protection.

**CU404**

**SCHOOLING OF INDIGENOUS AUSTRALIANS**

*Not offered in 1999.*

*S1/S2 ♦ Ext ♦ L ♦ Ed*

**CU405**

**INDIGENOUS AUSTRALIANS IN EDUCATION**

*S1 ♦ Int/Ext ♦ L ♦ CIAP*

An introduction to Australia's historical context, government policies that have attempted to assimilate Indigenous Australian peoples, Indigenous Australian styles of learning in urban and remote areas, teaching strategies that will empower Indigenous Australian peoples, effective communication skills with adult members of the Indigenous Australian communities and ways of challenging the dominant discourse.

**CU406**

**AUSTRALIAN INDIGENOUS COMMUNITY DEVELOPMENT**

Students learn what communities are and how they function. This knowledge is essential for an understanding of the community development approach in health. Students examine factors associated with successful community development projects.

**CU407**

**AUSTRALIAN INDIGENOUS COMMUNITY ADMINISTRATION**

Students will develop an understanding of the administration process of community based organisations.

**CU408**

**HEALTH AND AUSTRALIAN INDIGENOUS PEOPLES**

Examines the health status of Australian Indigenous people in a pre- and post-invasion context and explores the delivery of culturally appropriate health care.

**CU409**

**THE MENTAL HEALTH OF AUSTRALIAN INDIGENOUS PEOPLES**

*Pre-requisite/s: CU408 Health and Australian Indigenous Peoples*

Provides students with information about mental health terms and definitions, and Australia's mental health services. Factors causing or influencing mental illness are considered. Characteristics of recognised mental illnesses and appropriate health worker responses are examined.

**CU410**

**INTERNATIONAL INDIGENOUS ISSUES**

*L ♦ Int ♦ S2 ♦ CIAP*

Introduces students to issues and definitions of Indigenous identity. Similarities between Indigenous cultures in pre-invasion and post-invasion settings are explored from their respective world view. In particular the drive for Indigenous self-determination as a means of redressing socio-economic disadvantage is explored. Ways of establishing links of solidarity with other Indigenous peoples in order to benefit Indigenous and non-Indigenous Australians are also introduced.

**CU411**

**BUNDJALUNG CULTURAL HERITAGE**

*L ♦ Int ♦ S2 ♦ CIAP*

Introduces students to a better understanding and appreciation of the ways that Bundjalung people have maintained and promoted their culture. Sites of significance will be visited and local bush foods and medicines will be identified. Will include historical and contemporary content. Students will explore Bundjalung involvement in the delivery of legal, educational and health services. Lectures will be delivered by academics who have been supported by the Bundjalung Council of Elders. Some lectures will be delivered by members of this Council.



#### CU412

##### INDIGENOUS WAYS OF CULTURAL EXPRESSION

*L ♦ Int ♦ S1 ♦ CIAP*

Historical and present-day roles of Indigenous expression as a means of cultural and spiritual maintenance, promotion and communication will be explored. Poetry, song, dance, drumming, basket weaving, rock engravings, bark paintings, and story telling will be included. These forms of expression continue to be paramount to cultural and spiritual maintenance. Therefore, understanding the processes of intellectual and cultural property rights will be investigated.

#### CU413

##### HUMAN RIGHTS AND INDIGENOUS PEOPLES

*L ♦ S1 ♦ Int/Ext ♦ CIAP*

Protection of human rights under both Australian law and the international legal system is introduced to students from the viewpoint of Indigenous peoples. General human rights and specific Indigenous human rights and their interrelationship are critically analysed. Validity of the actions of Australian governments under both international law and Australian human rights law are assessed in a number of human rights areas particular to Indigenous Australians. Practical and theoretical understandings of how human rights law can be utilised on behalf of Indigenous Australians are addressed.

#### CU414

##### INDIGENOUS COMMON LAW

*L ♦ S1 ♦ Int ♦ CIAP*

*Pre-requisite/s:* CU401 *Australian Indigenous Societies Prior to Invasion*, CU402 *Contemporary Australian Indigenous Societies*

Examines Indigenous Australia's legal systems and processes in detail. Looks at specific areas such as Family, Spiritual and Criminal law and examines the conflict between Indigenous and Anglo-Australian law. Looks closely at the emerging Australian case law in both the Criminal and Civil fields and considers the possibility of the co-existence of the two legal systems as a solution to the legal oppression of Australia's Indigenous peoples.

#### CU415

##### COMPARATIVE INDIGENOUS LEGAL ISSUES

*L ♦ S2 ♦ Int/Ext ♦ CIAP*

*Pre-requisite/s:* LA055 *Aboriginals, Islanders and Contemporary Legal Issues*, LA056 *Aboriginals, Islanders and the Criminal Justice System*

Provides an understanding of the impact of colonisation on the world's Indigenous people with special reference to those in Canada, USA, New Zealand and Papua New Guinea. At all points relevant comparisons will be drawn with the Indigenous Australian situation. Examines the impact of the various national legal systems on the social, cultural and economic fabric of Indigenous peoples.

#### CU416

##### SPIRITUAL WELL-BEING

*L ♦ Int ♦ S1 ♦ CIAP*

Introduces students to concepts of spirituality as an integrating life force in a holistic paradigm. A cross-cultural perspective of spiritual practices, beliefs and expressions are explored, in particular, the role of others in resourcing and facilitating Spiritual Care. Students are expected to analyse their own concepts of spiritual well-being and develop a practical management plan for delivery of Spiritual Care to a specific group.

#### CU417

##### RACE AND RACISM

*L ♦ Int ♦ S2 ♦ CIAP*

Introduces students to the concepts and issues of race and racism in the Australian context. Social constructs of race and racism are examined in both an historical and contemporary context. Students are introduced to a range of State and Federal government policies that have affected Indigenous Australians. In support of Indigenous Australians, a range of techniques to identify and challenge racist attitudes are investigated and actioned.

#### CU418

##### INDIGENOUS AUSTRALIANS AND ANTHROPOLOGY

*L ♦ Int ♦ S2 ♦ CIAP*

Historically, anthropology has had a significant destabilising impact on Indigenous Australian societies. It has contributed to the wider community's perceptions and attitudes towards Indigenous peoples. By adopting an Indigenous world view, this situation is redressed. Students are introduced to the ways that anthropology

can empower Indigenous peoples. Cultural aspects, belief systems, relationship with the land and social organisation are studied.

**CU419**

**INDIGENOUS ENVIRONMENTAL MANAGEMENT**

*Not offered in 1999.*

CIAP

**DP105**

**COMPUTERS IN TECHNOLOGY I**

*S1 ♦ Int ♦ L ♦ CIAP*

Introduces science as a method and a set of ideas, with the emphasis on the former. Concentrates on the approach that scientists use to study the world around us. The computing section will focus on presenting reports and assignments using Apple Macintosh computers.

**DP106**

**COMPUTERS IN TECHNOLOGY II**

*S2 ♦ Int ♦ L ♦ CIAP*

*Pre-requisite/s:* DP105 *Computers in Technology I*  
Looks at descriptive statistics in particular; types of data, frequency distributions, central tendency, variability and normal distribution. Will also teach the use of calculators and computers in statistical calculation.

**DP123**

**COMMERCIAL PROGRAMMING**

*S2 ♦ Int ♦ L/CH ♦ MIT*

*Pre-requisite/s:* DP235 *Applications Development*  
Introduces the principles and techniques of structured programming in a modern commercially utilised programming environment: including program design tools and methodologies; flow of control; sequential, indexed and direct file handling; data structures; testing and debugging programs.

**DP125**

**INTRODUCTORY COMPUTING**

*S1 ♦ Int/Ext ♦ L/CH ♦ MIT*

Introduces computer-based information systems and examines how they may be used to provide information which is timely, accurate and relevant for the operation and management of a modern business organisation. Furthermore, students will have the opportunity to acquire basic skills in the use of application software packages to enhance their personal productivity in their respective fields of study.

**DP205**

**DATA STRUCTURES**

*Pre-requisite/s:* DP239 *Object Oriented*

*Programming*

MIT

Designed to extend the students' knowledge of programming by complementing the programming skills obtained in introductory units with understanding and skill in data structures and techniques. Introduces the concept of an abstract data type and its relationship to the objected oriented paradigm.

**DP217**

**PROGRAMMING LANGUAGES**

*S1 ♦ Int ♦ L/CH ♦ MIT*

*Pre-requisite/s:* DP239 *Object Oriented*

*Programming*

Students will be exposed to a selection of programming languages for comparison purposes. Focuses on language principles, paradigms and constructs. Students will also be introduced to language specification and run-time implementation.

**DP221**

**INTRODUCTION TO INFORMATION TECHNOLOGY**

*S1 ♦ Int ♦ L/CH ♦ MIT*

Explores, in an elementary fashion, how computing hardware and software systems operate and how they interact with humans and the world through peripheral devices and telecommunications. In addition several important theoretical topics and principles are introduced and explained. Computing applications are introduced and used by the students in tutorial workshops. Explicit utilisation of key information technologies will take place: specifically the student will gain an appreciation of and use; computer networks, LANS and the Internet, and data bases.

**DP222**

**COMPUTER CONTROL, AUDITING AND SECURITY**

*S1 ♦ Int ♦ L/CH ♦ MIT*

*Pre-requisite/s:* DP243 *Systems Analysis and Design*

Introduces students to the various controls which can be implemented in information systems to guard against both intentional and unintentional threats. Students will examine techniques by which combinations of controls can be jointly implemented to provide effective

countermeasures against threats. Students will apply risk analysis techniques to the development of security plans and security strategies.

#### **DP223**

#### **SOFTWARE ENGINEERING**

S2 ♦ Int ♦ L ♦ MIT

*Pre-requisite/s:* At least two Programming units plus DP243 Systems Analysis and Design

Examines the principles and practices of software engineering, systems development techniques, software tools and support environments, software specification, software design, software testing, software management, software re-use and re-engineering, software economics, software metrics and software quality assurance.

#### **DP228**

#### **DATABASE SYSTEMS I**

S2 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP235 Applications Development, DP239 Object Oriented Programming

Gives the student an overall understanding of data base philosophy which then leads to the design of a data base from data analysis to mapping to a specific model. The relational and network models are introduced with reference to Rdb/SQL and VAX/DBMS software.

#### **DP230**

#### **INFORMATION RESOURCES**

#### **MANAGEMENT**

S2 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP221 Introduction to Information Technology or DP125 Introductory Computing

Provides students with a corporate perspective on the value and management of information. Also provides students with the necessary skills and knowledge to efficiently supervise and control human and computer resources within a small or large information systems department.

#### **DP231**

#### **COMPUTING PROJECT**

S2 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP243 Systems Analysis and Design, DP235 Applications Development

Enables students working in groups to integrate and apply skills learnt in programming, systems analysis and design and data base to a complete real-life project, from feasibility to system implementation.

#### **DP234**

#### **OPERATING SYSTEMS AND COMPUTER ARCHITECTURE**

S1/S2 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP221 Introduction to Information Technology, DP235 Applications Development

Introduces students to the architectures of computer systems and the operating systems that run on them. In particular, allows the student to explore and gain practical experience in the use of at least two common computer architectures and associated operating systems. Topics include systems software layer, interaction with hardware, instruction sets, assembler, system calls input/output control, resource sharing, memory management, file systems, command shells, GUI and distributed operating systems.

#### **DP235**

#### **APPLICATIONS DEVELOPMENT**

S1 ♦ Int ♦ L/CH ♦ MIT

Introduces students to the development of GUI applications in GUI operating environments. Students will use object-oriented techniques to design and code programmes with graphical user interfaces. Applications development will cover coding, graphics, code generation, interface design, object embedding and integrated database and spreadsheet applications.

#### **DP236**

#### **ARTIFICIAL INTELLIGENCE**

S1 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP239 Object Oriented

*Programming, DP243 Systems Analysis and Design* Introduces the theory and applications of artificial intelligence. The emphasis is in the development and creation of intelligent information systems in business and organisational settings. Topics covered include applications of expert systems and neural networks, knowledge representation, logic, the inference process, knowledge processing, deductive versus inductive reasoning, knowledge acquisition, object-oriented and hybrid methods, expert systems tools, uncertainty factors, evaluation of expert systems, neural network architectures and structures.

#### DP237

##### DECISION SUPPORT SYSTEMS

S1 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP221 *Introduction to Information Technology* or DP125 *Introductory Computing*

Examines the process of decision making and how information technology can support the managers to make better and more efficient decisions to further the goals of an organisation. Topics include decision models, information requirement, decision types, management style, components of DSS, data base, model base, dialog management, EIS and DSS software, group decisions, distributed DSS, groupware, intelligent systems.

#### DP238

##### INTERFACE DEVELOPMENT AND EVALUATION

*Not offered in 1999.*

S1 ♦ Int ♦ L ♦ MIT

*Pre-requisite/s:* DP242 *Object Oriented Design*, DP205 *Data Structures*

This advanced unit introduces elements of HCI (human-computer interaction) and builds upon the principles of object oriented design and the object oriented programming skills studied earlier in the course. Both interactive techniques and formal methods are used to develop and evaluate graphical user interfaces. Will teach programmers the necessary skills required to develop efficient and easy to use GUIs at the application programme interface level.

#### DP239

##### OBJECT ORIENTED PROGRAMMING

S2 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP235 *Applications Development*

The object oriented paradigm is presented from first principles within a modern programme development environment. Principles and techniques taught will include objects and classes, abstraction, inheritance and polymorphism. Within this framework, procedural control structures and top-down design will also be used to ensure that students have a sound basis in programming skills.

#### DP240

##### DATA COMMUNICATIONS AND NETWORKS

S1 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP221 *Introduction to Information Technology* or DP125 *Introductory Computing*

The student is taught the concepts underlying

how data and voice are transmitted through the telecommunication system in analogue and digital form. Network and Internetwork protocols and topologies are examined including SNA, X.25 and TCP/IP. The student will gain hands-on experience with the various Internet services including usernet, WWW, gopher and anonymous ftp.

#### DP241

##### COMPUTING IN APPLIED SCIENCE

S2 ♦ Int ♦ L ♦ RSM

Introduces computing skills required for environmental management and to different types of software (spreadsheet, word processor, and presentation software) and the Internet. Emphasis is placed on making students independent in their future computing activities.

#### DP242

##### OBJECT ORIENTED DESIGN

S2 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP239 *Object Oriented Programming*

Presents a complete object oriented methodology. Includes the use of a consistent notation which allows a system model based on real life objects to be developed incrementally and which allows ready made objects from the development library to be plugged into the design. In addition the methodology allows both top-down and bottom-up development to be used as well as prototyping and incremental system implementation. The methodology will be used to design and implement a system as a group project using a specified OO development environment.

#### DP243

##### SYSTEMS ANALYSIS AND DESIGN

S1 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* DP221 *Introduction to Information Technology* or DP125 *Introductory Computing*

Studies the techniques, tools and methods of structured systems analysis in a business environment. Aims to assist students to develop analytical skills in enterprise modelling, information requirements analysis, problem identification, feasibility assessment, data modelling, data flow analysis, structured specification and socio-technical issues of the systems development life cycle.

**DP321**

**COMPUTERS IN EDUCATION: LEARNING MATERIALS**

*S1/S2 ♦ Int ♦ L ♦ Ed*

Will enable the student to use WORD and PAINT to design and produce learning materials for pupil activities. Students will design and present computer-based learning sessions for pupils (K-6). They will also prepare a school computer policy document.

**DP323**

**COMPUTERS IN EDUCATION: SOFTWARE EVALUATION AND TRAINING**

*S1/S2 ♦ Int ♦ L ♦ Ed*

Considers how current computer technology can assist with teaching, learning and administration, including uses of the Internet.

**DP324**

**CURRICULUM SPECIALISATION: COMPUTING STUDIES**

*S1 ♦ Int ♦ L ♦ Ed*

Designed to prepare students to teach computing studies in the secondary school. Special emphasis is given to the impact of computers on education and society; issues in computer education; and implementing a course in computing studies. There is the opportunity to choose areas of selected study, e.g. use of computers in particular subject areas; information technology; student problem solving.

**DP700**

**PROGRAM DESIGN**

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ GCM/MIT*

Examines the principle and practice of structured programming and data structures in algorithm design and programme coding.

**DP701**

**INFORMATION ANALYSIS**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ GCM/MIT*

Examines the tools, techniques and methods of structured systems analysis aiming to develop analytical skills in enterprise modelling, information requirements analysis, data analysis and data flow analysis.

**DP702**

**DATA MANAGEMENT**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ GCM/MIT*

Examines the theoretical foundation, technical concepts, management issues and implementational practices of data storage and database design in computer information systems.

**DP704**

**DISTRIBUTED INFORMATION SYSTEMS**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ GCM/MIT*

Introduces students to basic telecommunications concepts, network architectures, hardware and software, data communications policy and standards, and services provided by public carriers.

**DP705**

**ISSUES IN INFORMATION MANAGEMENT**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ GCM/MIT*

Examines the management issues at the administrative and policy planning levels, in an attempt to match the information needs of an organisation.

**DP706**

**SYSTEMS DESIGN**

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ GCM/MIT*

Introduces students to various methodologies used in information systems design covering data modelling, functional decomposition and object-orientated approaches as well as sociotechnical issues in systems design.

**DP710**

**MAJOR THESIS (COMPUTING)**

*Not available to undergraduates.*

*S1/S2 ♦ Ext ♦ L ♦ GCM/MIT*

The thesis consists of an approved programme of supervised research study agreed with the Head of the Centre for Computing and Mathematics.

The coursework component consists of Master of Business Honours units representing a programme of course work and reading as prescribed by the Head of the School of Multimedia and Information Technology.

**DP711**

**MINOR THESIS (COMPUTING)**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ GCM/MIT

As for DP710.

**DP712**

**COMPUTER BASED TRAINING**

S2 ♦ Ext ♦ L ♦ SWD

With the continued growth and penetration of technology into all facets of the modern world, the value of technology-delivered education and training is now receiving significant recognition as a cost-effective medium. Coupled with the industry emphasis on interactive multimedia and the federal government's Creative Nation statement, it is critical that students working in education and training have a thorough understanding of the issues associated with the design, development and evaluation of computer based training technologies.

**DP720**

**MANAGEMENT INFORMATION SYSTEMS**

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ GCM/MIT

Will cover the characteristics and organisation roles of the MIS functions; MIS technology (data, DBMS, networks, EDI); MIS theory including information, systems and organisational theory as well as decision making processes; MIS management including planning and strategies, user roles and general management and security models; plus MIS development – phototyping, methodologies and user participation.

**DP721**

**ADVANCED COMPUTING TOPIC A**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ GCM/MIT

Full descriptions for this and other Advanced Computing Topics are available from the Head of School.

**DP722**

**ADVANCED COMPUTING TOPIC B**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ GCM/MIT

As for DP721.

**DP723**

**ADVANCED COMPUTING TOPIC C**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ GCM/MIT

As for DP721.

**DP724**

**ADVANCED COMPUTING TOPIC D**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ GCM/MIT

As for DP721.

**DP725**

**END-USER COMPUTING**

S2 ♦ Int ♦ L/CH ♦ MIT

*Pre-requisite/s:* Completion of TAFE 3612 Diploma of Information Technology

Examines the relationships between the technology support function and end-users in an organisational, and how IT can assist end-users to improve work efficiency.

**DP730**

**INFORMATION SYSTEMS PROJECT MANAGEMENT**

*Not available to undergraduates.*

T1 ♦ Int/Ext ♦ L ♦ MIT

Examines the concepts, principles, tools and techniques of project management as they are related to the development, implementation, maintenance and operation of organisational information systems.

**DP731**

**INFORMATION SYSTEMS RESEARCH PROJECT A**

**DP732**

**INFORMATION SYSTEMS RESEARCH PROJECT B**

**DP733**

**INFORMATION SYSTEMS RESEARCH PROJECT C**

**DP734**

**INFORMATION SYSTEMS RESEARCH PROJECT D**

*Not available to undergraduates*

T3 ♦ Int/Ext ♦ L ♦ MIT

In this series of four units the student conducts an in-depth research study of an aspect of information systems. It may take the form of an industry-based case study, controlled experiments, a survey of IT issues, a systems development project or an exploration of some theoretical concepts, the results of which are presented in a research report. The units may be taken singly or in groups. For every two units,

students are expected to submit a paper for publication.

**DP801**

**COMPUTING 400 (HONS)**

*S1/S2 ♦ Int ♦ L ♦ MIT*

**Pre-requisite/s:** Admission to BBus(Hons) (Computing)

As for AC801 Accounting 400 (Hons).

**DP802**

**COMPUTING 401 (HONS)**

*S1/S2 ♦ Int ♦ L ♦ MIT*

**Pre-requisite/s:** Admission to BInfTech(Hons)

As for AC801 Accounting 400 (Hons).

**EC007**

**MANAGERIAL ECONOMICS**

*S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** EC102 Applied Microeconomics

Deals with the application of economic theory to the decision making problems faced by firms. Provides the theory and tools essential to analyse and solve problems having significant economic consequences, both for the firm and society at large. Major issues associated with government regulation of the firm, as well as increasingly important implicit constraints on the actions of enterprises are examined.

**EC101**

**MACROECONOMICS**

*S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

Examines the determinants of the level of economic activity in Australia and considers the macro economic problems of economic management and government policy-making with respect to the public, financial and international sectors. Current economic events are integrated with course material.

**EC102**

**APPLIED MICROECONOMICS**

*S1 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

Introduces students to an understanding of price formation and the market structure, the micro economic behaviour of the consumer, the Government and the firm and the external economic forces influencing that behaviour especially in the current Australian economic environment.

**EC103**

**INTERNATIONAL ECONOMICS**

*S2 ♦ Int ♦ CH ♦ Bus/CM*

*Subject to numbers and course completion requirements.*

**Pre-requisite/s:** EC102 Applied Microeconomics, EC101 Macroeconomics

Extends on earlier economics units to provide more comprehensive treatment of traditional and contemporary explanations of the determinants of international trade, exchange rates and patterns of international specialisation in commodities and services. Also examines the nature of international financial interdependencies, providing the basis for a more complete understanding of the relationships between domestic and international economic conditions.

**EC104**

**MONETARY ECONOMICS**

*S1 ♦ Int/Ext ♦ L ♦ Bus/CM*

**Pre-requisite/s:** EC101 Macroeconomics

Focuses on the roles of money in the economy including the conservation and transfer of spending power among economic agents which is largely achieved in a market economy through the operation of financial intermediaries. Also deals with government regulation and control of the financial sector and monetary policy impacts on the economy. Specific treatment is given to the determination of interest rates and maturity yield curves.

**EC105**

**MICROECONOMIC THEORY**

*S1 ♦ Int ♦ CH ♦ Bus ♦ D O'Brien*

*Subject to numbers and course completion requirements.*

**Pre-requisite/s:** EC102 Applied Microeconomics

Builds on Applied Microeconomics but provides a more rigorous treatment by covering consumer theory, production and cost theory, the theory of the firm, imperfect competition, factor markets, welfare economics and types of market failures. The microeconomic policy component concentrates on the economics of pollution, and microeconomic reform in Australia.

### EC106

#### MACROECONOMIC THEORY

S2 ♦ Int ♦ L/CH ♦ Bus

*Subject to numbers and course completion requirements.*

**Pre-requisite/s:** EC101 Macroeconomics

The Mundell-Fleming model is used to examine aggregate demand and supply in a small open economy such as Australia. Other theoretical issues considered are inflation and the Phillips curve and the various schools of thought in macroeconomics. Contemporary Australian macroeconomic policy issues are then examined with emphasis placed on monetary, fiscal and wages policies as well as the issue of foreign debt.

### EC107

#### ECONOMIC POLICY

S2 ♦ Int ♦ CH ♦ Bus

*Subject to numbers and course completion requirements.*

**Pre-requisite/s:** EC105 Microeconomic Theory, EC106 Macroeconomic Theory

Builds on Microeconomic Theory and Macroeconomic Theory by applying microeconomic and macroeconomic theories to current economic policy issues. Topics covered include privatisation and corporatisation, competition policy, public housing, labour market reform (including enterprise bargaining), the provision of health care, industry and trade policy, monetary and fiscal policy, and the external debt controversy.

### EC108

#### ENVIRONMENTAL ECONOMICS

S2 ♦ Int ♦ CH ♦ Bus

*Subject to numbers and course completion requirements.*

**Pre-requisite/s:** EC102 Applied Microeconomics

Builds on Microeconomic Theory by applying microeconomic concepts and theories to environmental and resource issues. In particular covers property rights, externalities, benefit-cost analysis; renewable and non-renewable/depletable resources; energy resources (such as oil, gas and solar power), pollution control, global warming, ozone depletion, and water pollution, and sustainable development.

### EC202

#### NATURAL RESOURCE AND ENVIRONMENTAL ECONOMICS

*Not offered in 1999.*

S1 ♦ Int ♦ L ♦ RSM

### EC300

#### SUSTAINABLE PRODUCTION ECONOMICS

S1 ♦ Int ♦ CH ♦ Bus

**Pre-requisite/s:** EC102 Applied Microeconomics, EC101 Macroeconomics

The Federal Government initiative of sustainable production is considered a major part of its quest to reduce consumption and waste of natural resources. This unit provides a sound theoretical base to evaluate impacts of various government policies on agricultural production, farm income and the environment. Impacts of specific Australian Government policies are analysed and evaluated.

### EC301

#### AGRIBUSINESS

S2 ♦ Int ♦ CH ♦ Bus

**Pre-requisite/s:** EC102 Applied Microeconomics, EC101 Macroeconomics

Provides an understanding of the relationships between the various components of the agribusiness sector and the relative importance of vertical and horizontal integration for efficient use of resources. Agribusiness includes all food and fibre functions extending from production of the raw product to marketing the end product to the consumers' table. Agribusiness employs about 24% of the Australian workforce in one of the most diverse industries within the Australian Economy.

### EC720

#### ECONOMICS FOR MANAGEMENT

*Not available to undergraduates.*

T1/T3 ♦ Ext ♦ L ♦ CM/GCM

Will concentrate on those aspects of theoretical and applied micro economics of most relevance to managers. The main themes will be the market system and what it can accomplish; the limitations of the market; the operation of imperfectly competitive firms and industries; factors in the macro economic environment which impinge on management decisions; and various kinds of government involvement in the economy.



**ED017**

**VOCATIONAL EDUCATION AND TRAINING STUDIES**

*S1 ♦ Ext ♦ L ♦ SWD*

Provides participants with the opportunity to consider the current context of vocational education and training. Covers socio-political, policy and economic issues which impact upon the provision of vocational education and training in Australia.

**ED018**

**TEACHING FOR DIVERSITY**

*S2 ♦ Ext ♦ L ♦ SWD*

Assists participants to identify the needs of a diverse range of vocational education and training clients, and to address these needs through inclusive design and delivery strategies.

**ED019**

**EVALUATION, ASSESSMENT AND PROFESSIONALISM**

*S1 ♦ Ext ♦ L ♦ SWD*

The nature of evaluation remains problematic in educational contexts because of the importance of process rather than product. Various evaluation models will be selected for examination focusing on their epistemological foundations as well as how they operate in practice. The Action Research Model will be examined as both a model of evaluation, practitioner research, and self-assessment.

**ED021**

**ADULT LEARNING**

*S1 ♦ Ext ♦ L ♦ SWD*

Examines both the various processes that individuals go through as they attempt to change or enrich their knowledge, values, skills or strategies and the resulting knowledge, values, skills, strategies and behaviours possessed by each individual.

**ED028**

**PROJECT A - WORKPLACE PRACTICES**

*S1/S2 ♦ Ext ♦ L ♦ SWD*

*Pre-requisite/s: Any 4 units*

Involves the students in formulating, implementing, evaluating and discussing a piece of educational enquiry in an area of training and development that is significant both to the student and to the field as a whole. The results of the investigation will be the production of a major report. Students will be encouraged to seek to have the main elements of their reports published in the appropriate professional

journals or newsletters.

**ED029**

**PROJECT B - PROFESSIONAL PRACTICE**

*S1/S2 ♦ Ext ♦ L ♦ SWD*

*Pre-requisite/s: Any 4 units*

Students explore elements of professionalism including reflecting on practice, peer supervision and mentoring by an experienced training professional. Builds on learning in coursework units and culminates in the development, delivery and evaluation of a training event under the direction of University staff and with the possible assistance of approved industry professionals.

**ED067**

**EDUCATION STUDIES**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s: ED078 Practicum II*

Builds on the work in the Practicum units and involves the identification of "problems" that young teachers face. Major concerns are dealt with by adopting a problem-solving approach. Students will be asked to make decisions about problems, and will be expected to explain and justify their decisions.

**ED077**

**PRACTICUM I**

*S1 ♦ Int ♦ L ♦ Ed*

The first part of the progressive and cumulative series of Practicum experiences. It includes a series of observation tasks, teacher-aide activities and minor teaching experiences, leading up to the teaching of individual lessons. The tutorial activities allow for the preparation for and the evaluation of the in-school experiences.

**ED078**

**PRACTICUM II**

*S1 ♦ Int ♦ L ♦ Ed*

*Co-requisite/s: ED077 Practicum I*

Includes a block teaching experience of four weeks, which will extend the sequential planning of lessons in a specified curriculum area. The tutorial activities allow for the preparation for and the evaluation of the in-school experiences and for the discussion of educational and social issues which arise in the school.

**ED079**

**PRACTICUM III**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* ED078 Practicum II

Includes a block teaching experience of a continuous four weeks in one school which complements theoretical studies for in-school experiences and supplements the tutorial activities. The Practicum III unit allows for the preparation for and the evaluation of the in-school experiences.

**ED083**

**INTRODUCTION TO TRAINING AND DEVELOPMENT**

*S1 ♦ Ext ♦ L ♦ SWD*

Places Training and Development in the socio-political-economic context in Australia and the world. Also helps students view the course in the context of their current work situation and professional development/career aspirations.

**ED084**

**INSTRUCTIONAL DESIGN AND EDUCATIONAL TECHNOLOGY**

*S2 ♦ Ext ♦ L ♦ SWD*

Examines the multiplicity of skills that can often be required in the production of educational resource materials that both motivate and facilitate learning. The steps and processes involved in designing both simple and complex materials are examined. The potential role of new computer-controlled educational technologies (e.g. Hypercard, CD-ROM) is considered.

**ED085**

**TRAINING METHODS**

*S2 ♦ Ext ♦ L ♦ SWD*

Contrasts the various theories of instruction with their practical applications. The main theories include those of subject-centred instruction, objectives-centred instruction, experience-centred instruction and instruction. Trainers will develop skills in the areas of public presentation, organising for learning, media use to assist presentation, managing learning and teaching styles and techniques.

**ED086**

**PROGRAM PLANNING**

*S2 ♦ Ext ♦ L ♦ SWD*

Gives an overview of the role of training in organisational development and the planning, implementation and evaluation of training programmes. Specific reference is made to

needs analysis, costing and the Training Guarantee Act.

**ED088**

**GRADUATE TEACHING EXPERIENCE**

*Not offered in 1999.*

*S1/S2 ♦ Int/Ext ♦ L ♦ Ed*

Provides Graduate Teachers with the opportunity to extend their teaching experience into a sustained period of full-time teaching. Performance Appraisal. Provides the Graduate Teacher with class/school access to complete school/classroom components of the two core units ED404 *Assessment and Reporting*, and ED291 *Theory and Process of Curriculum Development*.

**ED089**

**BUSINESS/INDUSTRY PLACEMENT EXPERIENCE**

*Not offered in 1999.*

*S1/S2 ♦ Ext ♦ L ♦ Ed*

This elective aims to provide students with a workplace experience in which the demands of a workplace culture are encountered, considered and acknowledged. Students will undertake supervised negotiated project based placements within varying business and industry organisations.

**ED198**

**ACADEMIC STUDY METHODOLOGY**

*S1 ♦ Int ♦ L ♦ CIAP*

Is mostly based upon individualised assessment of the learner's needs and individualised instruction. The emphasis is upon the learner, the problems encountered in tertiary study and the development of good oral and written communication skills.

**ED215**

**EDUCATIONAL TECHNOLOGY**

*S1 ♦ Ext ♦ L ♦ SWD*

*Pre-requisite/s:* ED084 *Instructional Design and Educational Technology*

Training programmes can benefit from the use of appropriate and efficient educational technology. Developments in microprocessor technology are providing new and increasingly sophisticated training tools that are creating new opportunities for course delivery and the management of learning. Overviews the role of educational technology, including Computer Based Training (CBT).

**ED220**

**LEARNING, COMMUNICATING AND EDUCATIONAL COMPUTING**

*S1 ♦ Int/Ext ♦ L/CH/PM ♦ SWD*

Helps students to develop effective learning and communication skills in different work settings. Also examines and promotes the use of computers as tools for learning and communication, and students are encouraged to understand and access various electronic networks. Students will require access to the computer network through a computer laboratory or modem.

**ED221**

**TEACHING AND LEARNING**

*S1 ♦ Int ♦ L ♦ Ed*

Introduces students to the theory and practice of teaching and learning as they occur in formal education contexts. Requires students to examine ways in which learners differ in terms of their cognitive/social/physical development and how appropriate teaching strategies might account for such individual differences.

**ED222**

**APPLIED ETHICS: AN INTRODUCTION**

*Int/Ext ♦ L ♦ Ed*

Drawing from Kantian, Utilitarian and Virtue ethics, the unit discusses key ethical concepts and theories against the context of both personal and professional interests. Particular emphasis is given to relating theory to practice in a range of areas.

**ED291**

**THEORY AND PROCESS OF CURRICULUM DEVELOPMENT**

*S1 ♦ Ext ♦ L ♦ Ed*

Curriculum models and strategies are critically examined in the areas of school level planning, implementation and evaluation of curricula. The comparison of such models and strategies is made with actual situations for the purposes of analysis and the formulation of proposals for local school-level curriculum needs.

**ED293**

**DIAGNOSTIC AND REMEDIAL TEACHING**

*Not offered in 1999.*

**ED297**

**THE ABORIGINAL CHILD AT SCHOOL**

*Not offered in 1999.*

**ED298**

**CO-OPERATIVE LEARNING SKILLS IN THE CLASSROOM**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

An opportunity to investigate, compare and evaluate classroom approaches based on co-operative, competitive and individualistic learning. Teacher structured learning goals and how they determine how students interact with each other and with the teacher. Interaction patterns and the cognitive and affective outcomes of instruction.

**ED351**

**EARLY CHILDHOOD EDUCATION**

*S1/S2 ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** CS401 Curriculum Studies:

*English I*

Specialises in a study of pre-school children. Topics such as observing children, planning learning activities, parent education, working with the community are covered. Practical work is mainly with 3-5 year olds in child care services of various kinds.

**ED352**

**SPECIAL EDUCATION**

*S2 ♦ Int ♦ L ♦ Ed*

Introduces Special Education and the complex interaction of instructional, behavioural, curricular, community and society influences that require all teachers to have an understanding of Special Education philosophies, techniques and skills.

**ED353**

**TEACHING THE GIFTED**

*S1/S2 ♦ Int ♦ L ♦ Ed*

Focuses on the needs of gifted and talented learners. Students will become aware of the methods by which gifted and talented children are identified and will gain experience in planning and implementing enrichment and accelerated programmes.

**ED356**

**THE PRIMARY SCHOOL LIBRARY IN THE 1990s**

*Not offered in 1999.*

*S1/S2 ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** CS402 Curriculum Studies:  
English II

Provides knowledge of library resources and their organisation and provides understanding of the role of the librarian. Enables students to prepare and teach research skills to a group of children.

**ED403**

**LEARNING IN CONTEMPORARY SOCIETY**

*S1 ♦ Ext ♦ L ♦ Ed*

The development of competence and optimal learning in students given current thinking on human development and learning in schools; the provision for individual learning differences in a heterogeneous classroom and emphasis on the teacher's reflective processes.

**ED404**

**ASSESSMENT AND REPORTING**

*S2 ♦ Ext ♦ L ♦ Ed*

Concepts issues, concerns and techniques associated with assessment, evaluation and reporting of student achievement.

**ED405**

**PROJECT**

*S2 ♦ Ext ♦ L ♦ Ed*

**Pre-requisite/s:** At least 2, but preferably 3 of the other Core units, and at least 2 elective units.

The addressing of an educational problem in a systematic, practical and theory-driven way, and producing a written report of the investigation.

**ED406**

**INDEPENDENT STUDY UNIT I or**

**ED407**

**INDEPENDENT STUDY UNIT II**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

An opportunity for a student to identify and study topics in his or her area of professional activity in close consultation with a supervising staff member. Objectives, content and assessment of the unit are individually negotiated and contracted with each student.

**ED408-ED411**

**MODULAR ELECTIVE UNITS I-IV**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

Provides the mechanism for undertaking professional development modules. Each Modular Elective Unit involves completing three modules (except in the case of double modules) selected from Approved Professional Development Modules.

All elective units are offered subject to staff availability and level of student demand. Please check with the Course Co-ordinator to determine which of these elective units will be offered. Quotas may also be imposed on student enrolments in elective units, in which case preference will be given to student from the School of Education.

**ED486**

**PROFESSIONAL STUDIES I**

*FY ♦ Int ♦ L ♦ Ed*

The first in a series of four sequential Professional Studies units designed to provide opportunities for developing competence in classroom teaching strategies across K-6 grades. Exposes students to contemporary research and thinking about teaching and involves them being placed in schools on a regular basis throughout the year, including one three-week practicum block.

**ED487**

**PROFESSIONAL STUDIES II**

*FY ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** ED486 Professional Studies I

Considers trends in contemporary Australian society and their impact on schools, classrooms and approaches to teaching/learning and requires students to demonstrate initiative in the preparation of a professional development contract and to exhibit a sound level of skill in preparation for and participation in the teaching practicum.

**ED488**

**PROFESSIONAL STUDIES III**

*FY ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** ED487 Professional Studies II

Examines theories and practices underlying school procedures and classroom processes as they apply to planning, teaching and evaluation of pupils' learning and requires students to demonstrate initiative in the preparation of a professional development contract and to exhibit a sound level of skill in and preparation for participation in the teaching practicum.

**ED489**

**PROFESSIONAL STUDIES IV**

*FY ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** ED488 Professional Studies III

Focuses in particular on long-term planning and sustained teaching and involves four weeks of practice, ongoing internship experiences and reflection on both. Includes principle of programming, resource management and the application of strategies for self-evaluation, reflection on teaching, peer support and the development of an informed and critically aware approach to teaching.

**ED660**

**TEACHING FOR EFFECTIVE LEARNING**

This introductory core unit introduces academic staff to procedures for examining their own teaching. The participant's teaching experience forms an important basis of the unit. Participants plan a teaching session, an assessment item linked to their own objectives and evaluate their teaching. They also evaluate the modules of the unit as an example of teaching.

**ED661**

**APPLYING THEORIES OF LEARNING TO TEACHING**

**Pre-requisite/s:** ED660 Teaching for Effective Learning

Builds upon the pre-requisite unit and examines the theoretical basis for making informed decisions about course planning, implementation and evaluation. Will focus on an examination of learning assumptions, theories of learning including androgogy, reflecting on practice, experiential learning and metacognition.

**ED730**

**AN INTRODUCTION TO FUTURES STUDIES: METHODS, ISSUES AND VISIONS**

*Not offered in 1999.*

*S1 ♦ Ext ♦ L ♦ SWD*

**ED731**

**ENQUIRY I**

*S1 ♦ Ext ♦ L ♦ Ed*

Initially explores the nature of educational enquiry; alternative ways of researching are introduced and the stages in the research process overviewed. Research and evaluation are compared and contrasted. Examples are analysed to exemplify approaches, and ways to develop research proposals are emphasised.

**ED732**

**ENQUIRY II**

*S2 ♦ Ext ♦ L ♦ Ed*

**Pre- or Co-requisite:** ED731 Enquiry I

Types of educational enquiry and evaluation are considered, and specific data collection procedures reviewed. Basic statistical terminology and concepts are included and students will then have the option of further exploring qualitative or quantitative data analytic techniques.

**ED733**

**THE NATURE AND PROCESS OF EDUCATIONAL CHANGE**

*S1 ♦ Ext ♦ L ♦ Ed*

Examines the dynamics and nature of change in educational contexts. Particularly focuses on the shift from innovation to institution focused approaches and the increased concern with cultural influences on change processes. Topics include: devolution of educational systems; management and leadership in schools and school systems; implementation of curriculum; and increased community involvement in schools.

**ED734**

**THE POLICY CONTEXT OF EDUCATION AND TRAINING IN AUSTRALIA**

*S2 ♦ Ext ♦ L ♦ SWD*

Identifies and examines policy directions and initiatives in Australian Education and Training, drawing on conceptual and historical frameworks, underpinning ideologies, and the role and impact of Government, union and employer organisations.

#### **ED743-ED744**

##### **THESIS UNITS**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

The Thesis units involve an investigation of an area of educational or training and development significance both to the student and the field of education or training and development as a whole, and will result in the production of a research thesis.

#### **ED743**

##### **THESIS (6 UNIT)**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

*Pre- or Co-requisite/s:* ED731 Enquiry I and ED732 Enquiry II

The completion of a thesis of 30,000 to 40,000 words.

#### **ED744**

##### **THESIS (8 UNIT)**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

*Pre-requisite/s:* Evidence of an existing record of research in a relevant discipline, and/or previous completion of units equivalent to the Enquiry units

The completion of a thesis of 40,000 to 60,000 words.

#### **ED748**

##### **WORKPLACE LEARNING**

*S1 ♦ Ext ♦ L ♦ SWD*

Learning contexts in organisations – especially the role of informal, incidental and formal opportunities; new theories about learning such as self direction, collegiality and mentoring; the needs of a post-industrial workplace as well as the role of experience in developing critical reflectivity are all examined.

#### **ED749**

##### **MANAGEMENT EDUCATION**

*S2 ♦ Ext ♦ L ♦ SWD*

Introduces the major approaches to management education and development and reviews recent international developments in the area. The relevance of competencies is critically examined and the role of management assessment centres and recognition of prior learning for managers reviewed.

#### **ED750**

##### **INSTRUCTIONAL DESIGN**

*Not offered in 1999.*

#### **ED751**

##### **INDEPENDENT STUDY UNIT I:**

##### **NEGOTIATED READING COURSE**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

*Pre-requisite/s:* To be negotiated

An essential requirement of this unit will be a critical review of the literature in an agreed area leading to the identification of research possibilities. Other requirements are negotiable. A unit outline must be approved through the MEd Committee.

#### **ED753**

##### **RESEARCH PROJECT – BACKGROUND AND PROPOSAL**

*S1/S2 ♦ Ext ♦ L ♦ SWD*

*Pre-requisite/s:* To be negotiated

Requires the student to undertake a literature review and to develop a Research Project proposal in preparation for his/her 2-unit Research Project. An individually negotiated unit outline must be approved through the MEd Committee.

#### **ED754**

##### **RESEARCH PROJECT**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

The 2-unit Research Project units involves an investigation of an area of educational or training and development significance both to the student and the field of education or training and development as a whole, and will result in the production of a 10,000 to 20,000 word report.

#### **ED755**

##### **RESEARCH PROJECT**

*S1/S2 ♦ Ext ♦ L*

Is identical to ED754, but permits the completion of the 2-unit Research Project over two semesters.

#### **ED756**

##### **RESEARCH DISSERTATION**

*Triple-weighted unit.*

*S1/S2 ♦ Ext ♦ L ♦ SWD*

The topic for the Dissertation is defined by the student in conjunction with the Head, School of Social and Workplace Development or delegate and the principal supervisor. The dissertation is to be completed in a minimum of two (2) semesters.

#### ED802

##### THESIS (6 UNIT)

S1/S2 ♦ Int ♦ L ♦ Ed

**Pre-requisite/s:** ED731 Enquiry I and ED732 Enquiry II

Will provide students with the opportunity to undertake an original research project in Education which will be presented as a research thesis.

#### EL400

##### AUDIO ENGINEERING I

S1 ♦ Int ♦ L ♦ CA

**Pre-requisite/s:** MU497 Introduction to Music Technology

Covers a range of techniques associated with audio engineering in a multi-track recording studios and in live recording and mixing environments. (NB Quotas may apply.)

#### EL401

##### AUDIO ENGINEERING II

S2 ♦ Int ♦ L ♦ CA

**Pre-requisite/s:** EL400 Audio Engineering I

Focuses on audio engineering projects related to live concert production, live-to-air concert broadcast and the production of studio recordings. Students will manage their own projects, and are involved in professional productions as appropriate. (NB Quotas may apply.)

#### EN204

##### COMMUNICATION: THEORY AND PRACTICE

S1 ♦ Int/Ext ♦ L/PM ♦ HMCS

Students are provided with the skills and knowledge needed to be successful and effective communicators. The elements and processes which underpin successful communication are studied from both theoretical and practical perspectives. A skills oriented approach aims to promote good writing and interpersonal communication techniques. Generic skills of critical thinking, problem solving, and logical thinking are addressed in subject related contexts. The role of modern technology in effective communication is also important.

#### EN351

##### CHILDREN'S LITERATURE

May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.

S1/S2 ♦ Int ♦ L ♦ Ed

**Pre-requisite/s:** CS401 Curriculum Studies: English I

Based on the belief that children need a well-balanced literature programme to enhance their imaginative and verbal experience. It works through a study of genres, the critic's views of central issues and programming according to the Piagetan theories of child growth and development.

#### EN352

##### TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.

S1/S2 ♦ Int ♦ L ♦ Ed

**Pre-requisite/s:** CS401 Curriculum Studies: English I

Examines the theoretical changes that have taken place in the area of second language learning over the past twenty years. The relationship between language and culture will be detailed. Application of the theory in classroom situations will be considered. Particular groups of students and their language needs will be studied, e.g. new arrivals.

#### EN355

##### STORYTELLING

May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.

S1/S2 ♦ Int ♦ L ♦ Ed

Emphasises the importance of storytelling as a method of transmitting culture. Enables students to enjoy, prepare and tell stories to children.

#### EN356

##### READING DIFFICULTIES

May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.

S1/S2 ♦ Int ♦ L ♦ Ed

Enables students to gain an understanding of diagnostic assessment techniques and to design and teach an appropriate intervention programme based upon a child's individual needs.

