

Southern Cross University



Handbook
2000

Southern Cross University Handbook

This Handbook is issued with the authority of Southern Cross University. Copies of the Handbook may be purchased from The Co-operative Bookshop Ltd., Goodman Plaza, Southern Cross University, Lismore Campus (PO Box 5066, East Lismore, NSW, 2480), telephone (02) 6621 4484, facsimile (02) 6622 2960. The cost of the 2000 edition is \$10.00 plus postage.

The content of this Handbook has been carefully checked to ensure it is accurate and up to date as at 1st September, 1999. However, the University accepts no responsibility for any error or omission. The University reserves the right to amend details without notice in response to changing circumstances or for any reason.

Implementation of New Student Administration System

During the past year, staff at Southern Cross University have been implementing a new student records system, Student One. Student One has been commissioned to go live on 31st May, 2000.

Information contained in the 2000 Southern Cross University Handbook reflects the courses and units offered by Southern Cross University as at September, 1999. Each course and unit has a unique identifier (i.e. course or unit code) which will exist in Student One. In converting information from the existing student system to Student One, the length of the identifier and some of the terminology will alter. This change in identifiers or terminology will not affect the University's course and unit offerings in 2000, but rather how this information is displayed.

The introduction of Student One offers Southern Cross students and staff a more flexible and responsive student records system. Over time this will facilitate direct student self-management of many of their enrolment and other details, including the ability to interrogate academic and financial records.

Further information is also available from the Project website –
http://staff.scu.edu.au/projects/proj_studentone/homepage.html

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Part A

General Information

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- ♦ Principal Officers
- ♦ Honorary Awards
- ♦ Full-Time Staff of Southern Cross University
- ♦ Glossary
- ♦ Southern Cross University A - Z
- ♦ Prizes

Summary of 2000 Principal Dates and Teaching Weeks

ACADEMIC YEAR

| | | | | | | | |
|------------------------|--------------|---|--------------|--------------------|-------------|---|-------------|
| First Semester | 21 February | - | 16 June | Trimester 1 | 17 January | - | 28 April |
| Classes | 21 February | - | 20 April | Classes | 17 January | - | 14 April |
| Non-teaching week | 24 April | - | 28 April | Examinations | 17 April | - | 28 April |
| Classes | 1 May | - | 26 May | Trimester Break | 1 May | - | 5 May |
| Study Vacation Week | 29 May | - | 2 June | Trimester 2 | 8 May | - | 18 August |
| Examinations | 5 June | - | 16 June | Classes | 8 May | - | 4 August |
| Semester Break | 19 June | - | 7 July | Examinations | 7 August | - | 18 August |
| Second Semester | 10 July | - | 17 November | Trimester Break | 21 August | - | 25 August |
| Classes | 10 July | - | 8 September | Trimester 3 | 28 August | - | 8 December |
| Free Study Week | 11 September | - | 15 September | Classes | 28 August | - | 24 November |
| Non-teaching weeks | 18 September | - | 29 September | Examinations | 27 November | - | 8 December |
| Study Vacation Week | 2 October | - | 6 October | | | | |
| Classes | 9 October | - | 3 November | | | | |
| Examinations | 6 November | - | 17 November | | | | |

TEACHING WEEKS

First Semester

Week

Number

| | | | |
|-----|-------------|---|-------------|
| 1 | 21 February | - | 25 February |
| 2 | 28 February | - | 3 March |
| 3 | 6 March | - | 10 March |
| 4 | 13 March | - | 17 March |
| 5 | 20 March | - | 24 March |
| 6 | 27 March | - | 31 March |
| 7 | 3 April | - | 7 April |
| 8 | 10 April | - | 14 April |
| 9 | 17 April | - | 21 April |
| 10* | 24 April | - | 28 April |
| 11 | 1 May | - | 5 May |
| 12 | 8 May | - | 12 May |
| 13 | 15 May | - | 19 May |
| 14 | 22 May | - | 26 May |
| 15† | 29 May | - | 2 June |
| 16# | 5 June | - | 9 June |
| 17# | 12 June | - | 16 June |

Second Semester

Week

Number

| | | | |
|-----|--------------|---|--------------|
| 1 | 10 July | - | 14 July |
| 2 | 17 July | - | 21 July |
| 3 | 24 July | - | 28 July |
| 4 | 31 July | - | 4 August |
| 5 | 7 August | - | 11 August |
| 6 | 14 August | - | 18 August |
| 7 | 21 August | - | 25 August |
| 8 | 28 August | - | 1 September |
| 9 | 4 September | - | 8 September |
| 10□ | 11 September | - | 15 September |
| 11* | 18 September | - | 22 September |
| 12* | 25 September | - | 29 September |
| 13† | 2 October | - | 6 October |
| 14 | 9 October | - | 13 October |
| 15 | 16 October | - | 20 October |
| 16 | 23 October | - | 27 October |
| 17 | 30 October | - | 3 November |
| 18# | 6 November | - | 10 November |
| 19# | 13 November | - | 17 November |

Trimester 1

Week

Number

| | | | |
|-----|-------------|---|-------------|
| 1 | 17 January | - | 21 January |
| 2 | 24 January | - | 28 January |
| 3 | 31 January | - | 4 February |
| 4 | 7 February | - | 11 February |
| 5 | 14 February | - | 18 February |
| 6 | 21 February | - | 25 February |
| 7 | 28 February | - | 3 March |
| 8 | 6 March | - | 10 March |
| 9 | 13 March | - | 17 March |
| 10 | 20 March | - | 24 March |
| 11 | 27 March | - | 31 March |
| 12 | 3 April | - | 7 April |
| 13 | 10 April | - | 14 April |
| 14# | 17 April | - | 21 April |
| 15# | 24 April | - | 28 April |

Trimester 2

Week

Number

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

Trimester 3

Week

Number

| | | | |
|-----|--------------|---|--------------|
| 1 | 28 August | - | 1 September |
| 2 | 4 September | - | 8 September |
| 3 | 11 September | - | 15 September |
| 4 | 18 September | - | 22 September |
| 5 | 25 September | - | 29 September |
| 6 | 2 October | - | 6 October |
| 7 | 9 October | - | 13 October |
| 8 | 16 October | - | 20 October |
| 9 | 23 October | - | 27 October |
| 10 | 30 October | - | 3 November |
| 11 | 6 November | - | 10 November |
| 12 | 13 November | - | 17 November |
| 13 | 20 November | - | 24 November |
| 14# | 27 November | - | 1 December |
| 15# | 4 December | - | 8 December |

* Non-teaching week † Study Vacation Week □ Free Study Week # Examinations

Principal Dates for 2000

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 17 Trimester 1 Commences

- 17 Board of Studies – Graduate College of Management
- 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
- 19 School Boards –
Business
Law and Justice
Nursing and Health Care
Practices

- 20 School/College Boards –
Tourism and Hospitality
Management
Indigenous Australian Peoples
- 26 Australia Day Holiday
- 31 Final day for enrolment in
Trimester 1 unit
- 31 Final day to lodge First Semester
application for re-admission
(with \$20 late fee)
- 31 Final day for lodgement of late
re-enrolment form for 2000 (with
\$20 late fee)
- 31 Census date – Trimester 1

February

- 3 Academic Board
- 11 Graduate Research Committee
- 14–18 Orientation
- 14–19 Enrolment Days – commencing
internal undergraduate semester
students (Lismore, Coffs Harbour
and Port Macquarie Campuses,
Gold Coast University Centre)
- 15 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
- 16 School Boards –
Business
Law and Justice
Nursing and Health Care
Practices

| | | | | | |
|--------------|-----------|---|--------------|-------|---|
| | 17 | School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples | | 22 | School Boards – Business Law and Justice Nursing and Health Care Practices |
| | 18 | Council | | | |
| | 19 | Graduation Ceremony (Port Macquarie) | | 23 | School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples |
| | 21 | First Semester Commences | | 31 | Closing date for applications for re-admission for Trimester 2 |
| | 21 | Final day to lodge First Semester 2000 course transfer application (with \$25 late fee) | | 31 | Final day for withdrawal from First Semester course/unit without incurring HECS liability |
| | 21 | Final day to lodge First Semester 2000 re-admission application (with \$75 late fee) | | 31 | HECS liability assessed – First Semester |
| March | 1 | Closing date for applications for re-admission for Second Semester (without late fee) | April | 7 | Council |
| | 3 | Graduate Research Committee | | 7 | Graduate Research Committee |
| | 3 | Final day to add First Semester unit without penalty/approval | | 8 | Graduation Ceremonies (Coffs Harbour) |
| | 9 | Academic Board | | 14 | Final day for withdrawal without failure – First Semester and year-long units (see Note 1) |
| | 10 | Final day for withdrawal without failure – Trimester 1 units | | 17–28 | Trimester 1 Examinations |
| | 17 | Final day to add First Semester unit, with late fee/approval | | 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 |
| | 20 | Board of Studies – Graduate College of Management | | 19 | School Boards – Business Law and Justice Nursing and Health Care Practices |
| | 21 | 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 | | 18 | School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples |
| | 21 | Good Friday | | 22 | Final day for enrolment in Trimester 2 units |
| | 24 | Easter Monday | | 22 | Census date – Trimester 2 |
| | 24–28 | Non-teaching Week (First Semester) | | 26 | Council |
| | 25 | Anzac Day | | 26 | First Semester Lectures Cease |
| | 28 | Trimester 1 Ends | | 31 | Final day to lodge Second Semester course transfer application without penalty |
| May | 4 | Academic Board | | | |
| | 5 | Board of Assessors (confirmation of final results) - Trimester 1 | May 29 to June | 2 | Study Vacation Week |
| | 5 | Graduate Research Committee | June | 1 | Final day for students who withdrew in First Semester to lodge an application for re- admission without late fee |
| | 6 | Graduation Ceremonies (Lismore) | | 5–16 | First Semester Examinations |
| | 8 | Trimester 2 Commences | | 9 | Graduate Research Committee |
| | 12–13 | Graduation Ceremonies (Lismore) | | 12 | Queen's Birthday Holiday |
| | 15 | Board of Studies – Graduate College of Management | | 16 | First Semester Ends |
| | 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 Management Social and Workplace Development | | 27–28 | Board of Assessors (confirmation of final results – all Schools and Colleges) – First Semester |
| | | | | 30 | Final day for withdrawal without failure – Trimester 2 units |
| | | | | 30 | Final day to lodge a Second Semester application for re- admission (with \$20 late fee) |
| | | | July | 6 | Academic Board |
| | | | | 7 | Graduate Research Committee |
| | | | | 10 | Second Semester Commences |
| | | | | 10 | Final day to lodge Second Semester application for re- admission (with \$75 late fee) |
| | | | | 10 | Final day to lodge Second Semester course transfer application (with \$25 late fee) |
| | | | | 17 | Board of Studies – Graduate College of Management |
| | 17 | School Boards – Business Law and Justice Nursing and Health Care Practices | | | |

| | | | | | |
|---------------|------|---|------------------|-----------|---|
| | 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 | | | Natural and Complementary Medicine Resource Science and Management Social and Workplace Development |
| | 19 | School Boards – Business Law and Justice Nursing and Health Care Practices | | 16 | School Boards – Business Law and Justice Nursing and Health Care Practices |
| | 20 | School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples | | 17 | School/College Boards – Tourism and Hospitality Management Indigenous Australian Peoples |
| | 21 | Council | | 18 | Trimester 2 Ends |
| | 21 | Final day to add Second Semester unit without penalty/approval | | 25 | Board of Assessors (confirmation of final results) – Trimester 2 |
| | 31 | Closing date for applications for re-admission for Trimester 3 | | 28 | Trimester 3 Commences |
| August | 4 | Graduate Research Committee | | 31 | Final day for withdrawal from Second Semester course/unit without incurring HECS liability |
| | 4 | Final day to add Second Semester unit with late fee/approval | | 31 | HECS liability assessed – Second Semester |
| | 7-18 | Trimester 2 Examinations | | | |
| | 15 | School Boards – Commerce and Management Contemporary Arts Education Exercise Science and Sport Management Humanities, Media and Cultural Studies Human Services Multimedia and Information Technology | September | 1 | Final Day for withdrawal without failure – Second Semester units (see Note 1) |
| | | | | 7 | Academic Board |
| | | | | 8 | Graduate Research Committee |
| | | | | 11 | Board of Studies – Graduate College of Management |
| | | | | 11 | Final day for enrolment in Trimester 3 units |
| | | | | 11 | Census date – Trimester 3 |
| | | | | 11-15 | Free Study Week (Second Semester) |
| | | | | 12 | School Boards – Commerce and Management Contemporary Arts Education Exercise Science and Sport Management Humanities, Media and Cultural Studies Human Services |