**EN402**

**SCRIPTWRITING**

*S1 • Int • L/PM • HMCS*

Students are introduced to the theory and practice of scriptwriting with introduction to the concepts of character, plot, dialogue, and script presentation. By being exposed to and analysing examples of scripts, the student will be able to select appropriate form and content as applied to radio, film, video, television, and multimedia.

**EN700**

**WOMEN AND COMMUNICATION**

*Not offered in 1999.*

Will address the imbalance in communication skills in the public sphere between the genders. Will assist students to develop communication skills at an advanced level and also provide them with the knowledge and skills to teach communication techniques to individuals and groups. Will also assist students with lobbying and report submission writing techniques. Both theory and practical work will be incorporated in the unit.

**FM101**

**FINANCE AND INFORMATION SYSTEMS I**

*Available to Club Industry employees only.*

*S1/S2 • Ext • L • THM*

Teaches students the legal and professional requirements involved in the preparation of financial reports. Students will be able to relate their basic accounting skills to club operations and compilation of financial reports.

**FM102**

**FINANCE AND INFORMATION SYSTEMS II**

*Available to Club Industry employees only.*

*S1/S2 • Ext • L • THM*

Focuses on the internal control of finance and information systems and the establishment and evaluation of transactions through appropriate book entries. Also includes not-for-profit organisations.

**FM103**

**FINANCE AND INFORMATION SYSTEMS III**

**III**

*Available to Club Industry employees only.*

*S1/S2 • Ext • L • THM*

Examines the use of computers in the club industry, in particular within the financial management and accounting practices. Also addresses financial budgets and forecasting, analysis of income and expenditure, profit and loss statements and balance sheets.

**FM104**

**FINANCE AND INFORMATION SYSTEMS**

**IV**

*Available to Club Industry employees only.*

*S1/S2 • Ext • L • THM*

Will provide students with a theoretical framework for the evaluation and construction of documents produced by various sources, internally and externally. Also addresses pricing costs, working capital and using statistics.

**FY100**

**FIRE ECOLOGY AND MANAGEMENT**

*S2 • Int • L • RSM*

Principles of combustion and fire behaviour, based on an understanding of meteorological events. Role of fire in ecosystem function. Techniques of fire control including hazard reduction and other prescribed burning techniques. Review of suppression strategies.

**FY101**

**FOREST ECOPHYSIOLOGY**

*S2 • Int • L • RSM*

*Pre-requisite/s:* BL230 Principles of Plant and Animal Conservation

Describes the structure and functioning of forest communities, building on the concepts introduced in BL230 Principles of Plant and Animal Conservation. It is presented in three parts: dendrology, community classification and ecophysiology, in particular the role of water and nutrients.

**FY102**

**FOREST MENSURATION AND INVENTORY**

*S1 • Int • L • RSM*

Describes the basic geometry of trees, covering topics such as stem form and taper, and how these affect the calculation of tree and stand volume, and the estimation of biomass. It also introduces students to inventory techniques for wood and non-wood resources, by means of case studies including the National Forest Inventory.

**FY103**

**SILVICULTURE I: NATIVE FORESTS**

*Pre-requisite/s:* FY101 Forest Ecophysiology

*S1 • Int • L • RSM*

Introduces students to the theory and practice of silviculture, by reviewing the underlying physiological and ecological principles and explaining how these are applied in controlling the composition, growth and regeneration of native forests.



#### **FY104**

##### **TIMBER HARVESTING**

*S1 ♦ Int ♦ L ♦ RSM*

Imparts knowledge of the techniques used in harvesting operations and their environmental effects. Also stresses the interrelationship of harvesting and silviculture.

#### **FY105**

##### **SILVICULTURE II: PLANTATIONS**

*S2 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* FY103 *Silviculture I: Native Forests*

Designed to acquaint students with the silvicultural procedures and practices utilised in establishing and managing plantations of forest trees, both exotic and native.

#### **FY106**

##### **WOOD SCIENCE UTILISATION AND CONSERVATION TECHNOLOGY**

*S2 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* FY104 *Timber Harvesting*

Aims to relate wood anatomy, ultrastructure and wood chemistry to the various end-uses of wood and to its susceptibility to insect attack and fungal decay.

#### **FY107**

##### **FOREST HYGIENE - PESTS AND DISEASES**

*S1 ♦ Int ♦ L ♦ RSM*

Maintenance of the health of forest trees through the identification and control of pests and diseases. Factors conducive to the spread of pathogens and insects. Strategies for the control of disease epidemics and insect outbreaks by integrated pest management. Diagnosis and correction of nutritional disorders.

#### **FY108**

##### **INTEGRATED TREE CROPPING - FARM FORESTRY**

*S1 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* FY105 *Silviculture II: Plantations*

Uses the principles and procedures of land evaluation as a basis for determining the use of trees (naturally occurring and planted) in agricultural ecosystems. An overview of agroforestry around the world is given, with special attention to tropical and subtropical regions. Financial disincentives and structural impediments to commercial wood production

on Australian farms are described. Other topics include prices, stumpage evaluation, investment appraisal, and the role of marketing cooperatives. Non-wood commodities are also discussed. Preparation of whole farm plans is an essential component.

#### **FY109**

##### **FOREST LAND USE AND MANAGEMENT**

*S1 ♦ Int ♦ L ♦ RSM*

A co-ordinated and supervised programme of field studies, covering a wide range of forest products, industries and forest land use and management problems. A regional approach to land evaluation for forestry is adopted, with the aim of placing the utilisation and preservation aspects of conservation in proper perspective. Case studies are described and, where feasible, relevant work experience and practical demonstrations are included. Mechanisms to achieve rational and informed public participation in the decision-making process are described.

#### **FY110**

##### **NATURAL RESOURCES POLICY**

*S2 ♦ Int ♦ L ♦ RSM*

Discusses the evolution of natural resources policy in general and forest policy in Australia in particular, in the context of changing community attitudes and values. Events leading to the formulation of the National Forest Policy Statement are reviewed. Recognition of the multi-function role of forests provides the rationale for balancing their protection and preservation values during policy implementation in order to achieve ecologically sustainable forest management.

#### **FY111**

##### **FORESTRY BUSINESS ENTERPRISE MANAGEMENT**

*S2 ♦ Int ♦ L ♦ RSM*

Examines the functions and processes of operational management within the changing business environment of forestry. The focus is on those forces which influence the internal and external optimisation of performance. Issues of planning, organisational design, human resource management, motivation, leadership and control are discussed. Particular attention is paid to the processes of consultation and conflict resolution.

**FY112**  
**PRODUCT DEVELOPMENT AND**  
**MARKETING**

*S2 ♦ Int ♦ L ♦ RSM*

Development of new forest products as a means of industry adjustment to the decreasing availability and changing quality of traditional products, based on a knowledge of wood properties and market analysis to determine user requirements. Attention is directed towards the whole range of end-products from high-value, appearance grade timber to lower quality, uniform material suitable for pulping or wood composites.

**FY113**  
**EXTENSION AND ADVISORY SERVICES**

*S2 ♦ Int ♦ L ♦ RSM*

Develops an understanding of the social processes underlying the communication of technical information about forestry and the forest products industries, particularly as they relate to the private forest grower. Develops skills in identifying and overcoming problems in communicating such knowledge, and outlines sociological research methods appropriate to the rural environment.

**GG201**  
**RESOURCE ASSESSMENT TECHNIQUES I**

*S1 ♦ Int ♦ L ♦ RSM*

Provides some of the basic principles and skills required in the collection of resource data. In this semester, students will be introduced to the use of maps, generalisation of resource survey data, recording of field data, and report writing and presentation.

**GG202**  
**RESOURCE ASSESSMENT TECHNIQUES II**

*S2 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* GG201 Resource Assessment Techniques I

Provides some of the techniques and skills required in the collection and mapping of field data. During this semester, students will be introduced to remote sensing and mapping methods, including the use of satellite imagery, aerial photograph interpretation (API), basic surveying, use of photography as a field recording technique, and some field survey techniques for use in coastal studies, including sediment coring and geophysical data analysis.

**GG203**  
**HYDROLOGY AND CLIMATOLOGY**

*S2 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* GL201 Geology

Takes a step by step look at the movement of water through the global hydrological cycle. Provides a treatment of techniques used for the measurement and analysis of surface and sub-surface water and looks at the effect this water has on stream and catchment development. Uses real data gathered by the students and case examples from Australia and overseas to provide a practical basis for the understanding of techniques and principles studied during the course.

**GG207**  
**LAND USE PLANNING**

*S1 ♦ Int ♦ L ♦ RSM*

Covers both theoretical and practical aspects, through the introduction and critical appraisal of planning approaches and issues. The principal focus is on planning at the regional and sub-regional scales, although examples of approaches at other scales are also covered to ensure a wider appreciation of planning processes. Includes social aspects of planning, rural and urban planning.

**GG211**  
**INTEGRATED PROJECT**

*S2 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* All core units plus four electives

Provides students with an opportunity to undertake a major investigation involving the application of multidisciplinary skills. Students are encouraged to acquire work experience with an agency which has specific interests in the topic under investigation.

**GG214**  
**SOIL PROCESSES**

*S1 ♦ Int ♦ L ♦ RSM*

Examines soils and the constituents, physical properties, texture, structure, soil water, organic matter, clay mineralogy, colloid chemistry, soil and plant nutrition, formation, taxonomy and soil biology.

### GG215

#### WATER RESOURCE MANAGEMENT AND TECHNOLOGY

S2 ♦ Int ♦ L ♦ RSM

Examines methods of assessing and managing water resource quantity and quality. Emphasises the need for an integrated approach to management issues including resource allocation and capacity sharing strategies, protection of in-stream environmental values, multiple use of storage, delivery systems and economics, the links between poor water management practices and inefficient use, water quality and land degradation, and between the management strategy, pricing and water conservation initiatives.

### GG217

#### LAND DEGRADATION AND REHABILITATION

S2 ♦ Int ♦ L ♦ RSM

*Pre-requisite/s:* GG214 Soil Processes

Examines the causes, the prevention and the rehabilitation of the various forms of land degradation. These forms include: soil erosion by wind and water; soil structural degradation; acidification; woody weeds; mass movement; salinity; pollution; water repellence and biological degradation. The design of soil conservation structures, the economics of land degradation and land capability classification are also examined.

### GG218

#### WASTE TECHNOLOGY

S2 ♦ Int ♦ L ♦ RSM

Examines the problems of waste disposal with emphasis on classification of waste types and their impacts on the environment. Includes practical and applied examination of disposal methods, site selection and rehabilitation, hazard evaluation, risk analysis, monitoring strategies, waste reduction and waste recycling. The human aspects of waste management are also included.

### GG220

#### ENVIRONMENTAL IMPACT STUDIES AND ASSESSMENT

S2 ♦ Int ♦ L ♦ RSM

Examines environmental assessment techniques and emphasises the need for their application. The importance of minimising environmental impacts needs to be recognised in order to develop sustainable resource use. An

understanding of the relationship between environmental impact analysis and the planning process is fundamental for designing and implementing projects involving sustainable resource use.

### GG222

#### INTERNSHIP STUDY

S1 ♦ Int/Ext ♦ L ♦ RSM

*Pre-requisite/s:* Completion of 16 units from the Bachelor of Applied Science: Coastal Management, Environmental Resource Management and Fisheries and Aquaculture Management

Provides experience in workplaces related to their courses. Includes preparation of applications, employment interviews, and a ten week work placement which is formally assessed. Placements in work experience will be by competitive application.

### GG223

#### INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

S2 ♦ Int ♦ L ♦ RSM

Covers both the principles and applications of digital remote sensing with the emphasis on integration with GIS. The principles of remote sensing include the electromagnetic radiation, sensor systems, pre-processing, enhancement, classification, rectification, and accuracy assessment. The GIS component covers Digital Elevation Models, predictive modelling and GIS/remote sensing integration. The emphasis will be given to use of these new spatial information technologies in addressing resource management issues.

### GG224

#### GEOGRAPHIC INFORMATION SYSTEMS AND REMOTE SENSING

*Not offered in 1999.*

S1 ♦ Int ♦ L ♦ RSM

*Pre-requisite/s:* GG223 Introduction to Geographic Information Systems

### GG230

#### PRINCIPLES OF COASTAL RESOURCE MANAGEMENT

S2 ♦ Int ♦ L ♦ RSM

Introduces the theory and practice of conservation biology. Students will learn basic plant and vegetation identification, assessment and monitoring techniques, and the use of basic plant propagation and growth techniques. They will also learn the techniques used to collect basic data for wildlife management and

conservation. An emphasis will be placed on using this information to devise management and conservation programs. Developing skills to communicate the results of such programs is also a priority.

**GG231  
COASTAL GEOMORPHOLOGY AND  
SEDIMENTOLOGY**

*S2 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* GL201 *Geology*

Studies coastal landforms and the significance of the processes which operated to produce and change them. Particular attention is given to examining how knowledge of the relationship between coastal processes and their geomorphological effects can be used to predict future natural changes, and the likely effects of changes caused by human intervention.

**GG232  
ENVIRONMENTAL MONITORING AND  
ANALYSIS**

*Not offered in 1999.*

*S1 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* CH073 *Environmental Chemistry*

**GG300  
ENVIRONMENTAL AWARENESS**

*Conditions apply – refer School of Business.*

*S1 ♦ Int ♦ CH ♦ Bus*

Designed to enhance students' appreciation of the environment and the relationship between environmental conservation, preservation and sustainable production techniques. The main aim is to provide objective assessment criteria to the environment enabling students to make informed decisions concerning the use of sites for agribusiness purposes.

**GG301  
INTRODUCTION TO PRODUCTION  
MANAGEMENT**

*Conditions apply – refer School of Business.*

*S1 ♦ Int ♦ CH ♦ Bus*

Consisting of two parts, this unit provides the basis from which the major area of specialisation is selected. This unit will utilise most of the material presented in the preceding composite units (CU). The main strands of specialisation are: Farm Plan (Project), Beef Cattle Production, Horticulture (Ornamental and Commercial), Organic Farming Methods, Aquaculture and Environmental Management.

**GG801  
COASTAL MANAGEMENT 400 (HONOURS)**

*T1/T2/T3 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* See Rules, BAppSc(Hons)

Provides an introduction to research work and postgraduate studies through full-time supervised research and project work. Honours students select their project topic in consultation with particular staff with expertise in an area appropriate to the proposed topic areas.

**GL201  
GEOLOGY**

*S1 ♦ Int ♦ L ♦ RSM*

Investigates tectonic processes leading to the formation of the distinctive environments of the earth's surface and the rocks and minerals found in those environments. The role of geology in understanding and managing environmental changes and natural hazards is emphasised, and the geology of the local area is studied using geological maps and field work.

**GL210  
EARTH RESOURCES**

*Not offered in 1999.*

*S2 ♦ Int ♦ L ♦ RSM*

*Pre-requisite/s:* GL201 *Geology*

**GL220  
NATURAL SCIENCES**

*Conditions apply – refer School of Business.*

*S1 ♦ Int ♦ CH ♦ Bus*

Provides practical understanding of the earth sciences and their relationship with agribusiness enterprises. It is assumed that students do not have any prior understanding of these sciences. Specific emphasis is placed on climate, soils and plant nutrition and the relationship between each of these factors of production. This unit will provide an essential foundation for those students pursuing advanced applied courses of Beef, Horticulture and Organic Farming.

**GT100  
ENGINEERING MATHEMATICS**

*Not offered in 1999.*

*S1 ♦ Ext ♦ L ♦ RSM*

Covers the basic mathematics required for a scientific or engineering course at the tertiary level, including basic algebra, logarithms and exponential functions, elementary matrix algebra, basic functions, trigonometry, and introductory calculus.

#### **GT101**

##### **MECHANICS**

*Not offered in 1999.*

*S2 ♦ Ext ♦ L ♦ RSM*

Fundamental to engineering work is the ability to make predictions about how things will behave when they are subject to some actions. Introduces students to the use of mechanics to make predictions about how forces affect structures.

#### **GT102**

##### **MATERIALS: PROPERTIES AND PERFORMANCE**

*Not offered in 1999.*

*S1 ♦ Ext ♦ L ♦ RSM*

Provides a background knowledge of the more commonly used engineering materials, by promoting an understanding of the interrelation between structure and properties in the principal families of materials and the mechanisms by which the structural changes may be accomplished.

#### **GT103**

##### **GEOMECHANICAL ENGINEERING**

*Not offered in 1999.*

*S1 ♦ Ext ♦ L ♦ RSM*

Provides students with competency in the basic theory of soil mechanics, and its application to practical problems in geomechanics. Introduces standard soil sampling and testing procedures and the basic design methods for soil structures and soil supported structures.

#### **GT104**

##### **GEOTECHNICAL ANALYSIS**

*Not offered in 1999.*

*S2 ♦ Ext ♦ L ♦ RSM*

Covers design and stability problems in soil and retaining structures and foundation engineering, using soil mechanics principles and procedures. Introduces the basic principles of rock mechanics.

#### **GT105**

##### **MINING OPERATIONS**

*Not offered in 1999.*

*S1 ♦ Ext ♦ L ♦ RSM*

Introduces both surface and underground mining operations, including: drilling, the use of explosives, the sinking of shafts, driving of tunnels, stopping and ore extraction.

#### **HL102**

##### **THE HUMAN BODY IN HEALTH AND ILLNESS**

Introduces students to the Anatomy and Physiology of the body at a basic level. Students will examine the effects of disease processes and the ageing process on the body.

#### **HL103**

##### **PHYSICAL ASSESSMENT AND CLINICAL SKILLS IN ILL HEALTH**

*Co-requisite/s:* HL102 *The Human Body in Health and Illness*

Students will develop competence in assessment and basic intervention skills that can be used to help people deal with common health problems. Students will learn how and when to refer people to other health professionals. They will also learn techniques for helping people follow the treatment advice given by other health professionals.

#### **HL106**

##### **HEALTH EDUCATION AND ILLNESS PREVENTION**

Students will develop an understanding of the factors influencing decisions to pursue healthy or unhealthy patterns of behaviour. Students will study the processes used to change beliefs and/or behaviour to achieve improvement in community health. Features of successful and unsuccessful programmes will be analysed.

#### **HL107**

##### **NUTRITION**

Students will examine the causes and manifestations of over and under-nutrition. Methods of nutritional assessment will be examined. Common nutritionally related illnesses will be reviewed. The unit looks at nutritional needs and methods available for making the best use of available nutritional resources.

#### **HL108**

##### **FAMILY HEALTH**

Reviews Family Health programmes. Information is grouped according to existing service structures: Well Child Clinics, School Health. Also looks beyond the Family Health needs provided for by government agencies.

#### HL109

##### DRUGS AND ALCOHOL

**Pre-requisite/s:** HL102 *The Human Body in Health and Illness*, HL104 *The Health of Aboriginal People*  
Students will examine the causes and manifestations of drug and alcohol and related problems, and will explore the available intervention strategies at the individual, family, community and mass media levels.

#### HL205

##### PSYCHOSOCIAL EMERGENCY CARE

**Pre-requisite/s:** NR321 *Clinical Nursing Studies I*, or MN131 *Communication*, or MN133 *Indigenous Styles of Communication*

Explores emergency situations of a psychosocial nature and various models of intervention. Skills required to implement a preferred model in the care of individuals, groups and communities will be developed. Stress and adaption are considered in relation to prevention of breakdown and enhanced adjustment skills. The effects of emergency care on the health carers and clients will also be examined.

#### HL207

##### APPLIED DIET, WEIGHT CONTROL AND EXERCISE (WELLNESS)

S2 ♦ Int ♦ L ♦ ESSM

Wellness components include the spiritual, intellectual, social, emotional and physical. Aims to focus student attention on the physical component and develop an in-depth understanding of diet, weight control and exercise skills.

#### HL213

##### HUMAN SERVICES MANAGEMENT

S2 ♦ Int/Ext ♦ CH ♦ HS

Provides theoretical frameworks for analysing the unique features of human service organisations and how to effectively manage service delivery. The current challenges for human service organisations to survive in a climate of competitive tendering and fiscal restraint will be critically examined.

#### HL214

##### NUTRITION I

S1 ♦ Int ♦ L ♦ NCM

**Pre-requisite/s:** CH004 *Nutritional Biochemistry* and PL202 *Anatomy and Physiology II*

A comprehensive introduction to nutritional science, providing an overview of human nutritional requirements, nutritional assessment

and methods, food science and technology. The role of food within economic, psycho-social, political, cultural and ecological frameworks will be explored.

#### HL215

##### NUTRITION II

S2 ♦ Int ♦ L ♦ NCM

**Pre-requisite/s:** HL214 *Nutrition I*

Provides the knowledge and skills required in the preparation of dietary plans through a comprehensive and critical analysis of comparative diet therapy. In addition this unit will include an introduction to the principles of the nutrition care process, determination of altered nutrient requirements of individuals at various stages of the life cycle and in disease states. The use of standard diets and other nutrition education tools will also be discussed.

#### HL216

##### NUTRITION III

S1 ♦ Int ♦ L ♦ NCM

**Pre-requisite/s:** HL215 *Nutrition II*

**Co-requisite/s:** HL278 *Naturopathic Clinic I*

Provides an overview of the pharmacological role and clinical application of nutrients in the prophylactic and therapeutic treatment of disease. Covers the indications, contra-indications, safety, efficacy, toxicology and form and dosage of nutrients used in clinical practice.

#### HL217

##### NUTRITION IV

S2 ♦ Int ♦ L ♦ NCM

**Pre-requisite/s:** HL216 *Nutrition III*

**Co-requisite/s:** HL279 *Naturopathic Clinic II*

The focus of this unit is clinical nutrition. It integrates previous learning in nutrition and prepares students for clinical practice. Clinical problems in each body system will form the basis for study within this unit.

#### HL250

##### STRESS MANAGEMENT

*Not offered in 1999.*

NHCP

#### HL251

##### PUBLIC AND ENVIRONMENTAL HEALTH

NHCP

Presented as two modules. Module one introduces basic concepts in epidemiology, public and environmental health, and the process of screening. Information is then provided on current public health programmes.

Module two studies the influence of environmental health activities on morbidity and mortality.

#### **HL255**

##### **HOMOEOPATHY I**

*FY ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** HL259 *Naturopathic Foundations*, CH103 *Biological Chemistry II*

This year-long unit introduces students to the origins, theory and practice of homoeopathy. Students will learn methods and approaches for analysing a simple acute case history and selecting a medicine. Study of the *materia medica* will commence, based on acute cases.

#### **HL256**

##### **HOMOEOPATHY II**

*FY ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** HL255 *Homoeopathy I*

This year-long unit builds knowledge of the treatment of chronic disease. There will be intensive study of the theory of chronic disease and of case-taking, prescription, and case-management of complex cases involving long-established illness and multiple conditions. Study of the major medicines in the *materia medica* will continue throughout the unit.

#### **HL257**

##### **PHYTOTHERAPY I**

*S2 ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** HL259 *Naturopathic Foundations*

Comprehensive introduction to phytotherapy, the study of plants as healing agents within the Western herbal tradition. Covers the history and philosophical framework of European Herbal Medicine, its language and modern application, and 50 herbs of the *materia medica* according to therapeutic groups.

#### **HL258**

##### **PHYTOTHERAPY II**

*S1 ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** HL257 *Phytotherapy I*, CH103 *Biological Chemistry II*, HL259 *Naturopathic Foundations*

**Co-requisite/s:** HL265 *Phytotherapy III*

Develops practical knowledge and skills in botany, plant identification and the biology of medicinal plants relevant to naturopathy. Develops beginning competence in herbal pharmaceuticals (manufacturing), pharmacy and the delivery and dispensing of herbal, homoeopathic and hydrotherapy preparations, both clinically and industrially. Experiential

learning a major component of this unit.

#### **HL259**

##### **NATUROPATHIC FOUNDATIONS**

*S1 ♦ Int ♦ L ♦ NCM*

Provides a comprehensive introduction to basic naturopathic principles and places the practice of naturopathy into its social, cultural and historical context. This unit will cover a broad range of topics including the philosophy of science, the social context of disease and health care delivery, the naturopathic approach to health care and emerging paradigms in health.

#### **HL260**

##### **NATUROPATHIC STUDIES**

*S2 ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** HL278 *Naturopathic Clinic I*

**Co-requisite/s:** HL279 *Naturopathic Clinic II*

Integrates the various components of naturopathic clinical practice to allow final year students the opportunity to synthesise them prior to graduation and independent clinical practice. Includes consideration of legal, ethical and professional issues.

#### **HL261**

##### **PROGRAMMING FOR MIXED ABILITIES IN HEALTH STUDIES**

*Not offered in 1999.*

#### **HL262**

##### **ISSUES AND STRATEGIES IN HEALTH STUDIES**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

Planning and implementing programmes in Health/PE/PD; key issues relating to health and health education; children's motor skill development and acquisition of skills in the areas of games, dance and movement; the practical application of theory to the classroom situation.

#### **HL263**

##### **HOMOEOPATHY III**

*S1 ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** HL256 *Homoeopathy II*

**Co-requisite/s:** HL278 *Naturopathic Clinic I*

Will further consolidate understanding of the principles and practice of homoeopathy. Study of the *materia medica* will continue, with specific reference to medicines with a particular affinity for various body systems. The holistic profile of these medicines will at all times be considered, in addition to their affinities to particular systems.

#### HL265

##### PHYTOTHERAPY III

S1 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL257 *Phytotherapy I*

Provides knowledge of the herbal materia medica, the study of actions and indications of medicinal plants. This is core knowledge for the practice of herbal medicine and at the completion of this unit students will have covered 150–200 plants.

#### HL266

##### PHYTOTHERAPY IV

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL265 *Phytotherapy III*, HL258

*Phytotherapy II*, CH103 *Biological Chemistry II*,

PL102 *Physiological Pathology II*

Provides chemical and pharmacological perspectives of therapeutic uses of medicinal plants, and the knowledge of major constituents of medicinal plants, and the pharmacological basis of therapeutic uses. Includes their mechanisms of action, absorption, metabolism, elimination, toxicity and their adverse effects.

#### HL267

##### PHYTOTHERAPY V

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL266 *Phytotherapy IV*

*Co-requisite/s:* HL278 *Naturopathic Clinic I*

Integrates previous learning in the phytotherapy strand and prepares the student for clinical practice. Clinical problems in each body system will form the basis for study within this unit.

#### HL274

##### CLINICAL DIAGNOSIS I

S1 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* PL102 *Physiological Pathology II*

*Co-requisite/s:* HL277 *Clinical Preparation II*

A comprehensive introduction to clinical diagnosis, an essential component of naturopathic clinical practice. Provides skills in critical thinking, understanding of the common manifestations of disease and a systematic approach to reaching a clinical diagnosis based upon a reasoned judgement of the presentation. The material will be presented in a problem-based learning format.

#### HL275

##### CLINICAL DIAGNOSIS II

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL274 *Clinical Diagnosis I*

*Co-requisite/s:* HL277 *Clinical Preparation II*

Builds on the unit Clinical Diagnosis I. Continues the problem-based learning approach to diagnosis by analysis of problems based on body systems. The primary aim of this unit is to develop critical analytical skills as the core component of clinical reasoning.

#### HL277

##### CLINICAL PREPARATION II

FY ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL281 *Clinical Preparation IB*,

PL102 *Physiological Pathology II*

*Co-requisite/s:* HL274 *Clinical Diagnosis I*

Provides a comprehensive introduction to clinical skills required in the holistic assessment of the individual with particular emphasis on physical examination. Practical methods for the management of common problems encountered in clinical practice will also be studied. Involvement in the student clinic commenced in Clinical Preparation I will be maintained and expanded.

#### HL278

##### NATUROPATHIC CLINIC I

S1 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL277 *Clinical Preparation II*,

HL275 *Clinical Diagnosis II*

*Co-requisite/s:* HL263 *Homoeopathy III*, HL267

*Phytotherapy V*, HL216 *Nutrition III*

Provides students with supervised clinical experience in integrated naturopathic practice combining phytotherapy, nutrition, homoeopathy and tactile therapies within a student clinic. Within this supervised environment the student clinician will be responsible for case management and planning.

#### HL279

##### NATUROPATHIC CLINIC II

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL278 *Naturopathic Clinic I*

*Co-requisite/s:* HL260 *Naturopathic Studies*,

HL217 *Nutrition IV*

Builds on previous experience and provides students with continued supervised clinical experience in integrated naturopathic practice combining phytotherapy, nutrition, homoeopathy and tactile therapies within a student clinic.



## HL280

### CLINICAL PREPARATION IA

S1 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* PL202 Anatomy and Physiology II, HL259 Naturopathic Foundations, BS301

*Interpersonal Relating*

Comprehensive introduction to the history, principles, physiological basis and practice of western tactile therapy. Musculoskeletal anatomy is continually reviewed throughout the course. Includes experiential learning of western massage techniques, with the emphasis on students achieving competence in assessing a patient and delivering a full-body massage.

## HL281

### CLINICAL PREPARATION IB

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* HL280 Clinical Preparation IA

Presents a range of advanced tactile therapy techniques. There is an emphasis on refining tactile therapy skills and promoting understanding of the strategies used in the clinical situation. The emphasis is on allowing students to develop the skills necessary to individualise treatment.

## HL323

### OUTDOOR EDUCATION I

*May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.*

S1/S2 ♦ Int ♦ L ♦ Ed

Students are introduced to outdoor education as part of the school curriculum. The unit is presented in two parts, theoretical and practical. The theory component will be delivered during University-based tutorials and in the field, while the practical component will be delivered during field trips. The focus of the unit is two-fold: to investigate how outdoor education activities and settings can enable the integration and teaching of school curricula in an outdoor setting; and, to enable students to participate in a range of outdoor pursuits and develop personal skills in the outdoors.

## HL324

### CURRICULUM SPECIALISATION: OUTDOOR EDUCATION

S1 ♦ Int ♦ L ♦ Ed

The focus is upon the nature of teaching Outdoor Education across K-12 with a major focus on Years 7-12. Addresses the ways in which Outdoor Education can be integrated into each student's teaching across all Key Learning

Areas. Also addresses the changes in the Outdoor Education curriculum over the past decade and the impact it has had within schools and in the teaching of Outdoor Education. Specific treatment is given to the integration of Outdoor Education into the teaching of each student's major curriculum specialisation.

## HL351

### HEALTH AND FITNESS IN MODERN SOCIETY

*May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.*

S1/S2 ♦ Int ♦ L ♦ Ed

*Pre-requisite/s:* CS417 Curriculum Studies:

PD/Health/PE I

Designed to increase students' awareness of health issues and to develop their decision-making skills on health issues. Students will have the choice of pursuing these issues at a personal level or in relation to curriculum development in primary school health studies.

## HL402

### PHILOSOPHY OF HOLISTIC HEALTH CARE

*Not offered in 1999.*

## HL403

### HOLISTIC CARING AND COMMUNICATION

*Not offered in 1999.*

## HL404

### CONTEXTUAL BODY WORK

*Not offered in 1999.*

## HL405

### HOLISTIC NUTRITION

*Not offered in 1999.*

## HL501

### ISSUES AND METHODS IN RESEARCH I

Ext ♦ L ♦ NHCP

Provides an overview of current theory and issues in research practice. The major philosophical perspectives of health research are examined from historical and social contexts. A critical analysis of empiricist, interpretive and critical approaches to health research will be the focus of this unit.

## HL502

### ISSUES AND METHODS IN RESEARCH II

Ext ♦ L ♦ NHCP

Provides an in-depth examination of the research process and a broad range of research methodologies applicable to health research.

The methodological approaches covered in this unit will be derived from the empiricist, interpretive and critical paradigms of research.

**HL506**

**THEORY AND CONCEPTS IN HEALTH PROMOTION**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Will outline the current theories and models which underpin health promotion practice. An overview of health promotion will be presented. Will enable students to critically analyse the range of models available and adoption into health promotion practice.

**HL507**

**PROGRAMME DEVELOPMENT AND MANAGEMENT**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Health promotion activities to be effective, must be developed and evaluated in a planned systematic manner. Completion of this unit will enhance the practitioner's ability to manage and direct health promotion projects at various levels, thus preparing health promotion managers, researchers and promoters. Provides greater detail, scientific and theoretical, in programme planning and management tools than any of the other discipline studies.

**HL508**

**STRATEGY DEVELOPMENT**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Will present a range of strategies that are currently utilised in health promotion. The theory underpinning each strategy will be outlined and students will have the opportunity to appropriately select strategies for a range of individual, group and population settings.

**HL509**

**EVALUATING HEALTH PROMOTION**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Students are provided with an opportunity in which to further develop the planning and evaluation skills required for developing health promotion activities. These will include process, impact and outcome evaluation, and methodological techniques used in monitoring each stage. Has been designed to meet the needs of research practitioners in health promotion.

**HL600**

**MASTER OF HEALTH SCIENCE PROJECT**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

*Pre-requisite/s:* HL501 *Issues and Methods in Research I* and HL502 *Issues and Methods in Research II*

This is a 4-6 unit equivalent of project work negotiated by the student.

**HL705**

**HEALTH AND EPIDEMIOLOGY**

*Not available to undergraduates.*

*S2/T2 ♦ Ext ♦ L ♦ NHCP*

Addresses current health needs in Australian society from the perspective of epidemiological and other research findings. These findings are then used to consider the development of an appropriate health care agenda.

**HL707**

**SOCIAL DETERMINANTS IN WOMEN'S HEALTH**

*Not offered in 1999.*

**HL708**

**SOCIAL CONSTRUCTION OF WOMEN'S HEALTH**

*Not offered in 1999.*

**HL721**

**HEALTH INFORMATION SYSTEMS**

*Not offered in 1999.*

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Will provide students with a broad critical appreciation of applied information systems analysis together with the social and behavioural implications of the systems environment. Will enable students to apply a systems approach to health service problems in the use of health information technology for clinical applications in strategic and resource planning, and in executive decision-making.

**HL722**

**THE SOCIOLOGICAL AND POLITICAL BASIS OF HEALTH CARE**

*Not available to undergraduates.*

*Ext ♦ NHCP*

Analyses the impact of social factors on health and studies the impact of dominant models of the body and illness and the effect of these images on the structure of health care delivery. The structure of the health care system is examined both from the perspective of

government responsibility for health and the impact of more recent policy trends upon health care delivery.

#### HM201

##### FIELD STUDIES I

*S1 ♦ Int ♦ L ♦ ESSM*

Field Studies I is the first of a series of units designed to prepare graduates for eventual entry into the workforce. To accomplish this students will be exposed to a range of practical experiences that are associated with the professional area.

#### HM202

##### FIELD STUDIES II

*S2 ♦ Int ♦ L ♦ ESSM*

Initially deals with the basic principles related to communication and personal interrelationships. The remainder of the unit concentrates on the basic profiles, problems and activity needs of the aged and the disabled.

#### HM203

##### FIELD STUDIES III - SPORTS

##### CONDITIONING AND TRAINING

##### METHODOLOGY

*S1 ♦ Int ♦ L ♦ ESSM*

Focuses on the practical application of training methods for sport. In particular, emphasis is placed on designing, organising and presenting "yearly" training programmes for a variety of sports.

#### HM220

##### GRADUATING SEMINAR

*S2 ♦ Int ♦ L ♦ ESSM*

Involves the student conducting and presenting the results of a limited research project in his/her major area of study within the Bachelor of Human Movement Science programme.

#### HM221

##### AGEING AND PHYSICAL ACTIVITY

*Not offered in 1999.*

*S2 ♦ Int ♦ L ♦ ESSM*

Research has demonstrated physical exercise to be an effective therapy for the ageing human. This unit examines the exercise responses and adaptations of older adults from the perspectives of exercise physiology, functional anatomy, biomechanics, psychology, motor control and nutrition. In particular, the role of exercise in the prevention and rehabilitation of the common problems facing our aged population will be studied in detail.

#### HM222

##### PHYSICAL ACTIVITY FOR PEOPLE WITH DISABILITIES

*Not offered in 1999.*

#### HM223

##### INTERNSHIP I

*S1 ♦ Int ♦ L ♦ ESSM*

Provides students with a systematic approach to developing a strategy for entry into the employment market place. In particular, attention focuses on preparing for the employer/employee selection process.

#### HM224

##### INTERNSHIP II

*S2 ♦ Int ♦ L ♦ ESSM*

*Pre-requisite/s:* HM223 Internship I

Students will actively seek and undertake a 4 week internship with community and/or private enterprise organisations, in order to obtain practical on the job experience while providing a beneficial and worthwhile opportunity for that host organisation.

#### HM225-8

##### INTERNSHIP III

*S2 ♦ Int ♦ L ♦ ESSM*

Students will actively seek and undertake a 12-week internship with community and/or private enterprise organisations in order to obtain practical on the job experience while providing a beneficial and worthwhile opportunity for that host organisation.

#### HM301

##### RESEARCH DESIGN IN SPORT SCIENCE

*S1 ♦ Int ♦ L ♦ ESSM*

Designed to examine the philosophical and ethical considerations necessary when conducting a research project. Will provide the necessary skills for critical analysis of published material and writing and presenting a research proposal using one of the various methods presented in the unit.

#### HM801

##### HUMAN MOVEMENT 400 (HONOURS)

*ESSM*

Will provide students with the opportunity to undertake an original research project in Health Science (Human Movement), which will be written up into a thesis.

### HS230

#### ISSUES IN HISTORY

S1 • Int • L/GC • HMCS

Students will be introduced to contemporary debates within, and challenges to, the discipline of history. These will include analyses of class, feminism, postmodernism and postcolonialism. The unit will then apply these analyses to aspects of the history of the emergence of modern society from the 17th Century.

### HS232

#### AUSTRALIA FROM 1788 – 1988

*Not offered in 1999.*

S1 • Int • L/CH/GC/PM • HMCS

*Pre-requisite/s:* HS230 *Issues in History*

Students undertake a thematic and contextual study of Australia during the first 200 years of European settlement. Differing historical interpretations are considered as is the recent rise of histories which emphasise the role of Aboriginal people, women and minority groups. Emphasis is also placed on the history and development of those various myths by which many Australians have sought to define themselves and their country.

### HS233

#### CONTEMPORARY AUSTRALIA

*Not offered in 1999.*

S2 • Int • L/CH/GC/PM • HMCS

*Pre-requisite/s:* HS230 *Issues in History*

Students study a wide range of interpretations of the major events of Australia's most recent past. Particular attention is paid to those events which are seen as crucial to the shaping of Australia's likely future and which have been subject to the greatest amount of public affairs commentary or academic analysis.

### HS234

#### GENDER AND RACE IN AUSTRALIAN HISTORY

S1 • Int • L/GC • HMCS

*Pre-requisite/s:* HS230 *Issues in History*

Key aspects of Australian History from the perspectives of gender, postcolonial studies, and studies of "place" are considered. The focus is on issues such as a history of work, the social construction of place, the construction of Aboriginality and multicultural Australia. Some attention is also paid to the growth of historical museums and other attempts to physically reconstruct Australia's past.

### HS235

#### REGIONAL HISTORY RESEARCH PROJECT

S2 • Int • L/GC • HMCS

*Pre-requisite/s:* HS230 *Issues in History*

In this unit students undertake a piece of original research as part of a greater understanding of the history of the region. The research is closely supervised and is expected to result in both a piece of publishable history and an account of the historiographical issues raised during its completion.

### HU720

#### RESEARCH SEMINAR (HUMANITIES)

S1 • Int • L • HMCS

Designed to further develop students' capabilities in the areas of academic inquiry and writing. Essentially practical in nature and sufficiently flexible to permit those undertaking it to target information and skills perceived to be necessary for the effective prosecution of research in their areas of specialisation.

### HU721-2

#### THESIS (ARTS)

*(Part-time equivalents of HU723 – see Bachelor of Arts (Honours) Course Structure with Humanities Specialisation)*

S2 • Int • L • HMCS

### HU723

#### THESIS (ARTS)

S2 • Int • L • HMCS

This triple unit is the context within which the candidate continues research to a point of conclusion and prepares a final submission.

### HU724

#### THESIS FOUNDATION (ARTS)

S1 • Int • L • HMCS

This double unit allows Honours candidates to re-assess and develop their topics and areas of research. A basic literature search is undertaken, a research plan is detailed and initial research work is undertaken.

### HU725

#### THESIS STATEMENT (HUMANITIES)

S2 • Int • L • HMCS

Assists candidates in formulating a coherent written defence of their studio presentations. The statements produced must competently document, explain and place in a cultural context the work/s in question. (NB This unit is compulsory for non-written thesis candidates.)

**HU726**

**GRADUATE INDEPENDENT STUDY  
(HUMANITIES)**

*S2 ♦ Int ♦ L ♦ HMCS*

This unit must relate to a candidate's identified area of concentration, either adding to specific or general research fitness. (**NB** Available to written thesis candidates only.)

**IS151-4**

**INDEPENDENT STUDY - EDUCATION I-IV**

**IS161-4**

**INDEPENDENT STUDY - SOCIOLOGY I-IV**

**IS165-8**

**INDEPENDENT STUDY - TRAINING AND  
DEVELOPMENT I-IV**

**IS171-4**

**INDEPENDENT STUDY -  
MANAGEMENT I-IV**

**IS181-4**

**INDEPENDENT STUDY - COMMERCE I-IV**

**IS191-4**

**INDEPENDENT STUDY -**

**INFORMATION TECHNOLOGY I-IV**

**IS201-4**

**INDEPENDENT STUDY -**

**COMPLEMENTARY MEDICINE I-IV**

**IS211-4**

**INDEPENDENT STUDY - COLLEGE OF  
INDIGENOUS AUSTRALIAN PEOPLES I-IV**

**IS251-4**

**INDEPENDENT STUDY -**

**BUSINESS/COMPUTING I-IV**

**IS351-6**

**INDEPENDENT STUDY - THE ARTS I-VI**

**IS421-4**

**INDEPENDENT STUDY - MUSIC I-IV**

*(NB Written approval of the Course Co-ordinator required for IS421-4.)*

**IS425-8**

**INDEPENDENT STUDY - VISUAL ARTS  
I-IV**

**IS451-4**

**INDEPENDENT STUDY - SCIENCE I-IV**

**IS551-4**

**INDEPENDENT STUDY - HEALTH SCIENCE  
I-IV**

**IS561-4**

**INDEPENDENT STUDY - HUMAN  
MOVEMENT I-IV**

**IS651-4**

**INDEPENDENT STUDY - LEGAL STUDIES  
I-IV**

**IS751-4**

**INDEPENDENT STUDY - TOURISM I-IV**

Provision exists in some courses for students to undertake units in the Independent Study mode (see Glossary). Specific proposals need to be formulated in consultation with a supervisor and submitted in unit outline format. These units can only be undertaken with the approval of the Head of School.

**JP011**

**CURRICULUM SPECIALISATION: LOTE  
(JAPANESE) I**

*S1 ♦ Int ♦ L ♦ Ed*

Develops specific skills and knowledge of the Japanese 7-10 Syllabus. Topics relate to general teaching practice, as well as the specific skills necessary for the teaching of listening, speaking, reading and writing Japanese, and the general organisation of a LOTE department.

**JP012**

**CURRICULUM SPECIALISATION: LOTE  
(JAPANESE) II**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* JP011 Curriculum Specialisation: LOTE (Japanese) I

Develops specific skills and knowledge of the Japanese 11-12 syllabus with an emphasis on 2U/3U and 2Z courses. Topics related to BOS requirements, syllabus structures, HSC assessment, senior teaching methodologies and resources are included.

**JP291**

**JAPANESE I (PROFESSIONAL  
DEVELOPMENT)**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

An introduction to Japanese language and background studies of Japan. The development of a firm foundation for further Japanese language study; concentration on reading, writing, listening and speaking; computer-based learning with CD-ROMS.

**JP292**

**JAPANESE II (PROFESSIONAL DEVELOPMENT)**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

**Pre-requisite/s:** JP291 Japanese I (Professional Development)

The development of students' language ability beyond the knowledge acquired in Japanese I.

**JP293**

**JAPANESE III (PROFESSIONAL DEVELOPMENT)**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

**Pre-requisite/s:** JP292 Japanese II (Professional Development)

Different levels of Japanese language usage required by Japanese society (e.g. polite, informal, senior to junior, junior to senior, official).

**JP294**

**JAPANESE IV (PROFESSIONAL DEVELOPMENT)**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

**Pre-requisite/s:** JP293 Japanese III (Professional Development)

The final unit in a four unit sequence of Japanese Language studies, set within a socio-cultural context and designed to retrain existing LOTE specialists as proficient teachers of Japanese language. Will focus on syllabus studies, teaching methodology and the selection of suitable teaching resources. Participants will examine secondary school syllabus requirements and draw upon earlier units in this course, to enhance teaching strategies. Will focus upon the teaching of Japanese language from a communicative topic-based approach. Particular emphasis will be placed on a Senior school tourism option.

**JP301**

**JAPANESE I**

*S1 ♦ Int ♦ L ♦ THM*

Designed to provide basic communication skills in Japanese language related to business and tourism situations and a basic understanding of the aspects of Japanese culture and society background.

**JP302**

**JAPANESE II**

*S2 ♦ Int ♦ L ♦ THM*

**Pre-requisite/s:** JP301 Japanese I

Continues the study of Japanese language, culture and society and builds upon the skills already acquired to develop in students communicative competence in basic Japanese. This involves not only a knowledge of the language but also an understanding of the etiquette, attitudes and behaviours.

**JP411**

**JAPANESE IA**

*Not offered in 1999.*

*S1 ♦ Int ♦ L ♦ HMCS*

**Co-requisite:** JP421 Japanese IB

The fundamental structure of Japanese language is introduced. Oral and aural skills are emphasised with a focus on practical daily conversation.

**JP412**

**JAPANESE IIA**

*Not offered in 1999.*

*S2 ♦ Int ♦ L ♦ HMCS*

**Pre-requisite/s:** Japanese IA (Single Major Option), Japanese IA and Japanese IB (Double Major Option)

**Co-requisite:** Japanese IIB (Single and Double Major Options)

Continued focus on the acquisition of the oral skills essential to daily life. Clear, accurate pronunciation is stressed and students gain extensive practice in the use of spoken Japanese. Listening comprehension skills are developed in a special class.

**JP413**

**JAPANESE IIIA**

*S1 ♦ Int ♦ L ♦ HMCS*

**Pre-requisite/s:** JP412 Japanese IIA

**Co-requisite/s:** JP423 Japanese IIIB

Students extend and integrate their knowledge of Japanese grammar to improve their fluency, building upon the fundamental structures learned in first year.

**JP414**

**JAPANESE IVA**

*Not offered in 1999.*

*S2 ♦ Int ♦ L ♦ HMCS*

**Pre-requisite/s:** JP413 Japanese IIIA, JP423

Japanese IIIB

**Co-requisite:** JP424 Japanese IVB

Students learn to manipulate the language to express intention, emotion and appropriate level

of politeness, focussing on the more advanced structures of Japanese.

**JP415**

**JAPANESE VA (INTERNSHIP)**

*S1 • Int • Japan • HMCS*

**Pre-requisite/s:** JP414 Japanese IVA, JP424

*Japanese IVB*

**Co-requisite/s:** JP425 Japanese VB

Students improve their fluency, confidence and vocabulary by intensive training in Japan, involving not only formal instruction but also real interaction, field trips and cultural events.

**JP416**

**JAPANESE VIA**

*S2 • Int • L • HMCS*

**Pre-requisite/s:** JP415 Japanese VA, JP425

*Japanese VB*

**Co-requisite/s:** JP426 Japanese VIB

Students concentrate on maintaining and extending the fluency achieved in the Internship, refining and consolidating their verbal skills by discussion activities, speech, and task listening.

**JP421**

**JAPANESE IB**

*Not offered in 1999.*

*S1 • Int • L • HMCS*

**Co-requisite:** JP411 Japanese IA

Students are given a firm grounding in the reading and writing of Hiragana and Katakana. Basic Kanji is introduced and the concepts of stroke order, primitive elements and radicals are presented. The study of socio-cultural aspects of Japan will commence with an overview of the geography and education system of Japan.

**JP422**

**JAPANESE IIB**

*Not offered in 1999.*

*S2 • Int • L • HMCS*

**Pre-requisite/s:** Japanese IB (Single Major Option),

Japanese IA and Japanese IB (Double Major Option)

**Co-requisite:** Japanese IIA (Single and Double Major Options)

Students develop fluency in the reading of Kana and their knowledge of basic Kanji is extended. Letter writing and composition is introduced. Reading strategies are developed. Everyday life of Japanese people is examined and compared with life of Australians to foster an understanding of issues in cross-cultural communications.

**JP423**

**JAPANESE IIIB**

*S1 • Int • L • HMCS*

**Pre-requisite/s:** JP422 Japanese IIB

**Co-requisite/s:** JP413 Japanese IIIA

Through the study of Kanji compounds, students consolidate their knowledge of those Kanji learned in first year as well as acquiring a further 150 Kanji. Students practise composition writing and begin the study of authentic materials. Japanese history from ancient times to the present is outlined and the major themes discussed.

**JP424**

**JAPANESE IVB**

*Not offered in 1999.*

*S2 • Int • L • HMCS*

**Pre-requisite/s:** JP413 Japanese IIIA, JP423

*Japanese IIIB*

**Co-requisite:** JP414 Japanese IVA

Vocabulary and knowledge of Kanji compounds are expanded. In order to prepare students for the internship, recognition of signs and notices, as well as skills required for completing forms are emphasised. Students examine aspects of Japanese traditional and contemporary culture.

**JP425**

**JAPANESE VB (INTERNSHIP)**

*S1 • Int • Japan • HMCS*

**Pre-requisite/s:** JP414 Japanese IVA, JP424

*Japanese IVB*

**Co-requisite/s:** JP415 Japanese VA

Students improve their fluency, confidence and vocabulary by intensive training in Japan, involving not only formal instruction but also real interaction, field trips and cultural events.

**JP426**

**JAPANESE VIB**

*S2 • Int • L • HMCS*

**Pre-requisite/s:** JP415 Japanese VA, JP425

*Japanese VB*

**Co-requisite/s:** JP416 Japanese VIA

Students expand their vocabulary and improve their reading skills through intensive study of the print media. Writing styles are examined and students learn how to construct articles and essays in Japanese. Japanese social philosophy, approaches to problem-solving and other aspects of Japanese ways of thinking are discussed.

**LA004**

**COMPANY LAW**

S2 ♦ Int/Ext ♦ L/CH ♦ LJ

*Pre-requisite/s:* LA131 Business Law (or as Co-requisite) or LA102 Legal Studies II or LA503 Contract Law

Will cover those aspects of partnership and company law that are required to equip students for their future careers with particular reference to such topics as the development of company and partnership law, types of companies, rights of members, responsibilities and duties of company officers, audit and accounts, takeovers, and corporate insolvency.

**LA048**

**LEGAL PROJECT**

S1/S2 ♦ Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA051 Legal Research and Writing and six (6) other Law units

Students will undertake an extensive study of a project relevant to an area of legal practice. This unit forms a bridge between the theory and the practice of law.

**LA050**

**CRIMINAL PROCESS**

S1 ♦ Int/Ext ♦ L ♦ LJ

In the practice and study of law, criminal law concepts are a foundation to an understanding of the way our legal system operates. This unit provides the student with an introduction to the principles of criminal law, and includes a discussion of the application of these principles in respect of major crimes. Emphasis will also be placed on domestic violence, summary offences and offences involving motor vehicles.

**LA051**

**LEGAL RESEARCH AND WRITING**

S1 ♦ Int/Ext ♦ L ♦ LJ

Introduces students to a law library, and develops the skills necessary to locate and use law reports, statutes, and secondary sources. Will also cover computer aided legal research and the principles of good legal writing, including the writing of legal advice and letters and the preparation of briefs to counsel.

**LA052**

**INTRODUCTION TO LAND LAW**

S2 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA130 Introduction to Law and Contract or LA101 Legal Studies I

Discusses the theoretical aspects of the Real Property Act and old system law. Gives the

background to the legislation and common law of the various interests in property (including the types of ownership and their implications), mortgages, and generally gives a framework on which Conveyancing Law then builds.

**LA053**

**FOUNDATIONS OF TORTS**

S2 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA130 Introduction to Law and Contract or LA101 Legal Studies I

A thorough understanding of the civil justice system is necessary so as to be able to understand and to advise on a very large and complex range of human activities. This unit is concerned with the enforcement of private rights created by the civil law. The unit concentrates on the fundamental principles of the law of torts.

**LA054**

**FAMILY LAW PRACTICE**

S2 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA130 Introduction to Law and Contract or LA101 Legal Studies I or LA113 Family Law and Society

Examines the relationship of the family (both the traditional family and the family in its extended form) to the existing legal system. Will discuss the legal rights and obligations of all the parties involved in the family. Included in this study is the Family Law Act, and the De Facto Relationships Act.

**LA055**

**ABORIGINALS, ISLANDERS AND CONTEMPORARY LEGAL ISSUES**

S2 ♦ Int/Ext ♦ L ♦ CIAP

Looks briefly at the history of the application of English law to Aboriginal and Islander societies over the last 200 years. Then looks at how this legal system can be used by Aboriginal and Islander people in the push for self-determination. Students are made aware of the legislation affecting Aboriginal and Islander people today and how it can be used. Students also gain an understanding of international human rights issues.

**LA056**

**ABORIGINALS, ISLANDERS AND THE CRIMINAL JUSTICE SYSTEM**

S1 ♦ Int/Ext ♦ L ♦ CIAP

Looks at the history of the Australian criminal justice system in relation to Aboriginal and Islander people focusing on the *National Report on the Royal Commission into Aboriginal Deaths in*



*Custody.* Covers processes in the criminal justice system and introduces concepts in dispute resolution as well as the use of customary law when dealing with offenders.

#### LA057

#### CONVEYANCING LAW

S1 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA052 *Introduction to Land Law* or LA116 *Property Law*

After completing *Introduction to Land Law* students are now introduced to the practical implications of the conveyancing transaction. Students will cover all areas involved in the preparation and completion of a conveyance of real property and an old system title together with the preparation of leases and mortgages and the execution and registration thereof.

#### LA058

#### LITIGATION PRACTICE

S1 ♦ Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I*

Provides the student with an understanding of the litigation process in New South Wales, with the emphasis on the institution and carriage of proceedings in the most important jurisdictions. Emphasis will be placed on preparation and drafting of statements of claim, defences, and all the other technical documentation required to commence and/or defend a matter in the various courts.

#### LA059

#### WELFARE LAW

S2 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I* or any eight (8) units

Introduces students to legal concepts and resources within the welfare system and will develop their ability to make appropriate referrals. Welfare law is an area that has grown with the increasing sophistication of the welfare state. An understanding of the complexities of this emerging area of law is essential for those working within this field.

#### LA061

#### DRUGS, CRIME AND THE LAW

S2 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA050 *Criminal Process* or LA507 *Criminal Law and Procedure* or any eight (8) units

Students will consider the drug laws and their application in the legal system, with emphasis

on legal, illegal and prescription drugs. Students will first look at the history of drug laws in Australia and compare these to developments internationally. Students will then study the current laws in terms of the principal offences of possession, cultivation/manufacture, self-administration, importation, prescription offences and supply. This provides the platform for analysis of the way the law is currently operating, and the options for change in the future.

Relevant to those studying law, sports science, health science and welfare disciplines.

#### LA062

#### WILLS AND ESTATES

S1 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I* or LA111 *Legal Process*

Concerned with the law relating to wills and the administration of deceased estates. In addition to conveyancing, the law in relation to wills and the administration of estates is one of the major areas of practice for lawyers in NSW. The nature and characteristics of wills and the statutory formalities governing their execution will be considered. The procedures required to obtain a grant of representation (probate or letters of administration) following a person's death will also be examined. Will also consider the law in relation to intestate succession and testator's family maintenance.

#### LA104

#### EMPLOYMENT AND INDUSTRIAL RELATIONS LAW

S2 ♦ Int/Ext ♦ L ♦ LJ

*Pre-requisite/s:* LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I* or LA503 *Contract Law*

A knowledge of employment law, industrial law and industrial relations is very important for legal advisers. The ability to identify and resolve problems in this area of law will greatly assist the new graduate. Covers the major areas of employment law and industrial relations law. Looks at the law in relation to both Federal and State jurisdictions and legal issues involving both the employer and employee are discussed. Equal opportunity law is also discussed in detail.

### LA105

#### MARKETING LAW AND ETHICS

S2 ♦ Int/Ext ♦ L ♦ Bus/CM/LJ

**CM Pre-requisite/s:** LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I*

**LJ Pre-requisite/s:** LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I*

Initially examines the law of the sale and distribution of products, services, credit and other aspects of the marketing environment. Relevant Federal and NSW legislation is reviewed in the context of specific areas of common infringement by organisations. Avenues of consumer redress are surveyed. The nature of ethics is then explored through the context of moral controversies in business and marketing. The philosophical foundations of ethics are perused with a conclusion attempting to integrate values within a realistic framework of ethical behaviour.

### LA106

#### EEO AND OH&S LAW AND PRACTICE

S2 ♦ Int/Ext ♦ L ♦ LJ

**CM Pre-requisite/s:** LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I* or MN116 *Industrial Relations*

**LJ Pre-requisite/s:** LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I* or LA111 *Legal Process*

The first part of this unit traces the development of equal employment opportunity and affirmative action legislation and the reactions thereto by employers and unions. It familiarises the student with the legal obligations of employers through the presentation of case studies in the field. The second part of this unit exposes the student to the importance of physiological, physical and socio-psychological factors in the workplace and their importance in creating a safe working environment. It discusses the State legislative provisions and the legal obligations these laws impose on the employer and employee.

### LA107

#### CONVEYANCERS PROFESSIONAL PRACTICE

S2 ♦ Ext ♦ L ♦ LJ

**Pre-requisite/s:** LA057 *Conveyancing Law* and LA108 *Legal and Conveyancing Practice*

Students will be exposed to legislative provisions contained in Part 3 of the Conveyancers Licensing Act 1992. Professional ethics and behaviour will be addressed. A

detailed study of trust accounts and appropriate record keeping practices are included.

### LA108

#### LEGAL AND CONVEYANCING PRACTICE

S1 ♦ Ext ♦ L ♦ LJ

Conveyancing and legal practice is not limited to providing legal services to clients. To survive in today's highly competitive and complex business environment, all law firms, from the mega firm to the sole practitioner, must demonstrate high level practice management skills and a thorough knowledge of the accounting, legal and statutory requirements which affect day to day business operations. An acknowledgment of the special situation of a duty to client and to court is also covered.

### LA111

#### LEGAL PROCESS

S1 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** *Enrolment in the Bachelor of Laws degree*

Provides an introduction to law that places law in context. Law will be scrutinised as a construction of a particular society at a particular moment in history. Develops a sound knowledge and understanding of the origins of Australian law from both a jurisprudential and historical viewpoint, and of the structure of our legal institutions and divisions of legal personnel. Develops skills of legal reasoning, the ability to interpret cases and statutes, and clear and concise oral and written legal communication.

### LA112

#### CONSTITUTIONAL LAW

S1 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA111 *Legal Process* (or as a co-requisite) and enrolment in the Bachelor of Laws degree

The Australian legal system is federal in nature, dividing power between the Commonwealth and the States. Such a division means that Constitutional Law impinges on many areas of practice. The power of the State may be checked by Constitutional Law. In addition, Constitutional Law is relevant to issues of civil liberties. The emerging concepts of "the people" and implied human rights will be explored in depth. In addition, the New South Wales constitution will be examined.

### LA113

#### FAMILY LAW AND SOCIETY

S1 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA111 Legal Process and enrolment in the Bachelor of Laws degree

Introduces the basic principles of family law in their historical, political, social and cultural context. Examines the details of the law relating to the "family" and critically analyses the role of family law in society. Concepts canvassed include the public/private dichotomy and other feminist critiques of family law; the tension between rules and discretion; the merits of private ordering and alternative dispute resolution in family disputes; questions regarding pluralism in family law; the welfare or "best interests of the child" principle and the emerging advocacy of "children's rights".

### LA114

#### EVIDENCE AND CIVIL PROCEDURE

S1 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA111 Legal Process and enrolment in the Bachelor of Laws degree

Introduces the general principles governing the law of evidence and to the rules of procedure adopted by the civil courts. Develops understanding of the law at work in the community by studying and observing the application of the law of evidence in the determination of civil and criminal disputes and the application of the rules of civil procedure in the determination of civil disputes. Critically examines the effectiveness of the law of evidence and the rules of civil procedure in achieving their objective of ensuring fairness in the hearing and determination of civil and criminal disputes.

### LA115

#### EQUITY

S2 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA503 Contract Law and enrolment in the Bachelor of Laws degree

Provides a sound knowledge of the principal doctrines and remedies of equity and the law of trusts; and of the interrelationship between equity and other substantive law subjects, particularly the laws of property, contracts and succession.

### LA116

#### PROPERTY LAW

S2 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA503 Contract Law and enrolment in the Bachelor of Laws degree

Provides students with a working knowledge of the basic concepts and different legal classifications of property; the concepts of ownership and possession of property; the nature and types of proprietary interests; systems of title to real property; and particular interests in real property including co-ownership, future interests, perpetuities and accumulations, easements, covenants, mortgages, leases and licences.

### LA117

#### ADMINISTRATIVE LAW

S1 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA111 Legal Process (or as a *Co-requisite*) and enrolment in the Bachelor of Laws degree

As one of law's major growth areas, the study of administrative law is fundamental to a lawyer's understanding of the Australian legal system. Administrative law is concerned with the mechanisms by which the power exercised by governments and public officials can be reviewed and controlled. Administrative law has come to be regarded as an important means of controlling bureaucratic excess and of ensuring sound and consistent public bureaucratic decision-making.

### LA118

#### ENVIRONMENTAL LAW

S2 ♦ Int/Ext ♦ L ♦ LJ

**Pre-requisite/s:** LA111 Legal Process or LA130 Introduction to Law and Contract or LA101 Legal Studies I

Environmental law impacts on many areas of practice. It encompasses laws of planning and pollution control, as well as laws dealing with land and nature conservation. As society's awareness of environmental issues increases, the area of environmental law is rapidly expanding, and it is an important area for students to understand. The theoretical framework of environmental law provides important insights into government practice and policy with respect to the environment.

**LA119  
LOCAL GOVERNMENT AND PLANNING  
LAW**

*S1 ♦ Int/Ext ♦ L ♦ LJ*

**Pre-requisite/s:** LA111 *Legal Process* or LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I*

Local government has significant powers over the environment, and additional delegated authority under the *Local Government Act 1993*. Examines the crucial role of local government in relation to environmental decision-making, and its powers and functions generally. Provides a comprehensive grasp of planning laws within New South Wales, and provides a critical perspective on these laws.

**LA120  
VICTIMOLOGY**

*S1 ♦ Int/Ext ♦ L ♦ LJ*

**Pre-requisite/s:** LA507 *Criminal Law and Procedure* or LA050 *Criminal Process* or any eight (8) units

It was not until the 1970's that the plight of victims of crime gained the attention of society and of practitioners in the criminal justice system. Introduces students to the new "cutting edge" academic discipline of "victimology". Students will study the social, psychological, financial and legal consequences of victimisation, which will enable them to develop specific knowledge and skills in order that they may provide suitable legal and social advice and support for victims of crime.

**LA121  
INTELLECTUAL PROPERTY**

*S1 ♦ Int ♦ L ♦ LJ*

**Pre-requisite/s:** LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I* or LA116 *Property Law*

Introduces the fundamental legal principles concerned in the protection of intellectual property, as they are expounded in the relevant statutes and leading cases. Examines copyright, patents, trade-marks and industrial designs, with the aim of fostering a thorough understanding of the various systems which underpin the protection of intellectual property. Cultivates an appreciation of the complex, challenging and often controversial issues, such as the ethical dilemmas posed by the patenting of new life forms, raised by the protection of intellectual property. Encourages an understanding of the increasingly important role

played by international conventions and agreements, in the protection of intellectual property in markets overseas.

**LA122  
LAW PLACEMENT I**

*S1 ♦ Int/Ext ♦ L ♦ LJ*

**Pre-requisite/s:** 12 Law units and enrolment in the *Bachelor of Laws* degree

**LA123  
LAW PLACEMENT II**

*S2 ♦ Int/Ext ♦ L ♦ LJ*

**Pre-requisite/s:** 12 Law units and enrolment in the *Bachelor of Laws* degree

The School places considerable emphasis on the gaining of insights and practical skills through the completion of a significant period of time working within the legal environment. These units aim to ensure that Southern Cross University law graduates who have completed one or both of these units are eligible to apply for exemption from some or all of the practical experience requirements for admission to practice as a legal practitioner.

**LA124  
INTERNATIONAL BUSINESS LAW**

*Not offered in 1999.*

*Int ♦ L ♦ LJ*

**Pre-requisite/s:** LA503 *Contract Law* or MN312 *International Trade* or LA102 *Legal Studies II*

Introduces the fundamental legal principles concerned in the conduct of, as they are expounded in international agreements, private international law, Australian domestic legislation and in each instance, relevant cases. Cultivates an appreciation of the complex issues raised by the regulation of international business such as the impact of technology on commercial transactions, the pressing drive for economic rationalism, investment into developing countries and the demand for environmental protection. Encourages an appreciation of the issues, such as the adequacy of local laws and enforcement procedures faced by Australian companies when "doing business" in this region.

**LA125**  
**INFORMATION TECHNOLOGY AND THE LAW**

S2 ♦ Int/Ext ♦ L ♦ LJ

**Pre-requisite/s:** LA111 *Legal Process* or LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I*

Computer technology has become a pervasive technology in our society, extending into many facets of our everyday lives. As the regulatory system in our society which aims to protect rights and resolve disputes, the legal system is being forced to consider and to respond to the problems thrown up by the use and abuse of computer technology. This unit provides an awareness of the present responses in order to give accurate advice to the computer industry and its users and of the uses to which information technology as management systems can be put in our courts, legal offices, and legal information retrieval systems.

**LA126**  
**MARKETING LAW**

*Not offered in 1999.*

S2 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA503 *Contract Law*

Will consider in detail the laws relating to marketing and consumer protection with particular reference to Parts IV and V of the *Trade Practices Act*, the *Sale of Goods Act* and the *Fair Trading Acts*. Consumer credit transactions will also be examined.

**LA128**  
**LEGAL INTERVIEWING, NEGOTIATION AND ADVOCACY**

S1 ♦ Int/Ext ♦ L ♦ LJ

**Pre-requisite/s:** LA101 *Legal Studies I* or LA130 *Introduction to Law and Contract* or LA111 *Legal Process*

Designed to provide law and paralegal students with the oral and analytical skills required in legal practice. Focuses on the client-lawyer and lawyer-judicial system relationships and the interviewing, negotiation, and advocacy skills such interactions demand. Ethical considerations as well as the relevant aspects of "black letter law" are covered.

**LA130**  
**INTRODUCTION TO LAW AND CONTRACT**

S1 ♦ Int/Ext ♦ L/CH ♦ LJ

Part A provides the student with an understanding of the nature and philosophy of law and legal systems, together with a broad knowledge of our own legal system and the classification of laws within that system. Emphasis will be placed on the respective roles of society, the legislature and the judiciary in moulding a body of laws suitable to the changing needs of society. Part B introduces students to the study of Contract Law.

**LA131**  
**BUSINESS LAW**

S2 ♦ Int/Ext ♦ L/CH ♦ LJ

**Pre-requisite/s:** LA130 *Introduction to Law and Contract* or LA101 *Legal Studies I*

This unit is divided into four sections:

Part A: Is a continuation of Contract Law from Introduction to Law and Contract.

Part B: Is the study of Agency Law.

Part C: Is the study of the Principles of Insurance Law.

Part D: Is the study of the law of Bankruptcy.

**LA202**  
**SPORT AND THE LAW**

S2\* ♦ Int ♦ L ♦ ESSM

*\*S1 for BHMS/LLB students only.*

Investigates the basic legal concepts involved in sport. Addresses the legal rights and responsibilities of sporting organisations and all those involved in sport, whether they are acting in a paid or voluntary capacity.

**LA204**  
**ELEMENTS OF BUSINESS LAW FOR THE TRAVEL AND TOURISM INDUSTRY**

*Available to Ansett employees only.*

S1/S2 ♦ Ext ♦ L ♦ THM

Examines the Australian industrial relations and legal systems and their effect on and implications for organisations. Covers relevant aspects of the legal requirements of day-to-day travel operations, industrial regulations, operator liabilities to guests and property, and Australia's industrial relations system.

#### LA205

##### INDUSTRIAL RELATIONS AND LAW FOR TOURISM AND HOSPITALITY

S1 ♦ Int/Ext ♦ L ♦ THM

S2 ♦ Int ♦ CH ♦ THM

**Pre-requisite/s:** MN413 Human Resource Management in the Tourism and Hospitality Industry

Examines the Australian industrial relations and legal systems and the concept of employee relations and the implication for firms within the tourism and hospitality industries. Conflict and its resolution is examined as are labour issues specific to the tourism and hospitality workplace. Enterprise bargaining and the future of work are dealt with in detail, and there is coverage of employee relations in the international context. Another segment of this overviews the legal aspects of tourism and hospitality operations including the law of contract, environmental law and operator liability to guests and property.

#### LA403

##### MEDIA ETHICS AND LAW

S1 ♦ Int ♦ L ♦ HMCS

The students' theoretical studies in communication are continued. Focuses on the areas of Broadcast Law, Criticism, and Ethics as they pertain to Communications. These theories will be immediately applied to the material being produced in the media.

#### LA502

##### TORTS

S2 ♦ Int ♦ L ♦ LJ

*Double-weighted unit.*

**Pre-requisite/s:** LA111 Legal Process and enrolment in the Bachelor of Laws degree

The law of torts is one of the principal areas of law included in a law degree. Graduates in practice need to have a thorough understanding of this very large subject to be properly equipped to advise on a very extensive range of human activities. Covers those areas where rights are protected by the law of torts. This subject is divided or classified into the broad categories of intentional wrong-doing, negligence and those activities where the law imposes a strict liability on the wrongdoer.

#### LA503

##### CONTRACT LAW

S2 ♦ Int ♦ L ♦ LJ

*Double-weighted unit.*

**Pre-requisite/s:** LA111 Legal Process and enrolment in the Bachelor of Laws degree

Contract law is a foundation unit in a law degree and a complete understanding of all issues associated with contract law is essential. Section 1 of the unit outlines the common law concept of contract law. Section 2 takes a detailed approach to the various statutory influences on the common law concepts. Section 3 discusses the various remedies at common law and under statute.

#### LA507

##### CRIMINAL LAW AND PROCEDURE

S1 ♦ Int ♦ L ♦ LJ

*Double-weighted unit.*

**Pre-requisite/s:** LA111 Legal Process

Provides the student with an understanding of the principles of criminal law, together with a detailed knowledge of the application of these principles in respect of major crimes and defences. Students will also be introduced to aspects of criminal procedure including police powers of arrest, search, seizure and interrogation, bail applications, trials, committal proceedings and appeals.

#### LA513

##### ABORIGINES, TORRES STRAIT ISLANDERS AND THE LAW

*Not offered in 1999.*

S1 ♦ Int ♦ L ♦ LJ

**Pre-requisite/s:** LA111 Legal Process

There has been too little formal study by lawyers of the special place of Aborigines and Torres Strait Islanders in the legal system and significant ignorance of Aboriginal law and custom. Attempts to redress that imbalance. The position of Aborigines and Torres Strait Islanders in the legal system is examined. Also considers the relation between Aboriginal law and society and the Australian legal system.

#### LA514

##### CRIMINOLOGY

S1 ♦ Int/Ext ♦ L ♦ LJ

**Pre-requisite/s:** LA507 Criminal Law and Procedure or LA050 Criminal Process or any eight (8) units

Provides the student with an understanding of the major international strands of criminology

together with a detailed knowledge of the application of these principles in an Australian context. Emphasis will be placed on modern Australian criminology concentrating on the role of legal personnel in the criminal justice system.

**LA515  
INSOLVENCY LAW**

*Not offered in 1999.*

*Int ♦ L ♦ LJ*

*Pre-requisite/s:* LA004 *Company Law*

The area of insolvency law is a significant area which has been growing in Australia and now represents an important specialisation in practice. Considers in much greater depth insolvency law topics which were introduced in Company Law. A detailed coverage of the following topics will be provided: the signs and causes of insolvency, overview of the history of insolvency law, bankruptcy law, liquidation, receivership, arrangements, reconstruction and official management, other alternatives to liquidation, and law reform relating to these areas.

**LA516  
ADVANCED ADVOCACY**

*S1 ♦ Int ♦ L ♦ LJ*

*Pre-requisite/s:* LA507 *Criminal Law and*

*Procedure* or LA114 *Evidence and Civil Procedure*

Specifically aimed at those students who will in their practice anticipate involvement in appearing in courts as an advocate. Whilst some solicitors may not appear in court, nevertheless the skills of persuasion by written and oral argument in court are useful in many other legal contexts. Will be taught with an emphasis on the acquisition and practice of courtroom skills up to District Court level.

**LA518  
ADVANCED CONSTITUTIONAL LAW**

*S2 ♦ Int ♦ L ♦ LJ*

*Pre-requisite/s:* LA112 *Constitutional Law* or

LA501 *Constitutional and Administrative Law*

Will broaden the student's understanding of the Constitution, and further familiarise the student with complex High Court legal reasoning. The key concept of separation of powers will be examined in detail. The unit will also involve an examination of the changing High Court interpretations of a pivotal section of the Constitution, section 92. Finally recent interpretations of constitutional guarantees of individual rights will be considered, and a

comparative study of the United States Bill of Rights will be made.

**LA519  
PROFESSIONAL CONDUCT**

*S2 ♦ Int ♦ L ♦ LJ*

*Pre-requisite/s:* LA111 *Legal Process*

Will provide the student with an understanding of the principles of legal ethics together with a detailed knowledge of the application of these principles in respect of the legal profession. Emphasis will be placed on the most significant ethical considerations encountered by practitioners such as entry and regulation of the profession, delivery of legal services, duties to clients, duties to lawyers and duties to the courts.

**LA520  
THE PHILOSOPHY OF LAW**

*S2 ♦ Int ♦ L ♦ LJ*

*Pre-requisite/s:* LA111 *Legal Process* or PH201

*Ways of Knowing* or PH200 *History of Ideas*

Examines major themes in the philosophy of law, often referred to as jurisprudence. Provides a theoretical examination of the nature of law as a social institution, exploring, in particular, the relationship between law and ideology.

**LA521  
INTERNATIONAL LAW**

*S2 ♦ Int ♦ L ♦ LJ*

*Pre-requisite/s:* LA130 *Introduction to Law and*

*Contract* or LA101 *Legal Studies I* or LA500

*Introduction to Law* or LA111 *Legal Process*

Is an introductory course in public international law. Designed to introduce students to the basic concepts of the law which regulate relations between nations. Will examine the nature, origins, structure, functions, sources and subjects of international law. Is affected by its political and social context. Where appropriate, emphasis will be placed upon examining Australian foreign policy and upon international legal questions that particularly affect Australia.

**LA522  
HUMAN RIGHTS**

*S2 ♦ Int ♦ L ♦ LJ*

*Pre-requisite/s:* Any 8 units

Examines the principles of human rights from international, Australian, comparative and theoretical perspectives. Will discuss the international human rights regime, the method by which human rights are protected in Australia and other countries (such as the

United States and/or South Africa), and the question of whether Australia should have its own Constitutional or legislative Bill of Rights. Will analyse the common theoretical critiques of human rights, and will study some selected human rights issues.

#### LA523

#### COMMERCIAL LAW

S1 ♦ Int ♦ L ♦ LJ

*Pre-requisite/s:* LA503 Contract Law

The dominant theme in this unit concerns the law relating to personal property. In particular, we will investigate its nature, transfer, sale, lease, mortgage, and assignment and, in relation to cheques and bills of exchange, negotiability. The related topics of insurance and agency will also be examined.

#### LA524

#### INDEPENDENT LEGAL RESEARCH

S1 ♦ Int ♦ L ♦ LJ

*Pre-requisite/s:* Twelve (12) Law units (must be Bachelor of Laws units)

It is fundamental to both the practice and study of law that graduates can carry out legal research. Students must be able to find the law in an efficient and expeditious manner before they are able to apply it to the solution of real or hypothetical legal problems. Will further develop legal research skills that have been introduced at an earlier stage in the degree. Examines advanced legal research techniques and methodology and then allows students to apply their research skills to an area of law of their choosing.

#### LA525

#### CYBERLAW

S1 ♦ Int ♦ L ♦ LJ

*Pre-requisite/s:* LA130 Introduction to Law and Contract or LA101 Legal Studies I or LA111 Legal Process

Considers the history, operation and sociology of the Internet and issues relating to the governance of cyberspace. Includes the impact of the Internet on territorial based law making and administration (the international aspect of the Internet); regulation of the Internet including issues of free speech/censorship, trade practices, intellectual property, telecommunications law, and civil liability of online providers; privacy and cryptography. Finally the Internet as a forum for business will be discussed, including issues of electronic commerce, electronic

contracts and digital signatures, taxation, Internet banking and digital cash.

#### LA701

#### CORPORATION AND SECURITIES LAW

*Not available to undergraduates.*

T1/T2 ♦ Ext ♦ L ♦ CM/GCM

*Pre-requisite/s:* LA720 Legal Studies

Involves the study of partnership law and company law with respect to formation, operation, administration, takeover and liquidation. Also looks at current and proposed companies and securities codes and stock exchange listing requirements. Examines briefly the law relating to trust estates, particularly trading trusts, and provisions relation to incorporation of associations. Also studies current issues in relation to proposed amendments to securities and corporate legislation.

#### LA720

#### LEGAL STUDIES

*Not available to undergraduates.*

T1/T2 ♦ Ext ♦ L ♦ GCM

Legal issues associated with business activities; the legal system in Australia; the historical background to Australia's legal system; the development of case and statute law; contract law and various statutory influences that have taken place in contract law; legislation with implications for contract law (Trade Practices Act, Fair Trading Act, Contracts Review Act and various state consumer laws); legal entities; industrial law; business, taxation and commercial law.

#### LA721

#### SPORTS LAW

*Not available to undergraduates.*

T3 ♦ Ext ♦ L ♦ ESSM

Concentrates on relating the theory and practical application of selected legal areas to the day to day running of a sport/fitness organisation. These areas have been selected for their relevance to current and future managers' administrative interests and needs. The participant will investigate the application of the law and its principles and practices, basic legal concepts and risk management as they relate to sport and fitness organisations. The major focus will be on the recognition of potential legal problems and the steps needed to minimise legal risk.



**LA722**

**HEALTH LAW**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ NHCP*

Commences with an introduction to the Australian legal system, its origins, basic concepts and legal processes. Following this introduction, students will examine the major legal concepts which impact upon health managers such as Consent, Negligence, Death and Dying and Patients' Rights. Relevant Health Acts will also be examined in detail.

**LA730**

**LAW OF FINANCE AND SECURITIES**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ GCM*

*Pre-requisite/s:* LA720 Legal Studies

Designed to develop a detailed knowledge of the ways in which the regulation of financial markets can be analysed so as to evaluate the effect of current (and proposed) regulations of the Australian Securities Market. A detailed analysis of the regulation of the banking industry and securing finance from a legal perspective will be covered. The course is designed to provide examples of the practical application of finance and banking laws to managers and senior financial advisers.

**MA011**

**CURRICULUM SPECIALISATION:  
MATHEMATICS I**

*S1 ♦ Int ♦ L ♦ Ed*

Using the recommendations of recent national enquiries into mathematics education, considers specific strategies for best mathematics teaching practice, including lesson planning, assessment and use of technologies in the framework of the NSW Mathematics Syllabus 7-10.

**MA012**

**CURRICULUM SPECIALISATION:  
MATHEMATICS II**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* MA011 Curriculum Specialisation: Mathematics I

Introduces the mathematics syllabi for the Preliminary and HSC Courses, and focuses on teaching strategies with special emphasis on assessment.

**MA051**

**BUSINESS MATHEMATICS**

*S1 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

An introduction to basic mathematical methods and techniques useful in business and economics. Topics include financial mathematics, functions and their graphs, matrices and determinants, and elementary differential and integral calculus. The relevance of the topics and results obtained to a business context will be highlighted throughout the unit.

**MA060**

**INTRODUCTION TO OPERATIONS  
RESEARCH**

*S2 ♦ Int ♦ L/CH ♦ CM*

*Pre-requisite/s:* MA115 Statistics I, plus one of the following: MA213 Discrete Mathematics or MA212 Algebra and Geometry or MA051 Business Mathematics

Introduces various quantitative techniques used in decision making and is concerned with the construction of models and the derivation of solution procedures. Topics include linear programming, queuing theory, simulation, network models and Markov processes. Extensive use will be made of computer packages.

**MA065**

**DECISION ANALYSIS**

*Not offered in 1999.*

*Int ♦ L ♦ CM ♦ J Walton*

*Pre-requisite/s:* MA115 Statistics I

This unit on business decision theory is concerned with principles and methods for analysing and solving problems where decisions are made under risk and uncertainty. Topics include pay-off tables and functions, expected values, the value of information, criteria for decision making under uncertainty, decision trees, the use of Bayesian analysis, utility theory, appraisal techniques for investment decisions and game theory. The case of discrete distributions will be considered first so that the same methodologies can be extended to continuous distributions.

**MA113  
APPLIED BUSINESS STATISTICS**

*Not offered in 1999.*

*Int ♦ L ♦ CM*

**Pre-requisite/s:** MA051 Business Mathematics, MA116 Statistics II

This unit on applied regression analysis and business forecasting is concerned (a) with an introduction to the methods, techniques and applications of regression analysis in the analysis of economic data and (b) the use of various statistical models in forecasting procedures.

Topics include the revision of simple linear regression models and their estimation and testing; multiple regression analysis and tests of significance; matrix models; the analysis of residuals; problems of model specification, multicollinearity, heteroscedasticity and autocorrelation; dummy variables; distributed lag models; stochastic processes; stationary and non-stationary time series; ARMA and ARIMA models and Box-Jenkins methods. Extensive use will be made of computer programs.

**MA115  
STATISTICS I**

*S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

An introduction to basic statistical concepts and methods. Topics from descriptive and inferential statistics including data classification; the summarisation of data; probability; random variables and probability distributions; sampling distributions including the t-distribution; estimation and hypothesis testing; correlation and simple regression. Students will be introduced to and use the statistical computer package MINITAB.

**MA116  
STATISTICS II**

*S1 ♦ Int/Ext ♦ L ♦ CM*

**Pre-requisite/s:** MA115 Statistics I

Continues and deepens the student's knowledge of statistical inference and introduces the student to non-parametric statistics. Topics include further estimation and hypothesis testing involving the difference between two means and the difference between two proportions, the chi-square and F-distributions, goodness-of-fit and contingency tables, analysis of variance, correlation and regression and methods of non-parametric statistics. Reference will be made to the uses of MINITAB.

**MA211  
QUANTITATIVE ANALYSIS**

*S1 ♦ Int ♦ L ♦ RSM*

**Pre-requisite/s:** DP241 Computing in Applied Science

Provides an understanding of statistical methods so that they can design an experiment; collect data in a suitable method; tabulate and graphically represent any data collected and use statistical analysis to test hypothesis; describe data and make inferences from the results of statistical analysis.

**MA213  
DISCRETE MATHEMATICS**

*S1 ♦ Int ♦ L/CH ♦ CM*

Introduces the student to selected topics in discrete mathematics essential to studies involving computing and computer applications. Topics include computer arithmetic, set theory, logic, Boolean algebra, matrices and graph theory.

**MA215  
ECONOMETRICS I**

*Not offered in 1999.*

*Int ♦ L ♦ CM*

**Pre-requisite/s:** MA113 Applied Business Statistics  
An introduction to econometric methods and their application to economic systems. Topics include the general linear model and matrix formulation; ordinary least squares estimation; maximum likelihood; non linear least squares; and simultaneous equations methods. Computer software will be used throughout the unit.

**MA219  
NUMERICAL ANALYSIS**

*Not offered in 1999.*

*S1 ♦ Int ♦ L ♦ CM*

**Pre-requisite/s:** MA214 Calculus

Introduces various numerical methods used to obtain numerical solutions to problems in computing, science and engineering which do not permit analytic solutions. Topics from errors, function evaluation, linear and non-linear equations, interpolation and extrapolation, approximations, differentiation and integration and differential equations. Students will obtain computer generated solutions to applied problems.

**MA253**  
**DEVELOPMENTS IN PRIMARY**  
**MATHEMATICS**

*Not offered in 1999.*

*S1/S2 ♦ Ext ♦ L ♦ Ed*

Exploration and reflection on developments which have influenced or are likely to influence mathematics.

**MA330**  
**STATISTICS**

*S2 ♦ Int ♦ L ♦ ESSM*

Will provide students with an understanding of statistical methods so that they can be applied to the Health Sciences. Students will gain experience in the organisation and summarisation of numerical data with report writing in mind. Computing skills and appropriate software packages will be introduced that help with data presentation and interpretation.

**MA331**  
**ADVANCED STATISTICS**

*S1 ♦ Int ♦ L ♦ ESSM*

*Pre-requisite/s:* MA330 Statistics

Will provide students with an understanding of advanced statistical methods and procedures. There will be a strong emphasis on analysing experimental paradigms and associated statistical techniques used in contemporary research in the field of Human Movement Science. Students will also gain a detailed understanding of the use of computer system packages designed to perform the statistical analyses.

**MA352**  
**STUDIES IN MATHEMATICS LEARNING**

*May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.*

*S1/S2 ♦ Int ♦ L ♦ Ed*

Introduces students to the theory and techniques of "Maths Recovery", an innovative, applied research project, which is being conducted in several local schools, and is funded by regional government and Catholic school systems, and the Australian Research Council. In the Maths Recovery project teachers are trained to design and conduct programmes of intervention in the number learning of "at risk" students in Year One.

**MA353**  
**MATHEMATICS RESOURCES IN THE**  
**CLASSROOM**

*May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.*

*S1/S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* CS404 Curriculum Studies:

*Mathematics I*

Designed for those students with an interest in Mathematics education and affords them the opportunity to compile aids and resources for teaching mathematics in the range K-6. Topics include: time and its measurement, mathematical games, number aids, practical statistics, aids for 2D and 3D shapes, creative constructions, recreational mathematics.

**MA400**  
**RESEARCH METHODS**

*S1/S2 ♦ Int ♦ L ♦ Bus/CM/GCM/MIT*

*Pre-requisite/s:* MA115 Statistics I (BAppSc, BBus)

The purpose of this unit is to introduce students to the methodologies, tools and techniques of research in business. Both the qualitative and quantitative aspects of research methods will be addressed. Topics considered include philosophy of research, types of research, problem identification, hypotheses formulation, research design, data collection and sampling, survey questionnaires, observations, validity and reliability, measurement techniques, data analysis, statistical computation tools, and interpretation of research findings.

**MA600**  
**MATHEMATICS RECOVERY THEORY AND**  
**TECHNIQUES IA**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

Focuses on theoretical constructs for understanding, assessing and documenting the development of early arithmetical knowledge (i.e. 3- to 8-year-old) and associated instructional techniques. Completion of this unit and its co-requisite unit constitutes the requirements for certification as a Mathematics Recovery Teacher.

**MA601**  
**MATHEMATICS RECOVERY THEORY AND**  
**TECHNIQUES IB**

*S1/S2 ♦ Ext ♦ L ♦ Ed*

*Pre- or Co-requisite/s:* MA600 Mathematics

*Recovery Theory and Techniques IA*

Extends studies begun in Mathematics Recovery Theory and Techniques IA. Also focuses on

constructivism as a theory of knowing and learning, and contextual issues relating to recovery education. Completion of this unit and its co-requisite unit constitutes the requirements for certification as a Mathematics Recovery Teacher.

#### MA602

#### MATHEMATICS RECOVERY THEORY AND TECHNIQUES IIA

S1/S2 ♦ Ext ♦ L ♦ Ed

*Pre-requisite/s:* Mathematics Recovery Theory and Techniques IA and IB (MA600 and MA601)

*Co-requisite/s:* MA603 Mathematics Recovery Theory and Techniques IIB

Extends studies begun in Mathematics Recovery Theory and Techniques IA, focusing on innovation and review, evaluation, current and contextual issues, and research. Completion of this unit and its co-requisite constitutes the requirements for certification as a Mathematics Recovery Teacher Leader.

#### MA603

#### MATHEMATICS RECOVERY THEORY AND TECHNIQUES IIB

S1/S2 ♦ Ext ♦ L ♦ Ed

*Pre-requisite/s:* Mathematics Recovery Theory and Techniques IA and IB (MA600 and MA601)

*Co-requisite/s:* MA602 Mathematics Recovery Theory and Techniques IIA

Focuses on the following aspects of district-level implementation of the Mathematics Recovery Program: teacher development, clinical supervision, documenting students' progress, and linking Mathematics Recovery and classroom mathematics. Completion of this unit and its co-requisite constitutes the requirements for certification as a Mathematics Recovery Teacher Leader.

#### MA720

#### QUANTITATIVE ANALYSIS FOR MANAGEMENT

*Not available to undergraduates.*

T1/T3 ♦ Ext ♦ CM/GCM

Gives an introduction to mathematics and statistics as applied to business. The mathematics component includes the use of interest, both simple and compound, annuities and amortisation and the way these techniques are used in business decision-making. In addition the statistical component includes the role of, uses and limitations of statistics, measures of central tendency and dispersion,

time series, index numbers, regression, correlation, probability and sampling distributions, and testing hypotheses.

#### MA721

#### MANAGEMENT SCIENCE

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ /GCM S. Marks

Linear Programming; integer and goal programming; transportation and assignment methods; decision theory; Markov analysis; simulation models; queuing theory; inventory control models, and project scheduling methods.

#### MA792

#### RESEARCH METHODS

*Not available to undergraduates.*

S1/S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM/GCM/MIT

The purpose of this unit is to introduce students to the methodologies, tools and techniques of research in business. Both the qualitative and quantitative aspects of research methods will be addressed. Topics considered include philosophy of research, types of research, problem identification, hypotheses formulation, research design, data collection and sampling, survey questionnaires, observations, validity and reliability, measurement techniques, data analysis, statistical computation tools, and interpretation of research findings.

#### MA793

#### RESEARCH CORE

S1 ♦ Int ♦ L ♦ CA

Broadly surveys the history, philosophies and methodologies of research. Students will be expected to develop an understanding of Arts research approaches and perspectives in the broad context of contemporary research practices.

#### MA795

#### QUALITATIVE RESEARCH METHODS FOR THE SOCIAL SCIENCES

S1/S2 ♦ Ext ♦ L ♦ SWD

Equips students with basic qualitative research skills for the production of sound research dissertations and theses within the social sciences. Explores the epistemological foundations of qualitative research, research design and the collection and analysis of qualitative data. Students are introduced to a variety of theoretical frameworks such as critical theory, feminism, post-structuralism, and post-

modernism, which contribute important theoretical perspectives through which research findings can be interpreted.

#### **ME300**

#### **PRINCIPLES OF EDUCATIONAL MULTIMEDIA**

*S1 ♦ Int ♦ CH ♦ MIT*

Provides the student with an overview of the major issues and concepts associated with the application of educational multimedia to support teaching, training and learning. The unit is divided into three parts: (a) the history of computer based educational technology in terms of the platform, tools and delivery mode; (b) the major research and development issues associated with the technology, including instructional design, interface design, navigation and user control; (c) an overview of the techniques associated with the development of stand-alone desktop applications, including cross-platform development, CD-ROM production and evaluation considerations.

#### **ME301**

#### **ELECTRONIC NETWORKING AND THE INTERNET**

*S1 ♦ Int ♦ CH ♦ MIT*

Introduces students to use of electronic networks in education and training. Practical sessions will involve the establishment and administration of E-mail and bulletin board systems, dial-in connectivity and synchronous interactivity. The role of networked learning in the delivery of open and flexible learning will also be examined.

#### **ME311**

#### **MULTIMEDIA ISSUES**

*S1 ♦ Int ♦ CH ♦ MIT*

Creating multimedia applications not only involves the application of rigorous design and development strategies, but also the consideration of a range of issues and factors which impact the final application. This unit focuses on issues associated with human impact, regulation, multimedia & the law, equity & access and cultural & indigenous issues which influence and affect the multimedia development environment.