| | | | | |
|----------------|--|---------------------------------------|-----------------|---|
| | | Multimedia and Information Technology | 19 | School/College Boards – Tourism and Hospitality Management |
| | | Natural and Complementary Medicine | | Indigenous Australian Peoples |
| | | Resource Science and Management | 19 | North Coast National Exhibition Holiday |
| | | Social and Workplace Development | 20 | Final day for withdrawal without failure – Trimester 3 units |
| 13 | School Boards – Business | | 27 | Final day for lodgement of 2001 re-enrolment form without penalty (semester students) |
| | Law and Justice | | 31 | Closing day for applications for re-admission to First Semester 2001 |
| | Nursing and Health Care Practices | | November | 3 Second Semester Lectures Cease |
| 14 | School/College Boards – Tourism and Hospitality Management | | 6-17 | Second Semester Examinations |
| | Indigenous Australian Peoples | | 9 | Academic Board |
| 18-22 | Non-teaching Week (Second Semester) | | 10 | Graduate Research Committee |
| 22 | Council | | 13 | Board of Studies – Graduate College of Management |
| 25-29 | Non-teaching Week (Second Semester) | | 14 | School Boards – Commerce and Management |
| October | 2 Labor Day Holiday | | | Contemporary Arts |
| | 2-6 Study Vacation Week (Second Semester) | | | Education |
| | 7 Graduation Ceremonies (Lismore) | | | Exercise Science and Sport |
| | 13 Graduate Research Committee | | | Management |
| | 17 School Boards – Commerce and Management | | | Humanities, Media and Cultural Studies |
| | Contemporary Arts | | | Human Services |
| | Education | | | Multimedia and Information Technology |
| | Exercise Science and Sport | | | Natural and Complementary Medicine |
| | Management | | | Resource Science and Management |
| | Humanities, Media and Cultural Studies | | | Social and Workplace Development |
| | Human Services | | 15 | School Boards – Business |
| | Multimedia and Information Technology | | | Law and Justice |
| | Natural and Complementary Medicine | | | Nursing and Health Care Practices |
| | Resource Science and Management | | 16 | School/College Boards – Tourism and Hospitality Management |
| | Social and Workplace Development | | | Indigenous Australian Peoples |
| 18 | School Boards – Business | | | |
| | Law and Justice | | | |
| | Nursing and Health Care Practices | | | |

| | | |
|---------|---|--|
| | 17 Second Semester Ends | |
| | 24 Council | |
| Nov. | 27 | |
| to Dec. | 8 Trimester 3 Examinations | |
| | 28-29 Board of Assessors (confirmation of final results – all Schools and Colleges) – Second Semester | |
| | 30 Last day to lodge First Semester 2001 course transfer application without penalty | |
| | 30 Closing date for applications for re-admission for Trimester 1, 2001 | |

December 8 Trimester 3 Ends

| | |
|----|--|
| 8 | Graduate Research Committee |
| 15 | Board of Assessors (confirmation of final results) – Trimester 3 |

Notes:

- For withdrawal in Professional Studies units in the Bachelor of Education course see Enrolment Rule 12(3).
- Dates of public holidays are subject to confirmation.
- Education Practicum Dates*:*
Graduate Diploma of Education (Secondary)
First Semester: May 15 to June 2 – (3 week block)
plus 10 days throughout First Semester
Second Semester: August 7 to September 1 – (4 week block)
Bachelor of Education (Primary)
First Semester: No fixed practicum requirements
Second Semester:
First year students October 16 (3 week block) to November 3
Second year students October 23 (3 week block) to November 10
Third year students October 23 (3 week block) to November 10
(NB Year 2 and 3 students to complete five additional single days – to be negotiated between student and placement school in second semester.)
Fourth year students August 7

| | |
|---|----------------------------|
| (4 week block) | September 1 |
| <i>Bachelor of Education (Technologies)</i> | |
| Second Semester: | |
| First, second and final year students (School Experience/ Internship) | September 4 to September 8 |
| | October 9 to October 13 |
| (Block Practicum) | October 16 to October 27 |

4. *Bachelor of Nursing*

First year students (Clinical Nursing Studies I and II) on campus clinical with some arranged clinical visits.

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

Second year students (Clinical Nursing Studies IV) attend two two-week or one four-week mentor-arranged clinical practicum (MACP) in hospitals either locally or at a distance (to be undertaken in breaks between First and Second Semesters of Year 2 and/or Second Semester Year 2 and First Semester, Year 3).

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-week clinical blocks in hospitals at a distance from Lismore. Dates for the clinical blocks are:

| | |
|-----------------|-------------------------|
| First Semester | May 1 to May 19 |
| Second Semester | October 9 to October 27 |

5. *NSW School Terms 2000*

| | |
|-------------|--|
| First Term | Friday, January 28 to Friday, April 14 |
| Second Term | Monday, May 1 to Friday, June 30 |
| Third Term | Monday, July 17 to Friday, September 8 |
| Fourth Term | Tuesday, October 3 to Tuesday, December 19 |

* Subject to confirmation.

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) (to 3/2000)

Professor John Anthony Rickard BSc, PhD(Lond), ANZAM, FIMA (from 3/2000)

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 the University**

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

1999

Robert Maurice Jules Marie Cailliau
IrBWE(Ghent), MSc(Mich)

The Honourable Virginia Anne Chadwick BA,
DipEd(N'cle)

The Honourable Andrew John Rogers QC,
LLB(Hons)(Syd)

☐ **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

1999

George William Hanna BBuild(Hons)(UNSW)

☐ **Emeritus Professors**

1999

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

Full-Time Staff of Southern Cross University as at 1st November, 1999

□ VICE-CHANCELLOR'S OFFICE

Vice-Chancellor

Prof. B.E. Conyngham AM, MA(Hons)(Syd),
DMus(Melb) – to 3/2000

Prof. J.A. Rickard BSc(Lond), PhD(Monash),
ANZAM, FIMA – from 3/2000

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

Media Liaison Officer

R.H. Osborne BA

Personal Assistant to Vice-Chancellor

E.J. Mead

Project Co-ordinator/Web Administrator

M.L. Hodgkinson – on leave to 6/2000
I. Weiss

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

K.M. Short

Assistant to Deputy Vice-Chancellor

L.M. Halliday – on leave to 4/2000
L.L. O'Sullivan

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 AssocDipBus(Southwest TAFE)

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 AssocDegMangt&ProfStudies

Administrative Assistant

Vacant

□ 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 Officer

H.J. Callan

Dentist

P. Grunert DMD(Ruprecht-Karl)

Dental Assistants

W.M. Carey

N.C. Newton

**Indigenous Australians Employment Strategy
Co-ordinator**

N. Jenkins BBus, DipEd

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

Vacant

International Marketing Manager

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

Lecturer – Academic SupportR.P. Graham BA(Syd), GradDipEd(STC),
GradDipTeachLib(KCAE)**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 – on leave to 2/2000

T.L. Davern

Academic Programmes Division**Head (Acting)**

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

Administrative Assistant to Head

J. Olive

Senior Lecturers

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

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

Lecturers

W.G. Fisher BEd(JamesCook), BLegS(Macq)
G.F. Martin BA(Monash)

Associate Lecturers

E.A. Lewis AssocDegHlthSc(NE)
R.C. Lynwood BA(UNSW)
C. O'Brien BEd(MelbCAE)
M.L. Townsend-Cross BA
G.R. Woods BSc, GradDipEd

Administrative Assistant (External Studies)

J.L. Stephens

Administrative Assistant (Academic)

Vacant

Student Support and Access Team Co-ordinator

L. Emzin DipCommMangt(Macq)

Administrative Assistant (Co-ordinator)

Vacant

Administrative Officers

S.G. Reynolds
D.G. Williams
A.P. Faulkner

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) – to 3/2000

Secretary of Board

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

Administrative Assistant

K.M. Short

□ GRADUATE COLLEGE OF MANAGEMENT

Director

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PhD(JamesCook)

Director of Research

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

Director of Workplace Research, Learning and Development Institute (WoRLD)

Vacant

Professors

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

Senior Lecturers

K.C. Dundas MCom(UNSW), MBA(UTA),
DipEd(Syd), DipFinMangt(NE)
Vacant

Lecturers

M.E. Askew BSc(Hons), MBA(Manc)
S.L. Marks BSc(Syd), BA(UNSW),
GradDipORDist(UTS), MBA, MASOR,
MANZAM

Manager, Administration and Finance

F.V. Carter BCom(Melb)

Head, Courseware Development Services

Vacant

Finance Officer

Vacant

Marketing and Alumni Officer

R.P. Mott BA(Qld), MBA(QUT)

Executive Officer

J.A. Saxon

External Studies Officers

M.R. Alexander

M.L. Laurie

W.M. McKenzie BA(NE)

P.J. Price

K.L. Williams BSc(UNSW)

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 ManagerAssoc. Prof. D.C. Davis BAgEc(NE), MSc(Lond),
PhD(Qld)**Research Methodologist**

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

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

Research Scientists

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

A.T. Akula MSc(Gujar)

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

R. Kota BSc(Madr), MSc(RDV), PhD(Syd)

A. McLauchlan BSc(UTS)

K.D. Scott BSc(Hons), PhD(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)A.N. Muirhead BSc(Flin),
GradDipBiochem(UNSW)**□ SCHOOL OF BUSINESS****Head of School**D.T. O'Brien BScAgr(Syd), MSc(Manit),
PhD(Oregon)**Administrative Officer**

C. Davis

LecturersJ.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), ASAS.A. Moffatt BSc, DipEd(Syd),
GradDipEconometrics, MEc(NE)

□ SCHOOL OF COMMERCE AND MANAGEMENT

Head of School

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

Professor

D.R.S. Scott BSc(Rhodes), MBA, PhD(Witw),
FAMS – Study leave 8/2000 – 3/2001

Associate Professor

Vacant

Administrative Officer

S. Nourse BBus(NRCAE) – on leave

Administrative Assistants

D.L. Browning

L.P. Leeson

A.J. Nano

L.J. Nugent

M.P. Walker

Senior Lecturers

Y. Alizadeh BA(IAATeheran), MBA(StJohnsNY),
DipFinMangt, MEc(NE), DBA, CPA

K.C. Dundas MCom(UNSW), MBA(UTA),
DipEd(Syd), DipFinMangt(NE) – on secondment

J.C. Lane MCom(UNSW), AAMI

J.E. Walton BSc(Hons), MSc, PhD(NE), CMath,
FIMA, CStat, FSS

Lecturers

R.J. Arnull MEc, DipFinMangt(NE), DBA, CPA

M.E. Askew BSc(Hons), MBA(Manc) – on
secondment. Study leave 1/2000 – 4/2000 and
9/2000 – 10/2000

P.R. Bakker BCom(SAfrica), MBus, ACA

L.J. Bowen BCom(Melb), MEd(Deakin)

M.J. Christensen BA(Macq), MBA(UNSW) –
Study leave 1/2000 – 7/2000

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 –
Study leave 7/2000 – 12/2000

S.L. Marks BSc(Syd), BA(UNSW),
GradDipORDist(UTS), MBA, MASOR,
MANZAM – on secondment

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

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) – Study
leave 7/1999 – 1/2000

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)

Associate Lecturers

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

M.J. Deacon BA

Technical Officers

D.J. Ewing BA

J.H. Pinkerton

T. Schmidt

□ 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) – Study leave
1/2000 – 6/2000

A.H. Hochman BA, DipEd(Syd), BA(NRCAE),
MFA(UNSW)

K.G. Ravenswood – Study leave 7/2000 - 1/2001

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)

S.M. Searle

□ SCHOOL OF EDUCATION

Head of School

M.J. Chaseling BMus(Adel),
GradDipEd(ArmCAE), MEd(NE) – Study leave
7/2000 – 12/2000

Director of Postgraduate Studies and Research

K.R. Skamp BSc(Hons), DipEd, PhD(Syd),
MEd(NE) – Study leave 7/2000 – 12/2000

Administrative Assistants

J.E. Adlington

J.L. Parry AssocDegSocSc

D.M. Williams

Associate Professor

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

Senior Lecturers

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

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

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

K.W. Seemann BSc DipEd(Hons), PhD(UNSW)

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

Lecturers

J.F. Connelly DipT(NRCAE), BSocSc(NE),
GDipEdSt, MEd(W'gong)

A.P. Graham MEd(T&D), PhD

R.N. Jennings TCert(WWTC), BA(NE),
GradDipIntSt(MtLCAE), MEd(Deakin)

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

C.L. Stores BEd(NE), MEdSt(SAust) – leave
1/2000 – 7/2000

□ SCHOOL OF EXERCISE SCIENCE AND SPORT MANAGEMENT

Head of School

T.J. Woods DipT(NRCAE), BEd(DDIAE),
MSA(Ohio)

Associate Professor

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.P. Weatherby BPharm(Hons), MSc, PhD(Syd),
MPS, MRACI, CChem

S. Zhou MEd(BeijingInstPhysEd), PhD(Melb) –
Study leave 1/2000 – 7/2000

Lecturers

D. Arthur BHlthSc(Hons)(NE)

R.H. Booker BA, DipEd(Macq), GDMgt,
MBA(UCQ), AIMM

T.J. Carroll BA(CCAE)

R.A. Meir AssocDipSptSc(NRCAE),
BAppSc(CCAE), MA(Deakin), CSCS

J.L. Skinner BEd(QUT), MBA(Bond)

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

Technical Manager

A.R. Hughes

Staffing and Finance Administration Officer

M.L. Stevenson

Administrative Assistant/Receptionist

E.R. Shead

Professor

Vacant

Associate Professor

Vacant

Senior Lecturer

Vacant

Lecturers

R. Mills BA(Qld), PhD(Griff)
R.B. Offord BA(Syd), BA(Hons), PhD
I.R. Slade
W. Sun MA(Canb), PhD(UWS)
A. Wessell BA(Hons)(UNSW)

Associate Lecturers

J. Bedford BA(Monash), DipTESL(PNG)
J. Conway MA(UTS)
G. Goggin BA(Hons)(Melb), PhD(Syd)
J. Lloyd BA(N'cle), BA(Hons)(UWSN)
P. Mann BA(Griff)

□ **SCHOOL OF HUMAN
SERVICES**

Head of School

H.C. Biggs BA(Hons)(Qld), PhD(Massey), MAPS
– to 2/2000

J.A. Griffiths BA(Qld), GradDipCounselling
(BCAE), MNA(UNSW) – from 2/2000

Director of Postgraduate Studies and Research

R.N. Van Der Veen BA(Wat), BSW(Hons)(Lake),
MSW(JamesCook)

Administration Officer

T. Welsh

Senior Lecturers

P.M. Gannon BA, DipEd, MSpEd(Macq),
PhD(Oregon)
D. MacLean BA, DipEd(Cant), MA(Massey),
DipSocSc(Well), PhD(ANU), ACIS

Lecturers

U.U.H. Bay MSW(Melb) – Study leave 2/2000 –
7/2000
H.G. Byrne RN, MN(NZ), CCC(Lond),
BEdNurs(ArmCAE), MHIthSc(NE), FRCNA
E.M. Nuske BSc(Hons)(Salf), MA(Brun)

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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 –
Study leave 7/2000 – 1/2001

Academic Programmes Co-ordinator

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

Administrative Assistant

A.P. Binge

Project Manager – On-line Project

E.J. Bartlett

Administrative Officers

J.T. Braby

W.E. Poole

A.M. Watt

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

C.P. Campbell BBus(Comm)(QIT), MSc(Griff),
PhD – Study leave 7/2000 – 12/2000

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

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

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 – on leave

Lecturers

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

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)

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

L. Kelly BA, LLB(UNSW)

□ SCHOOL OF MULTIMEDIA AND INFORMATION TECHNOLOGY

Head of School

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

Administrative Co-ordinator

T. Thorncraft

Administrative Officer

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. Dimbleby BSc(Hons)(Leeds),
GradDipEd(NCAE), MACS

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

Administration Officer

P.E. Bolzicco

Administrative Assistant – Student Affairs

F.H. Page-de Mars

Senior Lecturer

S.T. Hahn BA(UCSD), DipEd(Qld), PhD(QUT)

Lecturers

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

S.J. Evans BA, DipEd(LaT), MNIMH

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

H.B. Muggleston BSc(CalifStateLongBeach),
DipNutDiet(Syd)

S. Brownie

DipAppScNat(AcademyNatTherapies),
GradDipSc(Otago)

H. Wohlmuth BSc(Macq), ND

Senior Technical Officer

G.J. Callan BTC, AssocDipAppSc(QldTAFE)

Technical Officers

D.N. Duverge AssocDipAppSc(TAFE)

S.F. Miller AssocDipAppSc(NRCAE)

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

Professor

B.J. Taylor RN, RM, AssocDipNursEd(CCHS),
GradDipEdAdmin(HawthornInst), MEd,
PhD(Deakin), FCN, FRCNA – Study leave 7/2000
– 12/2000

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

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

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, FRCNA

R.P.S. Lo RN, BA, MSc(W'gong), PhD(NE), MCN,
ATCL, AMusA – Study leave 1/2000 – 6/2000

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

Vacant

Administrative Assistants

K.J. Symonds

S.F. Van Dugteren

□ SCHOOL OF RESOURCE SCIENCE AND MANAGEMENT

Head of School

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

Secretary to Head of School

Z. Garbutt BA(Qld)

Administrative Assistants

D.J. Smith

K.M. Toussaint

Administrative Officer

S.K. Weiss

Professors

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

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

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

Research Scientist

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

Associate Professors

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

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

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

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

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)

Lecturers

L. Davison BE, BSc, PhD(UNSW)

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

H.M. Rogers BSc(For)(Hons)(Aberd), PhD(Cant)

M.B. Whelan BAgSc(Qld)

Associate Lecturers

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

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

A.J. Reichelt-Brushett BAppSc(NE),
MSc(JamesCook), PhD

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)

C.A. Goodwin

R. Hasthorpe AssocDipAppSc(NRCAE)

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

G.O. Luker BAppSc

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

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

Administrative Officer

A.H. Auld – retiring 1/2000

Desktop Publisher

S.A. Bebbington – on secondment to 12/2000

Student Liaison Team

C.A. Baker (Team Leader) – on secondment to
5/2000

K. Rennie (Acting Team Leader)

K.L. Foster – on secondment

C.L. Harvey

S. White

Research Associate

D.P. Newton BA, GradDipEnvStud(Macq),
DipLib(UNSW)

Associate Professor

A.H. Ellis MSc, PhD(Syd), GradDipExt(HAC),
GradDipEdStud(MCAE), GradDipDistEd
(SACAE), BA, DipEd, DipContEd(NE) – Study
leave 7/2000 – 12/2000

Senior Lecturers

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

Lecturers

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)

E.J. Porter DipT(SA), BA(Hons), PhD(Flin)

T. Walther BA(UNSW)

Associate Lecturer

R.M. Irwin BA(LaT)

□ SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT

Head of School

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

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 ☞ on secondment

Receptionist

I.C. Blair

Research Officer

S.J. Hunt

Associate Professors

G.P. Brown BSc(PlymouthPoly),
MPhil(N'clePoly), PhD(TexasA&M)

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)

N. Hing BBus, MAppSc(NE)

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

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

MHCIMA

Lecturers

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

M.I. Christensen BA, DipEd(Macq)

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

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

K.T. Knox BA(Hons)(CLondPoly), PGCE(Lond),
MSc(Lanc), MHCIMA, MTS

J.L. McGibbon BA(Hons)(Syd), MA(Chic),
PhD(Macq)

Associate Lecturers

M.C. Day LLB(Syd)

M.A. Lawrence BBus

Y. Lee BBus(NE), DipEd(Flin), BA(Adel), MBus

B.M. Poole BAPsych(Clemson), MEd(T&D)

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

Internship Co-ordinator

M.A. Walo BBus(NE)

□ 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)

Lecturer

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

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. Broussard

Administrative Assistant

Vacant

Receptionist

University Library

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

University Librarian

Library - Lismore

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

H.J. Wood
Information Management Officer

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

Open Learning and Regional University Centres

B.M. Hansen BA(Syd), GradDipSocComm(HAC),
MED(NE)
Open Learning Manager

Vacant
Co-ordinator, University Centre – Clarence Valley

Vacant
Co-ordinator, University Centre – Tweed

M.M. Hayes BAg(Syd), GradDipDE(Deakin)
Co-ordinator, University Centre – Gold Coast

R.L.Smith
*Administrative Assistant, University Centre –
Gold Coast*

T.E. Voigt BEd(SCVRusden),
GradDipHlthEd(VictoriaCol), MPH(Monash)
Academic Co-ordinator, Port Macquarie Campus

A.C. Haylett
Administrative Assistant, Port Macquarie Campus

Information Technology

F. Archer BSc(Qld)
Director

M.T. Singleton MA, PhD
Project Manager - Year 2000

E.M. Kronen
Project Manager

M.K. Powell

Infrastructure Manager

A.D. Hill BBus(NE)

Senior Systems Administrator

Vacant

Project Manager

J.P. Gormley

Senior Systems Administrator

J.L. Zentveld BSc(NE)

Senior Systems Administrator

M. Angel

Information Technology Officer

G.V. Muldoon BBus(NE)

Software Engineer

S.L. Cocks

Information Technology Officer

D.J. Cook BBus

Information Technology Officer

T. Lane AssocDipIT(TAFE)

Information Technology Officer

L.J. Walford

Information Technology Officer

P.J. Loadsman

Information Technology Officer

G.E. Oliver

Systems Administrator

S.J. Bruggy BAppSc

Systems Administrator

L.J. Haber BAppSc

Information Technology Officer

B.G. Thomas

Information Technology Officer

Vacant

Information Technology Officer

A.S. Gulati

Systems Administrator

S.M. Gardner

Website Author/Trainer

M. Gillam

Manager, Operations

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

Online Research Officer

Vacant

Technical Officer

V. Cohen BBus(NE)

Software Engineer

Vacant

Administrative Assistant

K. Patterson

Website Designer

K. Broussard

Website Author/Trainer

Vacant

Website Designer

Vacant

Client Support Officer

Vacant

Client Support Officer

C.P. Steers

*Client Support Officer***Computer Services – Coffs Harbour***See Administrative Staff – Coffs Harbour*

□ Teaching and Learning Centre

Professor and DirectorM. Hayden BA, MEd(Monash), PhD(Melb),
MACE**Administrative Officer**

S. Coleman

Lecturers

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

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

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

S. Parry BBS, DipEd, PhD(LaT)

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

J. Regan BEd(GIAE), MEd

□ OFFICE OF EXECUTIVE DIRECTOR OF ADMINISTRATION

Executive DirectorM.H. Marshall BA(CCAE), MBA(CQU), CPA,
FTIA**Executive Officer**

D.B. Dare

Executive Director's Secretary

M.J. May

Statistics Officer

D.A. Johnston BSc(NE)

Statistical Assistant

A.F. Cameron BSc(Syd)

Publications Officer

G.R. Gow

Secretary, Academic Board

R.A. Fraser AssocDegLaw

Graduation Officer

A.L. James BHLthSc(NE)

Administrative Assistant

M.J. Bass

Receptionist

J.P. Underhill

□ Finance and Fabric Directorate

Director

S.M. Blackadder BCom(UNSW), CA

Director's Secretary

M.T. Sloane

Receptionist

J. O'Rourke

Financial Management

C.J. Toohey BBus(NRCAE), MBus, 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

C.A. Bagby
Debtors Officer

S.J. Arthur BCom(UNSW), CPA
Assistant Accountant Norsearch
Creditors Supervisor

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

Accounting Officer

L.E. Cason
Debtors Officer

V.R. Smith MNIA
Accounting Officer

Vacant
Transactions Audit Clerk

J.M. Betts
Creditors

G.A. Cadonetti
Creditors

J.M. Scicluna
Creditors

S. Stokes
Creditors

M.S. King
Creditors/Payroll

G.C. Gilligan 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

D.T. Sawtell
Technical Support Officer

Facilities Management

K. Fenton
Facilities Manager

M.J. Cooper
Capital Projects Manager

D.M. Coster
Communications Administrator

S.D. Henry
L.J. Rankin DipT(NE)
Communications Assistant (part-time)
A.C. Woodward
Communications Assistant (part-time)
B.R. Kelly
Communications Assistant
L.H. Tumbilis AssocDipAppSc(TropHort)(NTU)
Grounds Supervisor
B.J. McDonogh
Leading Hand (Grounds)
S. Barber
Grounds
B.J. Ellis
Grounds
S.A. Evans
Grounds
P.H. Gorry
Grounds
H.P. Crouch
Grounds
K.R. Smith
Grounds
L. Baker
Apprentice (Grounds)
A.L. Moran
Apprentice (Grounds)
G.A. Williams
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
Vacant
Facilities Clerk
J.B. Buckingham
Facilities Assistant

Communications 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)

Vacant
Administrative Assistant

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

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

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

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

□ Staffing Directorate

Director

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

Director's Secretary

T.L. Manning

H.R. Connellan
Administrative Assistant

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

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

D.A. Kildea MAHRI
Human Resources and Staff Development Officer

E.R. Marr BCom(Griff)
Administrative Assistant – Employee Relations
K.A. Mitchelson
Administrative Assistant – Employee Relations
L.M. Pike
Administrative Assistant
A.R. White
Administrative Assistant – Employee Relations

□ Student Administration Directorate

Director

K.H. Thurston BBus(NRCAE)

Director's Secretary

A. Jensen

Admissions Officer

J.E. Porter 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

B.M. De Re BSocSc

D.A. Fry DipT(NRCAE)

P.M. Kennedy BA(NE)

I.G. Kopping BA(NE)

External and Postgraduate Team

Team Co-ordinator

W.E. Mills

Administrative

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

F. Wilson

Trimester Team

Team Co-ordinator

D.H. Cahill BBus(NE)

Administrative

M.C. Jennison BAppSc(CCAE)

Information Services Team

Team Co-ordinator

C.F. Macfarlane BSc(BrCol)

Administrative

N.K. Andrews

H.N. Byrnes

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

J.G. Robinson

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)

L.M. Conte BBus(NE)

Administration Officer

G.D. Thompson

Maintenance Officer

C.A. Stone BBus

Accommodation Officer (Lismore)

D.M. Sims

Administrative Assistant (Lismore)

L.N. Eather

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

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

K. Hanna BBus
Professional Conference Organiser

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

❑ Communications Division

J.A. Watling
Reprographics Manager

R.J. Bennett
Production Officer

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

S. Brooke
Production Officer

J.C. Flood
Production Officer

P.J. Wardell
Production Officer

R.C. Smith
Production Officer

G.P. Kelly BSc(ANU)
Computer Systems Manager

❑ 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

Y.M. Capell

J.A. Eckford

T.M. Smithers

L. Waller BA(Canb)

Facilities Assistant

V. Hagelstein

❑ 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(Lib&InfoMgt)(CSturt)
User Services

J.C. Baker AssocDipA(TAFE), 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)

Desktop Systems Administrator

H. Mehlert DiplIng(TUBraunschweig)

Desktop Systems Administrator

A.P. Hattam

Network Operations Engineer

B.A. Connor CertComProg, CNA, ACNA

System Support Officer

P.T. Austin BAppSc, CNA, ACNA

System Support Officer

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

System Support Officer

L.E. Woodcock BAppSc

System Support Officer

□ ADMINISTRATIVE STAFF - PORT MACQUARIE

Director of University Studies

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

Academic Director

T.E. Voigt BEd(SCVRusden),
GradDipHlthEd(VictoriaCol), MPH(Monash)

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.