#### **ME312**

#### **INSTRUCTIONAL DESIGN I**

*S2 ♦ Int ♦ CH ♦ MIT*

Introduces the importance of design as the foundation of successful software products. In

the field of educational multimedia, the essential elements of design are based on the processes of Instructional Systems Design (ISD). This unit examines both traditional and modern theories of ISD in relation to the essential characteristics of effective educational multimedia product.

#### **ME313**

#### **INSTRUCTIONAL DESIGN II**

*S1 ♦ Int ♦ CH ♦ MIT*

*Pre-requisite/s:* ME312 *Instructional Design I*

Creating successful educational multimedia products depends largely on the integrity of project management, linked to the utilisation of traditional management tools and practices in association with conditions specific to multimedia environments. This unit examines both traditional and current practices of software development and management in relation to the requirements determined through Instructional Systems Development (ISD) methods. Students will examine factors such as financing of projects, costing of projects, project activities and setting milestones as well as reviewing progress and reporting.

#### **ME314**

#### **INSTRUCTIONAL DESIGN III**

*S1 ♦ Int ♦ CH ♦ MIT*

*Pre-requisite/s:* ME313 *Instructional Design II*

Evaluation of education multimedia is critical in terms of both the operational integrity and instructional effectiveness of the application. This unit examines the definition and analysis of evaluation criteria in the context of educational multimedia, with students actively participating in the evaluation process.

#### **ME321**

#### **INTERACTIVE MULTIMEDIA**

#### **DEVELOPMENT I**

*S2 ♦ Int ♦ CH ♦ MIT*

Creating functional educational multimedia products requires that the processing structures of the software are both efficient and maintainable. This unit provides students with an introduction to the essential elements of logic diagrams, structured design, reusable objects and efficient development in the context of software to promote teaching and learning. Students will use state-of-the-art development tools to create a range of multimedia applications.

**ME322**  
**INTERACTIVE MULTIMEDIA**  
**DEVELOPMENT II**

*S1 ♦ Int ♦ CH ♦ MIT*

*Pre-requisite/s:* ME321 *Interactive Multimedia Development I*

With the increased demand for quality educational products for presentation, desktop and Internet delivery, this unit extends the skills of students to incorporate standard software development techniques into the creation of multimedia applications. The unit will also require students to work in teams to create multimedia products through problem-based approaches to teaching and learning.

**ME323**  
**INTERACTIVE MULTIMEDIA**  
**DEVELOPMENT III**

*S2 ♦ Int ♦ CH ♦ MIT*

*Pre-requisite/s:* ME322 *Interactive Multimedia Development II*

Interactivity is often touted as a fundamental component of successful educational multimedia applications, however it is complex to design and can be difficult to implement. This unit provides students with the skills to analyse different levels of interactivity in educational multimedia applications and introduces a method by which to design and implement a highly interactive educational multimedia application. The unit also provides an introduction to the various delivery options available for educational multimedia products.

**ME324**  
**DIGITAL MEDIA I**

*S1 ♦ Int ♦ CH ♦ MIT*

The integration of graphics, audio, video and animations into a single application has made desktop multimedia a reality. This unit introduces students to the essential elements of digital media in a practical, problem-based format.

**ME325**  
**DIGITAL MEDIA II**

*S2 ♦ Int ♦ CH ♦ MIT*

*Pre-requisites:* ME324 *Digital Media I*

The convergence of digital media (graphics, audio, video and animation technologies) has resulted in the development of a large multimedia industry. This unit provides students with the skills to develop a range of digital media resources, based on an educational

rationale, which are integrated into multimedia applications to enable educational communication.

**ME326**  
**DIGITAL MEDIA III**

*S2 ♦ Int ♦ CH ♦ MIT*

*Pre-requisites:* ME325 *Digital Media II*

Converging digital media technologies (graphics, audio, video and animation) have resulted in the development of an expanding multimedia industry. This unit provides students with the opportunity to extend their skills to develop a range of complex and integrated digital media resources, based on an educational rationale, which are then implemented into multimedia applications to enable educational communication.

**ME330**  
**MULTIMEDIA DESIGN UPDATE**

*S2 ♦ Int ♦ CH ♦ MIT*

Design of and for educational multimedia applications is one of the critical success factors. As one of the capstone units for the program, students will be involved in the research and assessment of the current field of practice in educational multimedia design. Of particular importance will be the interrelationship between instructional design, graphics design, interface design and interactive design.

**ME331**  
**MULTIMEDIA DESIGN PROJECT**

*S2 ♦ Int ♦ CH ♦ MIT*

*Pre-requisites:* ME322 *Interactive Multimedia Development II*, ME325 *Digital Media II*

Requires students to undertake a client-based project in the area of educational multimedia design, incorporating elements of instructional design, graphical design, interface design and interactive design. Students are expected to maintain a record of their activities and produce a report on and presentation of their design experiences in either a work-related or client-driven project.

**ME332**  
**MULTIMEDIA DEVELOPMENT UPDATE**

*S2 ♦ Int ♦ CH ♦ MIT*

Development of educational multimedia applications involves the integration of a range of software tools with design criteria. As one of the capstone units of the program, this unit will provide students with an environment in which to research and assess the current field of

practice in educational multimedia development. Of special importance will be those tools which are providing automated facilities for educational multimedia developers.

#### **ME333**

#### **MULTIMEDIA DEVELOPMENT PROJECT**

S2 ♦ Int ♦ CH ♦ MIT

*Pre-requisites: ME322 Interactive Multimedia Development II, ME325 Digital Media II*

Requires students to undertake a client-based project in the area of educational multimedia development, incorporating elements of software development, courseware engineering, logic design, authoring, programming and testing. Students are expected to maintain a record of their activities and produce a report on and presentation of their development experiences in either a work-related or client-driven project.

#### **ME340**

#### **EDUCATIONAL MULTIMEDIA FOUNDATIONS**

*Not available to undergraduates.*

T1 ♦ Int/Ext ♦ CH ♦ MIT

Introduces the history and development of computer based education, the major theoretical issues associated with instructional technology (instructional design, interface design, navigation and user control), the issues confronting the integration of multimedia into educational environments and the techniques associated with the development of stand-alone and on-line applications.

#### **ME341**

#### **EDUCATIONAL MULTIMEDIA DEVELOPMENT I**

*Not available to undergraduates.*

T1 ♦ Int/Ext ♦ CH ♦ MIT

Introduces the basic aspects of the development of educational multimedia, including the integration of multimedia, the provision of feedback, the facility to branch and the options for control, navigation and cross-platform delivery.

#### **ME342**

#### **COMPUTER MEDIATED COMMUNICATION**

*Not available to undergraduates.*

T1 ♦ Int/Ext ♦ CH ♦ MIT

Examines technology as a means to facilitate educational communication through distance and on-line learning. Considers learning principles for effective on-line and distance education, key elements for designing modules in distance education, methods for adapting courses to distance and on-line modes and management issues.

#### **ME343**

#### **EDUCATIONAL MULTIMEDIA EVALUATION**

*Not available to undergraduates.*

T1 ♦ Int/Ext ♦ CH ♦ MIT

Examines techniques for evaluating the operational (development) process and instructional effectiveness (outcomes) of the product. The analysis of evaluation data and the relationship between objectives and the measurement of performance, skills or knowledge is also emphasised.

#### **ME344**

#### **EDUCATIONAL MULTIMEDIA DESIGN**

*Not available to undergraduates.*

T2 ♦ Int/Ext ♦ CH ♦ MIT

Focuses on the essential elements and processes of Instructional Systems Design (ISD), including both traditional and modern theories of ISD in relation to the essential characteristics of effective educational multimedia product.

#### **ME345**

#### **EDUCATIONAL MULTIMEDIA DEVELOPMENT II**

*Not available to undergraduates*

T2 ♦ Int/Ext ♦ CH ♦ MIT

Incorporates standard software development techniques into the creation of multimedia applications. Students will work in a team environment to create multimedia products through problem-based approaches to teaching and learning.

**ME346**

**EDUCATIONAL MULTIMEDIA  
DEVELOPMENT PROJECT A, B**

*Not available to undergraduates.*

T2 • Int/Ext • CH • MIT

Involves in-depth analysis, design, development, implementation and/or evaluation of a specific educational multimedia application cumulating in the formal evaluation of the outcomes.

**ME347**

**RESEARCH METHODS FOR  
EDUCATIONAL MULTIMEDIA**

*Not available to undergraduates.*

T2 • Int/Ext • CH • MIT

Considers quantitative and qualitative research in educational multimedia including empirical, interpretive and critical paradigms. Students will design, implement and report on research in their own field of educational multimedia.

**ME348**

**RESEARCH ISSUES IN EDUCATIONAL  
MULTIMEDIA**

*Not available to undergraduates.*

T3 • Int/Ext • CH • MIT

Introduces the nature, design, implementation, interpretation and use of educational multimedia research to develop competence in analysing issues essential for understanding, conducting and using research in education and training environments.

**ME349**

**EDUCATIONAL MULTIMEDIA RESEARCH  
PROJECT A, B**

*Not available to undergraduates.*

T3 • Int/Ext • CH • MIT

Involves the in-depth study, analysis, design, development, implementation and/or evaluation of a specific educational multimedia issue (or issues) cumulating in the submission of a formal written report on the research findings.

**ME439**

**FOUNDATIONS IN MEDIA STUDIES**

S1 • Int/Ext • L • HMCS

Students study and discuss the nature and function of mass communications in Australia. They acquire a knowledge of the history of print, radio, film and television and an understanding of their present day operations. Of special interest is the study of audience feedback systems such as "people meters".

**ME445**

**MEDIA, CULTURE AND IDEOLOGY**

S1 • Int • L • HMCS

*Pre-requisite/s:* ME439 *Foundations in Media Studies*

Students apply the theoretical/critical approaches to a broad range of linguistic and non-linguistic encoding studied in Cross-Cultural Film Studies. Focus is on the production of meanings in the media, the relationship between media products and cultural practice and emerging theories of cultural production.

**ME446**

**INTERNATIONAL MEDIA STUDIES**

S2 • Int • L • HMCS

*Pre-requisite/s:* ME445 *Media, Culture and Ideology*

In an era of global media interaction, media studies students need at least a basic understanding of how the overseas media systems work in relation to Australia. Students explore communications systems within different socio-cultural frameworks in case studies drawn from Asia, America, Europe, Africa and the Pacific region.

**ME447**

**MEDIA AND NEW TECHNOLOGIES  
STUDIES**

S1 • Int • L • HMCS

*Pre-requisite/s:* ME446 *International Media Studies*

Students examine the socio-cultural impact of the new communications technologies. Using a range of theoretical approaches, students explore the impact of new technologies such as satellite and cable broadcasting, multimedia, computer and video systems.

**ME448**

**ASIAN MEDIA STUDIES**

S2 • Int • L • HMCS

*Pre-requisite/s:* ME447 *Media and New Technologies Studies* or SS434 *Asian Studies IV*

*Co-requisite/s:* SS434 *Asian Studies IV* (if undertaking Major units from the Asian Studies Option)

Students are provided with an understanding of the structure and socio-cultural contexts of their major media institutions in selected Asian countries. Students study the relationship between production and broadcasting policies.



**ME451**

**TEXT MEDIA I**

*S1 • Int • L • HMCS*

Students are introduced to digital technologies and communication processes as they relate to text-based materials. Students are involved in an extensive range of uses, and activities focusing on text-based products, including journalism, public relations, and the extension of print and graphics into the electronic media.

**ME452**

**TEXT MEDIA II**

*S2 • Int • L • HMCS*

*Pre-requisite/s:* ME451 Text Media I

The students' understanding of theory and practice relevant to digital technologies and communication processes as they relate to text-based materials are further developed. Students acquire skills in areas such as Desk Top Publishing and Computer Networking. On completion of this unit students may choose to extend their knowledge and skills of text media production in Independent Study Units.

**ME455**

**MULTIMEDIA I**

*S2 • Int • L • HMCS*

*Pre-requisite/s:* Video I and Text Media I and Radio I or Introduction to Music Technology (i.e. three units required)

Students are introduced to the theory and practice of digital multimedia communication and production. Students develop their pre-requisite knowledge and skills in digital production techniques for text, still images, audio, animation and video, integrating these digital media to create a basic multimedia product.

**ME456**

**MULTIMEDIA II**

*S1 • Int • L • HMCS*

*Pre-requisite/s:* ME455 Multimedia I

The students' critical understanding of the theory and practice of interactive multimedia communication, production and distribution will be extended. Students develop their knowledge and skills in interactive multimedia production and explore the possibilities of human-computer interaction. Students design and create an interactive multimedia product.

Upon completion of this unit students may choose to extend their knowledge and skills of interactive multimedia production in Independent Study Units.

**ME461**

**RADIO I**

*S1 • Int • L • HMCS*

Students are introduced to the beginnings of broadcasting skills in the areas of announcing and technical operations of the radio station in theory and practice. It provides a basis for the acquisition of effective radio communication and awareness of the resources available to the industry.

**ME462**

**RADIO II**

*S2 • Int • L • HMCS*

*Pre-requisite/s:* ME461 Radio I

Students further develop an understanding of the theory and practice of national, commercial and community radio broadcasting. On-air and technical skills are refined through the advanced study of radio programming, awareness of current issues, recording and announcing techniques.

**ME465**

**VIDEO I**

*S1 • Int • L • HMCS*

Students are introduced to the theory and practice of video production: research; scripting; budgeting; directing; producing; camera operating; editing and presenting. Students will design and produce a short video in one of the following formats: documentary; drama; experimental, promotional or educational.

**ME466**

**VIDEO II**

*S2 • Int • L • HMCS*

*Pre-requisite/s:* ME465 Video I

Oriented both to location and studio production but will also question theoretical assumptions about video and television. Students concentrate on the acquisition of knowledge and skills, both practical and theoretical, in the pre-production, production, post-production, and audience reception areas of video and television. Upon completion of this unit students may choose to extend their knowledge and skills of video production in Independent Study Units.

**ME469**

**MUSIC VIDEO**

S2 • Int • L • CA

*Pre-requisite/s:* ME466 Video II

Provides the student with the techniques necessary to produce a music video clip.

**ME470**

**MEDIA MANAGEMENT**

S2 • Int • L • HMCS

*Pre-requisite/s:* Any four (4) units from a Media Production Major, or four (4) units from Media/Music Industry Studies Major

Social and economic influences affecting media management are studied, with special attention to regulatory bodies, ethical and legal aspects of the industry. The key management sectors of administration, sales and programming will be highlighted.

**ME471**

**PROFESSIONAL PLACEMENT**

S2 • Int • L • HMCS

*Pre-requisite/s:* Any five (5) units from a Media Production Major, or five (5) units from Media/Music Industry Studies Major

*Co-requisite/s:* ME448 Asian Media Studies or ME470 Media Management

Students gain professional experience in public or commercial organisations to enable them to use their knowledge and skills acquired in the Media Communications course. Students undergo both workplace and course supervision thereby gaining an understanding of how their skills and knowledge can be applied in professional environments.

**MH001**

**OVERVIEW OF MENTAL HEALTH**

*Not offered in 1999.*

**MH002**

**MODELS OF MENTAL HEALTH AND MENTAL ILLNESS**

*Not offered in 1999.*

**MH003**

**THERAPIES IN MENTAL HEALTH CARE**

*Not offered in 1999.*

**MH004**

**EVALUATION OF MENTAL HEALTH SERVICES: PREVENTION TO REHABILITATION**

*Not offered in 1999.*

**MK075**

**MARKETING PRINCIPLES**

S2 • Int/Ext • L/CH • Bus/CM

Introduces students to the concept and functions of marketing in both the public and private sectors. Is introduced by examining the environment in which marketing operates, and its integration in an organisation. Then focuses on the decisions and strategic functions of marketing, developing an understanding of segmentation, positioning and marketing mix strategies.

**MK102**

**CONSUMER BEHAVIOUR**

S1 • Int/Ext • L/CH • Bus/CM

*Pre-requisite/s:* MK075 Marketing Principles, MN111 Fundamentals of Management

Provides students with a knowledge of the various processes and facets of consumer motivation and behaviour; the influences of society and culture; the process of consumer decision making; an awareness of the critical implications of these processes to the marketing task; and an ability to translate and apply consumer theory to local situations and diagnose the marketing repercussions and responses.

**MK103**

**PROMOTION AND ADVERTISING**

S2 • Int/Ext • L/CH • Bus/CM

*Pre-requisite/s:* MK102 Consumer Behaviour

Designed to provide each student with a comprehensive background to the principles and practice of promotional management and strategy in the market place. Covers all the elements of the promotions mix and looks at the workings of the Australian advertising industry.

**MK104**

**MEDIA STRATEGIES**

S1 • Int • L • Bus/CM

*Pre-requisite/s:* MK103 Promotion and Advertising

Looks at the background and basic principles pertaining to strategic decisions in the use of media. The structure and changes within the advertising industry are considered. Practical work is carried out in advertising agency briefing, radio and television commercial creation and execution thereof.

#### **MK105**

##### **SALES MANAGEMENT**

*S1 ♦ Int ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** MK075 Marketing Principles, plus minimum of 14 units

Aims to cover all aspects of sales management, including management of the sales force and management for the individual salesperson with an emphasis on business to business selling. Also seeks to reflect the importance in the 90s of building and developing partnerships between sellers and buyers.

#### **MK106**

##### **MARKETING RESEARCH**

*S2 ♦ Int/Ext ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** MK075 Marketing Principles, MA115 Statistics I

Aims to cover all aspects of the marketing research process as an aid to improved decision making within the organisation. Topics covered include the requirements of scientific method, sources of data, data collection methods and techniques, analysis and presentation of data and results; with careful consideration of the limitations of different methods and techniques. Emphasis is on practical application to "real life" situations.

#### **MK107**

##### **EXPORT MARKETING**

*S2 ♦ Int ♦ L/CH ♦ Bus/CM*

**Pre-requisite/s:** MK075 Marketing Principles

Exposes students to the potentials, practice and pitfalls inherent in marketing overseas. Discusses the international marketing environment, identification of export markets and product planning, pricing, promotion and distribution for foreign markets.

#### **MK110**

##### **RETAIL MARKETING**

*S2 ♦ Int ♦ L ♦ Bus/CM*

**Pre-requisite/s:** MK102 Consumer Behaviour

Introduces and explains the retail function and role in the marketing system. Explains the various elements of retail management and discusses current and future trends – both in Australia and overseas.

#### **MK111**

##### **SERVICES MARKETING**

*S1 ♦ Int ♦ L ♦ Bus/CM*

**Pre-requisite/s:** MK075 Marketing Principles

Traditionally marketing courses concentrate on tangible products, whereas this unit focuses on intangible products in the rapidly growing service sector. The application of marketing concepts and the tailoring of marketing planning and strategy to the specific needs of service organisations are investigated.

#### **MK121**

##### **CLIENT SERVICES AND MARKETING I**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Examines the foundations of marketing which are developed to provide an understanding of the marketing activities conducted in the club industry. Concepts with particular relevance to the club industry are emphasised.

#### **MK122**

##### **CLIENT SERVICES AND MARKETING II**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Concerned with strategic considerations in the area of marketing management and promotion. The language and practice of advertising comprises an important element within the unit which also considers the way certain strategic issues require a different approach in various club operations.

#### **MK123**

##### **CLIENT SERVICES AND MARKETING III**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Is concerned with the ability to handle significant change in the club industry with special emphasis on the use and power of branding, strategies for controlling and implementing innovation, and communicating as a two way process with customers and club staff using database technology.

#### **MK124**

##### **SALES MANAGEMENT**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Is concerned with the ability to appreciate the special needs of the selling functions in the club industry with special emphasis on the training and use of club staff to sell effectively across the product portfolio, increasing the level of customer care and retention.

**MK125**

**TRAVEL SALES AND MARKETING**

*Available to Ansett employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Examines the theoretical foundations of marketing activities conducted in the travel industry, particularly the service emphasis of tourism product. Explores the nature of markets in an economic sense and the external factors that contribute to the importance and use of buyer behaviour and marketing research in tourism and sales marketing.

**MK126**

**HOSPITALITY MARKETING AND QUALITY ASSURANCE**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** *MN124 Communications in the Food Service Industry*

Introduces marketing philosophies, market research techniques, market segmentation, target marketing, consumer behaviour, pricing strategies and advertising strategies. Also examines service and quality management principles to improve customer relations and return visits by customers, company image and service styles, business and service ethics and looks at staff involvement in quality improvement programmes.

**MK127**

**INTRODUCTION TO TOURISM AND HOSPITALITY MARKETING**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

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.

**MK128**

**TOURISM AND HOSPITALITY SALES AND PROMOTION**

*S2 ♦ Int/Ext ♦ L/CH ♦ THM*

**Pre-requisite/s:** *MK127 Introduction to Tourism and Hospitality Marketing*

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.

**MK204**

**SPECIAL INTEREST TOURISM**

*S1 ♦ Int/Ext ♦ L ♦ THM*

**Pre-requisite/s:** *MN412 Tourism and Hospitality Studies II*

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.

**MK205**

**PUBLIC RELATIONS IN SPORT AND EXERCISE**

*S2 ♦ Int ♦ L ♦ ESSM*

Is a practical, professional workshop in public relations, promotion, publicity, merchandising and fund raising with emphasis on sport/fitness organisations, cases and objectives.

**MK320**

**SPORT AND EXERCISE MARKETING**

*S2 ♦ Int ♦ L ♦ ESSM*

Introduces students to the basic concepts and functions of marketing with particular emphasis on the marketing mix in the sporting environment. The unit also develops sports sponsorship as a viable marketing tool.

**MK710**

**MAJOR THESIS (MARKETING)**

*Not available to undergraduates.*

*S1/S2 ♦ Ext ♦ L ♦ CM/GCM*

The thesis component consists of an approved programme of supervised research study agreed with the Head of the School of Management and Marketing.

**MK711**

**FINANCIAL SERVICES MARKETING**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ CM/GCM*

**Pre-requisite/s:** *8 MBA units including MN720 Processes of Management*

Introduces and explores how the concepts of marketing apply in (predominantly) Australian financial services markets. Adopts a strategic approach to the organisation and planning of marketing functions; researching and targeting in both the wholesale and retail banking sectors; and managing the marketing programme according to the marketing mix elements. Emphasis is given to case studies in Australian

financial services, as well as to the development of an appropriate marketing plan.

#### **MK720**

##### **MARKETING MANAGEMENT**

*Not available to undergraduates.*

T1 ♦ Ext ♦ L ♦ CM/GCM

Will cover marketing concepts, marketing mix, consumer/buyer behaviour, marketing research, new product development, brand management, distribution systems, communications mix, strategic marketing planning, marketing strategy, international marketing, competitive analysis, and competitive strategies.

#### **MK721**

##### **MARKETING RESEARCH AND ANALYSIS**

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ CM/GCM

Develops students' understanding of the process, methodologies and techniques of marketing research. Marketing research, as part of the marketing information system, is conducted to improve marketing decision-making. Qualitative and quantitative aspects will be addressed. Topics will include the requirements of scientific method, types of research, sources of secondary data, the research process and design, including data collection methods, measurement techniques, sampling, fieldwork, data and statistical analysis and interpretation.

#### **MK722**

##### **MARKETING PROFESSIONAL SERVICES**

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ CM/GCM

Examines the marketing environment for professional practice; analysing marketing opportunities; organising for marketing of professional services; channel decisions; communication and promotion decisions; use of professionals as a base for marketing; the impact of law on marketing by professionals; the competitive climate faced by professionals in practice and organisation of professional practice personnel to achieve marketing success.

#### **MK723**

##### **SPORT MARKETING AND PUBLIC RELATIONS**

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ ESSM

Designed to guide sports managers in their role as fund raisers and public relations officers through the utilisation of marketing and public relations concepts and practices. Will focus on developing and implementing the sport/fitness organisation's marketing plans, fund raising campaigns and the overall process of communicating with its audiences.

#### **MK724**

##### **INTERNATIONAL MARKETING**

*Not available to undergraduates.*

T2 ♦ Ext ♦ L ♦ CM/GCM

Develops students' understanding of the concepts, planning activities and management strategies of international marketing. Addresses the needs of management charged with seeking and servicing overseas markets from a primarily Australian base. Topics will include external environmental concepts, initialising mechanisms, marketing research, product/service quality control and management, cross-cultural issues and communications, facilitating intermediaries and international marketing in a service and Government environment.

#### **MK725**

##### **PROMOTION MANAGEMENT**

*Not available to undergraduates.*

T1 ♦ Ext ♦ L ♦ CM/GCM

Develops students' understanding of the Australian promotions industry and elements of the promotion's mix. The focus is on the strategic management of elements in the promotion's mix with the aim of development and implementation of strategies in advertising, sales promotion, personal selling and public relations to meet the needs of today's business organisations.

**MK726**

**BUSINESS TO BUSINESS MARKETING**

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ CM/GCM*

A vast range of products/services are targeted at business users by other business organisations. Focuses on marketing strategy and decision making in this business to business, marketing environment. Case studies and real life examples reflect the practical orientation of the unit.

**MK727**

**MARKETING IN THE RETAIL ENVIRONMENT**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ CM/GCM*

The Retail Environment is one of the most important business areas in Australia. It is the second largest employment area, the source of sales for virtually all consumer and manufactured goods, and the provider of most goods to the Australian public. It is an integral part of the study of Marketing, and, due to recent economic, technological, competitive and social changes, it is undergoing profound changes that will affect every Australian.

**MK761**

**MARKETING AS A MANAGEMENT FUNCTION**

*Not offered in 1999.*

*T1/T2/T3 ♦ Ext ♦ L ♦ THM*

Will build on knowledge gained in Marketing for the Tourism Industry to focus on marketing as a management function and, in particular, the role of marketing intelligence to underpin decision-making. Will cover decisions concerning product development, pricing and promotion of service oriented products in the tourism industry with a strong emphasis on case studies of airlines, hotels and National Tourism Offices.

**MK801**

**MARKETING 400 (HONS)**

*S1/S2 ♦ Int ♦ L ♦ CM*

*Pre-requisite/s:* Admission to BBus(Hons) (Marketing)

As for AC801 Accounting 400 (Hons).

**MK904**

**STRATEGIC MARKETING FOR HOTEL AND HOSPITALITY INDUSTRIES**

*T1/T3 ♦ Int/Ext ♦ L ♦ THM*

Marketing concepts will be examined as they

apply to international tourism management. The importance of the marketing mix in international tourism will be examined and the application of targeting and segmentation to tourism marketing will be studied.

**MK905**

**MARKETING MANAGEMENT FOR HOTEL AND HOSPITALITY INDUSTRIES**

*T1/T3 ♦ Int/Ext ♦ L ♦ THM*

Will build on knowledge gained in Strategic Marketing for the Tourism Industry to focus on marketing as a management function and, in particular, the role of marketing intelligence to underpin promotion of service oriented products in the tourism industry with a strong emphasis on case studies of airlines, hotels and National Tourism Offices.

**MN103**

**GAMING MANAGEMENT I**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Covers soft and hard gaming associated with the club industry. Focuses on the day-to-day operation and control of gaming. Monitoring of cash transactions, data collection methods, and security form part of the legal requirements when providing gaming.

**MN104**

**GAMING MANAGEMENT II**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Provides managers with the skills to implement security procedures in accordance with club policy and legislation, also, to conduct the analysis process and implement methods of investigation in the event of discrepancies.

**MN105**

**GAMING MANAGEMENT III**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Concerned with developing an awareness of the individual needs of customers, staff and management in the gaming environment of the club industry. Introduces students to the social, psychological and community based issues relevant to gaming operations, as well as technological impacts and the relevance of gaming research.

#### **MN106**

##### **GAMING MANAGEMENT IV**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Covers contemporary issues of gaming management through self-instructional chapters. Students are expected to reflect on their own current practices in areas such as player profiles and historical membership databases, change management, gaming and gender, gaming area layout, trends in gaming acceptance and policy, and government responses to gaming.

#### **MN111**

##### **FUNDAMENTALS OF MANAGEMENT**

*S1 ♦ Int ♦ L/CH ♦ Bus/CM*

Provides an understanding of the theory of management of organisations in both the public and private sectors. Issues to be covered will include the history of management thought and the changing role of management. Will give special emphasis to developing management skills, within the Australian context, through the use of examples, case studies, tutorial discussions and role plays. The nature of the unit is that it provides the management theory base on which other units will build.

#### **MN114**

##### **STRATEGIC MANAGEMENT**

*S2 ♦ Int ♦ L/CH ♦ Bus/CM*

*Pre-requisite/s:* Minimum of 18 units (BBus)

This capstone unit integrates and applies knowledge gained in previous units for the purpose of evaluating complex business problems and formulating policies and strategies for their solution. A conceptual framework for the formulation, implementation and evaluation of business strategies is developed covering both the Australian and global perspectives. Extensive use is made of local and international case situations.

#### **MN116**

##### **INDUSTRIAL RELATIONS**

*S1 ♦ Int ♦ L ♦ SWD*

*Pre-requisite/s:* MN111 *Fundamentals of Management*

Describes the main participants in the industrial relations scene in Australia and considers the dynamic nature of the employment relationship. Examines conflict and its resolution within the context of current industrial disputes in Australia. Highlights recent developments in workplace industrial relations in Australia.

#### **MN118**

##### **INDUSTRIAL AND ECONOMIC**

##### **DEMOCRACY**

*S2 ♦ Int ♦ L ♦ SWD*

*Pre-requisite/s:* MN111 *Fundamentals of Management*

The democratisation of the workplace and financial participation by employees is taught with reference to the theory of employee participation and legislation in European countries and the US.

The theory is enhanced by study of Australian, European, American and South African cases with a view to demonstrating results in achieving greater productivity and employee morale.

#### **MN121**

##### **HUMAN RESOURCE MANAGEMENT I**

*S1 ♦ Int/Ext ♦ L/CH ♦ SWD*

*Pre-requisite/s:* MN111 *Fundamentals of Management*

Considers aspects of people management within the organisational context especially in Australia. Discusses the nature, functions and problems of human resources management in the areas of planning, selection, training, appraisal, and compensation of staff.

Conflict issues, especially within the industrial relations context, are considered as is organisational change. A comparison between the disciplines HRM and Industrial Relations is offered to provide an understanding of the philosophical basis of HRM.

#### **MN122**

##### **HUMAN RESOURCE MANAGEMENT II**

*S2 ♦ Int/Ext ♦ L/CH ♦ SWD*

*Pre-requisite/s:* MN121 *Human Resource Management I*

Considers people management within the Australian organisational context. Discusses human resources management's role in the areas of planning, implementation and evaluation of staff development programmes. Will explore theories underpinning learning in both a social and organisational context as well as methods to maximise efforts in developing effective training and development programmes.

**MN123**

**HUMAN RESOURCE MANAGEMENT III**

*Not offered in 1999.*

*S1 ♦ Int/Ext ♦ L ♦ SWD*

**Pre-requisite/s:** MN122 Human Resource Management II (this may be waived in certain circumstances)

Covers three dimensions. Firstly it examines the ethical aspects of management and workplace relations; secondly, it has a comparative component, e.g. the study of human resource management in several European countries; and, thirdly, it covers international human resource management.

**MN124**

**COMMUNICATIONS IN THE FOOD SERVICE INDUSTRY**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Explores the history and development of the hospitality industry, identifies basic hospitality management skills, examines communications and leadership models, and develops communications skills.

**MN125**

**HUMAN RESOURCE MANAGEMENT IN THE FOOD SERVICE INDUSTRY**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Examines group dynamics, organisational culture, work flow analysis methods, delegation, authority and responsibility, decision-making, problem-solving, time management and many other valuable skills. Also focuses on staff recruitment and termination procedures. Includes advertising the position, interviewing techniques, effective staff induction programmes, methods of appraisal, counselling and discipline, maintaining staff records and legal responsibilities.

**MN126**

**PROJECT MANAGEMENT FOR THE FOOD SERVICE INDUSTRY**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN124 Communications in the Food Service Industry

Develop skills needed to prepare a feasibility study, including an environmental analysis,

competition evaluation, market research and analysis, financial predictions and recommendations. Also examine the process for planning and designing an operational and functional profit centre.

**MN127**

**RISK MANAGEMENT IN THE FOOD SERVICE INDUSTRY**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN124 Communications in the Food Service Industry

Covers the manager's legal and ethical responsibilities towards safety and security of staff, guests, property and valuables, and reviews fire regulations, emergency and evacuation plans. Also provides an overview of the Australian legal system relating to hospitality operations. Examines laws regarding employment contracts and superannuation, company tax, liability, licensing, club management and insurance requirements.

**MN128**

**SMALL BUSINESS MANAGEMENT FOR FOOD SERVICES**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN124 Communications in the Food Service Industry

Provides a general understanding of the Australian and State industrial relations system. Discusses negotiation skills with union representatives, identifies potential sources of industrial unrest, looks at procedures for collective bargaining and employment contracts. Investigates successful management skills for small business in the hospitality industry.

**MN129**

**FOOD SERVICE INDUSTRY PROJECT**

*Available to National Catering Association members only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN126 Project Management for the Food Service Industry

Requires the application of knowledge in complex socio-political and economic frameworks. Provides an opportunity to integrate skills gained in earlier units of the course and evaluate how they apply in the workplace. Underscores the need to be able to



adapt to a wide range of factors as part of the contemporary managerial process.

#### **MN132**

##### **ORGANISATIONAL COMMUNICATION**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Introduces students to theories and strategies related to organisational communication. The concept of power is used to critically reflect on formal and informal forms of communication in diverse organisations.

#### **MN133**

##### **INDIGENOUS STYLES OF COMMUNICATION**

*S2 ♦ Int ♦ L ♦ CIAP*

Through direct experience students will learn skills in one to one and group communication. Students will practise listening to people, interviewing people and imparting information to others, both individuals and groups, and will apply the understanding and skills they develop in their dealings with others. A profound emphasis will be on Indigenous peoples of Australia.

#### **MN141**

##### **FACILITY AND RISK MANAGEMENT I**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Managers of clubs must have specific knowledge of risk management, facility management and legal obligations. Examines policies and procedures managers implement in order to prevent any injury or loss to clients, and to ensure security of property and cash. Also examines policies and procedures club managers use to maintain club facilities to a pre-determined standard in safety, serviceability and appearance. Establishes a format for club managers to implement or review a maintenance strategy. Provides a basic knowledge of a club's legal responsibilities.

#### **MN142**

##### **FACILITY AND RISK MANAGEMENT II**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Concerned with prioritising risk management as a core element of club management. Examines the risk management process, its potential to protect assets, ensure clubs meet legal challenges, continue business activities without major interruption.

#### **MN143**

##### **FACILITY AND RISK MANAGEMENT III**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Further develops risk management and its strategic implications to the club industry. Topics include an evaluation of risk management practice and facilities management programme, methods of gaining management and employee acceptance of facility and risk plans, implementation and measurement of outcomes of a risk management programme, and responsible service of alcohol.

#### **MN146**

##### **BUSINESS PLANNING AND POLICY**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Concerned with participant's developing and working knowledge of basic business planning. Covers the processes, techniques and concepts used to assess the external and internal business environment, develop mission and broad objectives, shape, implement, evaluate and review business strategies. The concepts and processes are introduced systematically in a step-by-step business planning framework.

#### **MN147**

##### **PROJECT MANAGEMENT**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Provides participants with a working knowledge of the fundamentals of project management. Covers the processes, skills and techniques in developing and implementing a project, from project conception, scope, definition, monitoring, control, time-frames and implementation. The processes, skills and techniques will be introduced progressively within a systems life cycle framework as if a project were actually being developed.

#### **MN150**

##### **POLICIES AND ORGANISATIONS**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

Emphasises the ideological nature of policies and organisations. Examples of public policy are analysed for their inherent assumptions and the history and processes of policy development are discussed.

**MN152**

**STAFF DEVELOPMENT AND TRAINING**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Examines, within the Australian context, how to design, deliver and evaluate effective staff training and development programs. Students may elect to be assessed through practical as well as theoretical assignments.

**MN154**

**STAFF SELECTION AND APPRAISAL**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Examines the range of skills needed to advertise, select and appraise staff within an organisation. Examines such aspects as job descriptions and advertisements, interviewing skills, performance appraisals and general human resource management activities.

**MN156**

**LEADERSHIP**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Critically examines the concept of leadership and considers some of the research findings, models and theories. Students will examine leadership behaviour and styles and some of the techniques, tools and instruments used to evaluate leadership effectiveness.

**MN161**

**INTERPERSONAL COMMUNICATION**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Focuses on the key elements of power, discourse, and diversity within interpersonal communications. It also provides an opportunity for students to improve some of their fundamental communication skills.

**MN164**

**CONSULTATION AND PARTICIPATION**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Examines the contexts in which consultation and participation occurs, then offers a number of methods (traditional and innovative) which might be used in order to consult well and to encourage participation in decision making processes. Finally, barriers to effective consultation and participation are explored and a variety of tools are provided to help remove these barriers.

**MN165**

**COMMUNICATION, PROMOTION AND THE COMMUNITY**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Considers the processes by which organisations can communicate more effectively with their community. Promotion and marketing of service organisations is a particular focus. Team building and networking are discussed, along with a variety of promotional events such as conferences, media communication and public meetings.

**MN166**

**MANAGING CHANGE**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Emphasises the need for an internal audit as one pre-requisite for Strategic Planning; focuses on the external environment and the nature of change, and highlights the ways in which change can be implemented and evaluated.

**MN167**

**SUPERVISION AND TEAMWORK**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Examines various models of supervision and the supervisory relationship, and considers supervision in relation to management and leadership. Students examine the relevance of past supervisory practices and develop new practices thought to lead to developing highly productive, self motivated teams who are capable of flexible, innovative approaches to work. The unit aims to present the new paradigm for supervision towards 2000 so that productive, motivated teams result.

**MN168**

**LEARNING ORGANISATIONS**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Attempts to provide an interpretative analysis of human resource issues as they are impacted upon by the modern learning organisation. The need to embed learning at all levels of the organisation is examined and mechanisms are explored whereby organisational goals and assumptions are continually challenged. The need for HRD practitioners to shake off their training mentality and embrace the intermingling of learning and work is emphasised.

**MN197**  
**HUMAN RESOURCE MANAGEMENT IN THE TOURISM AND HOSPITALITY INDUSTRY**

*Available to Ansett employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** BS202 *Personal Communications for Tourism*

Topics covered include a systematic framework for human resource management and planning, recruitment, selection, training and development, appraisal and staff motivation. The role of supervisors and human resource specialists in the tourism industry is examined: the relationship between effective personnel management, line management, achievement of productivity gains and other corporate objectives is explored.

**MN198**  
**TRAVEL SERVICES MANAGEMENT**

*Available to Ansett employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Examines, in an integrated way, operational management concepts common to travel related organisations, provision of services in the travel industry and managing service quality in travel and tourism businesses and organisations. Uses case studies from the airline industry.

**MN199**  
**PROJECT MANAGEMENT IN THE TOURISM INDUSTRY**

*Available to Ansett employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Gives participants a working knowledge of the fundamentals of Project Management within the airline industry. Covers the processes, skills and techniques in developing and implementing a project, from project conception and scope definition to project monitoring, control, time-frames and implementation.

**MN200**  
**ANSETT PROJECT**

*Available to Ansett employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN199 *Project Management in the Tourism Industry*

Tourism is an emerging discipline which requires the application of scientific knowledge in complex socio-political and economic frameworks. Provides an opportunity to integrate skills gained in earlier units of the course and evaluate how they apply in the

workplace. Underscores the need to be able to adapt to a wide range of factors as part of the contemporary managerial process.

**MN204**  
**COMMUNITY PROJECT MANAGEMENT**

*S2 ♦ Int/Ext ♦ CH ♦ HS*

Considers the theoretical perspectives and political environment of community project management and the processes of developing and implementing a specific project. Government structures, parliamentary processes, current community structures, alternative structures and managing the project are core aspects of the unit.

**MN221-224**  
**INTERN STUDY I-IV**

*S2 ♦ Int/Ext ♦ L/CH ♦ THM*

Provide practical workplace experience within the tourism and hospitality industry. Students can undertake a placement in any appropriate industry sector (eg. 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.

**MN241**  
**LEGISLATION, ADMINISTRATION AND COMMUNICATION**

*S2 ♦ Int ♦ L ♦ RSM*

Provides an understanding of the three-tiered government system in Australia, with each level having various and overlapping responsibilities. Relates to an understanding of the legislative and administrative controls which stem from governments and their subsidiary agencies. Stresses the importance of effective communication skills for technically-oriented resource managers and provides practical experience in a range of settings.

**MN242**

**PROJECT PLANNING AND MANAGEMENT**

S2 ♦ Int ♦ L ♦ RSM

The range of topics covered relates to the management of projects at all stages of the project cycle. Emphasis is given to fundamental techniques which are common to all types of projects such as objective setting, resource estimating and scheduling, and performance monitoring and evaluation. Stresses the importance of effective human resource management and conflict resolution.

**MN244**

**PROTECTED AREA MANAGEMENT**

S1 ♦ Int ♦ L ♦ RSM

Introduces the historical and recent trends in the development of protected area management. A range of techniques for reserve selection, planning and management are outlined, supported by case studies of Australian and overseas protected areas. Emphasis is placed on the theoretical basis for, and practical application of, management planning techniques.

**MN245**

**ENVIRONMENTAL ISSUES FOR BUSINESS**

S2 ♦ Int ♦ L ♦ CM ♦ G. Lamberton

Applies the concept of sustainable development to business organisations through the study of contemporary environmental management, environmental law, environmental accounting and environmental audit principles and practices.

**MN253**

**PLANNING AND PROCESS IMPROVEMENT (3 Modules)**

*Available to Telstra students only.*

Front-line managers need to use available systems and resources effectively. Examines human resource, information and financial systems and procedures. Discusses the influence of continuous improvement and business planning on workplace planning. Participants gain experience in turning operations plans into task/project plans and in implementing and monitoring them.

**MN254**

**BUSINESS AWARENESS (1 Module)**

*Available to Telstra students only.*

Considers the current changes in AOTC against the context of the telecommunications industry nationally and internationally. Participants

bring this understanding to bear on their own business unit and ultimately to their own key result areas or key drivers.

**MN255**

**PEOPLE MANAGEMENT (4 Modules)**

*Available to Telstra students only.*

This area covers both self management skills and understanding as well as the management of others.

**MN259**

**MANAGING CHANGE (2 Modules)**

*Available to Telstra students only.*

The new culture of AOTC requires people to be more active in creating the new organisation. This area explores the concepts of self-directed work teams and open organisations and deals with the grief and loss occasioned by change.

**MN261**

**CUSTOMER SERVICE (2 Modules)**

*Available to Telstra students only.*

Understanding who is the customer, both internal and external, is the key aspect of this area of study. Other aspects included are knowing your customers, managing customer perceptions and educating the customer.

**MN286**

**QUALITY ASSURANCE: FOOD AND BEVERAGE**

*Available to Club Industry employees only.*

S1/S2 ♦ Ext ♦ L ♦ THM

Examines the concept of quality and its implications for the providers of food and beverage in the club industry. Advocates a proactive approach to meeting and exceeding customer expectations of quality by examining numerous ways in which quality standards can be established and implemented throughout the inventory cycle.

**MN287**

**QUALITY ASSURANCE: INVENTORY MANAGEMENT**

*Available to Club Industry employees only.*

S1/S2 ♦ Ext ♦ L ♦ THM

Examines cost and quality control mechanisms implemented during the purchasing, storage and issuing and sale of stock. Examines the use of menu planning and analysis, stocktaking procedures and reconciliation, forecasting and maintaining economic volumes of stock, inventory valuation and management information systems to maintain inventory, financial and quality controls.

**MN288**

**QUALITY ASSURANCE: FUNCTIONS AND MEETINGS MANAGEMENT**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Focuses on functions and meetings management, encompassing group business arising from the largest industry convention to the smallest social gathering. Provides an overview of the functions and meetings industry and the marketing, planning, management and evaluation necessary for hosting successful events in the context of the club industry.

**MN291**

**HUMAN RESOURCE MANAGEMENT I: INTRODUCTION**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Concerned with the understanding and development of individual and group behaviour which can be used by managers to improve their human resource management skills. Covers the processes involved in staffing, organising resources, training and development, evaluating performance, planning and communication. Stresses the importance of the management of people in changing work environments.

**MN292**

**HUMAN RESOURCE MANAGEMENT II: COMMUNICATION**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Provides an understanding of and develops skills in various kinds of communications necessary for effective management within the Registered Clubs industry. To this end, students are introduced to a wide range of communication concepts applicable to service based organisations.

**MN293**

**HUMAN RESOURCE MANAGEMENT III: ORGANISATION**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Concerned with a thorough knowledge of the competencies required to organise and manage staff in the Club industry. Stresses the importance of organising resources effectively, including workforce planning and budgetary control. Covers a knowledge of available training courses and training methods.

**MN294**

**HUMAN RESOURCE MANAGEMENT IV: POLICIES**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Examines the organisation of human resources and the training and development of employees. The material includes a detailed examination of Occupational Health and Safety legislation, an understanding of the role of policy making in club boards and a study of training strategies and methods.

**MN295**

**HUMAN RESOURCE MANAGEMENT V: MANAGEMENT**

*Available to Club Industry employees only.*

*S1/S2 ♦ Ext ♦ L ♦ THM*

Concerned with the skills required in negotiating industrial relations issues based on the knowledge of relevant awards, effective writing procedures and conflict resolution principles. Also includes skills required to recruit senior management personnel with a knowledge of selection criteria and interview techniques.

**MN301**

**SPORT AND EXERCISE MANAGEMENT I**

*S1 ♦ Int ♦ L ♦ ESSM*

Introduces the fundamental principles and practices of management and administration including planning, organising, leadership, control and evaluation in the context of sport, fitness and recreation organisations. Also develops an awareness of the roles and broad range of skills required of managers in such organisations.

**MN303**

**PERSONNEL MANAGEMENT IN SPORT**

*S1 ♦ Int ♦ L ♦ ESSM*

The purpose of this unit is to review personnel management problems, policies and practices in sporting and fitness organisations. It will include the impact of legislation, personnel planning and staffing, training and development, performance appraisal, compensation and union/management relations and research in personnel management.