“Anti-requisite”

Means a unit which a candidate is not permitted to take because it is deemed to have too much in common with the unit in which the candidate is seeking to enrol.

“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”

An approved combination of six or more units in a subject area. Twelve or more units constitute a double major.

“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).

“Subject Area”

A generic term applied to the knowledge and skills relating to an art, science or branch of applied technology or to a specific activity e.g. history, mathematics, microprocessors, clinical practice.

“(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

Southern 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 2000 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.

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, or the Gungil Jindibah Centre on (02) 6620 3459.

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 Australian 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 of the Academic Board may be obtained from

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.

ABSTUDY PENSIONER EDUCATION SUPPLEMENT (PES)

The Pensioner Education Supplement (PES) is free of any income test. It may be paid to some 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). To be eligible for PES students must be studying at least 25% of a full-time workload.

In 2000 the Pensioner Education Supplement is \$60 per fortnight for new applicants and \$120 for continuing students studying the same course or articulated courses.

From 1st March, 2000 students with a study load of less than 50% will be paid \$30 per fortnight. Customers receiving Disability Support Pension, Invalidity Service Pension or income support supplement will be exempt from this change.

Further information about ABSTUDY can be obtained from 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 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 110 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 provided in a most modern Residential College at Coffs Harbour Education Campus. The first stage of Residential College comprises 64 tastefully furnished single study-bedrooms arranged in residential units of four bedrooms. Each unit has a furnished lounge and dining area and modern kitchen and toilet facilities.

A gymnasium and a tennis court 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 2000 charges vary from \$69 per week (5-6 bedroom unit) to \$70 per week (2-3 bedroom unit) per person for an academic year. In addition an annual deposit is payable.

Residential Scholarships

The Residential Colleges, in association with various academic Schools of Southern Cross University, offer up to 50 Residential Scholarships for the 2000 academic year to first-year undergraduate Australian students who are to study at Southern Cross University. These scholarships are awarded on academic merit and/or excellence of performance in an area relevant to the course of study of the student, and are available at Residential Colleges at Lismore and Coffs Harbour Campuses.

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 on accommodation and scholarships, and application forms, are obtainable by contacting:

University Residential Services
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

Telephone: (02) 6659 3703
Fax: (02) 6659 3733

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. 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 (telephone: (02) 6659 3703, fax: (02) 6659 3733).

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. It is particularly important to keep the University informed of your current address *until* you receive your certificate/award. 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 final assessment grade in any unit should contact the relevant Head of School or College **within fourteen days of formal notification** of the grade being queried. Should the student not be satisfied with the Head's determination, a formal appeal on the grounds outlined in the Assessment and Examination Rules contained in this Handbook, can be lodged with the Secretary, Academic Board Appeals Committee. 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 or trimester. 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 or trimester. **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.

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 by phone on 13 2490.

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. The Bookshop also provides a mail order service which is particularly useful for external students. 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 2000, 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 Adviser to give you advice on career and course planning. The Careers Adviser is located at the Lismore Campus, you can find out full details of the services of the Careers Office by phoning (02) 6620 3396, or students can visit the Careers website directly from the University home page <http://www.scu.edu.au> via the student intranet.

The Careers Adviser also attends the Coffs Harbour Campus where appointments can be made through Reception, Counselling and Student Support, telephone (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 Tuesday during semester at 1.00p.m. in the Chaplain's Office, Counselling and Support Services (Room F1.4).

CHILD CARE

Childcare is offered at the Lismore Campus through the Southern Cross University Children's Centre located in Rifle Range Road, Lismore. The Southern Cross University Children's Centre provides long day care and is licensed for 39 places.

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

The Student Representative Council (SRC) provides child care subsidies for children of students cared for by the Centre and other community based child care facilities. Details are available at the Southern Cross University Children's Centre (telephone (02) 6622 2616) or the SRC office at Shop 9, Goodman Plaza (telephone (02) 6620 3044).

Family day care is also available and further information is available through the SRC office.

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 undergraduate and postgraduate 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 2000 and indicates which units are taught at Coffs Harbour in 2000.

COLLEGE OF INDIGENOUS AUSTRALIAN PEOPLES

See *Aboriginal and Torres Strait Islander Student Support*.

COMPUTING FACILITIES

Computer facilities are available on campuses at Lismore (B Block), Coffs Harbour (A Block) and Port Macquarie, as well as at University Centres at Coolangatta, Murwillumbah, Grafton and Sydney. The facilities provide access to the Internet, E-mail and a full range of the Library's electronic services. In addition to this, modem banks are located at each of the above locations providing limited free access to the same services. Helpful professional staff are located within facilities to assist students with their computing needs. Information on the University's computing facilities and services can be obtained by calling (02) 6620 3698.

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 currently, one student. Council also has a number of sub-committees. A list of the current members of the Council appears in Part F of 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 assistance 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 Service** in Lismore on telephone (02) 6620 3943, or in Coffs Harbour at Level 1, F Block, telephone (02) 6659 3263.

breaches of discipline and for the conduct of a

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 Education and Training.

DENTAL SERVICE

The SRC Dental Service is a free service provided to all internal SRC members. The service is located in the Student Support offices in Goodman Plaza (Lismore Campus) and appointments can be made with Reception.

This service provides basic services such as check-ups, cleaning, scaling and minor procedures such as fillings. Denture and mouthguard fittings can also be arranged, though students will need to pay for the work undertaken by external dental technicians.

Further information is available from the SRC Office at Shop 9, Goodman Plaza or the Receptionist in the Student Support area.

NOTE: External students are not charged a dental levy in their Union fee, but are able to access the service by paying a dental levy of \$35. This can be done at Shop 5, Goodman Plaza.

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 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 or visit the Equity webpage at www.scu.edu.au/admin/equity.

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:

- ⑦ Enrolment in Units Additional to Course Requirements;
- ⑦ Non-Award (Miscellaneous) Enrolment; and
- ⑦ 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.

themselves with the Assessment and Examination Rules which are set out in the

Deadlines apply for lodgement of Enrolment Variation and Course/Unit Withdrawal forms. These are set out in the **Principal Dates for 2000** section of the Handbook.

EQUAL EMPLOYMENT OPPORTUNITY

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

EQUITY SCHOLARSHIPS

See *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 and trimester. 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 at least 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 at least 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

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. However, to comply with student visa requirement they must maintain a full-time student load for all but their final semester 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 each year in Lismore, Coffs Harbour and Port Macquarie. 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, 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 is \$3,463 per year for a full-time student in 2000;
- ⌚ for Mathematics, Computing, Other Health Sciences, Agriculture, Renewable Resources, Built Environment/Architecture, Sciences, Engineering, Processing, Administration, Business and Economics, the HECS

contribution was \$4,932 per year for a full-time student in 2000;

- ⌚ for Law, Medicine, Medical Science, Dentistry, Dental Services and Veterinary Science, the HECS contribution was \$5,772 per year for a full-time student in 2000.

In 2000 the amount payable by a continuing student undertaking a standard annual full-time programme of study is \$2,600. 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 after the census date.

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 census date given above. The exception to this is students who choose the "up front" payment option and provide their tax file number to authorise their institution to defer all or part of their HECS contribution for a semester if they fail to make a payment by the census date for that semester, their liability is deferred and will be paid off through the taxation levy.

A detailed information booklet on the Scheme, *HECS, Your Questions Answered 2000*, is available from the **Student Administration Office**.

HONOURS DEGREES

Honours degrees are awarded to students on the responsible for the provision and maintenance

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

The Information Technology Directorate forms part of the University's Information Services, alongside the University Library, Teaching and Learning Centre, Learning Assistance and Open Learning unit.

The Information Technology Directorate is of a significant broadband network linking

campuses and centres at Tweed Heads, Murwillumbah, Grafton, Coffs Harbour, Port Macquarie and Sydney. The Directorate provides and supports core systems and services to the University that include World Wide Web, E-mail, a network environment for over 1000 workstations, computing facilities at each of the University's campuses and centres, administration of the On-line Learning environment that enables Internet-based delivery of courses, promotion and communication of on-line teaching and learning and a full range of client support services for the information systems of the University. The Information Technology Directorate is located on Level 1 of A Block on the Lismore Campus.

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 (International +61 2).

LEARNING ASSISTANCE

See *"Teaching and Learning Centre"*.

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-number of commercial operations.

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 3366 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. A limited service will also be available on the Coffs Harbour Campus, commencing in 2000.

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

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 teleconferencing facilities for students resident in each area. Students make use of computers, modems, CD-ROM and on-line technologies to access Southern Cross resources (e.g. staff, library catalogues and ordering services) and the Internet resources in Australia and around the world. Staff at the Centres 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

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 assessor.

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 2000 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 2000

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

🕒 **Amlink Technologies**

\$6,000 scholarship available to a Bachelor of Business in Tourism applicant (Lismore Campus).

🕒 **Ballina Beach Resort**

\$15,000 scholarship available to a Bachelor of Business in Tourism applicant who will undertake their internship with Ballina Beach Resort.

🕒 **Casino RSM Club**

\$15,000 scholarship available to Year 12 school or TAFE students whose home address is Casino or Year 12 school or TAFE students studying at Casino/Bonalbo schools or college.

🕒 **Novotel Opal Cove**

\$15,000 scholarship available to a Year 12 school student or TAFE student studying their HSC in the Coffs Harbour region who wishes to undertake a Bachelor of Business in Hotel and Catering Management (Coffs Harbour Campus) and carry out the internship component of their course with Novotel Opal Cove.

🕒 **Summerland Credit Union**

\$15,000 scholarship available to Year 12 school or TAFE students from North Coast schools/colleges within the region bounded by Tweed Heads (north), Woodburn (south), and Woodenbong/Bonalbo (west). Special emphasis is placed upon meritorious performance under conditions of disadvantage.

🕒 **The North Coast Ad Agency**

\$15,000 scholarship available to a Bachelor of Arts with Media Communications Major applicant.

🕒 **The Xerox Shop - Lismore**

\$15,000 scholarship available to a Year 12 school or TAFE student studying their HSC in the Lismore region and who wishes to undertake a Bachelor of Information Technology.

🕒 **Tourism New South Wales**

\$15,000 scholarship available to a Year 12 student who wishes to undertake a Bachelor of Business in Tourism (Lismore Campus) and carry out the internship component of their course with Tourism New South Wales in the Government Sector.

Other industry scholarships may be available.

The Southern Cross University Industry Scholarships Scheme receives considerable sponsorship in the form of promotional support from NBN Television and The Northern Star newspaper.

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

Currently Awarded Industry Scholarships

- ⌚ **Amlink Technologies x 3 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.
- ⌚ **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.
- ⌚ **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.
- ⌚ **Fletchers Fotographics Undergraduate Scholarship**
Available to a student who achieves meritorious academic performance under disadvantage. Value \$15,000.
- ⌚ **Kirklands Coaches Undergraduate Scholarship**
Available to a student from Grafton north including Tenterfield and the Gold Coast. Value \$6,000.
- ⌚ **Norco Co-operative 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.

⌚ **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.

⌚ **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.

⌚ **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.

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. There are six book bursaries available, worth \$250 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 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, which is printed in Part F of this Handbook, is currently being amended to include two graduates of the University as members of Council. 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 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

① 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 provides 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 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 1950, 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 on the Lismore Campus: the Student Representative office located at Shop 9, Goodman Plaza and the SRC Print and Copy Shop located at Shop 5, Goodman Plaza.

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

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

The Union aims to be the social centre of the University community – a gathering place for all students, staff and visitors at Lismore Campus, and an information centre for those off campus.

The Union organises special events on campus for both student groups and staff. It subsidises life skills and leisure courses, trips and tours, entertainment, health and wellness programmes, academic dress, sporting and cultural events and the activities of its many sporting and special interest clubs and societies, as well as sponsoring representatives to State intervarsity, national and international sporting and cultural gatherings.

The Union also plays a major role in safety on campus, providing a free shuttle bus service around campus, town, and University residences.

At the Lismore Campus, a fully air-conditioned Union complex is situated near the main car parks where the Union operates a state-of-the-art Health and Fitness Centre (with lockers, showers and changing facilities), a registered travel agency, licensed bars, bistro, Function Centre and Union Office.

The Union also operates the Darrel Chapman Sports Centre, off Rifle Range Road at the other end of Lismore Campus, as well as the Union Shop in the Goodman Plaza where academic dress can be arranged for Graduation.

The Union has co-operative arrangements with other student organisations and University Centres, to ensure services are available for external students. These include its toll-free contact number, library search and copy services, free on-demand photocopying mail-out service, and Union Web site, with regional social functions details, publications, referral and other assistance. Access to the Union travel agency is available via the Web site, E-mail or 1800 number.

For more information about Union facilities and services, contact Union Reception on the ground floor of the Union building by telephoning (02) 66 22 2755 or 1800 068 314 or via the Web: www.unionscu.com, or via E-mail: manager@union.scu.edu.au.

STUDENT SUPPORT

Student Support Services provide careers advice, counselling, chaplaincy, student loans, and disability support services at Lismore and Coffs Harbour. A medical and dental service is also provided at Lismore. To contact the Student Support Centre please telephone (02) 6620 3943.

STUDENTS' ASSOCIATIONS

See *Student Organisations*.

STUDENT REPRESENTATIVE COUNCIL

See *Student Organisations*.

TEACHING AND LEARNING CENTRE

The Teaching and Learning Centre supports the mission of the University by designing, developing, implementing and evaluating a range of institution-wide initiatives concerned with improving the quality of teaching and learning at the University. The Centre delivers services as follows:

Provision 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. These services are provided by Learning Assistance staff who are 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 (telephone (02) 6659 3230). Learning Assistance staff have a self-instructional preparation for tertiary study package available.

Provision of seminars, training programmes and evaluations of courses, units and teaching for members of academic staff: Educational Development staff are located in the Health Sciences Building on the Lismore Campus (telephone (02) 6620 3177). Educational Development have a large range of resources available for review by members of the teaching staff.

Provision of professional advice and assistance

with the design and development of course material for distance education and in the utilisation of flexible modes of course delivery: Educational Design staff are located in the Health Sciences Building on the Lismore Campus (telephone (02) 6620 3177). These staff have advanced expertise in the design of units for on-line delivery.

TRAVEL CONCESSIONS

Full-time internal students without income other than student allowances may obtain fare concessions via a concession sticker on their student ID card 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.
- (e) Sydney metropolitan travel at any time.

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, Camden Haven and Macleay Valley 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.

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 Head of School, School of Human Services, the Field Education Coordinator and an Executive member of AIWCWs Newcastle Branch. To be eligible for an award, students will need to be completing, or 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:

- ① their activities within two field education placements;
- ② academic achievement in all units undertaken within their Bachelor of Social Science degree; and
- ③ contribution to their community.

The working party may merge the two awards into one award of \$200 for a graduating pathway student.

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

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

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.

* Prize value and criteria under review (subject to final approval).

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 Gordon Milne Memorial Prize – \$500 (for five years)

To be awarded by a working party which shall comprise the Port Macquarie Academic Co-ordinator, the Director of University Studies and the Examinations Officer. To be eligible for an award a student must have a home address in the Hastings Local Government area and have completed Year 12 from a Hastings Public High School the preceding year, be enrolled full-time or part-time in any Southern Cross University course offered with tutorials and/or lectures at the Port Macquarie Campus, and have demonstrated the best overall academic achievement on completion of their first year of studies at Southern Cross University.

Donated by Mrs V. Milne.

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.

Part B

General Rules

- ♦ Admission
- ♦ Enrolment
- ♦ Assessment
- ♦ Student Discipline
- ♦ Student Sanctions
- ♦ Miscellaneous

Generic Undergraduate Course Rules

- ♦ Generic Rules for all Undergraduate Awards
- ♦ Generic Rules in Business, Commerce and Management, Multimedia and Information Technology
- ♦ Rules for Bachelors Degrees with Honours (where Honours is taken as a separate year)

General Rules

☐ *Admission, Enrolment, Assessment, Student Discipline, Student Sanctions and Miscellaneous 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.
- 4. A course transfer shall not be approved unless the Head of School determines an appropriate programme of study is available.

2. Exclusion – Rules*

* *Currently under review.*

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*

* *Currently under review.*

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.

- (5) (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) 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

* Students are advised to consult the AUSTUDY entry in this Handbook.

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 student bodies shall be levied each semester on the basis of the student's enrolment as at the census date for that semester*.
- (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 pre-requisite 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

* *Subject to final approval.*

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 academic session excluding GST) | | | |
|---|-------|------|-------|
| <i>Lismore</i> | | | |
| Attendance Mode | Union | SRC | Total |
| | \$ | \$ | \$ |
| Full-time | | | |
| Semester | 125 | 49 | 174 |
| Trimester | 83 | 33 | 116 |
| Part-time | | | |
| Semester | 80 | 31 | 111 |
| Trimester | 53 | 21 | 74 |
| External# | | | |
| Semester | 33 | 15 | 48 |
| Trimester | 22 | 10 | 32 |
| <i>Coffs Harbour</i> | | | |
| Attendance Mode | | CHSA | Total |
| | | \$ | \$ |
| Full-time | | | |
| Semester | | 81 | 81 |
| Trimester | | 54 | 54 |
| Part-time | | | |
| Semester | | 63 | 63 |
| Trimester | | 42 | 42 |
| External# | | | |
| Semester | | 48 | 48 |
| Trimester | | 32 | 32 |
| <i>Port Macquarie</i> | | | |
| Attendance Mode | | PMSA | Total |
| | | \$ | \$ |
| Full-time | | | |
| Semester | | 78 | 78 |
| Trimester | | 52 | 52 |
| Part-time | | | |
| Semester | | 60 | 60 |
| Trimester | | 40 | 40 |
| External# | | | |
| Semester | | 48 | 48 |
| Trimester | | 32 | 32 |
| <i>Gold Coast</i> | | | |
| All Modes | | SRC | Total |

| | | |
|--|--|-------|
| Semester | \$ 48 | \$ 48 |
| Trimester | 32 | 32 |
| <i>Summer Sessions</i> | | |
| No fees payable for Summer Sessions in 2000. | | |
| <i>Exemptions</i> | | |
| A student shall normally be exempted from payment of fees in this Part if he/she, during the period of enrolment for which the fee is payable: | | |
| (a) | resides outside Australia, unless other contractual arrangements have been approved by the Vice Chancellor; | |
| (b) | is an inmate of a correctional institution. | |
| # | <i>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.</i> | |

Refunds:

Union, Student Representative Council/ Students' Association Fees only

Withdrawal from or Cancellation of Enrolment Semester-Based Courses*

* *Currently under review.*

(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. | |
| Prescribed fees | \$/unit |
| Doctor of - | |
| Business Administration | 1,800 |
| Business Administration (Off-shore) | 2,500 |
| Master of - | |
| 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 |
| Graduate Certificate in/of - | |
| 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 |
| Graduate Diploma in/of - | |
| 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. | |
| Associate Degree of - | |
| Banking and Finance | 700 |
| Non-award and miscellaneous units | |
| 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.*

| PART 3: OVERSEAS STUDENTS | |
|--|-----------|
| 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. | |
| Prescribed annual fees | \$ |
| Associate Degree in/of – | |
| Applied Science (Resource Technology) | 15,000 |
| 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 |

| | |
|---|--------|
| Bachelor of – | |
| 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 | 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 Hotel and Catering Management | 11,000 |
| Business in Tourism | 11,000 |
| Business in Tourism (Honours) | 11,000 |
| 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 Management | 7,500 |
| Human Movement Science | 13,000 |
| Human Movement Science (Honours) | 13,000 |
| Human Services | 10,000 |
| 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 and Justice Studies | 10,000 |
| Management | 10,000 |
| Management and Professional Studies | 9,600 |
| Mathematics and Computing | 10,000 |
| Mathematics and Finance | 10,000 |
| Multimedia | 10,000 |
| Naturopathy | 15,000 |
| Nursing | 11,000 |
| Nursing (Honours) | 11,000 |
| Social Science | 10,000 |
| Social Science (Honours) | 10,000 |
| Teaching | 10,000 |
| Visual Arts | 10,000 |
| Graduate Certificate in/of – | |
| Business Administration* | 6,400 |
| Convention and Event Management | 6,400 |
| Educational Multimedia* | 5,600 |
| Health Science | 6,000 |
| Information Systems* | 5,600 |

| PART 3: OVERSEAS STUDENTS (continued) | |
|---|--------|
| Information Technology* | 5,600 |
| International Business* | 6,400 |
| International Hotel Management | 6,400 |
| International Tourism Management | 6,400 |
| Management* | 6,400 |
| Organisational Development and Training | 5,000 |
| Professional Development | 10,000 |
| Graduate Diploma of - | |
| Business Administration* | 12,800 |
| Convention and Event Management | 12,800 |
| Education (Secondary) | 10,000 |
| Educational Multimedia* | 11,200 |
| Educational Studies | 10,000 |
| Health Science | 12,000 |
| Information Systems* | 11,200 |
| Information Technology* | 11,200 |
| International Business* | 12,800 |
| 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 |
| Master of - | |
| Accounting Studies* | 18,000 |
| Arts | 12,000 |
| Business | 12,000 |
| Business Administration* | 19,200 |
| Convention and Event Management | 19,200 |
| Education | 10,000 |
| Educational Multimedia* | 16,800 |
| Education (by research) | 12,000 |
| Education (Training and Development) | 10,000 |
| Health Science | 12,000 |
| Information Systems* | 16,800 |
| Information Technology* | 16,800 |
| International Business* | 19,200 |
| International Hotel Management | 19,200 |
| International Tourism Management | 19,200 |
| Laws | 12,000 |
| Management* | 19,200 |
| Organisational Development and Training | 10,000 |
| Science | 15,000 |
| Doctor of - | |
| Business Administration (semester option)# | 13,200 |
| Business Administration (on-campus)* | 18,600 |
| Doctor of Philosophy in - | |
| Arts | 12,000 |
| Business and Computing | 12,000 |
| Education, Work and Training | 12,000 |
| Exercise Science and Sport Management | 18,000 |
| Tourism and Hospitality Management | 12,000 |
| Health Science | 15,000 |
| Law and Criminal Justice | 12,000 |
| Natural and Complementary Medicine | 18,000 |
| Resource Science and Management | 18,000 |
| Semester Study Abroad Program | 5,850 |
| (includes a non-refundable administration fee of \$1,150) | |

| | |
|---|-------|
| Miscellaneous Fee | |
| World Wide Web units (per unit) | 1,250 |
| * Courses offered on a trimester basis. All other courses are semester-based. | |
| # On-campus. | |

Refunds: Tuition Fees - Overseas Students

If the event described occurs, the student concerned shall be entitled to the refund of fees indicated:

- (a) Full refund of 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 as well as any cost incurred by the University's agent in recruiting the student.
- (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 from course:
 - (i) Commencing Students

more than four weeks before the start of the semester or trimester all tuition fees paid are refundable less an administrative fee of 10% of the tuition fee applicable to that semester or trimester and any agent's fee that may have been incurred plus a full refund of fees paid in advance in respect of a following semester or trimester;
 - (ii) Continuing Students

before the start of the semester or trimester the student shall be entitled to a full refund of tuition fees applicable to the semester or trimester and a full refund of fees paid in advance in respect of a following semester or trimester;
 - (iii) Commencing and Continuing Students
 1. on or before the last day of the fifth week of 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;

2. after the last day of the fifth teaching week of the semester or trimester, the student will not be eligible for any refund of the fee applicable to that semester or trimester but will be eligible for a full refund of fees paid in advance in respect of a following semester or trimester.
- (d) If the Director of Student Administration receives from a student written notice of withdrawal from a unit or units representing less than withdrawal from course:
- (i) on or before the last day of the second teaching week of the semester or trimester the student shall be entitled to a full refund of the tuition fee applicable to that/those unit/s;
 - (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/those unit/s;
 - (iii) for whatever reason beyond the fifth teaching week of the semester or trimester, the student shall not be eligible for a refund of the fee paid for that/those unit/s.

| PART 4: ADMINISTRATIVE CHARGES (to be paid before the necessary action can be processed) | |
|---|-----|
| | \$ |
| 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 | 50 |
| 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" or "the Head of School" means the Head of the relevant School or Director of the relevant College, or an academic staff member designated by the Head, or Director, to act on behalf of the Head or Director;
- (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;
- (k) all references to "School Board" should be read additionally as references to "College Board";
- (l) the "Board of Assessors" means the academic staff of the School or College who are unit assessors meeting to determine grades.

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 Library 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 that 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;
 - (xi) a statement of the criteria against which performance in assessment tasks will be judged.

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 refers to the conditions under which variations to assessment tasks or requirements may be made to accommodate the needs of students with disabilities. 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 onus is on a student with a disability who wishes to seek variations to assessment tasks or requirements to bring this matter to the attention of the Disabilities Liaison Officer in accordance with the University's "Policy on Academic Adjustments for Students with Disabilities".

- (a) Procedures for students registered under the "Policy on Academic Adjustments for Students with Disabilities" as having a disability shall be those specified in that Policy. Once a determination is made under the Policy concerning variations to assessment tasks or requirements for a student with a disability, these variations shall be available throughout the period of enrolment unless changed in accordance with the Policy.
- (b) All students with disabilities who are not registered under the Policy and who seek accommodation for a disability must contact the Disabilities Liaison Officer. An application for a special examination or special consideration in a unit does not relieve the student of this onus.

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. An Incomplete notation shall be converted to a grade as soon as possible, and by no later than two years of being recorded. If the Incomplete is not converted by that time, a Fail shall be recorded.
- (b) Special Consideration in the End-of-Unit 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 student, the unit assessor and the Director of Student Administration of the outcome. A student shall not normally be granted special consideration in an end-of-unit examination unless the student has complied with all other compulsory assessment requirements in that unit.
 - (v) Where a student has been granted special consideration in relation to an end-of-unit examination, the student may choose to:
 - sit the end-of-unit examination and be considered under the provision in Rule 6(c)(iv); or
 - not sit the end-of-unit examination and be granted a special examination.
 - (vi) 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, either decide the student's final grade or, in exceptional circumstances, recommend to the Board of Assessors that the student be granted further assessment prior to determination of the final grade. The Head of School shall ensure that all applications are retained for a period of six (6) months.