**MN304**

**FACILITY PLANNING AND DESIGN**

S1\* ♦ Int ♦ L ♦ ESSM

*\*S2 for BHMS/LLB students only.*

Examines the planning and design of sport and recreation facilities in the public and private sectors. Students will develop skills in the design and planning of leisure facilities and services and inspect a variety of sport and recreation facilities.

**MN305**

**FACILITY PROGRAMMING AND MANAGEMENT**

S2 ♦ Int ♦ L ♦ ESSM

Is a practical, professional workshop in the process of interpreting, organising and delivering recreation programmes and services. Concentrates on programme planning, leadership and evaluation.

**MN306**

**ENTREPRENEURSHIP IN SPORT AND EXERCISE**

S2 ♦ Int ♦ L ♦ ESSM

Develops an understanding of the entrepreneurial function in the sport/fitness industry, techniques for locating new ventures and undertaking feasibility studies, and provides students with the opportunity to develop and present a business plan related to a sporting/fitness enterprise.

**MN307**

**SPORTS POLICY AND PLANNING**

S2 ♦ Int ♦ L ♦ ESSM

To equip students with the skills to prepare sports policy statements, implement sport development plans and undertake sport projects within the sport management environment.

**MN310**

**ADVANCED MANAGEMENT - LEADERSHIP ISSUES**

*Not offered in 1999.*

S2 ♦ Int ♦ L ♦ CM

*Pre-requisite/s:* MN111 *Fundamentals of Management*

An advanced management unit which covers four particular subject-areas which have been identified as of particular importance for the leadership function: Communications (including Virtual Reality); Women in Management; Developing Leadership and Management Skills; and Managing Diversity. Performance indicators of leadership, remuneration of CEOs

and Directors, ethics and the corporate sector, and the progress of women and persons representing minority cultures towards leadership roles will be examined.

**MN311**

**INTERNATIONAL HUMAN RESOURCE MANAGEMENT**

S1 ♦ Int/Ext ♦ L ♦ SWD

*Co-requisite/s:* BS100 *Organisational Behaviour*

Seeks to cover cross-cultural management in the broadest sense. The first module is concerned with Comparative HRM and Industrial Relations to provide students with a perspective of other systems, e.g. in European countries. The second concentrates on the growing field of International HRM. Topics include training for overseas postings, international recruitment and management development of foreign nationals, compensation and international labour relations. The third concentrates on Managing Diversity in Australia, with special emphasis on translating multicultural values and competencies into corporate advantages in the area of international business and trade.

**MN312**

**INTERNATIONAL TRADE**

S2 ♦ Int/Ext ♦ L ♦ CM

*Pre-requisite/s:* EC102 *Applied Microeconomics*

Covers the theoretical and practical aspects of trade, the development of the international economy, inter-industry trade and trade policy. An assessment of Australian multilateral relations within the Asia Pacific region, including political and security alliances and their impact on trade will be undertaken.

**MN313**

**INTERNATIONAL MANAGEMENT**

S2 ♦ Int/Ext ♦ L ♦ CM

*Pre-requisite/s:* MN111 *Fundamentals of Management*

Covers the major elements of the managerial process which transcend country borders. Will examine the reasons why organisations elect to become transnational and look at the differences between international trade and multinational operations. Topics of organisation, communication, strategy and operations will be examined in the light of international demands. Students will be acquainted with the environmental challenges which impact on international managers and will deal with the problems of ethical consideration.

**MN314**  
**ENTREPRENEURSHIP**

*S1 ♦ Int ♦ L ♦ CM*

Introduces students to the concepts of entrepreneurship, the new venture creation process, and the entrepreneurial environment. To provide students with an understanding of the entrepreneurs and their entrepreneurial behaviour, several entrepreneurship theories and their applications will also be examined and discussed.

**MN315**  
**FEASIBILITY STUDY**

*Int ♦ L ♦ CM*

Examines the logic behind feasibility study preparation, alternative strategies in structuring the study and steps to be followed in business plan preparation and presentation. Analysis of plans, establishing benchmarks and best practice and modification of plans to deal with alternative funding schemes will be reviewed. Candidates will use feasibility study cases and will prepare a feasibility study for a new enterprise.

**MN316**  
**MULTI-NATIONAL BUSINESS ORGANISATION**

*Int ♦ L ♦ CM*

*Pre-requisite/s:* MN111 *Fundamentals of Management*

Recognises the importance of business organisations with cross-border operations. Designed to give students an overview of multinational business organisations in general as well as an understanding of country specific cross-cultural factors impacting on multinational business organisations in Asia. Concentration on Asian cultures because of their strategic importance to Australian businesses.

**MN317**  
**SMALL BUSINESS MANAGEMENT**

*Int/Ext ♦ L ♦ CM*

Aims to equip the student with the necessary management techniques to successfully manage a small enterprise from start up to maturity. Examines the small business life-cycle, management strategies, small business profiles and performance targets, retail and service industry (small business) management and counselling for small business success.

**MN318**  
**ISSUES IN SMALL BUSINESS MANAGEMENT**

*S2 ♦ Int/Ext ♦ L ♦ CM*

Introduces the student to the major issues that impact on the small business sector. Examines the nature of these contemporary issues and become aware of the impact of these issues from the viewpoint of owner/operators in small businesses, policy makers, advisers and trainers. Covers contemporary issues including family business concepts, women in small business, self-employment, networking, small business and regional development, counselling and consultancy for small business.

**MN411**  
**TOURISM AND HOSPITALITY STUDIES I**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

Tourism and phenomena directly associated with tourism represent complex phenomena. Is tourism best understood as a form of trip, a market, an industry, a set of environmental impacts or something else? Systematic ways of studying tourism can be developed, and applied to elementary themes including tourist types and behaviour, the roles of places in tourists' itineraries and structures of tourism industries. Basics of hospitality, and its links with tourism, are key topics.

**MN412**  
**TOURISM AND HOSPITALITY STUDIES II**

*S2 ♦ Int/Ext ♦ L/CH ♦ THM*

*Pre-requisite/s:* MN411 *Tourism and Hospitality Studies I*

Building on MN411, more foundation theories about tourism and hospitality are studied, leading into a number of topical issues which are explored with examples from Australia and other countries. These issues include environmental impacts, sustainability and eco-tourism; strategic and structural nature of tourism industries, authenticity; tourism and the 2000 Olympics; gambling and casinos related to tourism.

**MN413**

**HUMAN RESOURCE MANAGEMENT IN THE TOURISM AND HOSPITALITY INDUSTRY**

S2 ♦ Int/Ext ♦ L/CH ♦ THM

*Pre-requisite/s:* BS207 Personal Communications for the Tourism and Hospitality Industry

Topics covered include a systematic framework for human resource management and planning, recruitment, selection, training and development, appraisal and staff motivation. The role of supervisors and human resource specialists in the tourism industry is examined. The relationship between effective personnel management, line management, achievement of productivity gains and other corporate objectives is explored.

**MN415**

**TOURISM AND HOSPITALITY RESEARCH AND ANALYSIS**

S2 ♦ Int/Ext ♦ L ♦ THM

An understanding of the research process and basic statistics is important in making business decisions. The collection, analysis, interpretation and presentation of research results are essential in tourism management decisions. This unit provides a basic introduction to research planning and design, including data collection and data analysis techniques applicable to tourism and business research.

**MN416**

**TOURISM AND HOSPITALITY INDUSTRY PROJECT**

S1 ♦ Int/Ext ♦ L/CH ♦ THM

*Pre-requisite/s:* MN415 Tourism and Hospitality Research and Analysis

Collection, analysis and interpretation of data are essential in tourism management decisions. An understanding of research and basic statistics is an aid in making business decisions. This unit provides a basic introduction to research planning and design, including data collection and introductory analysis techniques applicable to tourism and business research.

**MN417**

**STRATEGIC MANAGEMENT FOR TOURISM AND HOSPITALITY ENTERPRISES**

S1 ♦ Int/Ext ♦ L/CH ♦ THM

*Pre-requisite/s:* MN440 Introduction to Tourism and Hospitality Management

All business firms and other organisations involved with tourism or hospitality have strategies of some sort. They are not always planned or otherwise managed and many are not related in any conscious way to tourism or hospitality. Simultaneously, a large and diverse body of literature exists on strategic management, based on research across many industries. This unit draws on that literature and critically applies it to issues and cases in tourism and hospitality.

**MN418**

**ACCOMMODATION AND INFORMATION TECHNOLOGY SYSTEMS**

S2 ♦ Int/Ext ♦ L/CH ♦ THM

Provides an introduction to Hotel Information Systems management. Provides a basic understanding of the value and uses of computer-based IS for business operations, management decision-making and strategic success of service organisations within tourism and hospitality. Allows students to enhance their computer literacy.

**MN419**

**FOOD AND BEVERAGE MANAGEMENT**

S1 ♦ Int/Ext ♦ L/CH ♦ THM

Provides students with an understanding of strategic, operational and managerial issues facing food and beverage operators. The unit commences with a strategic overview of the development and current status of the food and beverage service industry, with particular attention to the socio-cultural, market and competitive factors and the development of food and beverage service concepts. Once a concept has been developed, food and beverage managers must communicate and implement the concept on a daily basis through the firm's operational activities, which include menu planning, purchasing, receiving, storing, issuing, production, service and sale. The unit then focuses on the managerial issues in food and beverage operations, including financial control, menu pricing and analysis, human resource management and legal and ethical obligations.



#### **MN420**

##### **CONVENTIONS, MEETINGS AND EXHIBITIONS MANAGEMENT**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

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.

#### **MN421**

##### **EVENTS MANAGEMENT**

*S2 ♦ Int/Ext ♦ L ♦ THM*

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.

#### **MN422**

##### **TOURISM MARKET RESEARCH METHODS**

*S1 ♦ Int/Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN415 – *Tourism and Hospitality Research and Analysis*

Develops research skills in conducting and evaluating tourism research. Specifically, the unit focuses on research design, measurement, multivariate analysis methods and the use of statistical software with application in tourism and marketing research.

#### **MN423**

##### **TOURISM PLANNING AND THE ENVIRONMENT**

*S2 ♦ Int/Ext ♦ L ♦ THM*

**Pre-requisite/s:** MN412 *Tourism and Hospitality Studies II*

Recreation and tourism activities are widely promoted by government, industry and many communities as socially, economically and environmentally desirable land uses. The challenge to managers is to ensure that they are suitable in the longer term. Achieving this requires recognition that two aspects of recreation and tourism require careful management – the quality of the consumer experience and the environmental setting for leisure activities.

#### **MN424**

##### **ECONOMIC ANALYSIS FOR TOURISM AND HOSPITALITY**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

**Pre-requisite/s:** MN411 *Tourism and Hospitality Studies I* and MN412 *Tourism and Hospitality Studies II*

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.

#### **MN425**

##### **PACIFIC ASIA TOURISM MARKETING AND DEVELOPMENT**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

**Pre-requisite/s:** MN412 *Tourism and Hospitality Studies II*, MK127 *Introduction to Tourism and Hospitality Marketing*

Describes the pattern of tourism activities and the organisation of tourism industries in the Pacific Asia region. It examines the role of cultural, political, economic and other factors in shaping the nature of this pattern and provides instruction in international planning and marketing techniques to prepare students for management positions within tourism and hospitality businesses operating in the region.

#### **MN426**

##### **GAMING AND CLUB MANAGEMENT**

*S2 ♦ Int/Ext ♦ L/CH ♦ THM*

Focuses on the management of gambling operations, both in Australia, and to a lesser extent, overseas. Commences by reviewing historical and current influences on gambling operations, then focuses on the management of the two main types of gambling venues in Australia, licensed clubs and casinos. It then examines the administrative, operational, legal, security and control requirements for various types of gambling, including gaming machines casino table games, lotteries, racing, sports-betting, keno and minor gaming. The socio-economic impacts of gambling on various stakeholders are analysed, along with a range of contemporary issues affecting gambling venues and their management.

**MN427**

**ENTREPRENEURSHIP IN TOURISM AND HOSPITALITY**

*S2 ♦ Int/Ext ♦ L/CH ♦ THM*

Introduces students to the challenges and opportunities of self-employment, explores the personal and psychological traits which enhance entrepreneurial performance and details thorough planning which is necessary for small business success in tourism and hospitality enterprises. It examines the growth and diversity of entrepreneurial opportunities in tourism and hospitality and reviews the performance of influential entrepreneurs in these sectors.

**MN428**

**FOOD AND BEVERAGE SERVICE DELIVERY SYSTEMS**

*S1 ♦ Int ♦ CH ♦ THM*

Presents a theoretical and practical approach to food and beverage delivery service systems, focusing on the development of service skills, as well as quality assurance, cost control and efficiency for front-of-house procedures.

**MN429**

**FOOD PREPARATION AND PRODUCTION SYSTEMS**

*S2 ♦ Int ♦ CH ♦ THM*

Presents a theoretical and practical approach to food preparation and production systems, focusing on the development of operational skills and quality assurance, cost control and efficiency for back-of-house procedures.

**MN431**

**HOTEL OPERATIONS**

*S1 ♦ Int ♦ CH ♦ THM*

Provides an introduction to rooms division in hotels and resorts. The unit examines the practicalities of accommodation and front office management.

**MN440**

**INTRODUCTION TO TOURISM AND HOSPITALITY MANAGEMENT**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

Introduces students to concepts, theories and practical examples of organisations and the fundamentals of managing these organisations within tourism industries. The unit will provide an awareness of tourism businesses and form a knowledge-base from which students may draw as they progress through their academic career.

**MN441**

**TOURISM AND HOSPITALITY SERVICES MANAGEMENT**

*S1 ♦ Int/Ext ♦ L/CH ♦ THM*

*Pre-requisite/s:* MN440 – *Introduction to Tourism and Hospitality Management*

Links many of the issues and concepts that have been explored in previous units and overviews the theories and practices of services management to develop effective synergy between operational, human resource and marketing strategies for organisations within tourism and hospitality.

**MN500**

**PRODUCTION METHODS I**

*Conditions apply – refer School of Business.*

*S2 ♦ Int ♦ CH ♦ Bus*

*Pre-requisite/s:* GG301 *Introduction to Production Management*

The first unit in a two-unit selected course of study over two semesters that requires students to undertake planning, business management methods, apply legal and duty of care principles and fulfil the requirements of government policy on environmental protection and sustainability for natural resources. Specialisation of a specific course of study is selected from Farm Plan (Project), Beef Cattle Production, Horticulture (Ornamental and Commercial), Organic Farming Methods, Aquaculture or Environmental Management.

**MN501**

**PRODUCTION METHODS II**

*Conditions apply – refer School of Business.*

*S1 ♦ Int ♦ CH ♦ Bus*

*Pre-requisite/s:* MN500 *Production Methods I*

The second unit in a two-unit selected course of study over two semesters that requires students to undertake planning, business management methods, apply legal and duty of care principles and fulfil the requirements of government policy on environmental protection and sustainability for natural resources. Students continue study in their chosen specialisations (refer Production Methods I) of Farm Plan Project, Beef Cattle Production, Horticulture (Ornamental and Commercial), Organic Farming Methods, Aquaculture or Environmental Management.

#### **MN502**

##### **ENVIRONMENTAL MANAGEMENT I**

*Conditions apply – refer School of Business.*

*S2 ♦ Int ♦ CH ♦ Bus*

**Pre-requisite/s:** GG301 Introduction to Production Management

Specialisation of a specific course of study relating to the environment. This is extended over two semesters and requires students to undertake planning, business management methods, apply legal and duty of care principles and fulfil the requirements of government policy on environmental protection and sustainability for natural resources. This course is the practical basis from which the theoretical models of Environmental Economics are applied. This unit allows a number of strands of environmental practice, ranging from waste management and monitoring air, water and noise, as well as the management of native fauna and flora.

#### **MN503**

##### **AGRI-MANAGEMENT**

*Conditions apply – refer School of Business.*

*S2 ♦ Int ♦ CH ♦ Bus*

An essential foundation unit, Agri-management brings together a combination of integrated skills by blending practical computer skills with applied financial, environment and management theory. Each aspect of this unit will be further developed throughout the degree programme.

#### **MN504**

##### **APPLIED PLANNING**

*Conditions apply – refer School of Business.*

*S1 ♦ Int ♦ CH ♦ Bus*

This planning unit advances to the subject topics which include land use change and development; regulating land development, environmental planning practice, problems and goals of environmental planning activity; and method and techniques used in preparing plans. Government emphasis on resource and farm planning highlights the need for planning at all levels of production. Such planning must incorporate physical, environmental, social and financial aspects. The four parts comprising this unit provide a foundation for students to undertake elementary planning tasks or the pre-requisite for advanced studies.

#### **MN505**

##### **RURAL BUSINESS PRINCIPLES**

*Conditions apply – refer School of Business.*

*S1 ♦ Int ♦ CH ♦ Bus*

Consisting of four main parts this unit provides the student with a broad and practical approach to rural business finance, farm taxation obligations, laws and regulations applying to rural areas and activities and a practical approach to assessing rural market risks.

#### **MN506**

##### **ENVIRONMENTAL MANAGEMENT II**

*Conditions apply – refer School of Business.*

*S1 ♦ Int ♦ CH ♦ Bus*

**Pre-requisite/s:** MN502 Environmental Management I

Concluding part of a specialised course of study relating to the environment, which requires students to undertake planning, business management methods, apply legal and duty of care principles and fulfil the requirements of government policy on environmental protection and sustainability for natural resources. This course is the practical basis from which the theoretical models of Environmental Economics are applied.

#### **MN703**

##### **ORGANISATIONAL CHANGE AND DEVELOPMENT**

*S1 ♦ Ext ♦ L ♦ SWD*

Organisational change is examined in the light of new internal and external pressures on organisations. Models of individual and organisational change are examined in the light of organisational culture and climate. The concept of the learning organisation, the role of leadership and collaboration are also examined.

#### **MN704**

##### **HUMAN RESOURCE DEVELOPMENT**

*S1 ♦ Ext ♦ L ♦ SWD*

Aims to provide the student with an overview of Human Resource Development and its relation to Human Resource Management. Focuses on the organisational context, the regulatory framework, the establishing and maintaining of the employment relationship.

#### **MN705**

##### **LEADERSHIP AND TEAMWORK**

*S1 ♦ Ext ♦ L ♦ SWD*

Critically examines the concept of leadership and considers the research literature including some of the instruments for measuring and

evaluating leadership effectiveness. The relevance of teams is examined and the role of the leader in developing self directed work groups explored. The concept of the collaborative individual and its impact on the role of the leader and on teamwork is reviewed.

#### **MN710**

##### **MAJOR THESIS (MANAGEMENT)**

*Not available to undergraduates.*

*S1/S2 ♦ Ext ♦ L ♦ CM/GCM*

The thesis consists of an approved programme of supervised research study agreed with the Head of the School of Management and Marketing.

#### **MN711**

##### **TECHNOLOGY ISSUES IN BANKING**

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ CM/GCM*

**Pre-requisite/s:** 8 MBA units (not to include DP705 *Issues in Information Management*)

Investigates the management of strategic applications of technology to achieve more profitable banking. Will help the banking executive better understand ways to manage information technology, data and information systems people. Will make use of case studies of successful and unsuccessful management of technology, especially in Australian and overseas banking.

There will also be extensive use of recent articles from banking and information technology journals.

#### **MN712**

##### **BANK ORGANISATIONS AND HUMAN RESOURCE MANAGEMENT**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ CM/GCM*

**Pre-requisite/s:** MN720 *Processes of Management*

Discusses the management of people in the banking industry. Considers the external and internal pressures affecting the culture and organisational strategies and the effects these pressures are having on the management of employees. Such issues as job design, recruitment and selection, compensation, industrial relations, human resource development and performance appraisal are considered from the perspective of the banking industry.

#### **MN713**

##### **STRATEGIC BANK MANAGEMENT**

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ CM/GCM*

**Co-requisite/s:** MK711 *Financial Services*

*Marketing, MN712 Bank Organisations and Human Resource Management, and MN711 Technology Issues in Banking*

Extends on the core unit "Processes of Management" and draws together expertise and understanding developed in other units of the Strategic Bank Management Specialisation to aid banking executives define a set of objectives and desired positioning of their institution in a rapidly changing and highly competitive industry. Issues considered will incorporate appropriate focus for competitive initiatives undertaken by the banks and the development of appropriate portfolios of activity by banks to enable them to pursue stated objectives.

#### **MN720**

##### **PROCESSES OF MANAGEMENT**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ CM/GCM*

Management theory; organisation design; management of change; intercultural relations. Discusses specific problems in Australian management, background of Australian managers, the industrial relations culture and attempts to bring about changes in the workplace to achieve greater productivity including enterprise democracy.

#### **MN721**

##### **STRATEGIC MANAGEMENT**

*Not available to undergraduates.*

*T2/T3 ♦ Ext ♦ L ♦ CM/GCM*

Addresses the objectives of strategic management; thinking strategically; the strategic management process; strategic planning, implementation; control and evaluation.

#### **MN723**

##### **INTERNATIONAL MANAGEMENT**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ CM/GCM*

Will cover international business – an overview; host policy to foreign investment; planning and control systems; international marketing; international accounting; managing joint venture operations; government policy to international business; international strategic management; managing human resources; international finance; international business law; and internationalising the Australian economy.

**MN724**

**HUMAN RESOURCE MANAGEMENT**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ CM/GCM*

Discusses issues relating to the acquisition, maintenance and termination of human resources in the current Australian organisational context. Topics considered include human resource planning, health and safety, selection and recruitment including equal employment opportunity, career planning, performance appraisal, remuneration, training and development and retrenchment and retirement issues.

**MN725**

**INDUSTRIAL RELATIONS**

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ CM/GCM*

Will cover the nature of industrial relations; industrial conflict; trade unions; management; employer associations; the role of the State; the Australian compulsory arbitration system, industrial tribunals, wage fixation, award restructuring, and recent developments in workplace bargaining in Australia. Some comparison with overseas industrial relations options is included.

**MN726-8**

**MN734-6**

**RESEARCH PROJECT**

*Not available to undergraduates.*

*T1/T2/T3 ♦ Ext ♦ L*

Candidates will have the opportunity of undertaking research in some area of management. The research requirement will vary depending upon whether the unit is one, two or three units in value. A supervisor within the School will be appointed to advise the candidate on selecting the research topic, developing a research programme, and preparing and presenting the research report.

**MN737**

**CONCEPTS OF ENTREPRENEURSHIP**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ CM/GCM*

Defining entrepreneurship; entrepreneurial behaviour; characteristics of entrepreneurs; application of entrepreneurship to public and private sector activities; identifying entrepreneurs; debates concerning the training

and development of entrepreneurs; illustrations of the application of entrepreneurship to public and private sector operations and developed nations.

**MN740**

**CORPORATE ENTREPRENEURSHIP**

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ CM/GCM*

Identifying corporate entrepreneurs; entrepreneurial spirit in large corporations; case studies in corporate entrepreneurship; developing entrepreneurs in large public and private enterprises; project control of entrepreneurial ideas in large enterprises; managing a corporation entrepreneur; a corporation entrepreneur in a multi-national environment; creating a corporate entrepreneurial environment; measuring the success of corporate entrepreneurship; flying entrepreneurship to the public sector for large public enterprises.

**MN743**

**MANAGEMENT OF SMALL ENTERPRISES**

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ CM/GCM*

Developing a definition of small enterprise in Australia; contribution of small enterprises to the Australian economy; financial management of small enterprises; information for small enterprise management; applying management systems to small enterprise success; the impact of the law on small enterprise management; marketing and personnel management applied to the small enterprise unit; advisory services available to assist small enterprise management in Australia.

**MN745**

**CORRECTIONAL MANAGEMENT I**

*Available to Corrective Services students only.*

*Not available to undergraduates.*

*CM/GCM*

Considers aspects of organisational behaviour in the rapidly changing environment of Correctional Institutions in New South Wales. Content covers individual and group behaviour, motivation, communication, performance appraisal, delegation and time management, and organisational change and development.

**MN746**

**CORRECTIONAL MANAGEMENT II**

*Available to Corrective Services students only.*

*Not available to undergraduates.*

CM/GCM

Examines aspects of the management of Correctional Institutions in New South Wales within the context of recent administrative changes taking place in the Department of Corrective Services. Content covers strategic planning and policy making, financial and cost centre management and the principles and practice of rostering within the correctional institutions environment.

**MN750**

**SPECIAL TOPICS IN BUSINESS A**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ Bus/CM/GCM/MIT

Students will be required to carry out a supervised programme of independent reading in a particular field. The field of reading may be in an area of business selected by the student in consultation with his/her supervisor and approved by the Head of School, or his/her nominee.

**MN751**

**SPECIAL TOPICS IN BUSINESS B**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ Bus/CM/GCM/MIT

As for MN750.

**MN752**

**SPECIAL TOPICS IN BUSINESS C**

*Not available to undergraduates.*

S1/S2 ♦ Ext ♦ L ♦ Bus/CM/GCM/MIT

As for MN750.

**MN755**

**STRATEGIC ISSUES IN HEALTH MANAGEMENT**

*Not available to undergraduates.*

T1 ♦ Ext ♦ L ♦ NHCP

Examines health issues from strategic management and planning perspectives. Factors from the external environment such as the locus of power and control, economic, ethical and social influences will be critically applied to contemporary health services management issues. Critical examination of factors from the internal environment which impact on health services management will include organisational

culture, professional workforce mix, planning and management within multi-disciplinary organisations. Selected health issues will be used to exemplify the principles of strategic management.

**MN756**

**GLOBAL PURCHASING MANAGEMENT**

*Offered in Singapore only.*

*Pre-requisite/s:* SIPMM Diploma

T1 ♦ Int ♦ CM

Strategic purchasing management is central to the international competitiveness of the modern trading corporation. This unit provides students with insights into global purchasing strategies and overviews techniques for appraising international supply sourcing of required products. Specific attention is placed on specific risks and risk-management approaches associated with global purchasing.

**MN757**

**INTEGRATED LOGISTICS MANAGEMENT**

*Offered in Singapore only.*

*Pre-requisite/s:* SIPMM Diploma

T1 ♦ Int ♦ CM

Logistics management investigates the efficiency with which the firm uses its resources, particularly with regard to transportation systems, materials handling and storage and distribution of the firm's inputs and products. Logistics management plays a critical role in ensuring international competitiveness of contemporary corporations.

**MN758**

**INTERNATIONAL CONTRACT MANAGEMENT**

*Offered in Singapore only.*

*Pre-requisite/s:* SIPMM Diploma

T1 ♦ Int ♦ CM

International contract management investigates the complexities introduced when commercial agreements are of an international nature. The unit deals with the intricacies of administering international contracts, as well as the legal implications associated with international contracting. The unit appraises the pitfalls of international contract management and outlines the key requirements for successful contract management.

**MN759**

**WAREHOUSING AND INVENTORY MANAGEMENT**

*Offered in Singapore only.*

*Pre-requisite/s:* SIPMM Diploma

T2 ♦ Int ♦ CM

Outlines and appraises various warehousing techniques and approaches to the management of warehouse inventories. Incorporates the use of simulation modelling for effective cost management of warehouse inventories.

**MN760**

**THE TOURISM ENVIRONMENT**

T1/T2 ♦ Int/Ext ♦ L ♦ THM

Develops the student's knowledge and understanding of the environments of tourism and the relevance of this understanding for managers in the international travel and tourism industry. "Environments" have many dimensions – social, cultural, political, economic, technological and biophysical, for example. Key themes in this unit are the *interactions* between elements of tourism and its environments, and the implications which these interactions hold for management of tourism.

**MN761**

**TOURISM SYSTEMS**

*Not offered in 1999.*

T1/T2/T3 ♦ Ext ♦ L ♦ THM

A foundation theme involves considering what tourism is, and identifying a number of models for studying the subject. Other themes include the study of people in their roles as tourists, places as elements in whole tourism systems; organisational elements in whole tourism systems; and the interaction of tourism systems with their environments.

**MN762**

**CONTEMPORARY TOURISM ISSUES**

T1/T2 ♦ Ext ♦ L ♦ THM

Examines a range of increasingly important contemporary issues in the operations of the international tourism industry, including enclave tourism, cultural and heritage tourism, attractions/museology and authenticity/cultural impacts, sustainable and ecotourism and special and hallmark events. Each has its own suite of challenges for tourism developers and managers which are studied in this unit.

**MN776**

**PLANNING PROCESSES**

*Not offered in 1999.*

S2 ♦ Ext ♦ L ♦ SWD

**MN779**

**REFLECTING ON PRACTICE I**

*Not offered in 1999.*

S1 ♦ Ext ♦ L ♦ SWD

Introduces students to the concept of action research and presents a number of strategies for reflecting on practice, such as the use of professional diaries, self-observation and assessment, the "critical friend" and conventional social research processes.

**MN781**

**EVENT AND FACILITY MANAGEMENT**

*Not available to undergraduates.*

T3 ♦ Ext ♦ L ♦ ESSM

Provides students with a general and theoretical framework appropriate to sport/recreation facility and event management. Concentration will be on the planning, design and management of sporting and recreational facilities ranging from local community through to international venues.

**MN782**

**PERFORMANCE MANAGEMENT IN SPORT**

*Not available to undergraduates.*

T1 ♦ Ext ♦ L ♦ ESSM

Discusses the various techniques and procedures for policy planning and their use in setting the direction for the sport/fitness organisation. Policy will be discussed as it relates to individuals and groups within the organisation. Emphasis will also be placed on the various HRM functions required for successful staff communication and interpersonal relations. Within this context techniques for recruiting, training, monitoring, evaluating and motivating both paid and volunteer staff will be reviewed.

**MN783**

**PROJECT MANAGEMENT FOR SPORT**

*Not available to undergraduates.*

T1/T2 ♦ Ext ♦ L ♦ ESSM

Focuses on the systems approach to Project Management and its applications to industry based projects undertaken by the participant. Presents the fundamentals of Project Management and relates these concepts to the management of sport/fitness organisations.

**MN784**

**INDUSTRY BASED PROJECT**

*Not available to undergraduates.*

*T1/T2/T3 ♦ Ext ♦ L ♦ ESSM*

Usually undertaken as the final unit, students may select to complete (a) a project that will facilitate the participant in applying the fundamentals of Project Management to the workplace. Students will be required to develop a project plan for a case study of their own choice; or (b) a research project; or (c) an independent study/unit.

**MN785**

**PROJECT ORGANISATION AND MANAGEMENT**

*T2 ♦ Ext ♦ L ♦ GCM*

Provides participants with a working knowledge of the project management discipline. It covers the concepts, skills and processes which help underpin the successful development and implementation of projects.

**MN786**

**INTERNATIONAL AND COMPARATIVE HUMAN RESOURCE MANAGEMENT**

*T2 ♦ Ext ♦ L ♦ GCM*

Enables the student to effectively conduct the management of diverse human resources, particularly in the international employment relations context. Fosters an understanding of International HRM as well as HRM practices in other countries.

**MN791**

**RECRUITMENT AND PERFORMANCE MANAGEMENT**

*S1 ♦ Ext ♦ L ♦ SWD*

Covers the range of skills needed to advertise, select, induct and appraise staff within an organisation. Covers such aspects as job descriptions and advertisements, interviewing skills, performance appraisals and general human resource management activities.

**MN801**

**THESIS (6 UNIT)**

**MN802**

**THESIS (8 UNIT)**

*S1/S2 ♦ Ext ♦ L ♦ SWD*

Will provide students with the opportunity to undertake an original research project in Social Science which will be presented as a thesis. Students will have the opportunity to develop research skills through the completion of two research units or complete a thesis only where they have prior research methods experience.

**MN803**

**HUMAN RESOURCE MANAGEMENT 400**

*S1/S2 ♦ Int ♦ L ♦ CM*

*Pre-requisite/s:* Admission to BBus (Hons)

*(Human Resource Management)*

As for AC801 Accounting 400 (Hons).

**MN808**

**RESEARCH METHODS AND DESIGN I**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

Introduces candidates to methodologies, tools and techniques of research and business. Both quantitative and qualitative aspects of research methods will be addressed. Topics considered: philosophy of research, types of research, problem identification, hypothesis formulation, research design, data collection, sampling, questionnaires, observations and validity, measurement techniques, data analysis, statistical computational tools, and interpretation of research findings. Guidelines on methods and techniques of collecting data, research proposal reporting and thesis design and presentation will be included.

**MN809**

**RESEARCH METHODS AND DESIGN II**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

*Pre-requisite/s:* MN808 Research Methods and

*Design I*

As for MN808.

**MN811**

**STRATEGIC MANAGEMENT IN A GLOBAL ENVIRONMENT**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

Focuses on strategic management of change dealing with organisational networks and the role of innovation in implementing strategic management and change management; sections



will focus on organisation mission, and present examples of strategic thinking in the international arena to create a competitive advantage on a global scale. Cases will be presented on developing global vision, creating a global network of teams in the Asia/Pacific Region.

**MN812  
INNOVATIONS IN ENTREPRENEURSHIP**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

Examines contemporary problems associated with recognition of and defining entrepreneurship; relationships between entrepreneurship, economic theory and economic thought; schools of thought relating to the development entrepreneurship; the application of entrepreneurship to self employment, large corporations, the public sector, non-profit organisations and professional organisations. Candidates will also be exposed to entrepreneurship in the future – both developing and industrialised nations with particular reference to Asia and the Pacific. Cases in entrepreneurship will be a feature of each section of the unit.

**MN813  
BUSINESS TRENDS IN THE ASIA / PACIFIC  
REGION**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

Examines contemporary theory and practice in regional development with particular relevance to the Asia/Pacific region; examines Australia's international operations in the region and assesses the impact of activities over the past decade; reviews regional development strategies in the East Asia Economic Bloc; reviews regionalism in the Americas, South East Asia, Australia-New Zealand programme and Pacific programmes; applies regional development strategies to telecommunications, health and education services, tourism, export oriented industries, the resources sector and manufacturing; and demonstrates implementation of strategic industry policy in the Asia/Pacific region through benchmarking and appropriate action plans for corporations.

**MN814  
LEADERSHIP STRATEGIES AND  
COMMUNICATION NETWORK**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

Links leadership with total quality and the importance of leadership decisions and values in achievement within public/private sector organisations; study material examines the emergence of new organisations with structural and network changes; a new managerial focus and changing managerial competencies. Case studies in leadership styles and communication will be reviewed.

**MN817  
RESEARCH PAPERS I**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

**Pre-requisite/s:** MN808 *Research Methods and Design I*; MN809 *Research Methods and Design II*  
Follows material covered in the units dealing with Research Methods and Design and leads to the publication of at least two research papers by candidates. Taking the structures and research ideas developed in the research methods and design unit, candidates will under supervision prepare papers, present seminars on the papers before submitting the papers to editors in Australia and overseas for publication. Two papers will be prepared and submitted by candidates during the unit programme.

**MN818  
RESEARCH PAPERS II**

*Not available to undergraduates.*

*Int/Ext ♦ L ♦ CM/GCM*

**Pre-requisite/s:** MN808 *research Methods and Design I*; MN809 *research Methods and Design II*; MN817 *Research Papers I*  
As for MN817.

**MN821-5  
DBA THESIS**

*Not available to undergraduates.*

*Int/Ext ♦ L/CH ♦ Bus/CM/GCM/MIT*

**Pre-requisite/s:** MN817 *Research Papers I*; MN818 *Research Papers II*

The DBA thesis consists of an approved programme of supervised research study agreed to by the School Director of Research, approved supervisor and the Committee. The thesis shall furnish acceptable evidence of both scholarship and independent thought presented in a format in line with Committee specifications. There is

no formal syllabus for the thesis component, however candidates are expected to proceed in accordance with a research plan approved by the supervisor, School Director of Research and the Committee.

**MN906**

**INTERNATIONAL TOURISM STUDIES**

*T2/T3 • Int/Ext • L • THM*

A foundation theme involves considering what tourism is, and identifying a number of models for studying the subject. Other themes include the study of people in their roles as tourists, places as elements in whole tourism systems: organisational elements in whole tourism systems: and the interaction of tourism systems with their environments.

**MN907**

**TOURISM AND HOSPITALITY MANAGEMENT**

*T2/T3 • Int/Ext • L • THM*

Studies various models for management which apply in the travel and tourism industries and the different approaches used in different national settings. In particular, examines individual differences in competencies relevant to the different managerial roles.

**MN908**

**STRATEGIC MANAGEMENT IN TOURISM AND HOSPITALITY INDUSTRIES**

*T1/T3 • Int/Ext • L • THM*

Introduces a range of concepts about strategic management and how these are applied in organisations from the travel and tourism industries. Three themes are studied in sequence: strategies, organisations and contexts and the relationships between them. Although case studies are examined, in order to bring a degree of focus and depth, only a narrow range of examples is included.

**MN909**

**MANAGEMENT FOR QUALITY TOURISM AND HOSPITALITY SERVICES**

*T1/T3 • Int/Ext • L • THM*

Examines in an integrated way, the three themes of operational management concepts common to tourism related organisations, provision of services in the tourism industry rather than transfer of goods and managing service quality in travel and tourism businesses and organisations. Uses case studies from the tourism industry.

**MN910**

**TOURISM AND HOSPITALITY PROJECT I**

**MN911**

**TOURISM AND HOSPITALITY PROJECT II**

*T1/T2/T3 • Int/Ext • L • THM*

The project(s) comprise(s) an important component of the course in which participants apply knowledge and skills from the course to a detailed case study. This case study may be chosen from the participant's workplace or from other settings or organisations in an area of interest to the participant. The detailed study may comprise topics such as conduct of a management or quality audit of a major organisational area, a strategic plan or a marketing exercise.

**MN912**

**ENVIRONMENTAL MANAGEMENT FOR HOTELS**

*T1/T3 • Int/Ext • L • THM*

Designed to provide practical guidance for the hotel and hospitality industry on how to improve environmental performance and so contribute to successful business operations. Topics covered include a systematic framework that encourages a strategic approach to the environment as a business issue. 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.

**MN913**

**BUSINESS ANALYSIS FOR TOURISM AND HOSPITALITY MANAGERS**

*T1/T2 • Int/Ext • L • THM*

Provides an introduction to business analysis and planning for tourism and hospitality managers, including techniques in data collection and analysis. Students will be able to evaluate a business issue using an appropriate research methodology. Enables students to collect, analyse and interpret data essential for planning, strategy development and problem solving in tourism and hospitality industries.

**MN914**

**MANAGING HUMAN RESOURCES AND CHANGE IN THE HOTEL INDUSTRY**

*T1/T3 ♦ Int/Ext ♦ L ♦ THM*

Hotels operate in a dynamic area of international competition. It is important for managers of tourism and hospitality firms to understand how organisations function in a global environment, how diversity and cross-cultural issues affect workers and organisations, and how change must be managed to successfully compete in the dynamic, competitive global market.

**MN915**

**FINANCIAL INSTITUTIONS MANAGEMENT**

*Not available to undergraduates.*

*T2 ♦ Int ♦ L ♦ Com/GCM*

**Pre-requisite/s:** AC721 *Managerial Finance, EC720 Economics for Management*

Designed to provide participants with an overview of the major issues that arise in the management of a bank's assets and liabilities and in the management of its physical, financial and human resources.

**MN916**

**OPERATIONS AND QUALITY MANAGEMENT**

*Not available to undergraduates.*

*T3 ♦ Ext ♦ L ♦ Com/GCM S. Marks*

Will cover production and operations; systems theory and production; decision theory; cost and capital analysis; policy decisions; product decisions; process and operation design; job design; plant/facility location; forecasting; production planning; materials requirements planning; scheduling and production control; inventory control systems; and quality control.

**MN917**

**MANAGEMENT OF THE PROFESSIONAL PRACTICE**

*Not offered in 1999.*

*Not available to undergraduates.*

*T1 ♦ Ext ♦ L ♦ GCM/MM*

Defining the professional practice; understanding the concepts of management applied to professional practice; the significance of professionals in practice in Australia and their contribution in terms of employment, production, services to society; characteristics of professional practices and the impact of those characteristics on management; financial management in professional practice; concepts

of marketing; personnel management; and an introduction to operations and production management as applied to professional practices.

**MN918**

**SMALL AND FAMILY ENTERPRISE ENTREPRENEURSHIP**

*Not offered in 1999.*

*Not available to undergraduates.*

*T2 ♦ Ext ♦ L ♦ Com/GCM*

Promotion and development of small enterprises; policy issues – government and non-government; creating an entrepreneurial environment; the relationship between small enterprise development and economic development; the informal sector and small enterprise developments; training potential owners and managers; providing management services for small enterprise owners; various extension services for small enterprises; technology in small enterprise development.

**MU011**

**CURRICULUM SPECIALISATION: MUSIC I**

*S1 ♦ Int ♦ L ♦ Ed*

Designed to provide students with an understanding of teaching non-elective music in secondary schools. Special emphasis will be placed upon the areas of educational planning, variety of teaching strategies and the development of classroom resources.

**MU012**

**CURRICULUM SPECIALISATION: MUSIC II**

*S2 ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** MU011 *Curriculum Specialisation: Music I*

Designed to provide students with an understanding of, and the opportunity to develop confidence in, teaching elective music, from Year 7 to Year 12, in NSW secondary schools.

**MU261**

**DEVELOPING MUSIC FOR K-6 TEACHERS**

*Not offered in 1999.*

*S1/S2 ♦ Ext ♦ L ♦ Ed*

**MU357**

**MUSIC EDUCATION IN THE K-6**

**CLASSROOM I**

*S2 ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** CS416 *Curriculum Studies: CAPA II*

Designed to further develop students' skills in the five music activity areas, and to give them a

greater depth of understanding of musical concepts, so that they can approach the teaching of K-6 music with confidence and competence.

#### **MU358**

#### **MUSIC EDUCATION IN THE K-6**

#### **CLASSROOM II**

*S1/S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* MU357 *Music Education in the K-6 Classroom I*

#### **MU497**

#### **INTRODUCTION TO MUSIC**

#### **TECHNOLOGY**

*S1 ♦ Int ♦ L ♦ CA*

Provides an introduction to the operation of music equipment including sound reinforcement, recording systems and music computer applications.

#### **MU600**

#### **WORLD MUSIC PERSPECTIVES**

*S1 ♦ Int ♦ L ♦ CA*

Provides students with historical, cross-cultural and Indigenous perspectives on twentieth-century popular music, and examines the role of popular music within contemporary society.

#### **MU601**

#### **POPULAR MUSIC SINCE 1940**

*S2 ♦ Int ♦ L ♦ CA*

Provides an overview of major developments within popular music, from the roots of rock 'n' roll through to the 1990s. Explores inter-relationships between technology, the music industry and musical styles, and examines different approaches towards the study of popular culture, as well as the role of popular music within society.

#### **MU610**

#### **MUSIC INDUSTRY STUDIES**

*S1 ♦ Int ♦ L ♦ CA*

Examines the structure and operations of the contemporary Australian industry within the international context, and includes analysis of standard music industry contracts.

#### **MU611**

#### **MUSIC BUSINESS**

*S2 ♦ Int ♦ L ♦ CA*

Outlines basic principles of small business management pertinent to performers, composers and producers, leading to the development of a business and marketing plan.

#### **MU620**

#### **CONTEMPORARY MUSIC THEORY I**

*S1 ♦ Int ♦ L ♦ CA*

Provides an overview of basic concepts of music theory and notation, and demonstrates the application of these concepts in relation to a wide range of contemporary music styles. Also develops students' aural skills.

#### **MU621**

#### **CONTEMPORARY MUSIC THEORY II**

*S1 ♦ Int ♦ L ♦ CA*

*Pre-requisite/s:* MU620 *Contemporary Music Theory I*

Provides an extension to the theory concepts presented in Contemporary Music, and focuses in particular on harmonic relationships and arranging techniques.

#### **MU622**

#### **CONTEMPORARY STYLE ANALYSIS**

*S2 ♦ Int ♦ L ♦ CA*

*Pre-requisite/s:* MU620 *Contemporary Music*

*Theory I and MU621 Contemporary Music Theory II*

Provides students with insight into major contemporary music styles (e.g. blues, rock, funk, jazz/fusion, techno, contemporary classical) through analysis of harmonic, melodic, rhythmic, timbral and formal elements.

#### **MU623**

#### **FUNCTIONAL KEYBOARD**

*S1/S2 ♦ Int ♦ L ♦ CA*

Establishes a sound keyboard technique and examines basic music theory concepts via the keyboard.

#### **MU624**

#### **INTRODUCTION TO VOCAL STUDIES**

*S1/S2 ♦ Int ♦ L ♦ CA*

Introduces students to vocal techniques, occupational health and safety issues relating to the voice, and the music industry requirements of vocalists.

#### **MU630**

#### **SONGWRITING**

*S2 ♦ Int ♦ L ♦ CA*

Examines formal compositional techniques, as well as both structured and intuitive cognitive processes in relation to contemporary songwriting.

**MU641**

**PRACTICAL STUDIES I**

S1 ♦ Int ♦ L ♦ CA

*Co-requisite/s:* MU497 *Introduction to Music Technology*

Provides a grounding in practical techniques, technical routines, theory applications and musicianship skills relevant to the studio specialisation of the student.

**MU642**

**PRACTICAL STUDIES II**

S2 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* MU641 *Practical Studies I*

Provides a consolidation of practical techniques, technical routines, theory applications and musicianship skills relevant to the studio specialisation of the student, and also introduces studio production presentations such as concerts and recordings.

**MU643**

**PRACTICAL STUDIES III**

S1 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* MU642 *Practical Studies II*

Provides a continuation of practical techniques, technical routines, theory applications, musicianship skills and studio production relevant to the studio specialisation of the student.

**MU644**

**PRACTICAL STUDIES IV**

S2 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* MU643 *Practical Studies III*

Provides a continuation of practical techniques, technical routines, theory applications, musicianship skills and studio production relevant to the studio specialisation of the student, and also provides the opportunity for some cross school activities.

**MU645**

**PRACTICAL STUDIES V**

S1 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* MU644 *Practical Studies IV*

Focuses on studio production relevant to the chosen specialisation, as well as continuing technical routines and theory applications. Further work may, if desired, be undertaken in another studio area.

**MU646**

**PRACTICAL STUDIES VI**

S2 ♦ Int ♦ L ♦ CA

*Pre-requisite/s:* MU645 *Practical Studies V*

Focuses on studio production relevant to the studio specialisation of the student.

**MU720**

**RESEARCH SEMINAR (MUSIC)**

S1 ♦ Int ♦ L ♦ CA

Assists candidates in formulating a coherent written defence of their studio presentations. The statements produced must competently document, explain and place in a cultural context the work/s in question. (**NB** This unit is compulsory for non-written thesis candidates.)

**MU721-2**

**THESIS (MUSIC)**

(Part-time equivalents of MU723 – see *Bachelor of Arts (Honours) Course Structure with Contemporary Music Specialisation*)

S2 ♦ Int ♦ L ♦ CA

**MU723**

**THESIS (MUSIC)**

S2 ♦ Int ♦ L ♦ CA

This triple unit is the context within which the candidate continues research to a point of conclusion and prepares a final submission

**MU724**

**THESIS FOUNDATION (MUSIC)**

S1 ♦ Int ♦ L ♦ CA

This double unit allows Honours candidates to re-assess and develop their topics and areas of research. A basic literature search is undertaken, a research plan is detailed and initial research work is undertaken.

**MU725**

**THESIS STATEMENT (MUSIC)**

S2 ♦ Int ♦ L ♦ CA

Assists the candidate in formulating a coherent written defence of his/her studio presentation. The statement produced must competently document, explain and place in a cultural context the work/s in question. (**NB** Compulsory for non-written thesis candidates.)

**MU726**

**GRADUATE INDEPENDENT STUDY (MUSIC)**

S2 ♦ Int ♦ L ♦ CA

This unit must relate to a candidate's identified area of concentration, either adding to specific or

general research fitness. (NB Available to written thesis candidates only.)

**NB700**

**INITIAL MANAGEMENT OF THE "AT RISK" NEONATE**

*Not available to undergraduates.*

*S1/S2 ♦ Ext ♦ L ♦ NHCP ♦ V King*

Provides registered nurses caring for neonates with the essential advanced knowledge and clinical skills required to identify "at risk" factors (maternal/foetal and environmental) that may affect neonatal outcome; assess and stabilise neonates who need more than routine newborn care; and, enable them to assess when "at risk" neonates require referral to a higher level of care.

**NB701**

**MANAGEMENT OF ACUTE CONDITIONS IN THE "AT RISK" NEONATE**

*Not available to undergraduates.*

*S1/S2 ♦ Ext ♦ L ♦ NHCP ♦ V King*

Provides registered nurses caring for neonates with the essential advanced knowledge and clinical skills required to assess and manage sick, premature and/or small for gestational age neonate who has a common metabolic disorder, hyperbilirubinaemia or respiratory distress.

**NB702**

**ONGOING MANAGEMENT OF THE "AT RISK" NEONATE**

*Not available to undergraduates.*

*S1/S2 ♦ Ext ♦ L ♦ NHCP ♦ V King*

Provides registered nurses caring for "at risk" neonates with the advanced knowledge and clinical skills required for managing acute conditions such as neonatal sepsis and seizures. Supportive nursing management for neonates of chemically dependent mothers and those with long-term respiratory conditions is also studied.

**NB703**

**MANAGEMENT OF SPECIAL CLINICAL CONDITIONS AFFECTING THE "AT RISK" NEONATE**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP ♦ V King*

Provides registered nurses caring for neonates with the essential knowledge and clinical skills to assess and manage life-threatening conditions such as common congenital abnormalities and genetic disorders which are often amenable to early intervention, to manage ethically sensitive situations and to provide psychosocial support

for parents and families of these sick, premature and/or small for gestational age neonates.

**NR226**

**NURSING IN CONTEXT**

*NHCP*

Will provide students with an overview of the political, legal and ethical contexts of contemporary nursing practice. Students will be asked to critically examine current issues in nursing and health.

**NR227**

**APPLIED HEALTH RESEARCH**

*Int/Ext ♦ L ♦ NHCP*

Provides undergraduate students with an overview of the research process in the context of contemporary health care practices. It also helps students develop basic competencies in health research.

**NR228**

**CRITICAL PERSPECTIVES IN NURSING**

*NHCP*

Will provide students with an opportunity to expand their level of knowledge of the phenomenon of nursing and to advance their clinical/professional practice by critical reflection on its theoretical discourse.

**NR229**

**CLINICAL PROJECT I**

*NHCP*

The first of two units which provides students with an opportunity to progressively expand their current level of knowledge and clinical expertise in either a nursing specialty or an area of clinical interest.

**NR230**

**CLINICAL PROJECT II**

*NHCP*

The second of two units which provides students with an opportunity to progressively expand their current level of knowledge and clinical expertise in either a nursing specialty or an area of clinical interest.

**NR255**

**PRIMARY HEALTH CARE**

*Ext ♦ L ♦ NHCP*

Will focus on the concept of health in the community. Health problems of the community and disadvantaged groups will be examined and the role of the nurse in health promotion and disease prevention will be analysed. Students will plan their own health promotion

programme on the status of primary health care in their community.

#### **NR301**

##### **NURSING I**

*S1 ♦ Int ♦ L ♦ NHCP*

Provides an understanding of the core concepts of nursing and skills in critical thinking.

#### **NR302**

##### **NURSING II**

*S2 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* NR301 Nursing I

The focus is on the ethical and legal context of nursing as situated in the present and changing Australian Health Care System. Health policy and goals are considered in the context of national and international ideologies which influence the practice of nursing and the experience of consumers.

#### **NR303**

##### **NURSING III**

*S1 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* NR302 Nursing II

Provides the student with the knowledge, skills and attitudes required to function in a primary health care role in relation to groups of clients for whom health maintenance is a priority. The student learns to assess the health status of both able and disabled individuals and family members.

#### **NR304**

##### **NURSING IV**

*S2 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* NR302 Nursing II

Introduces students to the role of the nurse in the care of clients with long-term medical, psychiatric and terminal conditions. This role is based on an integrated approach to the biological, social, psychological and educational factors which apply to the client and his/her significant others.

#### **NR305**

##### **NURSING V**

*S1 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* NR302 Nursing II

Will enable students to gain knowledge, assessment and intervention skills for use in emergency medical, surgical and mental health situations which allow the beginning practitioner to determine priorities in nursing care. The knowledge and skills will be

augmented with studies of emergency pharmacology, crisis intervention, and appropriate acute care planning.

#### **NR306**

##### **NURSING VI**

*S2 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* NR302 Nursing II

Selects a representative sample of three focus groups to analyse issues influencing the health status and nursing interventions appropriate for different groups. Specific skills required to respond appropriately to representative groups are detailed. Develops thinking and planning skills based on the process of diagnostic reasoning.

#### **NR307**

##### **NURSING VII**

*S1 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* NR302 Nursing II

Addressed advanced epistemological and professional issues in considering the possible future for the profession and the discipline of Nursing. Students will use a research framework to examine a range of issues in respect of the development of Nursing as a discipline and as a profession.

#### **NR321**

##### **CLINICAL NURSING STUDIES I**

*S1 ♦ Int ♦ L ♦ NHCP*

Has three foci: communication, interpersonal skills and crisis management. In the process of covering these topics, opportunities are provided for the students to continue their understanding of self and to grow personally. A number of crises are considered theoretically and practically to provide context to interpersonal processes.

#### **NR322**

##### **CLINICAL NURSING STUDIES II**

*S2 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* AN300 Human Anatomy

Will allow students to acquire the foundation nursing skills related to introductory care and comprehensive assessment for a range of clients across a variety of settings.

#### **NR323**

##### **CLINICAL NURSING STUDIES III**

*S1 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* NR322 Clinical Nursing Studies II

The first of four units which offer students clinical experience in a number of selected settings and with a number of selected client

groups. Students will develop the process of diagnostic reasoning through acting and reflecting upon their actions in the clinical setting.

#### **NR324**

##### **CLINICAL NURSING STUDIES IV**

*S2 ♦ Int ♦ L ♦ NHCP*

**Pre-requisite/s:** NR322 *Clinical Nursing Studies II*  
The second of four units which offer students clinical experience in a number of selected settings and with a number of selected client groups. Students will develop the process of diagnostic reasoning through acting and reflecting upon their actions in the clinical setting.

#### **NR325**

##### **CLINICAL NURSING STUDIES V**

*S1 ♦ Int ♦ L ♦ NHCP*

**Pre-requisite/s:** NR322 *Clinical Nursing Studies II*  
The third of four units which offer students clinical experience in a number of selected settings and with a number of selected client groups. Students will develop the process of diagnostic reasoning through acting and reflecting upon their actions in the clinical setting.

#### **NR326**

##### **CLINICAL NURSING STUDIES VI**

*S2 ♦ Int ♦ L ♦ NHCP*

**Pre-requisite/s:** NR322 *Clinical Nursing Studies II*  
The last of four units which offer students clinical experience in a number of selected settings and with a number of selected client groups. Students will develop the process of diagnostic reasoning through acting and reflecting upon their actions in the clinical setting.

#### **NR704**

##### **MATERNAL ASSESSMENT**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Provides midwives with the opportunity to identify their learning needs in relation to assessment through critical reflection, and to focus on areas they wish to enhance in their own practice. The student will study the assessment role of the midwife in history and the ways in which the art of midwifery may be promoted through national competencies and an evaluation of assessment tools such as risk factor scoring and medical technologies.

#### **NR705**

##### **MIDWIFE AS PRIMARY HEALTH CARE PROVIDER AND ADVOCATE**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Designed for midwives who wish to enhance their care of childbearing families through a primary health care practice model. The historical, economic, cultural and political factors which have impeded the role of the midwife as primary health carer and advocate are analysed, and the antecedents, philosophy and strategies underpinning primary health care and client advocacy are evaluated. A systematic process of critical reflection is used to challenge the hegemonic ideologies that have shaped midwifery practice, and to provide a foundation which will inform and transform midwifery theory and practice.

#### **NR706**

##### **CHILDBIRTH EDUCATION AND PARENTCRAFT**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Encourages a critical analysis of current programmes provided by midwives and other health educators for families during the childbearing and child-rearing phases. Will provide a theoretical base for midwives already involved in the delivery of such programmes, and enable midwives who are not educators in the formal sense to enter this field of midwifery. Will incorporate knowledge from both the biological and behavioural sciences in order to prepare a practitioner who is able to guide parents through the maze of conflicting and controversial advice which is given in this phase of the life span.

#### **NR707**

##### **ADVANCED MIDWIFERY SKILLS**

*Not available to undergraduates.*

*Ext ♦ L ♦ NHCP*

Divided into two 75 hour modules. In each module, students will be required to maintain a reflective journal of their current practice in relation to this midwifery skill, and by literature search and review critically analyse the nature of existing practices in a variety of birth settings. They will assume the responsibility for assessment and care of a group of clients in relation to the skills and demonstrate practice at an advanced level.



**NR800**

**NURSING 400 (HONOURS)**

*FY ♦ Int/Ext ♦ L ♦ NHCP*

Will provide students with the opportunity to undertake an original research project in Nursing, which will be written up into a thesis. Students will have the opportunity to develop research skills through completion of the project, preparation of a progress paper and a seminar presentation.

**NR801**

**NURSING 450 (HONOURS)**

*FY ♦ Int/Ext ♦ L ♦ NHCP*

Will provide students with the opportunity to undertake an original research project in Nursing, which will be written up into a thesis. Students will have the opportunity to develop research skills through completion of the project, preparation of a progress paper and a seminar presentation.

**PE011**

**CURRICULUM SPECIALISATION: PDHPE I (MOVEMENT)**

*S1 ♦ Int ♦ L ♦ Ed*

Develops specific skills, knowledge and experiences applicable to movement education and physical activity within the PDHPE Syllabus. Examines the premise that movement experiences should aim to develop not only movement concepts and skills necessary for satisfying performance but also self awareness, aesthetic appreciation, problem solving and inter-personal skills.

**PE012**

**CURRICULUM SPECIALISATION: PDHPE II (LIFESTYLE)**

*S1 ♦ Int ♦ L ♦ Ed*

**Co-requisite/s:** PE011 Curriculum Specialisation: PDHPE I (Movement)

Develops the knowledge and skills applicable to healthy lifestyle education. Examines the concept of health and the foundations of a healthy lifestyle and studies the development of appropriate teaching programmes, strategies and techniques. Also studies the relevant sections of syllabi from the Key Learning Area of Personal Development, Health and Physical Education.

**PH200**

**HISTORY OF IDEAS**

*S2 ♦ Int/Ext ♦ L/CH ♦ Ed*

Provides an introduction to some of the key questions and issues derived from ontological, ethical and socio-political fields of discourse. Through these fields and their interconnections, specific issues of contemporary interest are analysed and discussed.

**PH201**

**WAYS OF KNOWING**

*S2 ♦ Int/Ext ♦ L ♦ HMCS*

Examines the myriad ways of knowing which prevail in modern Western society: "common knowledge"; scientific; professional; cultural; and mystic knowledge. Will also examine the changing perspectives on knowledge within the creative arts, humanities, social sciences, natural sciences, and law.

**PL101**

**PHYSIOLOGICAL PATHOLOGY I**

*S1 ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** PL201 Anatomy and Physiology I,

PL202 Anatomy and Physiology II

**Co-requisite/s:** CH002 Biochemistry

Focuses on the pathology of the immune, integumentary, musculoskeletal and reproductive systems. An understanding of the disease process from the cellular level to the level of the organ system is based on microiological principles and knowledge of normal immune function. The pharmacological principles which underlie many treatment regimes will also be discussed.

**PL102**

**PHYSIOLOGICAL PATHOLOGY II**

*S2 ♦ Int ♦ L ♦ NCM*

**Pre-requisite/s:** PL101 Physiological Pathology I,

CH002 Biochemistry

Continues from Physiological Pathology I and focuses on the pathology of the gastro-respiratory, cardiovascular, nervous, renal and reproductive systems. An understanding of the disease process from the cellular level to the level of the organ system is based on microbiological principles and knowledge of the normal immune function. The pharmacological principles which underlie many treatment regimes will also be discussed.

**PL201**

**ANATOMY AND PHYSIOLOGY I**

S1 ♦ Int ♦ L ♦ NCM

*Co-requisite/s:* CH102 Biological Chemistry I (Naturopathy students only)

Describes the structure and function of the human body. Examines some of the body systems, describing structure and function of cells, tissues and the endocrine, nervous and skeletal systems. Students explore anatomical structures on models and computers. Provides the basis to an understanding of the human body, both normal and diseased. Focuses on medical physiology.

**PL202**

**ANATOMY AND PHYSIOLOGY II**

S2 ♦ Int ♦ L ♦ NCM

*Pre-requisite/s:* PL201 Anatomy and Physiology I, CH102 Biological Chemistry I (Naturopathy students only)

Describes the structure and function of the human body. Examines some of the body systems, describing structure and function of the nervous, cardiovascular, respiratory, renal, digestive and reproductive systems. Students explore anatomical structures on models and computers. Completes the basis of an understanding of the function of the human body, both normal and diseased. Focuses on medical physiology.

**PL203**

**EXERCISE PHYSIOLOGY I**

S1 ♦ Int ♦ L ♦ ESSM

*Pre-requisite/s:* PL307 Physiology for Human Movement

Examines the physiological responses of the body to various exercise stresses and the adaptations which occur within the body as a result of repeated exposure to these stresses.

**PL204**

**EXERCISE PHYSIOLOGY II**

S1 ♦ Int ♦ L ♦ ESSM

*Pre-requisite/s:* PL203 Exercise Physiology I

An extension of Exercise Physiology I with a major emphasis on muscular, metabolic and thermoregulatory changes during exercise.

**PL207**

**BIOMECHANICS I**

S1 ♦ Int ♦ L ♦ ESSM

Introduces the student to the concepts influencing human movement. Students will be introduced to the laws of physics which govern

the interaction of the human body with its environment.

**PL209**

**KINESIOLOGY**

S2 ♦ Int ♦ L ♦ ESSM

*Pre-requisite/s:* AN302 Anatomy for Human Movement

Designed to provide detailed study of the muscular, skeletal and nervous systems in relation to their function in human movement and body mechanics. Emphasis is on the structure and function of the human body related to age and abnormality in sport and physical activity.

**PL210**

**APPLIED EXERCISE PHYSIOLOGY**

**(WELLNESS)**

*Not offered in 1999.*

S1 ♦ Int ♦ L ♦ ESSM

Examines in detail the practical application of the various theoretical concepts commonly employed in the examination of physiological responses to external stresses imposed on the body. Will offer students the opportunity to apply the theoretical concepts of physiology to both work and athletic levels.

**PL214**

**PREVENTION AND MANAGEMENT OF INJURY**

S2 ♦ Int ♦ L ♦ ESSM

*Pre-requisite/s:* AN302 Anatomy for Human Movement

Focuses on the prevention and care of injuries sustained during physical activity in sport and exercise. Also develops an awareness of causative mechanisms of injury and investigates the role of the exercise scientist in preventive and rehabilitative exercise programming.

**PL215**

**EXERCISE TESTING AND PRESCRIPTION**

S2 ♦ Int ♦ L ♦ ESSM

*Pre-requisite/s:* PL204 Exercise Physiology II

Examines the principles and objectives of an effective exercise assessment programme. Programme design is studied in detail in relation to different applications: the fitness centre, community, corporate, athletic, disabled and elderly. Aspects of consultation, interview technique, health education and counselling will be studied with an emphasis on developing practical skills.

**PL301**

**BIOMEDICAL SCIENCE I**

*S1 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* PL305 Human Physiology

Focuses on the body's cellular level responses to disease and to the disease processes that originate from cellular malfunction. In addition aspects of the pharmacological principles of drug action will be considered.

**PL302**

**BIOMEDICAL SCIENCE II**

*S2 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* PL305 Human Physiology

Focuses on pathophysiology at the level of the organs. A variety of disorders of several body systems including respiratory, cardiovascular, renal, endocrine, digestive and reproductive will be studied to unify pathological concepts of disease.

**PL303**

**BIOMEDICAL SCIENCE III**

*S1 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* PL305 Human Physiology

Focuses on the individual's motor, sensory, behavioural, cognitive and emotional responses to pathogenic processes.

**PL307**

**PHYSIOLOGY FOR HUMAN MOVEMENT**

*S2 ♦ Int ♦ L ♦ ESSM*

The areas to be examined will be cellular metabolism, muscle physiology, excitation of nervous tissues, regulation of the cardiovascular system, respiratory dynamics, kidney and body fluid homeostasis, the gastrointestinal tract, growth, metabolism, reproduction and immune defence.

**PL314**

**PATHOPHYSIOLOGY**

*S2 ♦ Int ♦ L ♦ NHCP*

*Pre-requisite/s:* PL305 Human Physiology or Registered Nurse Status

Focuses on the body's response to disease firstly at the cellular and then at the systems level. It will examine the mechanisms producing cellular dysfunction. The effect of cellular dysfunction is then applied to organs, systems and the body as a whole to unify concepts of pathology and disease development.

**PL315**

**INTRODUCTORY PHARMACOLOGY**

*Int/Ext ♦ L ♦ NHCP*

*Pre-requisite/s:* PL305 Human Physiology or Registered Nurse Status

The focus is on the principles of drug action, receptor theory, pharmacodynamics and pharmacokinetics. Takes a systems approach in discussing pharmacotherapeutic agents, focusing on drugs in current clinical use in Australia, as well as new therapeutic agents. Will also introduce the student to toxicology, again with reference to agents used in Australia.

**PL324**

**BIOMECHANICS II**

*S2 ♦ Int ♦ L ♦ ESSM*

*Pre-requisite/s:* PL207 Biomechanics I

Introduces students to qualitative and quantitative methods for analysing human movement. There will be a strong emphasis on learning practical skills for the analysis of human movement. Students will apply the principles of biomechanics in an analysis, study and reporting of selected human movements.

**PL325**

**APPLIED BIOMECHANICS (WELLNESS)**

*Not offered in 1999.*

*S1 ♦ Int ♦ L ♦ ESSM*

Provides knowledge and skills in the application of biomechanics and functional anatomy in the design of exercise programmes and the assessment of fitness and health. Physical preparation for work and the ergonomics of work will be addressed as well as the influence of ageing, obesity, pregnancy and orthopaedic problems on structure and function.

**PL326**

**EXERCISE BIOCHEMISTRY AND DRUGS IN SPORT**

*S2 ♦ Int ♦ L ♦ ESSM*

*Pre-requisite/s:* PL307 Physiology for Human Movement

Covers the basic chemical organisation of the body, bioenergetics, aspects of biosynthetic pathways, basic principles of drug action, drug metabolism and pharmacokinetics and an overview of the major classes of drugs with a particular emphasis on drugs that are used and abused by athletes.

**PL328**

**MOTOR LEARNING I**

*S1\* ♦ Int ♦ L ♦ ESSM*

*\*S2 for BHMS/LLB students only.*

**Pre-requisite/s:** PY325 Psychology

Designed to introduce students to the major issues related to the theory and application of motor skill learning and to develop their ability to structure and present effective learning situations in the human movement area.

**PL330**

**NUTRITION AND HUMAN PERFORMANCE**

*S1 ♦ Int ♦ L ♦ ESSM*

Provides the student with the knowledge, attitudes and skills related to personally achieving optimal health through proper nutrition. Additionally, it develops an understanding of diet therapy and the dietary needs of special populations. Also attempts to increase the student's understanding of the relationship between nutrition and health and the differing nutritional needs of various groups.

**PS005**

**POLITICAL THEORY**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Theories (conservatism, fascism, communism, democratic socialism, liberalism and anarchism) will be examined which follow the progression of thought as the Western world attempted to deal with the chaos which was the by-product of industrialisation. Attention will be paid in particular to the Australian context and the unit will culminate in recent shifts towards cross-spectrum ideologies: racism, feminism, environmentalism.

**PS006**

**AUSTRALIAN GOVERNMENT AND  
POLITICAL INSTITUTIONS**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

A foundation unit which familiarises students with the system of Australian government and the institutions which support it: the Constitution, federalism and Parliament; the Cabinet and the public service; electoral processes and political parties. Government plays a significant role in shaping society and an understanding of its many facets is essential for students of social science.

**PS010**

**LOCAL GOVERNMENT**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Familiarises students with the challenges currently facing local government. With cutbacks in government expenditure, a growing emphasis on smaller government at the federal and state levels and calls for greater accountability, communities and regions are looking to local councils to provide social infrastructure and governance. This unit provides an opportunity for students to examine innovative ways in which local government and local communities can address these changes.

**PS011**

**POLICY FORMULATION AND REFORM**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Examines the processes of public policy formulation in Australia and the need for process and structural reform in key areas. It will provide an opportunity for students to critically assess the process of public policy formulation, the contribution of individuals and organisations, as well as the impact of numerous interest and pressure groups. Further, it will provide students with an opportunity either to create new policy or reform an existing policy.

**PS012**

**POLITICS AND DECISION MAKING**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Allows student to question the assumptions of a fundamental belief system (economic fundamentalism) and explore possible alternative paradigms. Students will be able to engage with content that is so often seen as complex and mysterious in a way that will have extreme relevance to their own lives. Economic fundamentalism will be demystified, as will the decision making which gives life to this dominant political paradigm. Students will be given an opportunity to apply theoretical models, engage with case study methodology and articulate possible alternative paradigms, using a problem solving approach.

**PS013**

**POLITICS, POWER AND SOCIAL  
MOVEMENTS**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Explores notions of power and ethics which underpin political action and social movements, providing an opportunity to examine the dynamics that create social change.

Contemporary social movements will be examined so that students can evaluate the ethical significance of them and assess the value of social movements to students' own lives.

**PY219**

**YOUTH, CRIME AND CULTURAL CHANGE**

*Not offered in 1999.*

*Pre-requisite/s:* PY212 Psychology II

**PY220**

**PSYCHOLOGY OF LAW AND JUSTICE**

*Not offered in 1999.*

*Pre-requisite/s:* PY212 Psychology II

**PY227**

**APPROACHES TO PSYCHOLOGY**

*S1/S2 ♦ Int/Ext ♦ L/CH ♦ Ed*

Encourages students to approach psychology as an effective body of knowledge and practice for describing and explaining human thoughts, feelings and actions in a variety of social, cultural and work settings.

**PY228**

**COGNITION**

*S1 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* PY227 Approaches to Psychology

The 1990's is the decade of the brain. One of the principal tasks of contemporary neuroscience has been to understand the processes of the mind, what is collectively known as cognition. The aim of this unit is to provide students with an understanding of the many aspects of cognition, and how this current understanding has been informed by previous research and debate. The unit presents contemporary research and models of cognition processes, including information processing, language, memory, imagery and consciousness.

**PY229**

**PERSONALITY**

*S2 ♦ Int/Ext ♦ L ♦ Ed*

*Pre-requisite/s:* PY227 Approaches to Psychology

The term personality has become part of everyday language, and is used to describe those characteristics of thought, emotions and actions that shape individual behaviour. This unit introduces students to a variety of theoretical descriptions of personality as well as their applications and measurement. The main theoretical approaches, concepts of measurement, and the application of theory to everyday situations will be examined.

**PY230**

**SOCIAL PSYCHOLOGY**

*S1 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* PY227 Approaches to Psychology and/or PY304 Developmental Psychology

Social psychology is about social behaviour and the effect of social relationships on an individual's behaviour. This unit examines the major empirical and theoretical influences in social psychology, and the basic and applied research that supports both of these influences. How we perceive ourselves and others, social motives, the processes of interacting with others, social motives, the processes of interacting with others, and how we form and maintain relationships in educational, work, health and general community contexts are all the focus of social psychology.

**PY231**

**MEASUREMENT AND EVALUATION OF INDIVIDUAL DIFFERENCES**

*S2 ♦ Int ♦ L ♦ Ed*

*Pre-requisite/s:* PY227 Approaches to Psychology, PY304 Developmental Psychology, MA115 Statistics I, MA330 Statistics

Provides students with a theoretical and critical understanding of the technical requirements for the use of tests of individual differences, and the legitimate uses that can be made of the test results.

**PY303**

**LIFESPAN HUMAN DEVELOPMENT**

*Ext ♦ L ♦ Ed*

An appreciation and an understanding of the way in which human beings grow, develop and change – physically, psychologically and socially – over the lifespan from birth to death is a fundamental area of knowledge for all those in the health and social sciences. Students will therefore be introduced to the scientific study of lifespan development. They will be asked to reflect on their own development and will consider issues which can markedly affect the trajectory of development.

**PY304**

**DEVELOPMENTAL PSYCHOLOGY**

*S1 ♦ Int/Ext ♦ L ♦ Ed*

Offers appreciation and provides understanding of the ways in which human beings grow, develop and change physically, psychologically

and socially over the lifespan from conception to death. It establishes a framework for understanding human nature and behaviour.

#### **PY305**

#### **HEALTH PSYCHOLOGY**

*S2 ♦ Int/Ext ♦ L ♦ Ed*

**Pre-requisite/s:** PY304 *Developmental Psychology*

Provides a fundamental understanding of some of the psychological factors related to health, well being, disease and injury through an exploration of conceptual, theoretical and policy issues and an examination of empirical research and practical applications.

#### **PY325**

#### **PSYCHOLOGY**

*S1 ♦ Int ♦ L ♦ Ed*

Provides an introduction to the study of psychology. Emphasis will be on a scientific approach to the psychology of learning, perception, motivation, intelligence, personality and other key areas of psychology.

#### **PY326**

#### **SPORTS PSYCHOLOGY**

*S2 ♦ Int ♦ L ♦ ESSM*

**Pre-requisite/s:** PY325 *Psychology*

Concerned with those psychological factors which influence sport and exercise participation and conversely the influence of sport and exercise participation on the individual. Will also examine techniques used in the practice of Sports Psychology to assess attitudes towards performance and to improve the quality of psychological skills related to human performance.

#### **PY327**

#### **APPLIED SPORT PSYCHOLOGY**

*S1 ♦ Int ♦ L ♦ ESSM*

**Pre-requisite/s:** PY326 *Sports Psychology*

The various psychological intervention techniques employed by sport psychologists to enhance the performance and learning of skills by athletes are examined. These techniques are considered under two general classifications. First, those interventions most effectively employed on an individual basis are considered. Second, those interventions most effectively conducted in a group situation are examined.

#### **PY328**

#### **APPLIED EXERCISE PSYCHOLOGY (WELLNESS)**

*Not offered in 1999.*

*S1 ♦ Int ♦ L ♦ ESSM*

Will examine psychological and social psychological factors of exercise as they relate to wellness. Major emphasis will be on understanding exercise adherence and compliance behaviour.

#### **PY355**

#### **HEALTH PSYCHOLOGY**

*Ext ♦ L ♦ Ed*

The focus is first of all on the application of psychological theory, research and practice to the understanding, promotion and maintenance of health and well-being. Secondly, the unit explores and critiques the research and some of the theoretical and conceptual models related to health, well-being, disease, injury, coping and personal efficacy. Thirdly, to give credibility to their work, students are required to participate in projects of personal, lifestyle and community change.

#### **SC043**

#### **CURRICULUM SPECIALISATION:**

#### **SCIENCE I**

*S1 ♦ Int ♦ L ♦ Ed*

The focus is the Science 7-10 Syllabus. Students will be introduced to planning, implementing and evaluating strategies so that they can translate the aims of the 7-10 Syllabus into practice. The intentions and assumptions of the syllabus will also be considered within secondary education.

#### **SC044**

#### **CURRICULUM SPECIALISATION:**

#### **SCIENCE II**

*S2 ♦ Int ♦ L ♦ Ed*

**Pre-requisite/s:** SC041 *Curriculum Specialisation: Science I*

The focus is the Science 11-12 Syllabus. Students will be introduced to General Science and 3-4 Unit Science Syllabi as well as the syllabi of two specific science disciplines including one of Physics or Chemistry. The social context of senior secondary science will be explored, as well as epistemological issues.

**SC291**

**ENVIRONMENTAL EDUCATION**

*May not be offered in 1999. Please check with Bachelor of Education Co-ordinator.*

*S1/S2 • Int/Ext • L • Ed*

Interpretations of environmental education (EE); teaching-learning strategies to achieve EE for, in and about the environment; field study centres; Aborigines and the environment; environmental concepts; EE initiatives and resources and EE across the curriculum. Teaching an EE lesson sequence is integral to the unit.

**SC292**

**TEACHING SCIENCE AND TECHNOLOGY I**

*S1/S2 • Ext • L • Ed*

Children's ideas in science and the teaching-learning implications; ways to encourage children to plan, carry out and report upon scientific and technological investigations; and assessment in science and technology (K-6). A report on teaching a sequence of lessons is required.

**SS006**

**CURRICULUM SPECIALISATION: SOCIAL SCIENCES I**

*S1 • Int • L • Ed*

Focuses on 7-10 Social Science Syllabi including Commerce, Asian Social Studies, Aboriginal Studies and History. Introduces planning, implementing and evaluating strategies for timetabling syllabi objectives into practice.

**SS007**

**CURRICULUM SPECIALISATION: SOCIAL SCIENCES II**

*S2 • Int • L • Ed*

*Pre-requisite/s:* SS006 Curriculum Specialisation: Social Sciences I

Takes an integrated approach to Senior Social Sciences curricula: Economics, Business Studies and Legal Studies. Focuses on teaching skills to relate Syllabi to current issues.

**SS210**

**AUSTRALIA/ASIA**

*S1 • Int/Ext • L/PM • HMCS*

Current and likely future developments require all graduates to be "Asia literate". Students are introduced to the Australia/Asia interface in terms of national identities, cultures, trade, foreign policies, investment, business and immigration. Emphasis is placed on case studies

and students become familiar with a significant body of knowledge as well as a variety of perspectives and beliefs.

**SS211**

**PERSPECTIVES ON AUSTRALIA**

*S2 • Int • L/GC • HMCS*

*Pre-requisite/s:* SS212 Images of Australia

Students are introduced to Australian Studies as an interdisciplinary area of study which makes use of a range of humanities disciplines such as cultural and literary studies, history and politics. The unit explores some of the key aspects of the Australian experience both past and present. There is some emphasis on the origin, development and construction of Australian social and cultural values from which gender, class and race relations emerge.

**SS212**

**IMAGES OF AUSTRALIA**

*S1 • Int • L/GC • HMCS*

Images or depictions of Australia in a variety of media and from a range of disciplinary perspectives are examined. Dominant images and ways of analysing their social and cultural meanings are defined. Also examines ways in which images of Australia are used to define social classes and groups and to achieve political and commercial goals.

**SS213**

**GENDER IN CONTEMPORARY AUSTRALIA**

*Not offered in 1999.*

*Pre-requisite/s:* SS212 Images of Australia

**SS215**

**MULTI-CULTURAL AUSTRALIA**

*Not offered in 1999.*

*Pre-requisite/s:* SS212 Images of Australia

**SS216**

**RESEARCH PROJECT**

*Not offered in 1999.*

*Pre-requisite/s:* SS212 Images of Australia

**SS220**

**APPROACHES TO SOCIAL SCIENCES**

*S1 • Int/Ext • L/CH/PM • SWD*

Provides an overall picture of Social Science as a precursor to studies in specific disciplines within this complex field. Key ideas and issues within social science will be explored together with the application of social science knowledge to practical situations.

**SS400**

**AUSTRALIAN AND ASIAN STUDIES**

*S2 ♦ Int ♦ L ♦ Ed*

A background unit that develops a knowledge base essential to understanding contemporary issues affecting present day Australia.

Teaching strategies ensure that links are made between the two geographical regions of Australia and Asia to enable students to develop a synthesis of the issues, lifestyles and cultural differences that exist between Australia and Asia.

**SS431**

**ASIAN STUDIES I**

*Not offered in 1999.*

**SS432**

**ASIAN STUDIES II**

*Not offered in 1999.*

*Pre-requisite/s:* SS431 Asian Studies I

**SS433**

**ASIAN STUDIES III**

*Not offered in 1999.*

*Pre-requisite/s:* SS432 Asian Studies II

**SS434**

**ASIAN STUDIES IV**

*Not offered in 1999.*

*Pre-requisite/s:* SS433 Asian Studies III

**SS700**

**WOMEN AND SEXUALITY**

*Not offered in 1999.*

**SS801**

**THESIS (6 UNIT) – SOCIOLOGY**

**SS802**

**THESIS (8 UNIT) – SOCIOLOGY**

*S1/S2 ♦ Ext ♦ L ♦ SWD*

Will provide students with the opportunity to undertake an original research project in Social Science which will be presented as a thesis. Students will have the opportunity to develop research skills through the completion of two research units or complete a thesis only where they have prior research methods experience.

**SY100**

**CURRENT ISSUES**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Focuses on the human resource context in Australia. Examines government policies and initiatives. As well, looks at current issues such as unemployment, childcare in the workplace, technology and the Australian identity.

**SY101**

**THE FUTURE OF WORK**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Provides insights into the identified future trends in the nature of work. Leisure, technology and changed relationships are discussed in the context of political and economic structures.

**SY102**

**WORK AND THE COMMUNITY**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Considers the concept of work both in its public and private dimensions. A brief consideration of the problems facing welfare services is followed by more specific study of women and work, racial segregation of the labour force, the media's presentation of work, youth and unemployment, and work and family life.

**SY103**

**WORK IN THE AUSTRALIAN CONTEXT**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Provides an overview of some background issues affecting organisations in Australia. The major topics covered are the economic and industrial relations structures in Australia as they affect employers and employees.

**SY104**

**COMMUNITY DEVELOPMENT**

*Not offered in 1999.*

*S2 ♦ Int/Ext ♦ CH ♦ HS*

Covers theories of social change and examines the many processes which contribute to community development. The areas of study will be community development perspectives, community development and social action, and community development as empowerment.

**SY105**

**DEVELOPMENT OF HUMAN RESOURCES**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Considers human growth and development with an emphasis on adult development. The social context, cultural differences and equity issues



are considered. The emphasis is on the role of the manager and organisation working for continued personal and professional growth.

#### **SY106**

##### **GROUP PROCESSES**

*S2 ♦ Int/Ext ♦ L/CH/PM ♦ SWD*

Provides students with an increased theoretical understanding of group processes, enabling students to apply these concepts and principles in different group settings. Students will observe and reflect on their participation in, and facilitation of, groups. The unit will also enhance students' ability to work in teams and to plan for, report on and evaluate group effectiveness.

#### **SY107**

##### **SOCIAL PLANNING**

*S2 ♦ Int/Ext ♦ CH ♦ HS*

Considers the planning processes necessary to allocate scarce resources in an equitable and feasible way within a society. Issues of social justice and equity are discussed within the context of specific communities and across the three levels of government. Socio-demographic data are analysed and interpreted and community consultation processes are emphasised.

#### **SY111**

##### **CONTEXTS OF SOCIAL WELFARE**

##### **PRACTICE**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

Seeks to provide students with a critical analysis of social welfare work within the context of Australian society and culture and the development of the "welfare state". It briefly examines bases of human behaviour and disempowering inequalities within Australian society. Students additionally will critically examine social theories and contemporary social issues.

#### **SY112**

##### **SOCIAL POLICY**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

Introduces the fundamental issue of social policy in welfare practice. Issues of inequality and social policy making, implementation and analysis are covered. Students are guided to critically analyse one specific social policy in its historical, political and social welfare context.

#### **SY113**

##### **FIELD EDUCATION I**

*Double-weighted unit.*

*S1/S2 ♦ Ext ♦ HS*

**Pre-requisite/s:** SY134 *Intervention and Case Management*, SY111 *Contexts of Social Welfare Practice*, SY119 *Working with Groups and five other BSocSc units*, and a selection process.

Students are required to spend 150 hours in a welfare organisational setting under the supervision of an experienced field educator who assists the student to integrate theory with practice by creating a suitable learning environment.

#### **SY114**

##### **FIELD EDUCATION II**

*Double-weighted unit.*

*S1/S2 ♦ Ext ♦ HS*

**Pre-requisite/s:** SY113 *Field Education I and the pre-requisites for SY113 Field Education I if not already completed.*

Students are required to spend 250 hours in a welfare organisational setting under the supervision of an experienced field educator who assists the student to integrate theory with practice by creating a suitable learning environment.

#### **SY115**

##### **SOCIOLOGY OF INEQUALITY**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

**Pre-requisite/s:** SY118 *Approaches to Sociology*  
Focuses on how and why inequalities still occur in a modern society like Australia. Encourages students to analyse and question the structures that maintain those inequalities. Specific inequalities such as the distribution of wealth and problems in the workplace are critically examined, as are policies designed to produce social change.

#### **SY117**

##### **SOCIOLOGY OF WORK**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

**Pre-requisite/s:** SY118 *Approaches to Sociology*  
Explores the labour market within the framework of social life and the attitudes and values in the wider society. Examines the different ways of approaching the social nature of work, compares a functionalist and conflict view of work. Examines contemporary theories of work and the segmentation of the labour market. These understandings help to equip policy makers.

### **SY118**

#### **APPROACHES TO SOCIOLOGY**

*S2 ♦ Int/Ext ♦ L/CH/PM ♦ SWD*

Provides an overview of concepts and traditions in sociology as well as using the tools of critical social thinking to explore social issues. Moves from the early work of Herbert Spencer to contemporary theorists such as Foucault. Focuses on the major traditions of functionalist, conflict, interactionist and feminist approaches.

### **SY119**

#### **WORKING WITH GROUPS**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

Provides students with conceptual and analytical tools for understanding the dynamics of groups and group activities. There is an experiential component giving students an understanding of how groups operate. It will have as its focus groups for personal, social and organisational development. There is a compulsory residential weekend for external students.

### **SY120**

#### **CONFLICT RESOLUTION**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Introduces students to the theory and practice of conflict resolution techniques including interpersonal strategies, negotiation, mediation, and workplace grievance processes and procedures. It provides an opportunity for students to develop insight into the interconnection between conflict, culture and gender, and to critically analyse current resolution models by exploring the power dynamic that pervades conflict.

### **SY121**

#### **SOCIAL INQUIRY METHODS**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

Focuses on how social researchers investigate society using different methods or tools. The unit stresses how data is collected and analysed in the production of social knowledge. It serves to consolidate the research approaches in all of the social science degree.

### **SY122**

#### **SOCIOLOGY OF THE FAMILY**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

*Pre-requisite/s:* SY118 *Approaches to Sociology*

Introduces students to the development of the family as a basic social unit, definitions and types of families as well as a range of theoretical perspectives about the concept of "family".

Students are introduced to the formation and functions of the family by exploring the processes of marriage and parenthood. Problems associated with family dysfunctions are analysed. The impact of globalisation and technological advancements on the future of families is also explored.

### **SY123**

#### **SOCIOLOGY OF DEVIANCE**

*S2 ♦ Int/Ext ♦ L ♦ SWD*

*Pre-requisite/s:* SY118 *Approaches to Sociology*

Invites students to explore the notion of deviance from a social constructionist perspective. Students examine the ways by which morally condemned behaviours come to be defined as deviant. They explore the process by which people, who perform actions perceived as deviant, acquire a certain identity and respond to their label in various ways. In particular, students are encouraged to analyse a number of examples of constructed meaning by drawing on the accounts which various people have used to explain their actions.

### **SY124**

#### **MENTORING IN THE ORGANISATION**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Introduces students to the concept, practice and implementation of effective mentoring and mentoring programs in organisations. Once the theoretical base has been established, student will practise the development of mentoring skills by mentoring first year degree students at the University. The differences between mentoring and other forms of interaction will be examined. The responsibilities of mentors in areas such as age, gender, confidentiality and privacy will be developed through application and academic supervision of mentoring networks.

### **SY125**

#### **APPROACHES TO SOCIAL INQUIRY**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

*Pre-requisite/s:* 10 units (including SY118 *Approaches to Sociology*)

Provides theoretical frameworks for analysing social research, with a special emphasis on organisational problem solving. Students are encouraged to immerse themselves in the different world views presented by a number of social research paradigms and to gain a historical and current perspective on ways to approach social inquiry.

**SY126**

**APPLIED SOCIAL INQUIRY**

*Double-weighted unit.*

*S2 ♦ Int/Ext ♦ CH ♦ HS*

**Pre-requisite/s:** 12 units including SY125

*Approaches to Social Inquiry and SY121 Social Inquiry Methods*

Provides the opportunity to select a social research topic, develop and complete an undergraduate inquiry process. Students will conduct a literature review, justify their methodology, collect and analyse data, satisfy ethical considerations and present a completed social inquiry report on completion of the unit.

**SY127**

**HUMAN RELATIONS**

*S1 ♦ Int/Ext ♦ L ♦ SWD*

Examines the social construction of gender, race, class, ageism, racism and concepts of disadvantage in social groups. The unit explores how the constraints of gender may be tightened when one also has a devalued racial status, sexual orientation, age or economic status. Also provides an insight into cross-cultural communication.

**SY130**

**INTRODUCTION TO COMMUNITY DEVELOPMENT**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

Introduces students to key concepts and perspectives related to understanding the concept of community development and examining both empowerment theory and activism where they are relevant to community development. Three major areas of study are community development perspective, activism and empowerment, and community development and change.

**SY131**

**INTERNATIONAL COMMUNITY DEVELOPMENT**

*S2 ♦ Int/Ext ♦ CH ♦ HS*

**Pre-requisite/s:** SY130 *Introduction to Community Development*

Examines the context of international community development through an exploration of key issues, policies and players. The evolution of the nature of "giving" is explored and how colonisation impacted on the process. Case studies are explored in developing societies focusing on issues world wide.

**SY132**

**EVALUATION IN COMMUNITY WELFARE**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

**Pre-requisite/s:** SY111 *Contexts of Social Welfare Practice* or SY130 *Introduction to Community Development*

Introduces students to the concepts and processes of evaluation research in welfare and community settings. Students will gain an appreciation of several techniques of evaluation and critically analyse a number of evaluation studies.

**SY133**

**RURAL AND URBAN COMMUNITY DEVELOPMENT**

*S1 ♦ Int/Ext ♦ CH ♦ HS*

**Pre-requisite/s:** SY130 *Introduction to Community Development*

Introduces students to the key factors which differentiate urban and rural development and provides a framework for analysis of both. The major areas of study are factors which impinge upon rural and community development, contemporary issues in rural and community development, and mainstream urban and rural analysis.

**SY134**

**INTERVENTION AND CASE MANAGEMENT**

*S2 ♦ Int/Ext ♦ CH ♦ HS*

**Pre-requisite/s:** SY111 *Contexts of Social Welfare Practice*

Explores some theoretical models used to guide social welfare interventions together with strategies for empowerment of people and for social change. Students will gain a comprehensive understanding of the intervention process and an understanding of the dominant contemporary models of case management and client empowerment.

**SY203**

**WOMEN'S STUDIES**

Examines various feminist theories. Selected relevant themes to women's studies will be chosen to demonstrate past invisibility and to critique the possible changes to women's position in contemporary Australian society. An experiential self-awareness theme will encourage the identification of personal experiences and relationship to feminist theory.

**SY214**

**MEDIATION AND DISPUTE RESOLUTION**

S1/S2 ♦ Ext ♦ L ♦ LJ

*This unit requires compulsory attendance at a weekend workshop.*

**Pre-requisite/s:** Any eight (8) units

Will examine the theory and applications of conflict resolution and alternative dispute resolution. Students will be required to demonstrate a thorough understanding of the major theories and approaches to mediation, conflict, negotiation, resolution and reconciliation.

**SY215**

**DISPUTE RESOLUTION AND ABORIGINAL COMMUNITIES**

S2 ♦ Int ♦ L ♦ CIAP

**Pre-requisite/s:** LA055 *Aboriginals, Islanders and Contemporary Legal Issues*

Will provide students with an introduction to dispute resolution methods used by Aboriginal and non-Aboriginal communities. The processes of negotiation and mediation will be examined. Students will consider the appropriateness and effectiveness of such methods of dispute resolution as relevant to Aboriginal communities.

**SY216**

**MEDIATION PRACTICE AND PROCEDURE**

S1 ♦ Ext ♦ LJ ♦ LJ

**Pre-requisite/s:** SY214 *Mediation and Dispute Resolution*

This unit will examine the practical application of mediation skills. The unit will examine in depth the relationships in mediation, as they relate to the mediator and to the parties. It will examine the techniques to help resolve disputes, specifically interpersonal disputes, commercial and multi-party disputes. Students will be required to display a practical application of various mediation skills required to respond to specific disputes assigned to them.