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) A student who wishes to change their examination venue within two weeks of commencement of the examinations period shall be required to pay a fee as prescribed by the Director of Student Administration.
- (c) 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.

- (d) Students granted a special examination within two weeks prior to commencement of the special examinations period may be required by the Director of Student Administration to sit the special examination in the subsequent examination period.
- (e) Internal students are required to return to the University to sit a special examination, unless prior arrangements for an alternative venue have been approved in writing by the Director of Student Administration.

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 assessor, 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 into the examination room their student identification card or any other photo identification card.

(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 inquiry, 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

- (a) The assessment mode for a unit may be either graded or ungraded, as specified in the unit statement.
- (b) A student who satisfactorily completes a graded unit shall be awarded a grade of High Distinction, Distinction, Credit, Pass or Terminating Pass. A student who satisfactorily completes an ungraded unit shall be given a notation of Satisfied Requirements. A student who does not satisfactorily complete either a graded or an ungraded unit shall be given the grade of Fail or the notation of Incomplete, Special Examination or Not Available.
- (c) For year-long units, the assessment notation applicable in the first semester shall be Continuing Unit. The assessment grade or notation applicable in the second semester shall be as specified in Rule 9(b).
- (d) For Thesis/Project units, the assessment notation at the end of each semester or trimester, until such time as the unit is successfully completed, is Continuing Unit. 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.

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. Graded Units - Percentages and Distribution

- (a) The following scale of equivalence of grades to percentage marks shall normally apply:

| | |
|------------------|--------------|
| High Distinction | 85 and above |
| Distinction | 75-84 |
| Credit | 65-74 |
| Pass | 50-64 |
| Fail | Below 50 |
- (b) In determining the final grades for students in a unit, the Board of Assessors may seek justification from the unit assessor in such instances as where the percentage of High Distinctions and Distinctions combined for the unit exceeds 20 per cent or where the percentage of Fails exceeds 20 per cent.

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 Board of Assessors meetings. Unit assessors shall check that the grades shown are correct. Any incorrect grades shall be corrected at the Board of Assessors meeting.
- (e) The Board of Assessors shall consider the grades recommended for each student and shall determine the final grade in each unit, provided always that:
 - (i) the Board of Assessors, before determining such final grades, may refer for advice the recommended grades to a meeting of such assessors as the Board may determine;
 - (ii) the Board of Assessors 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 Board of Assessors, the Head of School may confirm grades executively.
- (f) A grade determined by the Board of Assessors 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.
- (i) Where a student has taken a special examination, the unit assessor concerned shall normally submit to the Head of School within ten (10) days of the examination a grade for the unit, which the Head of School may confirm executively.

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 Director of Student Administration and the student in writing, normally within fourteen (14) days 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:

$$GA = \frac{\sum (G.V)}{\sum (V)}$$

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.

GENERIC RULES FOR ALL UNDERGRADUATE AWARDS

1. Qualification for Admission

- (a) Applicants for admission to candidature in any undergraduate award (Certificate, Advanced Certificate, Associate Degree or Bachelor's degree) shall have gained the NSW Higher School Certificate, or

equivalent, and have attained at the examination for that Certificate the Universities Admissions Index necessary to gain entry to that undergraduate award, or have been granted consideration for admission under a special entry category as set out in the University's Admission Rules; or

- (b) shall have gained additional admission requirements as set out under specific award rules.

The University's Admission Rules are set out in detail in Part B of the University Handbook.

2. Duration of Course

Normally, unless the relevant School Board otherwise determines, a candidate for a:

- (a) 32 unit Bachelor's degree must complete the course in not more than 10 years;
- (b) 24 unit Bachelor's degree must complete the course in not more than 8 years;
- (c) 16 unit Associate Degree must complete the course in not more than 6 years;
- (d) 8 unit Diploma/Advanced Certificate must complete the course in not more than 3 years;
- (e) 4 unit Certificate must complete the course in not more than 2 years.

3. Enrolment

Normally, unless the relevant School Board otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each session;
- (b) a candidate shall not enrol for the equivalent of more than four (4) units in any one session; provided that where the School Board's discretion is exercised such candidate shall be permitted to enrol in not more than five (5) units.

At the further discretion of the School Board, and then only in exceptional circumstances, a candidate may be permitted to enrol in not more than six (6) units in any one session.

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. Admission to an Award

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

6. Requirements for an Award

Normally, unless the relevant School Board otherwise determines:

- (a) A candidate for a Bachelor's degree must complete not less than the equivalent of either twenty-four (24) units or thirty-two (32) units as detailed in the Rules for specific awards. A candidate for a double degree must complete either thirty-six (36) or forty (40) units as detailed in the Rules for specific awards.
- (b) A candidate for an Associate Degree must complete the equivalent of sixteen (16) units as detailed in the Rules for specific awards.
- (c) A candidate for a Diploma must complete the equivalent of eight (8) units as detailed in the Rules for specific awards.
- (d) A candidate for a Certificate must complete the equivalent of four (4) units as detailed in the Rules for specific awards.
- (e) Schedules of Units and information regarding approved or necessary combinations of units (e.g. core, major or minor requirements), are detailed in the Rules for specific awards.

7. Advanced Standing/Credit Transfer/Professional Experience

- (a) A School Board may grant a candidate advanced standing or credit transfer for units in an award on the basis of work or units successfully completed at this University, or another tertiary institution acceptable to the School

Board, within the previous ten years; or on another basis (e.g. demonstrated professional achievement), the principle of which is acceptable to the Academic Board. Any such advanced standing or credit transfer will not normally exceed 50% of the equivalent unit requirements for the award. Any additional details concerning approved potential levels of advanced standing are listed in the Rules for specific awards.

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 BUSINESS (Abbreviated title: BBus)

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Accounting degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) nineteen (19) units from Part A of the Schedule of Units attached to these Rules;
 - (ii) three (3) units from Part B of the Schedule; and
 - (iii) two (2) elective units.
- (g) To be eligible for the award of the Bachelor of Accounting and Finance degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) eighteen (18) units from Part A of the Schedule of Units attached to these Rules;
 - (ii) three (3) units from Part B of the Schedule; and
 - (iii) three (3) units from Part C of the Schedule.
- (h) To be eligible for the award of the Bachelor of Accounting and Information Systems degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) seventeen (17) units from Part A of the Schedule of Units attached to these Rules; and
 - (ii) seven (7) units from Parts B and C of the Schedule, including not less than three (3) units from each.
- (i) To be eligible for the award of the Bachelor of Business degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) for the general Bachelor of Business - General Degree:
 - twelve (12) units from Part A of the Bachelor of Business - General Degree Schedule of Units attached to these Rules; and
 - eight (8) units from Part B (a) of the Schedule, including not less than three (3) units from section (a)(ii), plus any four (4) elective units.

- (ii) for the Bachelor of Business with designated single majors:

twelve (12) units from Part A of the Bachelor of Business - General Degree Schedule of Units attached to these Rules; and

eight (8) units from the one of the single majors listed in section (b)(i) of the Schedule, plus any four (4) elective units, *or*

six (6) units from the one of the single majors listed in Part B (b)(ii) of the Schedule, plus six (6) units from the list in Part B (a), including not less than three (3) units from (a)(ii).

- (iii) for the Bachelor of Business with designated double majors:

eleven (11) units, excluding unit MN114 Strategic Management, from Part A of the Bachelor of Business - General Degree Schedule of Units; and

thirteen (13) units drawn from two relevant majors in Part B (b)(i) of the Schedule which 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 undertaking the Media/Marketing double major must include the Media units listed in Part B (c) of the Schedule.

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 areas listed in Part B (c) of the Schedule.

- (j) To be eligible for the award of the Bachelor of Management degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
- (i) twenty-two (22) units from the Schedule of Units attached to these Rules; and

- (ii) two (2) elective units.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) Candidates who have completed an Associate Degree of this University may be granted advanced standing for up to sixteen (16) units.
- (c) Candidates shall not be granted advanced standing for more than sixteen (16) units.
- (d) Candidates holding the TAFE Diploma of Retail Management may be granted advanced standing for up to twelve (12) units only towards the Bachelor of Business major in Retail, subject to the electives chosen in the Diploma, and/or the completion of an appropriate post-TAFE bridging unit offered by the University.
- (e) Candidates who are granted advanced standing for units MA051 Business Mathematics and MA115 Statistics and who hold the Diploma of Retail Management must normally complete the appropriate post-TAFE bridging unit offered by the University.

Schedule of Units

BACHELOR OF ACCOUNTING

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

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

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

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

(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
 MN319 Buying

(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

(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
 DP245 Principles of 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.

Retail

MN121 Human Resource Management I
LA105 Marketing Law and Ethics
MN319 Buying*
MK105 Sales Management
MN116 Industrial Relations
MK110 Retail Marketing*
DP230 Information Resources Management
MN159 Project Management

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

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)
Retail
Small Business Management

Students undertaking 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

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
MN156 Leadership
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.

Part C

Schools and Courses

- ♦ Introduction
- ♦ 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

When quoting Southern Cross University as the awarding institution, graduates should use the abbreviation SCU.

The abbreviated title for each course is listed with the course name, in this section.

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, MEc(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. At present the School is in partnership with the Institute of Business Studies in Papua New Guinea offering units within the Bachelor of Business programme. 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 Business (general)
- ⌚ Bachelor of Business (Accounting)
- ⌚ Bachelor of Business (Computing)
- ⌚ Bachelor of Business (Economics)
- ⌚ Bachelor of Business (Marketing)
- ⌚ Bachelor of Business (Retail)
- ⌚ Bachelor of Business (double major option)
- ⌚ Bachelor of Business with Honours
- ⌚ Bachelor of Management†
- ⌚ Bachelor of Agribusiness
- ⌚ Bachelor of Accounting/Bachelor of Information Technology†
- ⌚ 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)#
- Bachelor of Business (with Politics)#
- Bachelor of Business (International Business)#

* 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, Politics, International Business and Human Resource Management majors are available on an external basis only.

BACHELOR OF ACCOUNTING **(Abbreviated title: BAcc)**

Introduction

The Bachelor of Accounting provides an opportunity for students enrolled in the Bachelor of Business to convert to a specialist degree on completion of a number of advanced units in Accounting. Students wishing to take this option will need to transfer from the Bachelor of Business to the Bachelor of Accounting no later than two-thirds of the way through their course.

It should be noted that it is possible to combine a Bachelor of Accounting with a Bachelor of Information Technology 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

The 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.

The structure of the Bachelor of Accounting consists of ten units of core required to support the Accounting Major in the Bachelor of Business, plus the eight units of the Accounting Major in the Bachelor of Business, plus any three from the following list:

| | |
|-------|--------------------------------------|
| AC148 | Advanced Financial Reporting |
| AC131 | Advanced Auditing |
| AC134 | Advanced Taxation |
| AC154 | Advanced Finance and Risk Management |
| DP222 | Computer Control, Audit and Security |

Electives

The remaining three units can be chosen 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 degree of Bachelor of Accounting 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 is currently undergoing a review and some changes are likely to be made to the information provided below. Prospective students are advised to contact the School for further information.

The Bachelor of Business has been designed to allow for flexibility of study and to prepare students for careers in such fields as accounting, computing, business information systems, finance, human resource management, international business, economics, marketing, politics, and retail. A general Business degree can also be selected. 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, retail and marketing etc. may be studied as single majors and in conjunction with other fields for a double major. Some popular double majors are Accounting and Computing, Accounting and Retail, 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) successfully completed the NSW TAFE Certificate IV in Agribusiness or Diploma of Agribusiness.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Agribusiness degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) the twelve (12) units selected from Part A of the Schedule of Units attached to these Rules; and
 - (ii) all units listed under the relevant strand in Part B of the Schedule; and
 - (iii) for candidates undertaking the Production Management strand, two (2) units selected from Part C of the Schedule; or
 - (iv) for candidates undertaking the Environmental Management strand or Marketing strand, three (3) units selected from Part C of the Schedule.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have completed the requirements of the TAFE Certificate IV in Agribusiness may be granted advanced standing for up to eight (8) specified units in the Bachelor of Agribusiness.
- (c) Candidates who have completed the requirements of the TAFE Diploma of Agribusiness may be granted advanced standing for up to twelve (12) specified units in the Bachelor of Agribusiness.
- (d) At its discretion, recognising special circumstances, the School Board may grant a candidate advanced standing for up to four (4) units in addition to

any advanced standing provided for in the Rules.

- (e) Notwithstanding the above, no student may be granted advanced standing for more than sixteen (16) units.

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

| | |
|-------|----------------------------------|
| 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

| | |
|-------|------------------------------|
| 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

| | |
|-------|--------------------|
| 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.

† Not offered in 2000.

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 programmes listed below. All business programmes are currently undergoing a review and changes are likely to be made to the information in this Handbook. Prospective students should contact the Business Programs Team in the School for course information for 2000.

- ⌚ Bachelor of Accounting
- ⌚ Bachelor of Business (general)
- ⌚ Bachelor of Business with Honours
- ⌚ 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 (with Politics)
- ⌚ 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#

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 ACCOUNTING (Abbreviated title: BAcc)

Introduction

The Bachelor of Accounting provides an opportunity for students enrolled in the Bachelor of Business to convert to a specialist degree on completion of a number of advanced units in Accounting. Students wishing to take this option will need to transfer from the Bachelor of Business to the Bachelor of Accounting no later than two-thirds of the way through their course.

It should be noted that it is possible to combine a Bachelor of Accounting with a Bachelor of Information Technology 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

The 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.

The structure of the Bachelor of Accounting consists of ten units of core required to support the Accounting Major in the Bachelor of Business, plus the eight units of the Accounting Major in the Bachelor of Business, plus any three from the following list:

| | |
|-------|--------------------------------------|
| AC148 | Advanced Financial Reporting |
| AC131 | Advanced Auditing |
| AC134 | Advanced Taxation |
| AC154 | Advanced Finance and Risk Management |
| DP222 | Computer Control, Audit and Security |

Electives

The remaining three units can be chosen 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 degree of Bachelor of Accounting 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 is currently undergoing a review and some changes are likely to be made to the information provided below. Prospective students are advised to contact the School for further information.

The Bachelor of Business has been designed to allow for flexibility of study and to prepare students for careers in such fields as accounting, computing, business information systems, finance, human resource management, international business, economics, marketing, politics, and retail. A general Business degree

can also be selected. 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.

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 Retail.**

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 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:

- 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,
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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Accounting, Bachelor of Information Technology combined degree a candidate shall successfully complete not less than thirty-six (36) units comprising:

- (i) nineteen (19) units from Part A of the Schedule of Units attached to the Bachelor of Accounting Rules;
- (ii) three (3) advanced units selected from Part B of the Bachelor of Accounting Schedule;
- (iii) two (2) elective units;
- (iv) twelve (12) units from Part A of the Schedule of Units attached to the Bachelor of Information Technology Rules;
- (v) the eight (8) unit Information Systems major from Part B of the Bachelor of Information Technology Rules;
- (vi) two (2) units and two (2) elective units not already completed, either from Part B or Part C of the Bachelor of Information Technology Rules.

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.

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 Course Coordinators for Accounting and Information Technology in relation to the selection and sequencing of units.

Schedule of Units

Refer to Schedules of Units attached to the Rules for the Bachelor of Accounting and Bachelor of Information Technology degrees.

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
DP245 Principles of Programming
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
DP246 Client/Server Systems
AC130 Auditing
MN111 Fundamentals of Management

Semester 6

DP242 Object Oriented Design
AC146 Management Accounting
DP235 Applications Development
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)

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 School Board in Commerce and Management as sufficient qualification for admission to the proposed course of study; and
- (b) except with the permission of the Head, School of Commerce and 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 School Board in Commerce and Management may grant a candidate advanced standing of not more than six (6) units for units successfully completed prior to admission to candidature, provided that the units so completed are considered to be equivalent to units in the Schedule.
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 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.
(c) The School Board 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 School Board, 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 School Board to be equivalent to a unit or units in 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 Contemporary Music with Honours
- 🕒 Bachelor of Visual Arts
- 🕒 Bachelor of Visual Arts with 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Show evidence of aptitude for, and commitment to, the proposed area of study by means of audition/portfolio review and interview.
- (d) Applicants who can demonstrate exceptional aptitude in practical music may be admitted at the discretion of the School Board.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Contemporary Music degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules;
 - (ii) two (2) single-weighted and five (5) double-weighted units from Part B of the Schedule;
 - (iii) four (4) units from Part C of the Schedule; and
 - (iv) four (4) elective units which may include units from Part D of the Schedule.

In exceptional circumstances, the School Board may permit a candidate to enrol in a unit or units other than those specified in the Schedule.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who can demonstrate artistic expertise at a professional level in an approved area of the degree may be granted advanced standing for up to eight (8) units from Part B of the Schedule provided that, except in special circumstances, such artistic expertise has been demonstrated within

seven (7) years prior to admission to candidature.

- (c) Candidates who have completed the School of Audio Engineering Advanced Certificate course, and an additional eight (8) School of Audio Engineering units approved by the School Board, may be granted advanced standing for a total of twenty (20) specified units in the Schedule attached to these Rules.
- (d) Candidates who have completed the requirements of the TAFE Diploma of Music (Contemporary) may be granted advanced standing for up to twelve (12) units in the Schedule attached to these Rules.

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 electives; students specialising in Voice cannot undertake MU624 as an elective; and students specialising in Keyboard cannot take MU623 as an elective.

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 CONTEMPORARY MUSIC WITH HONOURS (Abbreviated title: BContempMus(Hons))

Introduction

This course operates under the University's generic Rules for Bachelors Degrees with Honours, with the addition of the following Rule:

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).

To be eligible for the award of Bachelor of Contemporary Music with Honours a candidate shall successfully complete all units listed in the Schedule of Units attached to these Rules.

BACHELOR OF CONTEMPORARY MUSIC WITH HONOURS

Course Structure

Full-time Study

| Unit | Co-requisite | Semester Level | Unit Load |
|--|---|----------------|-----------|
| MU510 Contemporary Music Research Methods | MU511 Contemporary Music Research Project (Stage 1) | 1 | 2 |
| MU511 Contemporary Music Research Project (Stage 1) | MU510 Contemporary Music Research Methods | | 2 |
| MU514 Contemporary Music Research Project (Stages 2 and 3) | Nil | 2 | 4 |

Part-time Study

| Unit | Co-requisite | Semester Level | Unit Load |
|---|--------------|----------------|-----------|
| MU510 Contemporary Music Research Methods | Nil | 1 | 2 |
| MU511 Contemporary Music Research Project (Stage 1) | Nil | 2 | 2 |
| MU512 Contemporary Music Research Project (Stage 2) | Nil | 3 | 2 |
| MU513 Contemporary Music Research Project (Stage 3) | Nil | 4 | 2 |

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Show evidence, through a portfolio review and interview, of acceptable aptitude for, and commitment to, the proposed area of study.
- (d) Applicants who can demonstrate exceptional aptitude for studio-based units may be admitted at the discretion of the School Board.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Visual Arts a candidate shall successfully complete not less than twenty-four (24) unit comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules;

- (ii) not less than four (4) units from Part B of the Schedule;
- (iii) not less than four (4) units from Part C of the Schedule; and
- (iv) up to four (4) elective units, which may include units from Part D of the Schedule.

In exceptional circumstances, the School Board may permit a candidate to enrol in a unit or units other than those specified in the Schedule.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who can demonstrate artistic expertise at a professional level in an approved area of the award course may be granted advanced standing of up to eight (8) units from Part A of the Schedule provided that such artistic expertise has been demonstrated within seven (7) years prior to admission to candidature.

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 VISUAL ARTS WITH HONOURS (Abbreviated title: BVA(Hons))

Introduction

This course operates under the University's generic Rules for Bachelors Degrees with Honours, with the addition of the following Rule:

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).

To be eligible for the award of Bachelor of Visual Arts with Honours a candidate shall successfully complete all units listed in the Schedule of Units attached to these Rules.

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.

BACHELOR OF VISUAL ARTS WITH HONOURS

Course Structure

Full-time Study

| Unit | Co-requisite | Semester Level | Unit Load |
|---|--|----------------|-----------|
| AR510 Visual Arts Research Methodology | AR511 Visual Arts Research Project (Stage 1) | 1 | 2 |
| AR511 Visual Arts Research Project (Stage 1) | AR510 Visual Arts Research Methodology | | 2 |
| AR514 Visual Arts Research Project (Stages 2 and 3) | Nil | 2 | 4 |

Part-time Study

| Unit | Co-requisite | Semester Level | Unit Load |
|--|--------------|----------------|-----------|
| AR510 Visual Arts Research Methodology | Nil | 1 | 2 |
| AR511 Visual Arts Research Project (Stage 1) | Nil | 2 | 2 |
| AR512 Visual Arts Research Project (Stage 2) | Nil | 3 | 2 |
| AR513 Visual Arts Research Project (Stage 3) | Nil | 4 | 2 |

School of Education

Head of School

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

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 offers the following programmes:

- Bachelor of Education
- Bachelor of Education with Honours
- Bachelor of Education (Technologies)
- 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.

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/Practicum

These 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Education degree a candidate shall successfully complete not less than thirty-two (32) units comprising:
 - (i) all units 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.
- (g) Prior to enrolment, a candidate may be permitted to enrol in a unit or units other than those specified in these Rules at the discretion of the School Board.

A candidate shall obtain the permission of the School Board prior to enrolment in any units other than those listed in Part B.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) Advanced standing granted shall consist of not more than six (6) unspecified elective units in substitution for those of Part B of the Schedule of Units.

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
- DP329 Technology in Learning and Teaching
- 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 2000.

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 (TECHNOLOGIES) Abbreviated title: BEd(Technologies)

Introduction

The Bachelor of Education (Technologies) is a new and innovative four-year full-time

secondary teacher education course. It is designed to help teachers embrace the new Higher School Certificate for 2001 in New South Wales and the emerging challenges facing secondary education generally. The course integrates university with TAFE studies taking advantage of the integrated facilities at the Coffs Harbour Education Campus of Southern Cross University. Core units are studied covering design and technology, information technology and multimedia, and professional and educational studies. Specialisation is offered in the third and fourth years of the course in the areas of information technology and multimedia*. The employment prospects for graduates are excellent.

* *Other specialisations may be available in 2002. Students are advised to contact the School for further information.*

NB

Fast Tracking/Advanced Standing

Applicants with a minimum of a relevant TAFE Diploma and two years' industry experience are normally eligible for fast tracking two years into the course. Applicants with an approved tertiary teaching/education diploma (three-year trained) may also advance two years into the course. The amount of advancement in all cases is based on relevant prior learning and experience.

Course Structure

Core Studies (see Schedule of Units Part A)

The core studies of the course develop teaching skills and professional understanding in design and technology and related applied studies. All students gain a broad education and practical skills covering areas inclusive of special education, child protection and policy studies, relevant teaching methodologies, theory, history and future issues in design and technologies education, syllabus and curriculum studies, design and technology curriculum, school-based teaching practicums and internships and study minor in information technology and multimedia with educational application. Information technology skills and knowledge are integrated and encouraged throughout the course.

In addition to the above, all students gain a Certificate Level Two from TAFE in Design Fundamentals. This programme is a mandatory component of the BEd(Technologies) course. Key skills and design industry knowledge are gained providing a solid foundation for the pre-service teacher in Design and Technology Education.

Special Studies (see Schedule of Units Parts B, C and D)

Specialisation studies are offered during the third and fourth years of the course. Specialisation is offered in Information Technology and Multimedia with proposals for further specialisation options in Industrial/Engineering Studies and Textile Design/Food and Hospitality Studies.

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Education (Technologies) a candidate shall successfully 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) all units listed in Part B *or* Part C *or* Part D of the Schedule of Units.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) At its discretion the School Board may grant a candidate advanced standing for up to four (4) units in addition to the advanced standing provided for in (a) of the Generic Rules.

Schedule of Units

PART A

- ED461 Professional Studies (Secondary) I *
- ED471 Internship/Practicum I *
- ED221 Teaching and Learning
- PY227 Approaches to Psychology

- ED491 Design and Technology I
- ED462 Professional Studies (Secondary) II *
- ED472 Internship/Practicum II *
- ME300 Principles of Educational Multimedia
- DP323 Computers in Education: Software Evaluation and Training
- ME301 Electronic Networking and the Internet
- ED492 Design and Technology II
- ED463 Professional Studies (Secondary) III *
- ED473 Internship/Practicum III *
- DP235 Applications Development
- ED496 Design and Technology Curriculum
- ED464 Professional Studies (Secondary) IV *
- ED474 Internship/Practicum IV *
- ED493 Design and Technology III * #
- ED352 Special Education
- ED431 Design Studies I †
- ED432 Design Studies II †
- ED433 Design Studies III †
- ED440 Food Technology Studies †
- DP221 Introduction to Information Technology
or
- DP125 Introductory Computing

PART B

- ED434 Hospitality Industry Study
- ED498 Food/Hospitality Curriculum
- ED441 Food/Hospitality Education Studies I †
- ED442 Food/Hospitality Education Studies II †
- ED443 Food/Hospitality Education Studies III †
- ED444 Food/Hospitality Education Studies IV †
- ED445 Food/Hospitality Education Studies V †

PART C

- ED494 Product Design Industry Study*
- ED497 Industrial Technologies Curriculum*
- ED446 Product Design I †*
- ED447 Product Design II †*
- ED448 Product Design III †*
- ED449 Product Design IV †*
- ED450 Product Design V †*

PART D

- ED495 Information Technology Industry Study*
- DP243 Systems Analysis and Design*
- ME324 Digital Media I*
- DP239 Object Oriented Programming*
- DP240 Data Communications and Networks*
- ED499 Computing Studies/Information

Technology Curriculum*

DP228 Database Systems I*

* *Not offered in 2000.*

Double-weighted unit.

† *Completed through articulated TAFE Modules.*

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:

- ① Family Effects on Children's Learning
- ① Special Education – An Introduction for Mainstream Teachers
- ① Special Education: An Introduction to Behaviour Management
- ① Time Management I – The Personal Context
- ① Teachers and Mathematics, K-6
- ① Issues in Health Education
- ① Development Issues in Programming Health, PE, PD
- ① Motor Learning and Safety Issues in Health, PE, PD

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in

conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Candidates who have successfully completed a Diploma of Teaching (Primary) in 1983 or later.
- (d) Candidates who hold 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).