**SY217**

**APPROACHES TO DEFENCE STUDIES**

S1/S2 ♦ Ext ♦ L ♦ SWD

Provides a basic distinction between the nature of the Australian Defence Force and the socio-political context in which the Australian Defence Force operates. The unit develops students' understanding of the role of defence forces within society; the reason for their existence, their antecedents and, their responsibility to hold ethical principles which will be reflected by their actions which are in turn subject to ethical and legal judgements by the community they serve.

**SY304**

**INTRODUCTORY SOCIOLOGY**

S1/S2 ♦ Int/Ext ♦ L ♦ NHCP

Will, by a critical analysis of social structures, provide the student with knowledge of sociological concepts and theories that will be applied at greater depth in further sociology units. Includes an examination of areas of society that are of contemporary importance including the problems facing indigenous Australians, work, the family, death, sexuality and religion.

**SY355**

**SOCIOLOGY OF HEALTH CARE PRACTICE**

S1 ♦ Int ♦ L ♦ NHCP

**Pre-requisite/s:** SY304 *Introductory Sociology*

Reinforces the concepts and theories of the first year unit *Introductory Sociology* and applies them, in detail, to the analysis of the factors which affect the health status of individuals and the delivery of health care. Also analyses the way in which cultural concepts of illness and health care delivery are constructed and examines the factors that affect illness behaviour of individuals.

**SY700**

**SOCIOLOGY OF WORKPLACE**

**INDUSTRIAL RELATIONS**

S2 ♦ Ext ♦ L ♦ SWD

Explores the identification and analysis of the problems associated with work and training mainly from the unitarist, pluralist and radical perspectives. Each of these models attempts to address difficulties in the workplace and

training, pursuing different, frequently conflicting approaches. Some of the issues revolve around the nature of work tasks, work environments, worker alienation, unemployment and the impact of the increasing participation of women in paid employment.

**SY801**

**THESIS (6 UNIT) – SOCIAL SCIENCES**

**SY802**

**THESIS (8 UNIT) – SOCIAL SCIENCES**

*S1/S2 ♦ Ext ♦ L ♦ SWD*

Will provide students with the opportunity to undertake an original research project in Social Science which will be presented as a thesis. Students will have the opportunity to develop research skills through the completion of two research units or complete a thesis only where they have prior research methods experience.

**TR801**

**TOURISM MAJOR STUDY I**

*Not available to undergraduates.*

*S1/S2 ♦ Int/Ext ♦ L ♦ THM*

**Pre-requisite/s:** *Credit point average in a relevant degree*

A Major study topic will be selected in consultation with a lecturer with specialised knowledge and/or research experience in the area. The student will be required to design a research project addressing this topic, and will prepare a research proposal and present a research seminar based on the proposal. The student will then prepare a thesis based on the research project.

**TR803-TR804**

**TOURISM MINOR STUDY I-II**

*S1/S2 ♦ Int/Ext ♦ L ♦ THM*

**Pre-requisite/s:** *Credit point average in a relevant degree*

Each Minor study will usually take the form of a reading unit. The student, with direction from a lecturer with specialist knowledge or background in the area, will read widely but selectively on a specific topic. The intention will be to examine the topic in considerable depth.

**WR400**

**INTRODUCTION TO WRITTEN TEXTS**

*S1 ♦ Int/Ext ♦ L/GC/PM ♦ HMCS*

Introduces students to contemporary literary and cultural theories which will engage them in the central questions about the place of writing in culture. The genres of poetry, drama, fiction and non-fiction, as well as popular genres, are studied in relation to their cultural significances and their participation in cultural formation.

**WR401**

**ISSUES AND THEMES IN CONTEMPORARY WRITING**

*S2 ♦ Int/Ext ♦ L/GC/PM ♦ HMCS*

**Pre-requisite/s:** *WR400 Introduction to Written Texts*

Students are introduced to a number of contemporary written texts. Major issues and themes are identified and a number of critical methods are exploited. Particular attention is paid to those issues and themes which can be seen as having special relevance to post-colonial societies. There is an emphasis on Australian writing.

**WR403**

**PROSE**

*S2 ♦ Int/Ext ♦ L/GC/PM ♦ HMCS*

**Pre-requisite/s:** *WR401 Issues and Themes in Contemporary Writing*

Students will undertake activities which involve both the reading and writing of prose texts. Examples of contemporary prose are studied in terms of their ideas, styles and structures. Students are required to produce examples of their own writing as a response to the theoretical and applied analyses which have been undertaken.

**WR404**

**POETRY AND LYRICS**

*Not offered in 1999.*

**Pre-requisite/s:** *WR401 Issues and Themes in Contemporary Writing*

**WR405**  
**CREATIVE/COMMERCIAL WRITING**  
**PROJECT**

*Not offered in 1999.*

**Pre-requisite/s:** *WR401 Issues and Themes in Contemporary Writing*

**WR406**  
**THEORIES OF TEXT AND CULTURE**

*S1 ♦ Int ♦ L/GC/PM ♦ HMCS*

**Pre-requisite/s:** *WR401 Issues and Themes in Contemporary Writing*

Students are guided through the major contemporary theoretical debates about the relationship between written texts and the production of cultural and social meanings. Students will do a detailed study of the theories of Postmodernism, Post-colonialism and Feminism.

## *Council*

### **Official Members**

#### *Chair of Council*

Lionel Edward Phelps BA, MEd(Syd), DUniv(NE), FACE

#### *Deputy Chair of Council*

Emeritus Professor Robert Henry Tufrey Smith AM, BA(NE), MA(Northwestern),  
PhD(ANU), DUniv, FASSA, FAIM

#### *Vice-Chancellor*

Professor Barry Ernest Conyngham AM, MA(Hons)(Syd), DMus(Melb)

#### *Chair of Academic Board*

Professor Martin Hayden BA, MEd(Monash), PhD(Melb), MACE

### **Parliamentary Members**

The Honourable Janelle Anne Saffin DipT(NRCAE), BLegS(Macq), MLC

The Honourable Harry Francis Woods MLA

### **Appointed Members**

Jack Beetson AssocDipAdultEd, BEd(UTS)

Edith Mary Hall AM

Jo-Anne Kelly-Kilpatrick

Peter Trevor Mears BAgrSc(Natal), MAgrSc, PhD(Qld), MAIAgS

Associate Professor Jane Yankovic Morrison BA(Chatham), MA, PhD(Yale)

Professor John Rodney Niland AO, MCom(UNSW), PhD(III), FASSA

John Reynolds BSc(Hons)(Sheff), DipEd(Camb)

Mary Elizabeth Rummery

### **Elected Members**

*(for a period of two years from 7th September, 1998)*

#### *Two Members of the Academic Staff*

Associate Professor Roger Bronks DipT, DipPE(Cardiff), MSc, PhD(Oregon), FASMF

Sharon Parry BBS, DipEd, PhD(LaT)

#### *One Member of the Non-Academic Staff*

Anthony Robert Batts BA, DipEd(Syd)

#### *One Student of the University*

Natalie Michelle Forster

## *Academic Board*

### *Chair*

Professor M. Hayden BA, MEd(Monash), PhD(Melb), MACE

### *Deputy Chair*

J.A. Barrie BA, BEd(Qld), MEd, PhD(NE), AMusA, ATCL, MACE

### *Deputy Chair*

H.C. Biggs BA(Hons)(Qld), PhD(Massey), MAPS

### *Members*

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

U.U.H. Bay MSW(Melb)

Associate Professor W.E. Boyd BSc(StAnd), PhD(Glas)

D. Brady

Associate Professor R. Bronks DipT, DipPE(Cardiff), MSc, PhD(Oregon), FASMF

C.P. Campbell BBus(Comm)(QIT), MSc(Griff), PhD

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

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

Associate Professor J.A. Davis DipPEd(Melb), GradDip(FineArt)(PIT), MA(FineArts)

Professor A.C.B. Delves BSc(Hons), DipEd(Bath), PhD(Hull)

Associate Professor B.F. Fitzgerald BA(Griff), LLB(QUT), BCL(Oxon), LLM(Harv)

C.D. Game RN, RM, DipNEd(CNA), MEdStud(Monash), FRCNA, FCN, MACE

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

J.A. Griffiths BA(Qld), GradDipCounselling(BCAE), MNA(UNSW)

S.T. Hahn BA(UCSD), DipEd(Qld), PhD(QUT)

Professor E.J. Hann BSc(Hons)(UNSW), PhD(ANU), MAACB

Professor D.A. Harvey BSc(Lond), MSc(S'ton), PhD(Bath), IPFA, FCPA

A. Haylett

R. Heron ADAS(SACAE), BLitt, BA(ANU)

J.S.P. Hobson BSc(Hons)(OxfPoly), MSc(Mass)

Professor A.R. Hyland BSc(Hons)(Qld), PhD(ANU)

J. Jones

V.M. King RN, RM, BA(Melb), BHA, MNA(UNSW), FCN

Professor L.Z. Klich BEd(Hons)(Nott), PhD(NE)

E. A. Lewis AssocDegHlthSc(NE)

R. Lo BA, MSc(W'gong), PhD, MCN, ATCL, AMusA

M.H. Marshall BA(CCAE), MBA(CQU), CPA, FTIA

A. McCarron

A.J. Nankervis GradDipVisArts(GIAE), BAgEc(NE), MA(FineArts)

D.T. O'Brien BScAgr(Syd), MSc(Manit), PhD(Oregon)

S.J. Kelly BAdmin(Griff), MBus

S. Parry BBS, DipEd, PhD(LaT)

Professor G.M. Prosser BA(ANU), MEnvStud(Adel)



M. Schubert BSc, MScSoc(UNSW)  
Associate Professor R. Sims MA(Macq), DipEd(STC), MACS, ASCILITE  
R.H.K. Sloan MCom, DipEd, PhD(UNSW), AAIBF(Snr)  
L.A. Sullivan BScAgr(Hons), PhD(Syd)  
W. Sun MA(Canb), PhD(UWS)  
M.A. Wallace BA(Hons)(Syd), DipEd(William Balmain College), MEd(NE)  
H.M. Wearne BA(GIAE), MA(Monash)  
B.A. Wilks BSc(ANU), MSc(Qld)  
T.J. Woods DipT(NRCAE), BEd(DDIAE), MSA(Ohio)  
S. Zhou MEd(BeijingInstPhysEd), PhD(Melb)

## SOUTHERN CROSS UNIVERSITY ACT 1993

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## **SOUTHERN CROSS UNIVERSITY ACT 1993**

The Legislature of New South Wales enacts:

### **PART 1 - PRELIMINARY**

#### **Short title**

1. This Act may be cited as the "Southern Cross University Act 1993".

#### **Commencement**

2. This Act commences on a day or days to be appointed by proclamation.

#### **Definitions**

3. (1) In this Act:  
    **"Council"** means the Council of the University;  
    **"University"** means the Southern Cross University established by this Act.  
(2) In this Act, a reference to a graduate of the University is a reference to a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded by or on behalf of:
  - (a) the University;
  - (b) any former institution that is currently a part of the University (having become a part of the University or any predecessor of the University pursuant to the Higher Education (Amalgamation) Act 1989 or otherwise); or
  - (c) any predecessor of the University or of any institution referred to in paragraph (b).(3) In this Act:
  - (a) a reference to a function includes a reference to a power, authority and duty; and
  - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

### **PART 2 - CONSTITUTION AND FUNCTIONS OF THE UNIVERSITY**

#### **Establishment of University**

4. A University is established by this Act, consisting of:
  - (a) a Council;
  - (b) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe; and
  - (c) the graduates and students of the University.

#### **Incorporation of University**

5. The University is a body corporate under the name of the Southern Cross University.

#### **Functions of University**

6. (1) The functions of the University (within the limits of its resources) include:
  - (a) the provision of educational facilities of university standard, having particular regard to the needs of the north coast region of the state;
  - (b) the preservation, extension and dissemination of knowledge through scholarship, research, creative works, consultancy and internal and external teaching; and

- (c) the conferring of the degrees of Bachelor, Master and Doctor and the awarding of diplomas and other certificates and awards.
- (2) The University has such other functions as are conferred or imposed on it by or under this or any other Act.

**University to collaborate with University of New South Wales**

7. The University is to collaborate with the University of New South Wales in the development of the academic programs to be offered by the University, until the Minister otherwise directs.

**Facilities to be provided for students**

8. The University may, for the purpose of exercising its functions, provide such facilities for its students as it considers desirable.

**PART 3 - THE COUNCIL, AUTHORITIES AND OFFICERS OF THE UNIVERSITY**

**The Council**

9. (1) There is to be a Council of the University.
- (2) The Council is the governing authority of the University and has the functions conferred or imposed on it by or under this Act.

**Constitution of Council**

10. (1) The Council is to consist of:
- (a) parliamentary members; and
  - (b) official members; and
  - (c) appointed members; and
  - (d) elected members.
- (2) The parliamentary members comprise:
- (a) one Member of the Legislative Council elected by that Council:
    - (i) as soon as practicable after the commencement of this section and thereafter as soon as practicable after each periodic Council election within the meaning of section 3 of the Constitution Act 1902; or
    - (ii) if there is a casual vacancy in the office of that member of the Council, as soon as practicable after that office becomes vacant; and
  - (b) one Member of the Legislative Assembly elected by that Assembly:
    - (i) as soon as practicable after the commencement of this section and thereafter as soon as practicable after each general election of Members of the Legislative Assembly; or
    - (ii) if there is a casual vacancy in the office of that member of the Council as soon as practicable after that office becomes vacant.
- (3) The official members comprise:
- (a) the Chancellor (if the Chancellor is not otherwise a member of the Council);
  - (b) the Vice-Chancellor; and
  - (c) the person for the time being holding the office of:
    - (i) presiding member of the Academic Board (if that person is not the Vice-Chancellor); or
    - (ii) deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor).

- (4) The appointed members comprise:
- (a) 2 persons appointed by the Minister, being persons nominated by the Council of the University of New South Wales; and
  - (b) 6 persons appointed by the Minister with, as far as practicable, at least one person appointed from each of the following categories:
    - persons experienced in the field of education or the arts;
    - persons experienced in technology, industry, commerce or industrial relations;
    - persons who are practising, or have practised, a profession;
    - persons associated with the north coast region of the State.
- (5) The elected members comprise:
- (a) 2 persons:
    - (i) who are members of the academic staff of the University; and
    - (ii) who have such qualifications as may be prescribed by the by-laws; and
    - (iii) who are elected by members of the academic staff of the University in the manner prescribed by the by-laws; and
  - (b) one person:
    - (i) who is a member of the non-academic staff of the University; and
    - (ii) who has such qualifications as may be prescribed by the by-laws; and
    - (iii) who is elected by members of the non-academic staff of the University in the manner prescribed by the by-laws; and
  - (c) one person:
    - (i) who is a student of the University but who is not a member of the academic or non-academic staff of the University; and
    - (ii) who has such qualifications as may be prescribed by the by-laws; and
    - (iii) who is elected by students of the University in the manner prescribed by the by-laws.
- (6) The Council may appoint any other person who is neither a student nor a member of staff of the University to be a member of the Council and the person, on being appointed, is to be taken to be an appointed member of the Council in addition to the members appointed under subsection (4).
- (7) No more than one person may hold office at any one time as an appointed member under subsection (6).
- (8) Schedule 1 has effect in relation to the members and procedure of the Council.

#### **Chancellor**

- 11.** (1) The Council is to elect a person (whether or not a member of the Council) to be the Chancellor of the University, and is to do so:
- (a) at its first meeting or as soon as practicable thereafter; and
  - (b) whenever a vacancy in the office of Chancellor occurs.
- (2) The Chancellor, unless he or she sooner resigns as Chancellor, holds office for such period (not exceeding 4 years), and on such conditions, as may be prescribed by the by-laws.
- (3) The Chancellor has the functions conferred or imposed on the Chancellor by or under this or any other Act.

#### **Deputy Chancellor**

12. (1) The Council is to elect one of its members to be the Deputy Chancellor of the University, and is to do so:
- (a) at its first meeting or as soon as practicable thereafter; and
  - (b) whenever a vacancy in the office of Deputy Chancellor occurs.
- (2) The Deputy Chancellor, unless he or she sooner resigns as Deputy Chancellor or ceases to be a member of the Council, holds office for 2 years from the date of election and on such conditions as may be prescribed by the by-laws.
- (3) In the absence of the Chancellor, or during a vacancy in the office of Chancellor or during the inability of the Chancellor to act, the Deputy Chancellor has all the functions of the Chancellor.

**Vice-Chancellor**

13. (1) Whenever a vacancy occurs in the office of Vice-Chancellor, the Council is to appoint a person (whether or not a member of the Council) to be the Vice-Chancellor of the University.
- (2) The Vice-Chancellor holds office for such period, and on such conditions, as the Council determines.
- (3) The Vice-Chancellor is the chief executive officer of the University and has the functions conferred or imposed on the Vice-Chancellor by or under this or any other Act.

**Visitor**

14. (1) The Governor is the Visitor of the University but has ceremonial functions only.
- (2) Accordingly, the Visitor has no functions or jurisdiction with respect to the resolution of disputes or any other matter concerning the affairs of the University (other than a matter involving the exercise of ceremonial functions only).

**Academic Board**

15. (1) There is to be an Academic Board of the University, consisting of:
- (a) the Vice-Chancellor; and
  - (b) such other persons as the Council may, in accordance with the by-laws, determine.
- (2) The constitution and functions of the Academic Board are to be as prescribed by the by-laws, subject to subsection (1).

**PART 4 - FUNCTIONS OF THE COUNCIL**

**Division 1 - General**

**Powers of Council**

16. (1) The Council:
- (a) may provide such courses, and may confer such degrees and award such diplomas and other certificates, as it thinks fit;
  - (b) may appoint and terminate the appointment of academic and other staff of the University;
  - (c) has the control and management of the affairs and concerns of the University and is to act in all matters concerning the University in such manner as appears to it to be best calculated to promote the objects and interest of the University;
  - (d) may borrow money for the purpose of exercising any of its functions, for the renewal of loans or for the discharge or partial discharge of any indebtedness to the Treasurer or to any bank, within such limits, to such extent and on such conditions as to security or otherwise as the Governor, on the recommendation of the Treasurer, may approve;
  - (e) may invest any funds belonging to or vested in the University;

- (f) may establish or participate in such trusts, companies or other incorporated bodies as it considers appropriate to promote the objects and interests of the University;
  - (g) may engage in the commercial development of any discovery or invention, or of any intellectual property, in which the University has a right or interest;
  - (h) may establish and maintain branches, campuses and colleges of the University, within the University and elsewhere;
  - (i) may make loans and grants to students; and
  - (j) may impose fees, charges and fines.
- (2) The powers of the Council under this section are to be exercised subject to the by-laws.
- (3) Schedule 2 has effect in relation to the investment of funds by the Council.

#### **Delegation by Council**

17. The Council may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to any member or committee of the Council or to any authority or officer of the University or to any other person or body prescribed by the by-laws.

#### **Division 2 - Property**

##### **Powers of Council relating to property**

18. (1) The Council:
- (a) may acquire by gift, bequest or devise any property for the purpose of this Act and may agree to carry out the conditions of any such gift, bequest or devise; and
  - (b) has the control and management of all property at any time vested in or acquired by the University and may, subject to this section, dispose of property in the name and on behalf of the University.
- (2) The Council must not, except with the approval of the Minister, alienate, mortgage, charge or demise any lands of the University.
- (3) Notwithstanding subsection (2), the Council may, without the approval of the Minister, lease any lands of the University if:
- (a) the term of the lease does not exceed 21 years; and
  - (b) the Council is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.
- (4) In the case of a lease of any lands of the University, or any renewal of the lease, to a residential college affiliated with the University, the lease:
- (a) is to be for a term not exceeding 99 years; and
  - (b) is to be at a nominal rent; and
  - (c) is to contain a condition that the lease is not to be assigned and such other conditions as the Council thinks fit.
- (5) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, bequest or devise to which the University has agreed.

##### **Powers of Council over certain property vested in Crown**

19. (1) Where any property used for the conduct of the University is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the Council has the control and management of that property and is responsible for its maintenance.

- (2) Nothing in subsection (1) enables the Council to alienate, mortgage, charge or demise any land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).
- (3) Notwithstanding subsection (2), the Council may (on behalf of the Crown or a Minister of the Crown) lease land of which it has, pursuant to this section, the control and management.
- (4) Such a lease:
  - (a) is to be for a term not exceeding 21 years; and
  - (b) is to contain a condition that the lease is not to be assigned and such other conditions as the Council thinks fit.
- (5) The Council is, in the exercise of its functions under this section, subject to the control and direction of the Minister.
- (6) This section does not apply to land used for the conduct of a campus of the University at Coffs Harbour pursuant to arrangements referred to in section 22 (Provision of joint education facility at Coffs Harbour).

#### **Acquisition of land**

- 20.** (1) The Minister may, for the purposes of this Act, acquire land (including an interest in land) by agreement or by compulsory process in accordance with the Land Acquisition (Just Terms Compensation) Act 1991.
- (2) The Minister may do so only if the University:
- (a) applies to the Minister for acquisition of the land; and
  - (b) makes provision to the satisfaction of the Minister for the payment of the purchase price or of compensation for compulsory acquisition (together with all necessary charges and expenses incidental to the acquisition).
- (3) For the purposes of the Public Works Act 1912, any acquisition of land under this section is taken to be for an authorised work and the Minister is, in relation to that authorised work, taken to be the Constructing Authority.
- (4) Sections 34, 35, 36 and 37 of the Public Works Act 1912 do not apply in respect of works constructed under this section.

#### **Grant or transfer of certain land to University**

- 21.** (1) If land on which the University is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the land may:
- (a) if it is vested in the Crown - be transferred to the University subject to such trusts, conditions, covenants, provisions, exceptions and reservations as the Minister for Land and Water Conservation thinks fit; or
  - (b) if it is vested in a Minister of the Crown - be conveyed or transferred to the University for such estate, and subject to such trusts and rights of way or other easements, as the Minister in whom the land is vested thinks fit.
- (2) A conveyance, transfer or other instrument executed for the purposes of this section:
- (a) is not liable to stamp duty under the Stamp Duties Act 1920; and
  - (b) may be registered under any Act without fee.

### **PART 5 - GENERAL**

#### **Provision of joint education facility at Coffs Harbour**



22. (1) The University may enter into arrangements with the TAFE Commission, the Minister administering the Education Reform Act 1990 and the Director-General of School Education for the purpose of the provision of university education, technical and further education and senior secondary schooling at a university campus, TAFE college and school comprising a joint facility at Coffs Harbour.
- (2) For the purposes of the arrangements, the joint facility may be established as a campus of the University, a TAFE college and a school.

**Advance by Treasurer**

23. The Treasurer may, with the approval of the Governor, advance to the Council money for the temporary accommodation of the University on such terms and conditions in relation to repayment and interest as may be agreed upon.

**Financial Year**

24. The financial year of the University is:
- (a) if no period is prescribed as referred to in paragraph (b) - the year commencing on 1 January; or
  - (b) the period prescribed by the by-laws for the purposes of this section.

**No religious test or political discrimination**

25. A person must not, because of his or her religious or political affiliations, views or beliefs, be denied admission as a student of the University or be ineligible to hold office in, to graduate from or to enjoy any benefit, advantage or privilege of the University.

**Exemption from membership of body corporate**

26. A student or graduate of the University or a member of staff of the University is entitled to be exempted by the Council, on grounds of conscience, from membership of the body corporate of the University.

**Re-appointment or re-election**

27. Nothing in this Act prevents any person from being re-appointed or re-elected to any office under this Act if the person is eligible and otherwise qualified to hold that office.

**Seal of University**

28. The seal of the University is to be kept in such custody as the Council may direct and is only to be affixed to a document pursuant to resolution of the Council.

**By-laws**

29. (1) The Council may make by-laws, not inconsistent with this Act, for or with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to any of the following:
- (a) the management, good government and discipline of the University;
  - (b) the method of election of members of the Council (other than the parliamentary members) who are to be elected;
  - (c) the manner and time of convening, holding and adjourning the meetings of the Council or Academic Board;
  - (d) the manner of voting (including postal voting or by voting by proxy) at meetings of the Council or Academic Board;
  - (e) the functions of the presiding member of the Council or Academic Board;
  - (f) the conduct and record of business of the Council or Academic Board;

- (g) the appointment of committees of the Council or Academic Board;
- (h) the quorum and functions of committees of the Council or Academic Board;
- (i) the resignation of members of the Council, the Chancellor, the Deputy Chancellor or the Vice-Chancellor;
- (j) the tenure of office, stipend and functions of the Vice-Chancellor;
- (k) the designation of members of staff of the University as academic staff, non-academic staff, full-time staff, part-time staff or otherwise;
- (l) the number, stipend, manner of appointment and dismissal of officers and employees of the University;
- (m) admission to, enrolment in and exclusion from courses of studies;
- (n) the payment of such fees and charges, including fines, as the Council considers necessary, including fees and charges to be paid in respect of any of the following:
  - (i) entrance to the University;
  - (ii) tuition;
  - (iii) lectures and classes;
  - (iv) examinations;
  - (v) residence;
  - (vi) the conferring of degrees and the awarding of diplomas and other certificates and awards;
  - (vii) the provision of amenities and services, whether or not of an academic nature;
  - (viii) an organisation of students or of students and other persons;
- (o) the exemption from, or deferment of, payment of fees and charges, including fines;
- (p) without limiting the operation of paragraphs (n) and (o), the imposition and payment of penalties for parking and traffic infringements;
- (q) the courses of lectures or studies for, the assessments for and the granting of degrees, diplomas, certificates, awards and honours and the attendance of candidates for degrees, diplomas, certificates, awards and honours;
- (r) the assessments for, and the granting of, fellowships, scholarships, exhibitions, bursaries and prizes;
- (s) the admission of students and former students of other universities and institutions of higher education to any status within the University or the granting to graduates of such universities or institutions, or other persons, of degrees or diplomas without examination;
- (t) the establishment and conduct of places of accommodation for students (including residential colleges and halls of residence within the University) and the affiliation of residential colleges;
- (u) the affiliation with the University of any educational or research establishment;
- (v) the creation of faculties, schools, departments, centres or other entities within the University;
- (w) the provision of schemes of superannuation for the officers and employees of the University;
- (x) the form and use of academic costume;
- (y) the form and use of an emblem of the University or of any body within or associated with the University;
- (z) the use of the seal of the University.

- (2) A by-law has no effect unless it has been approved by the Governor.

**Rules**

30. (1) The by-laws may empower any authority (including the Council) or officer of the University to make rules (not inconsistent with this Act or the by-laws) for regulating, or providing for the regulation of, any specified matter with respect to which by-laws may be made.
- (2) Any such rule:
- (a) has the same force and effect as a by-law; and
  - (b) may, from time to time, be amended or repealed by the Council or by the authority or officer of the University empowered to make such a rule.

**Recovery of charges, fees and other money**

31. Any charge, fee or money due to the University under this Act may be recovered as a debt in any court of competent jurisdiction.

**Savings and transitional provisions**

32. Schedule 4 has effect.

**Amendment of Acts etc.**

33. (1) The Public Finance and Audit Act 1983 is amended by inserting in alphabetical order in Schedule 2 (statutory bodies) the words "Council of the Southern Cross University".
- (2) The Public Authorities (Financial Arrangements) Investment Powers Regulation 1990 is amended by inserting in Schedule 2 in alphabetical order the words "Southern Cross University".

**SCHEDULE 1 - PROVISIONS RELATING TO MEMBERS AND PROCEDURE OF THE COUNCIL**  
(Sec. 10)

**Term of office**

1. Subject to this Act, a member of the Council holds office:
- (a) in the case of a parliamentary member, until a member of the House of Parliament that elected the member is elected as a replacement; and
  - (b) in the case of an official member, while the member holds the office by virtue of which he or she is a member; and
  - (c) in the case of an appointed member, for such term (not exceeding 4 years) as may be specified in the member's instrument of appointment; and
  - (d) in the case of an elected member referred to in section 10 (5) (a), (b) or (c), for such term (not exceeding 3 years) as may be prescribed by the by-laws.

**Vacation of office**

2. The office of a member of the Council becomes vacant if the member:
- (a) dies;
  - (b) declines to act;
  - (c) resigns the office by writing under his or her hand addressed:
    - (i) in the case of the parliamentary member who is a Member of the Legislative Council, to the President of the Legislative Council;
    - (ii) in the case of the parliamentary member who is a member of the Legislative Assembly, to the Speaker of the Legislative Assembly;

- (iii) in the case of an appointed member (other than a member appointed by the Council under section 10 (6)), to the Minister; or
- (iv) in the case of an elected member or a member appointed by the Council under Section 10 (6), to the Vice-Chancellor;
- (d) in the case of an appointed or elected member, becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes any assignment of his or her remuneration for their benefit;
- (e) in the case of an appointed or elected member, becomes a mentally incapacitated person;
- (f) is convicted in New South Wales of an offence that is punishable by penal servitude or imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable;
- (g) in the case of an appointed or elected member, is absent from 3 consecutive meetings of the Council of which reasonable notice has been given to the member personally or in the ordinary course of post and is not, within 6 weeks after the last of those meetings, excused by the Council for his or her absence;
- (h) in the case of the parliamentary member elected by the Legislative Council:
  - (i) ceases to be a Member of that Council otherwise than by reason of section 22B (1) (c) of the Constitution Act 1902; or
  - (ii) ceases to be a Member of that Council by reason of section 22B (1) (c) of that Act and does not become a candidate at the next periodic Council election within the meaning of section 3 of that Act or, as the case may be, becomes a candidate but is not elected;
- (i) in the case of the parliamentary member elected by the Legislative Assembly:
  - (i) ceases to be a member of that Assembly otherwise than by reason of its dissolution or its expiration by effluxion of time; or
  - (ii) ceases to be a Member of that Assembly by reason of its dissolution or its expiration by effluxion of time and does not become a candidate at the next general election of Members of that Assembly or, as the case may be, becomes a candidate but is not elected;
- (j) in the case of an elected member, ceases to be qualified for election;
- (k) in the case of an appointed member (other than a member appointed by the Council under section 10 (6)), is removed from office by the Minister; or
- (l) in the case of a member appointed by the Council under section 10 (6), is removed from office by the Council.

#### **Filling of vacancy in office of member**

3. (1) If the office of an appointed or elected member of the Council becomes vacant, a person is, subject to this Act and the by-laws, to be appointed or elected to fill the vacancy.
- (2) The by-laws may provide that, in such circumstances as may be prescribed, a person is to be appointed or elected (otherwise than to fill the office of parliamentary member) in such manner as may be prescribed instead of in the manner provided for by this Act.

#### **Committees of the Council**

4. (1) The Council may establish committees to assist it in connection with the exercise of any of its functions.
- (2) It does not matter that any or all of the members of a committee are not members of the Council.

- (3) The procedure for the calling of meetings of a committee and for the conduct of business at those meetings is to be as determined by the Council or (subject to any determination of the Council) by the committee.

#### **Liability of Council members and others**

5. No matter or thing done by the University, the Council or a member of the Council or any person acting under the direction of the University or the Council, if the matter or thing was done in good faith for the purpose of executing this or any other Act, subjects a member of the Council or a person so acting personally to any action, liability, claim or demand.

#### **General procedure**

6. The procedure for the calling of meetings of the Council and for the conduct of business at those meetings is, subject to this Act and the by-laws, to be as determined by the Council.

#### **Presiding member**

7. (1) The Chancellor is to preside at all meetings of the Council at which the Chancellor is present.  
(2) At any meeting of the Council at which the Chancellor is not present, the Deputy Chancellor is to preside and, in the absence of both the Chancellor and the Deputy Chancellor, a member elected by and from the members present is to preside.  
(3) Except as provided by subclause (4), at the meetings of a committee constituted by the Council a member appointed by the Council (or, if no member is so appointed, elected by and from the members present) is to preside.  
(4) At any meeting of a committee constituted by the Council at which the Chancellor is present, the Chancellor is entitled, if he or she so desires, to preside at that meeting.

#### **Quorum**

8. At any meeting of the Council, a majority of the total number of members for the time being of the Council constitutes a quorum.

#### **Voting**

9. A decision supported by a majority of the votes cast at a meeting of the Council at which a quorum is present is the decision of the Council.

### **SCHEDULE 2 - INVESTMENT**

#### **Definition of "funds"**

1. For the purposes of this Schedule, the funds of the University include funds under the control of the University and real property, securities or other property comprising an investment.

#### **Investment powers**

2. (1) The Council has, in respect of the funds of the University, the investment powers conferred on the Council by Part 3 of the Public Authorities (Financial Arrangements) Act 1987.  
(2) If Part 3 of that Act does not confer investment powers on the Council in respect of any such funds, the Council may invest those funds:
  - (a) in any manner authorised for the investment of trust funds; or
  - (b) in any other manner approved by the Minister with the concurrence of the Treasurer.

#### **Investment common funds**

3. (1) The Council may establish one or more investment common funds.

- (2) The Council may from time to time, without liability for breach of trust, bring into or withdraw from any such investment common fund the whole or any part of trust funds or other funds of the University.
- (3) Subject to subclause (4), the Council must periodically distribute the income of each investment common fund among the funds participating in the common fund, having regard to the extent of the participation of each fund in the common fund during the relevant accounting period.
- (4) The Council may, if it considers it expedient to do so, from time to time add some portion of the income of an investment common fund to the capital of the common fund or use some portion of the income to establish or augment a fund or funds as a provision against capital depreciation or reduction of income.
- (5) If an investment is brought into an investment common fund:
  - (a) the University is to be taken to hold that investment on behalf of and for the benefit of the common fund instead of the participating trust fund or other fund; and
  - (b) that participating fund is to be taken to have contributed to the common fund an amount of money equivalent to the value attributed to the investment by the Council at the time it is brought into the common fund; and
  - (c) on the withdrawal of that participating fund from the common fund, the amount of money to be withdrawn is to be the amount equivalent to the value attributed by the Council to the equity in the common fund of that participating fund at the time of withdrawal.
- (6) The inclusion in an investment common fund of trust funds does not affect any trust to which those trust funds (or money attributed to them) are subject.
- (7) On the withdrawal of trust funds from an investment common fund, the funds (or money attributed to them) continue to be subject to the trust.

#### **Terms of trust to prevail**

4. In respect of the trust funds of the University:
  - (a) the investment powers of the Council; and
  - (b) the power of the Council to bring the trust funds into an investment common fund, are subject to any express direction in or express condition of the trust.

### **SCHEDULE 3 - SAVINGS AND TRANSITIONAL PROVISIONS**

(Sec. 32)

#### **PART 1 - PRELIMINARY**

##### **Definitions**

1. In this part:

**"former campus"** means the University of New England, Northern Rivers (being the network member of that name under the University of New England Act 1989) and the college of the former University of New England at Coffs Harbour (known as the Coffs Harbour Centre);

**"former University of New England"** means the University of New England established under the University of New England Act 1989;

**"transfer day"** means the day on which the University of New England Act 1989 is repealed.

##### **Regulations**

2. (1) The Governor may make regulations containing provisions of a savings or transitional nature consequent on the enactment of this Act.

- (2) Any such provision may, if the regulations so provide, take effect from the date of assent to this Act or a later day.
- (3) To the extent to which any such provision takes effect from a date that is earlier than the date of its publication in the Gazette, the provision does not operate so as:
  - (a) to affect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication; or
  - (b) to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication.

## PART 2 - TRANSFER OF STAFF

### Definitions

3. (1) In this Part:

**"officer"**, in relation to a former campus, means a person who, immediately before the transfer day, held any salaried office or employment in the staff establishment of the former campus otherwise than as a casual staff member or a staff member employed on a fixed term contract;

**"superannuation scheme"** means a scheme, fund or arrangement under which any superannuation or retirement benefits are provided and which is established by or under an Act;

**"casual staff member"**, in relation to a former campus, means a person who, immediately before the transfer day, was employed in the staff establishment of that campus on terms and conditions that allowed for his or her services to be dispensed with at any time.

### Minister may give directions as to which University staff belong

4. (1) The Minister may, by order in writing, direct that a person who immediately before the transfer day held any salaried office or employment in the staff establishment of the former University of New England is taken for the purposes of this Schedule to have held that office or employment in a specified former campus, and any such direction has effect accordingly.
- (2) The Minister is not to give a direction under this clause without first consulting with the Vice-Chancellor of each University to be affected by the proposed direction and unless satisfied that the Universities have been given a reasonable opportunity to resolve by agreement between themselves any dispute with which the proposed direction is concerned.

### Transfer of staff generally

5. (1) Each officer of a former campus becomes, on the transfer day, an officer of the University.
- (2) Except as provided by this Part or the Regulations, the terms and conditions on which an officer of a former campus becomes an officer of the University are the same as those on which he or she was an officer of the former campus.

### Remuneration and tenure

6. (1) An officer of a former campus who, pursuant to this Part, becomes an officer of the University becomes such an officer on the same terms and conditions as to remuneration, and duration of appointment, as those on which he or she was employed at the former campus immediately before the transfer day.
- (2) Such part of the remuneration referred to in subclause (1) as is salary or wages is subject to any adjustment necessary to give effect to any fluctuation in the applicable basic wage in force under Part 2 of the Industrial Relations Act 1991 until the salary is, or the wages are, lawfully varied.

### Superannuation

7. (1) An officer of a former campus who, pursuant to this Part, becomes an officer of the University:

- (a) may continue to contribute to any superannuation scheme to which the person was a contributor immediately before becoming an officer of the University; and
  - (b) is entitled to receive any payment, pension or gratuity accrued or accruing to the person under any such scheme, as if he or she had continued to be such a contributor during his or her service as an officer of the University.
- (2) Service by an officer of a former campus as an officer of the University is taken to be service as an officer of the former campus for the purposes of any law under which the officer continues to contribute to any such scheme or by which an entitlement under any such scheme is conferred.
- (3) An officer of a former campus who, pursuant to this Part, becomes an officer of the University is regarded as an officer or employee, and the University is regarded as the employer, for the purposes of the superannuation scheme to which he or she is entitled to contribute under this clause.
- (4) If a person would, but for this subclause, be entitled under subclause (1) to contribute to a superannuation scheme or to receive any payment, pension or gratuity under any such scheme:
  - (a) the person is not so entitled on the person's becoming a contributor to any other superannuation scheme; and
  - (b) the provisions of subclause (3) cease to apply to or in respect of the person and the University where the person becomes a contributor to any such other superannuation scheme.
- (5) Subclause (4) does not prevent the payment to an officer of a former campus, on the officer's ceasing to be a contributor to a superannuation scheme, of such amount as would have been payable to the officer if the officer had ceased, by reason of resignation, to be such a contributor.

**Annual leave, long service leave and sick leave**

- 8. (1) An officer of a former campus who, pursuant to this Part, becomes an officer of the University retains any rights to:
  - (a) annual leave; and
  - (b) leave in the nature of long service leave; and
  - (c) sick leave, accrued or accruing to the person as an officer of the former campus.
- (2) A person's entitlement to any such leave is to be calculated:
  - (a) for such part of any period during which that leave accrued or was accruing as occurred before the transfer day - at the rate for the time being applicable to the officer, as an officer of the former campus, before that day; and
  - (b) for such part of that period as occurred after the transfer day - at the rate for the time being applicable to the officer, as an officer of the University, after that day.

**No entitlement to dual benefits**

- 9. An officer of a former institution who, pursuant to this Part, becomes an officer of the University is not entitled to claim, both under this Act and any other Act, dual benefits of the same kind in respect of the same period of service.

**Casual staff**

- 10. Each casual staff member of a former campus becomes, on the transfer day, a casual staff member of the University.
  - (2) A casual staff member of a former campus who, pursuant to this clause, becomes a casual staff member of the University becomes such a staff member on the same terms and conditions (including conditions as to remuneration) as those on which he or she was employed at the former campus immediately before the transfer day.



- (3) Such part of the remuneration referred to in subclause (2) as is salary or wages is subject to any adjustment necessary to give effect to any fluctuation in the applicable basic wage in force under Part 2 of the Industrial Relations Act 1991 until the salary is, or the wages are, lawfully varied.

#### **Fixed term contracts**

11. A fixed term contract in force, immediately before the transfer day, between a person and the former University of New England in relation to a former campus (being a contract under which the person performed services for that campus):
- (a) is taken, for the remainder of its term, to be a contract in the same terms, between the person and the University, under which the University assumes the rights and obligations of the former University of New England; and
  - (b) may be arbitrated, terminated or renewed in any manner provided by the contract.

#### **Part does not apply to former CEO's etc.**

12. This Part does not apply to a person holding office as chief executive officer of a member of the University network under the University of New England Act 1989, or as Vice-Chancellor under that Act, as provided by clause 19 (Removal of current office holders) of Schedule 3 to the University of New England Act 1993.

#### **Operation of this Part generally**

13. (1) Nothing in this Part affects the operation of the Industrial Relations Act 1991.
- (2) Neither the contract of employment nor the period of employment of a person is taken to have been broken by the operation of this Part for the purposes of any law, award or agreement relating to the employment of that person.
- (3) A person is not entitled to receive any payment or other benefit merely because the member ceases to be a member of staff of a former campus by the operation of this Part.

### **PART 3 - PROPERTY ETC.**

#### **Definitions**

14. In this Part:

**"assets"** means any legal or equitable estate or interest (whether present or future and whether vested or contingent) in real or personal property of any description (including money), and includes securities, choses in action and documents;

**"instrument"** means an instrument (other than this Act) which creates, modifies or extinguishes rights or liabilities (or would do so if lodged, filed or registered in accordance with any law), and includes any judgement, order and process of a court;

**"liabilities"** means all liabilities, debts and obligations (whether present or future and whether vested or contingent);

**"rights"** means all rights, powers, privileges and immunities (whether present or future and whether vested or contingent).

#### **What constitutes the assets etc. of a former campus**

15. (1) For the purposes of this Part, the assets, rights and liabilities of a former campus comprise:
- (a) those assets, rights and liabilities of the former University of New England that relate to the former campus; and
  - (b) any assets, rights and liabilities of the former University of New England that the Minister directs by order in writing are to be regarded as assets, rights or liabilities of the former campus.

- (2) The Minister may in a direction under this clause specify a particular day that is later than the commencement of this clause as the transfer day for the purposes of any asset, right or liability to which the direction relates and the day so specified then becomes the transfer day for the purposes of the operation of this Schedule in relation to that asset, right or liability.
- (3) The Minister is not to give a direction under this clause without first consulting with the Vice-Chancellor of each University to be affected by the proposed direction and unless satisfied that the Universities have been given a reasonable opportunity to resolve by agreement between themselves any dispute with which the proposed direction is concerned.

**Transfer of assets etc.**

**16. (1)** On and from the transfer day:

- (a) the assets that comprise any legal or equitable interest in real property of the college of the former University of New England at Coffs Harbour (known as the Coffs Harbour Centre) vest in the Minister by force of this clause and without the need for any conveyance, transfer, assignment or assurance;
  - (b) the assets of a former campus (other than those provided for by paragraph (a)) vest in the University by force of this clause and without the need for any conveyance, transfer, assignment or assurance;
  - (c) the rights and liabilities of a former campus become by force of this clause the rights and liabilities of the University;
  - (d) all proceedings relating to a former campus commenced before the transfer day by or against the former University of New England and pending immediately before the transfer day are taken to be proceedings pending by or against Southern Cross University;
  - (e) anything done or omitted to be done in relation to a former campus before the transfer day by, to or in respect of the former University of New England is (to the extent that it has any force or effect) taken to have been done or omitted to be done by, to or in respect of Southern Cross University;
  - (f) a reference in any other Act, in any instrument made under any Act or in any document of any kind to a former campus is (to the extent that it relates to a former campus) to be read as, or as including, a reference to the University, or to the Minister for the purposes of paragraph (a).
- (2) The University has the control and management of land that was under the control and management of the former University of New England in relation to a former campus immediately before the transfer day, subject to any directions of the Minister in the case of land comprising an asset to which subclause (1) (a) applies.
  - (3) The assets of a former institution vested in the University or the Minister by this clause are vested subject to any trusts or conditions subject to which they were held immediately before the transfer day and (in the case of assets vested in the University) are to be applied by the University for the purposes of the University.
  - (4) The transfer, by this Part, of the control and management of any asset to the University does not affect any power of the person or body by whom the control and management of that asset has been conferred, or of any lawful successor of that person or body:
    - (a) to remove the control and management of that asset from the University; or
    - (b) to vary the conditions subject to which the control and management of that asset may be exercised by the University, that could have been exercised by that person or body, or by that lawful successor, in respect of that property had this Act not been enacted.

**Operation of Part**

17. (1) The operation of this Part is not to be regarded:
- (a) as a breach of contract or confidence or otherwise as a civil wrong; or
  - (b) as a breach of any contractual provision prohibiting, restricting or regulating the assignment or transfer of assets, rights or liabilities; or
  - (c) as giving rise to any remedy by a party to an instrument, or as causing or permitting the termination of any instrument, because of a change in the beneficial or legal ownership of any asset, right or liability; or
  - (d) as an event of default under any contract or other instrument.
- (2) No attornment to Southern Cross University or the Minister by a lessee from the former University of New England is required.
- (3) Any instrument executed only for:
- (a) a purpose ancillary to or consequential on the operation of this Part; or
  - (b) the purpose of giving effect to this Part, is not chargeable with stamp duty and is exempt from payment of any other fee or charge that would otherwise be payable under any other Act in respect of the registration of any such instrument.

#### **PART 4 - THE INTERIM COUNCIL**

##### **The interim Council of the University**

18. (1) Pending the commencement of section 10, the Council is to consist of such persons as the Minister appoints for the purposes of this clause (referred to in this Part as the “interim Council”).
- (2) The members of the interim Council hold office, subject to this Act, until the commencement of section 10.
- (3) The Minister may call the first meeting of the interim Council in such manner as the Minister thinks fit.
- (4) A member of the interim Council designated by the Minister is to preside at all meetings of the Council until the election of the first Chancellor of the University.
- (5) The interim Council is to make all necessary by-laws and take all necessary steps to ensure, as far as possible, that a Council is duly constituted under section 10 so as to take office within 12 months after the commencement of this clause or within such extended time as is specified in a proclamation at any time during that period of 12 months.
- (6) The interim Council has and may exercise all the functions of the Council until the commencement of section 10, except the functions of the Council under sections 11 (Chancellor) and 12 (Deputy Chancellor). The provisions of this Act (except clause 1 (Term of office) of Schedule 1) applicable to the Council or the members of the Council apply to the interim Council and the members of the interim Council.
- (7) Schedule 1 has effect in relation to the members and procedure of the interim Council as if those members were appointed members of the Council.

##### **Election of first Chancellor**

19. The election of the first Chancellor of the University by the Council is not to take place until the Council is (apart from the election of Chancellor) fully constituted as provided by section 10.

##### **Appointment of first lay member of Council**

20. The first appointment of a person under section 10 (6) as a member of the Council is not to take place until the other members of the Council provided for in section 10 (2), (4) and (5) have been elected or appointed.

##### **Interim Council to appoint Vice-Chancellor**

21. The first Vice-Chancellor is to be a person appointed by the interim Council on the recommendation of a committee established with the approval of the Minister for the purpose of selecting a person for appointment.

## **PART 5 - OTHER MATTERS CONSEQUENT ON THE TRANSFER OF THE FORMER CAMPUSES**

### **Students**

22. (1) Each person who was, immediately before the transfer day, a student of a former campus enrolled in a course of study becomes on that day a student of the University.
- (2) For the purpose of ensuring that those students are not disadvantaged, the University:
- (a) must enter into arrangements with the University of New England for the purpose of affording those students the opportunity (if they wish) to complete the courses in which they were enrolled at a former campus to be provided by the University of New England under the University of New England Act 1993; and
  - (b) may (for such period as the University considers necessary) provide courses of study that are substantially the same as the courses of study in which those students were enrolled at a former campus.
- (3) A student who is enrolled in a course of study provided by the University pursuant to this clause must, as far as it is practicable to do so, be given credit in that course for any subject or work completed by the student in a course of study in which the student was enrolled at a former campus.
- (4) Students so enrolled are entitled, on satisfactory completion of their courses, to appropriate awards conferred by Southern Cross University or the University of New England, as appropriate.

### **Former By-laws**

23. (1) The By-laws of the University of New England as in force immediately before the commencement of this clause:
- (a) are taken to have been made as by-laws under this Act by the Council of the Southern Cross University; and
  - (b) may be amended and revoked accordingly.
- (2) The Northern Rivers College of Advanced Education By-law is repealed.

### **Saving of delegations**

24. Any delegation made by the Board of the former University of New England in respect of a former campus and in force immediately before the transfer day continues to have effect as if it were a delegation made by the Council, but may be revoked at any time by the Council.

### **Existing investments**

25. Nothing in this Part affects the validity of any investment made by or on behalf of the former University of New England before the transfer day.

### **Conduct of elections etc.**

26. (1) For the purpose only of enabling the Council to be duly constituted on or after the commencement of section 10, elections may be conducted and appointments made before that commencement as if the whole of this Act were in force.
- (2) A member who is elected or appointed to the Council under this clause does not assume office before the commencement of section 10.

### **Construction of certain references**

27. In any other Act or in any statutory instrument (including any industrial award or industrial agreement) or other document, a reference to a former campus is, on and from the transfer day, to be read as a reference to the University.

#### **Determination of certain questions**

28. (1) Any question arising in connection with the operation of this Schedule:
- (a) as to which land is under the control and management of any particular institution;
  - (b) as to which institution any assets, rights, liabilities or obligations belong or relate to; or
  - (c) as to which institution the employment of any staff pertains to, is to be determined by the Minister.
- (2) A certificate by the Minister as to a determination under this clause is, for any purpose, evidence of the matters contained in the certificate.
- (3) The Minister is not to make a determination under this clause without first consulting with the Vice-Chancellor of each University to be affected by the proposed determination and unless satisfied that the Universities have been given a reasonable opportunity to resolve by agreement between themselves any dispute with which the proposed determination is concerned.

#### **PART 6 - MISCELLANEOUS**

##### **Visitor**

29. (1) Section 14 (2) extends to disputes and other matters arising before the commencement of this clause.
- (2) However, if an inquiry by or at the direction of the Visitor into a dispute or other matter has commenced or been completed before the commencement of this clause, the dispute or other matter is to be dealt with and determined as if the University Legislation (Amendment) Act 1994 had not been enacted.

### **SOUTHERN CROSS UNIVERSITY BY-LAWS OF THE UNIVERSITY**

*(as at 25th September, 1998)\**

#### **LIST OF BY-LAWS**

BY-LAW No. 1 – Interpretation	BY-LAW No. 10 – Department of External Studies – Repealed
BY-LAW No. 2 – The Council	BY-LAW No. 11 – Student Conduct
BY-LAW No. 3 – Degrees, Diplomas and Other Certificates	BY-LAW No. 12 – The Vice-Chancellor
BY-LAW No. 4 – The Seal and Arms of the University	BY-LAW No. 12A – Pro Vice-Chancellors – Repealed
BY-LAW No. 5 – Enrolment of Students	BY-LAW No. 13 – The Registrar – Repealed
BY-LAW No. 6 – Fees and Charges	BY-LAW No. 14 – Academic Bodies of the University
BY-LAW No. 7 – The Chancellor and Deputy Chancellor – Repealed	BY-LAW No. 15 – Regulation of Traffic
BY-LAW No. 8 – The Council – Meetings and Rules of Procedure – Repealed	BY-LAW No. 16 – Student Organisations
BY-LAW No. 9 – Standing Committee of the Board – Repealed	BY-LAW No. 17 – Courses, Assessment and Awards
	BY-LAW No. 18 – Staff Conduct

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\* The By-laws are in the process of being gazetted and are currently with the Minister.

### **BY-LAW No. 1 – Interpretation**

#### **Citation**

1A. These By-laws may be cited as the Southern Cross University By-laws.

1. Where a By-law provides for empowering an authority or officer of the University to make Regulations, Rules or Orders, then unless the contrary intention appears expressions used in any such Regulation, Rule or Order shall have the same meaning as in the Act or in the By-law.
2. This By-law applies to Regulations, Rules and Orders made under By-laws in like manner as it applies to By-laws.
3. In a By-law, unless the contrary intention appears – “the Act” means the Southern Cross University Act, 1993;

“the Regulations” means the Regulations made in pursuance of the By-law, and “the Rules”

### **BY-LAW No. 2 – The Council**

#### **Division 1 – The Chancellor and Deputy Chancellor**

##### **The Chancellor and Deputy Chancellor**

1. (1) The Chancellor and Deputy Chancellor are to be elected according to procedures to be prescribed by rules made by the Council.  
(2) For the purposes of section 11(2) of the Act, the prescribed term of office for the Chancellor is 4 years from the date of election.  
(3) The Chancellor and Deputy Chancellor may, without specific appointment, exercise the right of membership of any committee of the University.

#### **Division 2 – Election of Members of the Council**

##### **Returning Officers**

2. (1) An election referred to in this Division is to be conducted by the Secretary to the Council who is to be the Returning Officer for the election.  
(2) Subject to the provision of the Act and this Division, the decision of the Returning Officer on all matters affecting the eligibility of candidates and the conduct and results of an election is to be final.  
(3) The Returning Officer may appoint Deputy Returning Officers, and other persons, to assist the Returning Officer in the conduct of all or any part of an election referred to in this Division.

##### **Rolls**

3. The Returning Officer is to keep:

or “the Orders” has a corresponding meaning.

4. In a By-law, unless the contrary intention appears, reference to an authority, officer or office shall be construed as references to that authority, officer or office in and of the University.
5. In a By-law, Regulation, Rule, Order or other instrument of the University, a By-law may be cited by its number or title and shall be construed as a reference to that By-law as amended from time to time.
6. In a By-law, Regulation, Rule, Order or other instrument of the University, unless the contrary intention appears, a reference to the holder of an office shall be construed as including a reference to any person appointed to act for the time being in the place of the holder of the office.

- (a) a Roll of Academic Staff containing the names and addresses of those persons who are full-time (being half-time or greater) members of the academic staff of the University, and who have accepted and entered upon duty in a position with tenure of not less than one year; and
- (b) a Roll of Non-Academic Staff containing the names and addresses of those persons employed on a full-time (being half-time or greater) basis, and who have accepted and entered upon duty in a position with tenure of not less than one year, and whose names are not entered on a Roll of Academic Staff; and
- (c) a Roll of Students containing the names and addresses of those persons enrolled as candidates proceeding towards an award of the University, and whose names are not entered on a Roll of Academic Staff or a Roll of Non-Academic Staff.

**Qualifications for elected members**

- 4. (1) The qualifications for election for a member of the Council referred to in section 10(5)(a) of the Act – are that the member must have his or her name entered on a Roll of Academic Staff at the close of nominations for the election.
- (2) The qualifications for election for the member of the Council referred to in section 10(5)(b) of the Act are that the member must have his or her name entered on a Roll of Non-Academic Staff at the close of nominations for the election.
- (3) The qualifications for election for the member of the Council referred to in section 10(5)(c) of the Act are that the member must have his or her name entered on a Roll of Students at the close of nominations for the election.
- (4) The qualifications prescribed by this By-law are in addition to the qualifications prescribed by section 10(5) of the Act.
- (5) Nothing in this By-law entitles a person to stand for election for more than one position as a member of the Council merely by virtue of the fact that his or her name is entered on more than one Roll kept under this By-law.

**Qualifications to vote**

- 5. (1) An academic staff member is qualified to vote in an election for a member of the Council referred to in section 10(5)(a) of the Act if his or her name is entered on a Roll of Academic Staff at the close of nominations for the election.
- (2) A non-academic staff member is qualified to vote in an election for the member of the Council referred to in section 10(5)(b) of the Act if his or her name is entered on a Roll of Non-Academic Staff at the close of nominations for the election.
- (3) A student is qualified to vote in an election for the member of the Council referred to in section 10(5)(c) of the Act if his or her name is entered on a Roll of Students at the close of nominations for the election.
- (4) An election is not invalid merely because of the failure or refusal of the Returning Officer or person assisting the Returning Officer to issue voting papers to, or to accept a vote from, a person who is not included in the relevant Roll.

**Election procedure**

- 6. Subject to the provisions of this Division, an election is to be conducted by secret ballot in accordance with the rules made by the Council.

**Terms of office**

- 7. The elected members of the Council hold office for the following periods:
  - (a) the members who are members of the academic staff of the University hold office for 2 years from

the date of election

- (b) the member who is a member of the non-academic staff of the University holds office for 2 years from the date of election;
- (c) the member who is a student of the University holds office for 2 years from the date of election.

#### **Casual vacancy**

- 8. (1) In the event that a casual vacancy in the office of a member of the Council elected pursuant to section 10(5) of the Act occurs within the first 12 months of the term of that office, the vacancy is to be filled by the candidate, if any, who in the election immediately preceding the occurrence of the vacancy received the greatest number of votes of the candidates for that office who were not elected and who remain qualified to hold that office.
- (2) In the event that a casual vacancy in the office of a member of the Council elected pursuant to section 10(5) of the Act occurs otherwise than within the first 12 months of the term of that office, or if a vacancy occurring within those 12 months cannot be filled under subclause (1), the Council must appoint a member (being a person qualified to hold that office) for the residue of the term of office.

#### **Division 3 – Meetings**

##### **Holding of Meetings**

- 9. (1) An ordinary meeting of the Council is to be held not fewer than 5 times in each calendar year.
- (2) A special meeting of the Council may be convened by:
  - (a) the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor; or
  - (b) the Vice-Chancellor, for the consideration of any urgent business.
- (3) A special meeting of the Council:
  - (a) is to be convened by the Secretary to the Council upon the written request of 5 or more members of the Council setting forth the purpose for which the meeting is required to be convened; and
  - (b) is to be held within 14 days after the receipt of the request for that special meeting.
- (4) A meeting, whether ordinary or special, is convened by giving notice of the meeting to each of the members of the Council in accordance with clause 10(2) or (4).

##### **Notice**

- 10. (1) A member of the Council must not initiate any matter for discussion, or move any motion in respect of that matter, at a meeting of the Council unless:
  - (a) notice in writing has been given to the Secretary to the Council:
    - (i) in the case of an ordinary meeting, not less than 14 days before the date of the meeting; or
    - (ii) in the case of a special meeting, not less than 10 days before the date of the meeting,
  - that the matter will be so initiated or a motion moved in respect of that matter; or
  - (b) the Council, by resolution of a majority of the members present and voting, otherwise permits.
- (2) Notice of the time and place of a meeting of the Council, and a copy of the business papers accompanied by supporting statements, are to be posted or delivered by the Secretary to the Council to each member of the Council at least 7 days prior to the meeting.
- (3) By a further notice so posted or delivered not less than 4 days prior to the meeting, the Secretary to the Council may advise of supplementary business to be put before the meeting.



- (4) Where a special meeting is convened for the consideration of business which is so urgent that at least 7 days notice of the meeting cannot be given, reasonable notice of the time, place and business of the meeting must be given.
- (5) Nothing in this clause prevents the initiation of a matter for discussion or the moving of any motion, with the permission of the Council as referred to in subclause (1), notwithstanding that a provision of this subclause has not been complied with.
- (6) Proceedings of a meeting of the Council are to be taken to have been validly transacted notwithstanding the inadvertent failure by the Secretary to the Council to comply with this subclause in any respect or the non-receipt by any person of a notice or papers and statements.

#### **Casting vote**

- 11. (1) The person presiding at any meeting of the Council has a deliberative vote and, in the event of an equality of votes, a second or casting vote.
- (2) Where the presiding member declines to exercise a casting vote in the event of an equality of votes, the motion lapses.

#### **Adjournment and standing over**

- 12. (1) A meeting of the Council may be adjourned to a later time or date by decision of the Council.
- (2) If, at any meeting (whether special or ordinary) of the Council, a quorum is not present:
  - (a) within half an hour after the time appointed for the meeting; or
  - (b) within such further time as the presiding member (or, in the absence of the presiding member, as the members present) may reasonably allow, all business that should have been transacted at the meeting is to be stood over until the next ordinary meeting, and is to take precedence at that meeting, unless a special meeting is convened in the meantime for the transaction of that business.
- (3) In this clause, a reference to the presiding member is a reference to the Chancellor or, in the absence of the Chancellor, to the Deputy Chancellor.

#### **Standing orders and rules**

- 13. (1) The Council may establish Standing Orders (not being orders inconsistent with the Act or this By-law) for the regulation of procedure at meetings of the Council, for the convening and holding of meetings of any committee of the Council and for the conduct of the proceedings of any such committee.
- (2) The Council may make rules (not inconsistent with the Act or these By-laws) for regulating, or providing for the regulation of, any matter with respect to which by-laws may be made.

#### **BY-LAW No. 3 – Degrees, Diplomas and other Certificates**

##### **Form of degrees, diplomas and certificates**

- 1. The degrees, diplomas and other certificates to be conferred and awarded by the Council shall be as prescribed by the rules made by the Council.

##### **Degrees *honoris causa***

- 2. The Council may admit persons, *honoris causa*, to such degrees as are specified in the rules made by the Council for the purposes of this clause.

#### **BY-LAW No. 4 – The Seal and Arms of the University**

##### **Attestation of affixing of seal**

1. All documents to which the seal of the University is affixed shall bear an attestation signed by at least 2 persons, appointed by resolution of the Council for that purpose, certifying that the seal has been affixed pursuant to a resolution of the Council.

**Use of the University Arms**

2. (1) The Arms of the University shall not be depicted or displayed or otherwise used except in a manner and circumstances approved by the Council.  
(2) The Council may delegate its authority to approve the depiction, display or other use of the Arms of the University to such person or persons as may be appointed by the Council from time to time.

**BY-LAW No. 5 – Enrolment of Students**

**Qualifications for enrolment**

1. Before being enrolled as a student of the University, a person must have obtained such qualifications or experience, or both, as are acceptable to the Academic Board.

**Limitation of student numbers in particular courses**

2. The Academic Board may make rules limiting the number, and the manner of selection, of students enrolled in particular units or courses offered by the University.

**Refusal of enrolment**

3. (1) Subject to section 25 of the Act, the Academic Board may refuse to enrol a person as a student for any reason it deems appropriate.  
(2) Without limiting the generality of subclause (1), the Academic Board may refuse to enrol a person as a student:
  - (a) on academic grounds; or
  - (b) on the ground that the person has been excluded from some other educational institution; or
  - (c) on the ground that the person has, in or in connection with his or her application for enrolment as a student, deliberately provided false or misleading information; or
  - (d) on the ground that the person has refused or failed to sign an undertaking to comply with the Act, the By-laws and the rules.

**BY-LAW No. 6 – Fees and Charges**

**Rules made by the Council**

1. The Council may make rules, not inconsistent with the Act or By-laws, regulating, or providing for the regulation of:
  - (a) fees and charges to be paid in respect of:
    - (i) entrance to the University; and
    - (ii) tuition in the University; and
    - (iii) attendance at the lectures and classes of the University; and
    - (iv) use of the facilities of the University; and
    - (v) membership of organisations of students or of students and other persons; and
    - (vi) examinations; and
    - (vii) residence provided by the University; and
    - (viii) the conferring of degrees, diplomas, certificates, and other awards; and

- (ix) any other activities of the University; and
- (b) the time at which such fees and charges are to be paid and any discretionary action that may be taken in the collection of them; and
- (c) penalties for late or non-payment of such fees and charges; and
- (d) the exemption from, or deferment of, payment of such fees and charges.

**BY-LAW No. 7 – The Chancellor and Deputy Chancellor – Repealed 4th May 1990**

**BY-LAW No. 8 – The Council – Meetings and Rules of Procedure – Repealed 4th May 1990**

**BY-LAW No. 9 – Standing Committee of the Board-Repealed 19th April 1991**

**BY-LAW No. 10 – Department of External Studies – Repealed 24th August 1990**

**BY-LAW No. 11 – Student Conduct**

**Definitions**

1. In this By-law:

“member of the University” means a member of the Council, a member of the academic or non-academic staff of the University or a student of the University;

“residential college” includes a hall of residence and an affiliated college or hall of residence;

“senior member of the University” means the Chancellor, the Deputy Chancellor, the Vice-Chancellor, or any other member of the staff of the University whom the Vice-Chancellor may designate as a senior member for the purposes of this By-law;

“supervisor” means any person appointed by the University to supervise an examination of the University.

**Misconduct**

2. (1) For the purposes of this By-law, “misconduct” by a student means conduct which unreasonably:

- (a) impairs the freedom of other persons to pursue their studies or researches in, or to participate in the life of, the University or its residential colleges; or
- (b) interferes with the fundamental goals of the University in teaching, in research or in the testing and certifying of the standards reached by its students; or
- (c) disrupts the due processes of the University or causes damage to University property.

(2) Without limiting the generality of the foregoing, “misconduct” by a student includes:

- (a) deliberately obstructing any teaching activity, examination or official meeting or proceeding of the University; and
- (b) deliberately disobeying any reasonable instruction of a senior member of the University, including failing to leave any building or part of a building when directed by a senior member of the University to leave it; and
- (c) any breach of the rules; and
- (d) cheating or acting dishonestly in connection with any supervised examination of the University; and
- (e) divulging any confidential information relating to any University matter; and
- (f) deliberately obstructing or attempting to deter any officer or employee of the University in the performance of their duties; and
- (g) deliberately damaging or wrongfully dealing with any property in or on University premises; and
- (h) any form of assault on a person on University premises.

(3) Notwithstanding anything in this clause, “misconduct” does not include plagiarism (except to the extent that it may also constitute cheating or acting dishonestly) in an essay, assignment, exercise, thesis or other writing by a student, and nothing in this By-law affects the operation of any rule in

force in respect of such plagiarism or the authority of any person in relation thereto.

**Penalties**

3. (1) The penalties that may be imposed for misconduct consist of the following:
  - (a) a fine;
  - (b) suspension from attendance at classes;
  - (c) suspension from use of laboratories;
  - (d) suspension from use of the library;
  - (e) suspension from membership of a residential college;
  - (f) temporary denial of entry to the premises of a residential college;
  - (g) temporary denial of entry to any specified building or land of the University or any specified part thereof;
  - (h) exclusion from, or suspension from attendance at, an examination, whether imposed prior to or during the examination;
  - (i) cancellation or refusal of credit for any supervised examination in any case where cheating or dishonesty in such examination is discovered;
  - (j) suspension from the University for a specified period;
  - (k) expulsion from the University.
- (2) A student who is expelled from the University shall not be re-enrolled except with the permission of the Council.

**Establishment of Disciplinary Committees**

4. (1) There shall be a Disciplinary Committee comprising 3 members of staff and 2 students.
- (2) The Council shall make rules for or with respect to:
  - (a) the appointment or election of the members of a Disciplinary Committee; and
  - (b) the term of office for members of a Disciplinary Committee; and
  - (c) the replacement of a member of a Disciplinary Committee in the circumstances referred to in subclause (5); and
  - (d) the filling of a casual vacancy in the membership of a Disciplinary Committee; and
  - (e) the procedures to be followed in any proceedings before a Disciplinary Committee.
- (3) If a person ceases to be a member of staff or a student, the person ceases to be a member of the Disciplinary Committee.
- (4) The functions of a Disciplinary Committee shall be to hear and adjudicate upon:
  - (a) any charge of misconduct referred to it by the Council or a committee of the Council, by the Vice-Chancellor or Deputy Vice-Chancellor, or by some other senior member of the University; and
  - (b) any appeal made to it under this By-law, and to impose, or to recommend the imposition of, a penalty in accordance with this By-law.
- (5) Where:
  - (a) a member of a Disciplinary Committee notifies the Vice-Chancellor that he or she is unable or unwilling to attend to a matter pending before the Committee; or
  - (b) the Vice-Chancellor is of the opinion that the member's participation is undesirable because of his or her personal involvement in or in connection with the matter and so notifies the member, the member

shall not participate in the Committee's consideration of that matter, but a person shall be appointed to the Committee to replace the member.

- (6) Such an appointment may not be made after any hearing into the matter has commenced.
- (7) A person who is appointed to a Disciplinary Committee in accordance with subclause (5) shall be taken to be a member of the Committee while he or she remains so appointed.
- (8) A quorum of the Disciplinary Committee shall consist of 3 members.
- (9) A Disciplinary Committee shall elect 1 of its number to preside at meetings of the Committee.
- (10) The presiding member of a Disciplinary Committee shall have a deliberative vote but, except on a question of procedure, shall not have a casting vote.
- (11) If, in the opinion of the presiding member of a Disciplinary Committee, it is not reasonably practicable for a hearing to be concluded, then a new Disciplinary Committee shall be constituted to hear the matter afresh.

#### **Establishment of Appeals Committee**

- 5. (1) The Council shall appoint an Appeals Committee consisting of:
  - (a) 4 members of the Council (not including the student member); and
  - (b) the student member of the Council or (if the student member is replaced under subclause (5)) the person appointed as his or her replacement.
- (2) The Appeals Committee shall hear and determine any matter referred to it under this By-law.
- (3) A member of the Appeals Committee shall hold office:
  - (a) until the next appointment of an Appeals Committee; or
  - (b) until the member resigns from the Committee by writing addressed to the Chancellor; or
  - (c) until the member ceases to be a member of the Council.
- (4) The Council may at any time fill any vacancy in the membership of the Appeals Committee.
- (5) Where:
  - (a) a member of the Appeals Committee notifies the Chancellor that he or she is unable or unwilling to attend to a matter pending before the Committee; or
  - (b) the Chancellor is of the opinion that the member's participation is undesirable because of his or her personal involvement in or in connection with the matter and so notifies the member, the member shall not participate in the Committee's consideration of that matter, but a member of the Council shall be appointed by the Chancellor to replace the member.
- (6) If the member to be replaced is the student member of the Council, the person to replace that member is to be selected from among the student members of the Disciplinary Committees, other than a Disciplinary Committee that has previously been involved in the matter.
- (7) Such an appointment may not be made after any hearing into the matter has commenced.
- (8) A person who is appointed to the Appeals Committee in accordance with subclause (5) shall be taken to be a member of the Committee while he or she remains so appointed.
- (9) A quorum of the Appeals Committee shall consist of 3 members.
- (10) The Appeals Committee shall elect 1 of its number to preside at meetings of the Committee.
- (11) The presiding member of the Appeals Committee shall have a deliberative vote but, except on a question of procedure, shall not have a casting vote.
- (12) The Council shall make rules providing for the procedures to be adopted by the Appeals Committee.

#### **Penalties imposed by a Disciplinary Committee or by the Appeals Committee**

6. A Disciplinary Committee or the Appeals committee may, if it is satisfied that a student is guilty of misconduct, impose (whether by way of variation or otherwise) a penalty specified in clause 3(1)(a)–(i) and may make recommendations to the Council concerning the imposition of a penalty specified in clause 3(1)(j) or (k).

**Penalties imposed by the Council**

7. The Council, or the Standing Committee of the Council, may, on the recommendation of a Disciplinary Committee or the Appeals Committee, impose a penalty specified in clause 3(1)(j) or (k).

**Penalties imposed by the Vice-Chancellor**

8. The Vice-Chancellor may, if he or she is satisfied that a student is guilty of misconduct, impose a penalty specified in clause 3(1)(a)–(i).

**Penalties imposed by members of staff of the University**

9. (1) A senior member of the University may, if he or she is satisfied that a student is guilty of misconduct, impose such of the penalties specified in clause 3(1)(a)–(i) as he or she is authorised by the rules made by the Council to impose.  
(2) The Council may make rules with respect to:
  - (a) the members or classes of senior members of the University who are authorised to impose penalties under clause 3(1)(a)–(i);
  - (b) any limitations on the exercising of that authority; and
  - (c) any reporting procedures to be followed consequent on the exercising of that authority.

**Appeals**

10. (1) An appeal under this clause must be made to the relevant body in writing within 14 days after the student has been notified of the decision against which the appeal is to be made.  
(2) An appeal against a finding of misconduct or a penalty, or both, made or imposed by a senior member of the University under clause 9 may be made to the Disciplinary Committee.  
(3) The Disciplinary Committee hearing an appeal under subclause (2) shall hear the matter afresh and may:
  - (a) if the appeal is against a finding of misconduct, confirm, quash or vary the finding of misconduct; and
  - (b) if the appeal is against a finding of misconduct and the finding is not quashed or if the appeal is against a penalty, affirm, annul, reduce or increase the penalty or impose another penalty in its place, and may recommend to the Council the suspension or expulsion of the student from the University.  
(4) The decision of the Disciplinary Committee on an appeal under subclause (3) is final.  
(5) An appeal against a finding of misconduct or a penalty, or both, made or imposed by:
  - (a) the Vice-Chancellor; or
  - (b) by the Disciplinary Committee which has heard the matter at first instance, may be made to the Appeals Committee.  
(6) The Appeals Committee hearing an appeal under subclause (5) shall hear the matter afresh and may:
  - (a) if the appeal is against a finding of misconduct, confirm, quash or vary the finding of misconduct; and
  - (b) if the appeal is against a finding of misconduct and the finding is not quashed or if the appeal is against a penalty, affirm, annul, reduce or increase the penalty or impose another penalty in its place, and may recommend to the Council the suspension or expulsion of the student from the University.  
(7) The decision of the Appeals Committee on an appeal is final.  
(8) No appeal lies in relation to any decision made by the Council or the Standing Committee of the Council when exercising any of its functions for the purposes of clause 7.

**Application of justice, equity and good conscience**

11. (1) In dealing with a charge of misconduct, a person or body authorised by or under this By-law to adjudicate on the matter shall proceed in all respects according to the justice of the case and shall decide the matter according to equity and good conscience.
- (2) A student shall be treated as innocent of any charge of misconduct until the contrary has been established in accordance with the procedures prescribed by this By-law and the rules.

**Rules regarding discipline**

12. (1) The Council may make rules not inconsistent with the Act or any By-law for regulating the discipline of the University and for carrying out or giving effect to this By-law.
- (2) Nothing in this By-law affects the power of any duly authorised person or body:
  - (a) to administer any University rule; or
  - (b) to withdraw a student from a course, or otherwise deal with a student, by reason of the student's failure to satisfy academic requirements.

**BY-LAW No. 12 – The Vice-Chancellor****Functions of the Vice-Chancellor**

1. (1) The Vice-Chancellor is the principal executive officer of the University and is responsible to the Council for the leadership, management and development of the University and the realisation of its stated mission.
- (2) Under the Council and subject to the Act and these By-laws and to any rules made by and resolutions of the Council, the Vice-Chancellor:
  - (a) is responsible for directing institutional planning and development and for the implementation of University policy with respect to academic and other relevant matters, and for formulating the University's annual budget; and
  - (b) is responsible for monitoring and evaluating the performance of the University and its constituent parts in relation to its academic, financial and organisational goals and policies.
- (3) The Vice-Chancellor, in exercising the duties and powers and fulfilling the obligations of the position, has such authority as may be necessary or convenient to give effect to the provisions of the Act, these By-laws and any rules made by and resolutions of the Council.
- (4) The Vice-Chancellor is, ex officio, a member of every School, College and Committee of the University and any like body within the University and, except in the case of the Finance and Budget Committee, may preside at any meeting of such School, College, Committee or body.
- (5) Nothing in this By-law affects the precedence or authority of the Chancellor or Deputy Chancellor.

**BY-LAW No. 12A – Pro Vice-Chancellors – Repealed 19th April 1991****BY-LAW No. 13 – The Registrar – Repealed 19th April 1991****BY-LAW No. 14 – Academic Bodies of the University****The Academic Board**

1. (1) The Academic Board is to consist of the Vice-Chancellor; and such other persons as the Council may determine after receiving the advice of the Academic Board.
- (2) A Chairperson and Deputy Chairpersons of the Academic Board are to be elected by the Academic Board from among the full time academic staff of the University.
- (3) Subject to rules made by the Council on the advice of the Academic Board, the Chairperson and Deputy Chairpersons are not to hold that office for more than four years consecutively.
- (4) The procedure for election of the Chairperson and Deputy Chairperson is to be governed by resolutions of the Academic Board.

- (5) The Academic Board:
  - (a) is the principal academic body of the University;
  - (b) has the right to advise the Council on all matters relating to teaching, scholarship and research within the University; and
  - (c) is responsible for formulating and furthering the academic policies of the University, for supervising and co-ordinating the activities of the schools, colleges, departments and other academic groupings and for promoting and encouraging scholarship and research.
- (6) Subject to the Act, these By-laws and to any rules made by and resolutions of the Council, the Academic Board is to:
  - (a) consider and report on all matters referred to it by the Council or the Vice-Chancellor;
  - (b) advise the Council on rules governing the matriculation, admission and withdrawal of students, degrees, diplomas and all courses of study, lectures, examinations and other forms of assessment;
  - (c) determine matters concerning courses of instruction, examinations, assessment and requirements for the award of degrees (other than honorary degrees), diplomas and other certificates;
  - (d) recommend the conditions to govern any scholarship, bursary or prize which has been accepted by the Council on the advice of the Academic Board;
  - (e) advise the Council in respect of the criteria for the selection, grading and promotion of members of the academic staff;
  - (f) consider and take action on reports from schools, colleges and, at its discretion, refer matters to schools and colleges for consideration and report;
  - (g) at its discretion, submit recommendations to the Council on any matters affecting teaching, scholarship and research; and
  - (h) submit a report on its proceedings to the meeting of the Council next following that of the Academic Board.
- (7) The Academic Board may make rules consistent with subclauses (1)-(6) to govern the election, powers and duties of its officers and the conduct of its meetings, and may appoint such committees as it considers necessary to carry out its business.
- (8) The Academic Board may request the Council to make rules relevant to the subjects mentioned in subclauses (5) and (6).

**Other academic entities**

**2. The Council may resolve, on the advice of the Academic Board, to establish or disestablish other academic entities of the University.**

**BY-LAW No. 15—Regulation of Traffic**

The Council may make rules for regulating, or providing for the regulation of, traffic on any land of the University, including:

- (a) the driving, parking and using of vehicles on any such land; and
- (b) the payment of such fees and charges as the Council considers necessary to be paid in respect of the driving, parking and using of vehicles on any such land; and
- (c) the imposition and payment of penalties for parking and traffic infringements.

**BY-LAW No. 16—Student Organisations**

**Rules relating to student organisations and University Unions**

- 1. The Council may make rules regulating, or providing for the regulation of, the establishment and management of student organisations and University Unions.



**BY-LAW No. 17—Courses, Assessment and Awards**

The Council may make rules for regulating or providing for the regulation of:

- (a) the requirements for courses of study; and
- (b) the conduct of examinations and other forms of assessment; and
- (c) the requirements for the award of fellowships, scholarships, prizes, bursaries and other academic awards.

**BY-LAW No. 18—Staff Conduct**

**Rules regulating conduct of staff**

- 1. The Council may make rules for regulating, or providing for the regulation of, the conduct of all members of staff of the University.

**Inconsistency between rules and law**

- 2. In the event of an inconsistency between the rules made under this By-law and the provisions of any other Act or law (including any industrial award or agreement) relating to the discipline of the persons to whom that other Act or law applies, the provisions of that other Act or law prevail.

## **STANDING ORDERS OF THE SOUTHERN CROSS UNIVERSITY COUNCIL**

**1. Agenda Items**

Except in emergencies as determined by the Chancellor, notice of items for discussion shall be conveyed by letter to the Secretary to Council 14 days before a meeting. Such items received from members of the Council, shall form part of the Agenda. The Chancellor shall have discretion in determining whether or not submissions from elsewhere shall be accepted for consideration by the Council.

**2. Distribution of Agenda**

Distribution of the Agenda prior to meetings shall be restricted to members of the Council, Cost Centre Heads, Senior Executive Staff and the Minute Secretary.

Observers' agenda shall be available for perusal prior to meetings by staff and the media, in the LIC, staff rooms and the Secretary to Council's Office, and by students in the LIC and the offices of student organisations on all campuses.

**3. Quorum**

A majority of the total number of members for the time being of the Council constitutes a quorum.

**4. Postponement of Meetings**

Any meeting of the Council shall be postponed if, one hour after the time set for the meeting, insufficient members are present to constitute a quorum. A time and place for the postponed meeting will be set at which meeting, if a quorum is not present within one hour after the time set for the meeting, the Chancellor may legally proceed without the necessary quorum.

**5. Observers**

- (a) Council meetings are open to the public, except when matters are considered *in committee*, but shall not be filmed or otherwise electronically recorded.
- (b) A person who is not a member of the Council shall not be permitted to address the Council unless application is made in writing and approved by the Chancellor. An application not made in

writing may be accepted by the Chancellor or by the Council by resolution passed by a majority of the members present.

**6. Order of Business**

The business of the meeting shall be considered in the order set out on the agenda except that the order of items may be changed with the approval of the Council. Consideration of items on the agenda may be deferred.

**7. Motions**

- (a) The Chair has discretion regarding the acceptance of motions. The Chair's discretionary ruling may be reversed if the majority of the members present support a motion to this effect.
- (b) All notices of motion accepted by the Chair shall appear on the business paper for the meeting concerned. These motions shall be given to the Secretary to Council in writing and shall contain the signature of the proposer.
- (c) A motion which is ruled by the Chair to have the effect of amending or rescinding a previous resolution of the Council or altering policy shall not normally be accepted except as a notice of motion for a subsequent meeting.
- (d) Except for a motion from the Chair, a motion must be seconded before there may be any discussion.
- (e) A point of order accepted by the Chair takes precedence over all other discussion.
- (f) Amendments shall be considered prior to a vote on the substantive motion.
- (g) All amendments must be relevant to the original motion and no amendment may directly negate the substantive motion or the original motion.
- (h) Whenever an amendment is moved upon the original proposal, no further amendment shall be voted on until the first amendment has been disposed of.
- (i) Motions or amendments may be withdrawn by the proposer with the approval of the seconder and with the consent of the members.
- (j) Though there is a motion before the Council and whether or not there is an amendment to the motion before the Council, it may be moved and seconded by persons who have not hitherto participated in the motion or amendment:
  - (i) "That the Council does now adjourn";
  - (ii) "That the Council proceed to the next business";
  - (iii) "That the question be put", provided that at least two people have spoken for and two people against the motion.

Such a motion shall not be moved while a member is speaking. It shall be put to the vote without discussion.

If (i) is carried the Council shall forthwith determine the time and place for the meeting to be resumed.

If (ii) is carried the matter may not be raised again except as a formal item of business at a subsequent meeting. If it is lost, discussion may continue and the same motion shall not be proposed again during the discussion until a period of 15 minutes has elapsed.

If (iii) is carried the question shall be put forthwith.

- (k) The Chair may request the proposer of a motion to submit the motion in writing.
- (l) A motion for making, rescinding or amending a standing order shall not be made except in pursuance of notice given at the previous meeting of the Council, or conveyed to the Secretary to

Council in writing within 14 clear days before the meeting, and a resolution for any such purpose shall require a simple majority of the members present.

**8. Right to Address the Chair**

- (a) Prior to the closure of a debate a right of reply shall be allowed only to a proposer of a substantive motion and such reply shall close the relevant debate.
- (b) Except at the discretion of the Chair a member other than the proposer of a substantive motion may not speak more than once to a question before the meeting.
- (c) At the discretion of the Chair a speaker may be asked to yield the floor on a point of information.

**9. Voting**

Voting will normally be on the voices except that any member may request a show of hands, and a majority of members present may request a secret ballot.

Elections for office bearers shall be by secret ballot. Voting shall be on a "first past the post" basis. Where more than one position is to be filled, the positions will be voted on seriatim.

A motion shall be declared carried, apart from motions for suspension of a standing order and continuation of a meeting after 5.00 pm, if it receives a simple majority of votes cast. The Chair shall have a deliberative vote and, in the event of a tie, the right of casting vote.

**10. Decisions**

Decisions of the Council shall be made on the result of a vote on:

- (a) a motion prior notice of which has been given in the business paper; or
- (b) a formal seconded motion arising from the business of the meeting.

**11. Suspension of Standing Orders**

In exceptional circumstances the Chair may move the suspension of Standing Orders.

A resolution for the suspension of a standing order shall require a two-thirds majority of the members present.

## **RULES FOR CONDUCT OF ELECTIONS FOR MEMBERS OF COUNCIL**

**1. Application of These Rules**

These Rules shall apply to and in respect of election referred to in section 10(5) of the Act.

**2. Time Periods Relating to the Conduct of Elections**

In the conduct of an election referred to in these Rules, the Returning Officer shall allow an interval:

- (1) between the publication of the notice referred to in clause 3 and the time prescribed for the receipt of nominations, of not less than 14 days;
- (2) between the time prescribed for the receipt of nominations and the issue of voting papers, not more than 28 days; and
- (3) between the issue of voting papers and the time by which voting papers must be received by the Returning Officer, of not less than 14 nor more than 28 days.

**3. Publication of Notices**

- (1) Where an election for membership of the Council is necessary, the Returning Officer shall publish on notice boards in the University and in University news sheets a note and shall in the case of an election of a person referred to in section 10(5)(c) of the Act, advise external students by notice mailed to such students.
- (2) A notice referred to in subclause (1) shall:
  - (a) state that an election is necessary;
  - (b) set out the number of vacancies to be filled;
  - (c) invite nominations for election;
  - (d) specify the form in which nominations shall be made;
  - (e) prescribe the date and time by which nomination papers must be received by the Returning Officer; and
  - (f) contain such other information relating to the election as the Returning Officer thinks fit.

**4. Nomination of Candidates for Election**

- (1) Nomination of a person as a candidate at an election referred to in this rule shall be made by delivering a nomination paper to the Returning Officer.
- (2) A nomination paper shall:
  - (a) be signed by two persons entitled to vote at the election for which the person is nominated as a candidate; and
  - (b) be endorsed with, or accompanied by, the written consent of the person being nominated.
- (3) There shall be a separate nomination paper for each person nominated.
- (4) The Returning Officer shall reject a nomination paper if the Returning Officer is satisfied that:
  - (a) it is not made in accordance with this clause; or
  - (b) the person nominated is not eligible to be elected.
- (5) A candidate nominated for election may not withdraw that nomination after the hour and date prescribed in 3 (2)(e) of this Rule.

**5. Necessity for Elections to be Held**

- (1) Where, in an election of persons to whom this Rule applies:
  - (a) the number of nominations for the election does not exceed the number of vacancies to be filled, the Returning Officer shall declare the person or persons nominated to be elected; or
  - (b) the number of nominations for the election exceeds the number of vacancies to be filled, the Returning Officer shall:
    - (i) in the case of an election of persons referred to in section 10(5)(a) of the Act, send or deliver a voting paper and notice to each person whose name is on a Roll of Academic Staff;
    - (ii) in the case of an election of a person referred to in section 10(5)(b) of the Act, send or deliver a voting paper and notice to each person whose name is on a Roll of Non-Academic Staff;
    - (iii) in the case of an election of a person referred to in section 10(5)(c) of the Act, send by post or deliver a voting paper and notice to each person whose name is on a Roll of Students;
- (2) A notice referred to in subclause (1)(b) shall:
  - (a) specify the manner in which the voting paper is to be completed; and
  - (b) state the hour and date by which the completed voting paper must be received by the Returning Officer.
- (3) Where, before the declaration of the poll, a person:
  - (a) who is nominated as a candidate for the election dies; or
  - (b) becomes no longer eligible to be elected,

the election shall proceed as if the person had not been nominated and that person's name had not been included on the voting paper and any vote recorded in that person's favour had not been cast.

## **6. Manner of Voting**

- (1) An elector shall, subject to subclause (2), place a cross in the square appearing opposite the name of each candidate for whom that voter intends to vote.
- (2) A voter shall not vote for more candidates than there are vacancies to be filled at the election.
- (3) If a voter votes for more candidates than there are vacancies to be filled at the election, the vote shall be informal.

## **7. Sealing of Voting Papers in Envelopes**

- (1) With each voting paper issued for an election referred to in section 10(5) of the Act, there shall be issued an envelope marked "Voting Paper" and an envelope addressed to the Returning Officer.
- (2) Voting papers shall contain the name of candidates in order determined by lot by the Returning Officer.
- (3) Each voter shall:
  - (a) place the voting paper completed in accordance with clause 6 in the envelope marked "Voting Paper" and seal that envelope;
  - (b) place the sealed envelope referred to in subclause 3(a) in the envelope addressed to the Returning Officer and seal that envelope;
  - (c) complete the form of declaration of identity and voting entitlement on the back of the outer envelope; and
  - (d) send by post or deliver the outer envelope containing the voting paper to the Returning Officer.
- (4) Upon receipt of a sealed envelope addressed to the Returning Officer, the Returning Officer shall check the declaration on the back of the envelope with the relevant Roll.
- (5) If the Returning Officer:
  - (a) is satisfied that the voter is qualified to vote in the election, the Returning Officer shall place the outer envelope containing the voting papers in a ballot box and the envelope shall remain unopened until the close of the poll; or
  - (b) is satisfied that the voter is not qualified to vote at the election, the Returning Officer shall place the envelope unopened in a receptacle for rejecting voting papers and the envelope shall be destroyed forthwith after the declaration of the poll.
- (6) After the close of the poll, the Returning Officer or persons appointed by the Returning Officer for the purpose, shall open the envelopes placed in the ballot box and the Returning Officer shall ascertain the result of the election.

## **8. Voting Conduct**

At the election referred to in these Rules:

- (1) the voting shall be by secret ballot;
- (2) the Returning Officer shall:
  - (a) not accept a vote unless the Returning Officer is satisfied that it has been cast by a person entitled to vote at the election and that the voter has only voted once at that election;
  - (b) not accept a voting paper unless it is received by the Returning Officer before the close of the poll;
  - (c) decide whether any voting paper shall be accepted or rejected; and
  - (d) on written application made to the Returning Officer that a voting paper has been lost or destroyed, supply a duplicate voting paper to the person to whom the lost or destroyed voting paper was sent or delivered if the Returning officer is satisfied that the voting paper was so lost or destroyed.

## **9. Cost of Postage**

It shall be the responsibility of the voter to pay the appropriate cost of postage for any voting paper forwarded to the Returning Officer via a commercial postal system, such postage cost to be paid at the time of posting the voting paper to the Returning Officer.

**10. Counting of Votes**

- (1) In this clause “continuing candidate”, in relation to any count, means a candidate not already declared elected.
- (2) The result of the ballot shall be ascertained by the Returning Officer in accordance with the following provisions:
  - (a) the Returning Officer shall examine the voting papers and, reject those which do not comply with the requirements of these Rules;
  - (b) the Returning Officer shall then count the total number of votes given to each candidate;
  - (c) the candidate polling the highest number of votes shall be declared elected; and
  - (d) where the number of candidates to be elected is more than one, the candidate polling the next highest number of votes after the first candidate declared elected pursuant to subclause 2(c) shall also be declared elected and the process of electing the candidate with the highest number of votes from the continuing candidates shall be continued until the number of vacancies has been filled.
- (3) In the event that the total number of votes received by two or more candidates for any vacancy is equal and it is necessary to exclude one or more of them in respect of that vacancy, the Returning Officer shall:
  - (a) write the names of each candidate in respect of whom the determination is to be made on separate and similar slips of paper;
  - (b) fold the slips so that as to prevent identification;
  - (c) place the folded slips in a receptacle and mix them together;
  - (d) draw out a slip at random; and
  - (e) declare elected the candidate whose name appears on the slip drawn out.

**11. Scrutineers**

Each candidate at an election shall be entitled to nominate one scrutineer to be present at the count of votes.

**12. Votes Not to be Disclosed**

A person shall not in any way disclose or aid in disclosing the manner in which any voter has voted.

**13. Declaration of Election**

At the conclusion of the election the Returning Officer shall cause a notice of Declaration of Election to be placed on the official University Notice Board and on such other notice boards and in such publications as the Returning Officer considers appropriate to that election.

**14. Destruction of Voting Papers**

The Returning Officer shall forthwith after the declaration of the result cause all ballot papers, together with a signed copy of the roll, to be made up, securely fastened and sealed in one packet and safely keep them for 12 months, and at the expiration of that period of 12 months shall cause them to be destroyed in the presence of the Executive Director of Administration or the Director of Staffing.

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