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Education degree a candidate shall successfully completion of not 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.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) Candidates may be granted advanced standing of up to 75% for Certificate of Attainment units completed through the Centre for Professional Development in Education.

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 2000.

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Applicants for admission to candidature shall either:
 - (i) have qualified for any degree of this or another university or other institution approved by the School Board for this purpose; or
 - (ii) in exceptional circumstances, have completed, over a period of not less than three academic years, so much of the requirements for Rule 1(c)(i) above 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.
- (d) Applicants for admission to candidature under Rule 1(c) shall also be required to have undertaken to the satisfaction of the School Board a proportion of studies during their degree which are relevant to subjects taught in secondary schools.
- (e) Preference will be given to applicants for admission to candidature who satisfy the relevant promotion requirements of the NSW Department of Education and Training.

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.

6. Requirements for an Award

- (f) To be eligible for the award of the Graduate Diploma of Education a candidate shall successfully complete not less than eight (8) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules;
 - (ii) a two (2) unit sequence selected from Part B of the Schedule; and
 - (iii) one (1) elective unit, which may be selected from Part B or Part C 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

DP329 Technology in Learning and Teaching†

* PDHPE = Personal Development, Health and Physical Education.

Not offered in 2000.

† Or an elective approved by the Course Coordinator if the student has sufficient Information Technology studies in the undergraduate degree.

**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:

- ① Family Effects on Children's Learning
- ① Special Education – An Introduction for Mainstream Teachers
- ① Special Education: An Introduction to Behaviour Management
- ① Time Management I – The Personal Context
- ① Teachers and Mathematics, K-6
- ① Issues in Health Education
- ① Development Issues in Programming Health, PE, PD
- ① 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 2000.

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 2000.*

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

T.J. Woods DipT(NRCAE), BEd(DDIAE), MSA(Ohio)

The School of Exercise Science and Sport Management offers several courses for those wishing to seek employment in such areas as the Sport, Health and Exercise 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 2000:

- ⌚ Bachelor of Human Movement Science
- ⌚ Bachelor of Human Movement Science with Honours (fourth year)
- ⌚ Bachelor of Human Movement Science (Applied) (fourth year)
- ⌚ Bachelor of Exercise Science and Nutrition
- ⌚ Bachelor of Exercise Science and Nutrition with Honours (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 and sport. Major strands of study 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.

Candidates successfully completing the BHMS programme may enrol for a further year of study in the Graduate Diploma of Education offered by the School of Education which will allow students to be employed as Personal Development, Health and Physical Education (PD/H/PE) teachers.

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 Aboriginals 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Human Movement Science degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all twelve (12) units in Part A of the Schedule of Units attached to these Rules;
 - (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.
- (g) To be eligible for the award of the Bachelor of Human Movement Science (Applied) degree a candidate shall successfully complete the requirements as set out in (f) above and the additional eight (8) units listed in Part C of the Schedule.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have completed the Associate Diploma of Health Science (Sport and Exercise) at a grade average of Credit or better, may be granted advanced standing for up to eight (8) units.

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 if applying 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 requirements.

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 thesis based on original work, and
- a colloquium for thesis proposal and a research seminar based on the thesis, and
- 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).

BACHELOR OF EXERCISE SCIENCE AND NUTRITION (Abbreviated title: BExSc&Nutr)

Introduction

The Bachelor of Exercise Science and Nutrition is a three-year full-time (or equivalent part-time) professional course providing graduates in Exercise Science with enhanced knowledge and specialist skills in nutrition. Areas where exercise scientists are currently involved, in which the relationship between exercise and diet is extremely strong, include working with special populations such as the aged, obese children and adults and in cardiac rehabilitation.

In the Sport Science field there has been a significant increase in the use of dietary supplements to enhance the benefits of training and to improve sporting performance. The relationship between training modalities and diet has reached a high level of sophistication and complexity.

In addition, the course offers a pathway by which students may gain entry to postgraduate programmes in Dietetics and Clinical Nutrition which would allow them on completion to practise as accredited clinicians in hospitals, clinics and private practice. Graduates who proceed through the Honours programme are eligible to proceed to postgraduate studies by research.

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Exercise Science and Nutrition a candidate shall successfully complete all twenty-four (24) units listed in the Schedule of Units attached to these Rules.

Schedule of Units

| | |
|-------|--|
| AN302 | Anatomy for Human Movement |
| PY325 | Psychology |
| PL307 | Physiology for Human Movement |
| MA330 | Statistics |
| PL203 | Exercise Physiology I |
| HM223 | Internship I |
| HM203 | Field Studies III – Sports Conditioning and Training Methodology |
| HM301 | Research Design in Sport Science |
| PL209 | Kinesiology |
| PL207 | Biomechanics I |
| PL328 | Motor Learning I |
| PY326 | Sports Psychology |
| PL204 | Exercise Physiology II |
| PL215 | Exercise Testing and Prescription |
| IS561 | Independent Study – Human Movement I |
| PL214 | Prevention and Management of Injury |
| CH102 | Biological Chemistry I |
| CH103 | Biological Chemistry II |
| CH002 | Biochemistry |
| CH004 | Nutritional Biochemistry |
| HL214 | Nutrition I |
| HL215 | Nutrition II |
| HL216 | Nutrition III |
| PL333 | Sport and Exercise Nutrition |

BACHELOR OF EXERCISE SCIENCE AND NUTRITION WITH HONOURS (Abbreviated title: BExSc&Nutr(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.

Schedule of Units

The Schedule of Units is to be found at the end of the entry for the Master of International Sport Management.

GRADUATE DIPLOMA IN INTERNATIONAL SPORT MANAGEMENT (Abbreviated title: GradDipISM)

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 six (6) trimesters of full-time study and not more than twelve (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
- (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.

Schedule of Units

The Schedule of Units is to be found at the end of the entry for the Master of 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 provides a focus for the University to deliver a programme which has strong student demand for a generic degree in disciplines which allow them to develop particular and highly marketable skills.

The Bachelor of Arts generic degree is committed to producing graduates with a high degree of core skills and knowledges relating to:

- 🕒 critical and creative thinking
- 🕒 independence of mind
- 🕒 understanding of complex social, cultural and historical systems and practices
- 🕒 practical skills in language and articulation with complex systems of communication and negotiation
- 🕒 contemporary social and political realities of the workplace
- 🕒 highly developed research skills

One of the innovative strengths of the Bachelor of Arts programme is the articulation between the two areas of theory and practice which together provide students with a very desirable graduating qualification. This articulation occurs across all areas of the programme, from the Media strands in which students may take both theory and production units, to the Humanities strands in which all students work within a complex of interdisciplinary engagements as well as producing their own theoretical and creative projects. The programme also provides opportunities for professional and workplace experience.

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.

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, Cultural 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.

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;

- ⑦ to cultivate a broad range of competencies through a study of the historical, cultural, theoretical and practical aspects of the Arts;
- ⑦ to extend the boundaries of the creative, intellectual and interpretative capacities of students; and
- ⑦ 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:

- ⑦ the four Core Units;
- ⑦ 2 six-unit Majors;
- ⑦ 1 four unit Minor; and
- ⑦ any other four units (subject to pre-requisites, quotas and semester availability).

A Major and Minor may be taken in the following areas of study:

Cultural Studies
History
Media Communications
Writing

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Arts a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules;
 - (ii) six (6) units from each of two major sequences of units, and four (4) units from one minor sequence of units; and
 - (iii) four (4) elective units, which must include one (1) unit from Part A of the Schedule of Units attached to the Rules for the Bachelor of Indigenous Studies, but not ED198 Academic Study Methodology.

At least seventeen (17) units must be taken from the Schedule attached to these Rules.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have completed an Associate Degree, including at least four (4) units from the Schedule of Units attached to these Rules, may be granted advanced standing for up to sixteen (16) units.

Schedule of Units

PART A

- EN333 Communication and Culture
- SS210 Australia/Asia
- SS333 Learning Technologies and the Academy
- 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*
- WR407 Writing for Performance*
- WR408 Writing Project
- WR406 Theories of Text and Culture
- WR411 Writing Genre
- WR410 Introduction to Creative Writing

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*

Cultural Studies

- SS270 Locating Cultural Studies
- SS271 Unruly Subjects: Citizenship
- SS272 Space, Place and Travel
- SS273 Borderlands
- SS274 EcoCultural Studies*
- SS275 Cultural Studies Research Project*

* Not offered in 2000.

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 (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) <i>or</i> | 3 |
| | HU726 Graduate Independent Study (Humanities) | 1 |

OR

Category B (Creative Performance Project)

| SEMESTER LEVEL | UNITS | UNIT LOAD |
|----------------|-------------------------------------|-----------|
| 1 | MA793 Research Core | 1 |
| | HU720 Research Seminar (Arts) | 2 |
| | HU724 Thesis Foundation (Arts) | 1 |
| 2 | HU721 Thesis (Arts)* | 1 |
| | HU722 Thesis (Arts)* | 2 |
| | HU723 Thesis (Arts) | 3 |
| | HU725 Thesis Statement (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

H.C. Biggs BA(Hons)(Qld), PhD(Massey), MAPS (to 2/2000)

J.A. Griffiths BA(Qld), GradDipCounselling(BCAE), MNA(UNSW) (from 2/2000)

The 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, a Bachelor of Human Services and a Bachelor of Human Services/Bachelor of Health Science in Nursing.

The **Bachelor of Social Science** offers study in the following:

Majors (on campus at Coffs Harbour and by distance education).

- 🕒 Counselling and Mediation Studies
- 🕒 Social Welfare Studies
- 🕒 Community Development

Minors (by distance education).

- 🕒 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 by distance education.

The **Bachelor of Human Services** is offered on campus at the Coffs Harbour Campus and by distance education. It 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 **Bachelor of Human Services, Bachelor of Health Science in Nursing** offers Human Services units on the Coffs Harbour Campus and Health Science in Nursing units on the Lismore Campus, and all units are available by distance education. It is specifically designed for students who are registered nurses in an Australian State or Territory, or are eligible for registration as a nurse in an Australian State or Territory. This is a post-registration degree.

In the area of *postgraduate* studies, the School offers a Graduate Certificate, Graduate Diploma and Masters of Community Development (Emergency Management) or (Human Services) by coursework. These programmes are offered through online distance learning.

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
- 🕒 Bachelor of Human Services, Bachelor of Health Science in Nursing
- 🕒 Graduate Certificate in Community Development (Emergency Management) or (Human Services)

- 🕒 Graduate Diploma in Community Development (Emergency Management) or (Human Services)
- 🕒 Master in Community Development (Emergency Management) or (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.

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 (16) units.

Rules Governing Candidature

See end of Bachelor of Social Science entry.

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. A number of units are now available in interactive online mode. 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 (6) 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 (4) units in each of six (6) semesters, while part-time or external students would normally undertake two (2) units in each of twelve (12) semesters. All students are required to complete four (4) compulsory core units. Students must also complete a minimum of two (2) 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

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 the School of Social and Workplace Development;
- (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 Social Science.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Social Science degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) three (3) units listed in Part A of the Schedule of Units attached to these Rules;
 - (ii) one (1) unit in Part B of the Schedule;
 - (iii) at least two (2) major areas of study from Part C of the Schedule;

- (iv) eight (8) elective units from Part D of the Schedule or offered elsewhere within the University.

- (g) A candidate who while enrolled 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 following withdrawal from candidature for the Bachelors degree.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have either undertaken certified or documented in-service courses or have significant relevant and documented work achievements related to the aims and objectives of the course may be granted advanced standing for up to four (4) units provided that the work or in-service courses so completed are considered equivalent to a unit or units in the Schedule of Units attached to these Rules.
- (c) Notwithstanding the above, candidates may be granted advanced standing for a further four (4) units.
- (d) Candidates who have completed the Associate Degree of Social Science may be granted advanced standing of up to sixteen (16) units in the 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 (4) units from any of the major areas of study listed in Part C.

Social Science

- IS361 Independent Study – Social Science I
IS362 Independent Study – Social Science II
IS363 Independent Study – Social Science III
IS364 Independent Study – Social Science IV

Human Services

- IS365 Independent Study – Human Services I
IS366 Independent Study – Human Services II
IS367 Independent Study – Human Services III
IS368 Independent Study – Human Services IV

* Not offered in 2000.

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 for 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).

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

See *Generic Rules for Undergraduate Awards* in

the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) 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;
- (d) have completed a Southern Cross University Associate Degree, or completed a course deemed equivalent by the School Board, at an appropriate standard.

6. Requirements for the Degree

- (f) To be eligible for the award of the Bachelor of Human Services degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) a Diploma or Associate Diploma from TAFE or an Associate Degree or a course deemed equivalent by the School Board, equivalent to not more than twelve (12) units;
 - (ii) not less than eight (8) units from Part A of the Schedule of Units attached to these Rules; and
 - (iii) not less than two (2) units selected from Part B of the Schedule. Students can undertake a maximum of two (2) elective units from any other Southern Cross University programme or equivalent from another recognised tertiary institution within Part B.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) 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 will 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.

Schedule of Units

PART A

- CL231 Introduction to Counselling: Theory and Practice
- SY111 Contexts 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

BACHELOR OF HUMAN SERVICES, BACHELOR OF HEALTH SCIENCE IN NURSING (Abbreviated title: BHumS, BHLthScN)

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Applicants for admission to candidature for the combined degrees of Bachelor of Human Services, Bachelor of Health Science in Nursing shall:
 - (i) be registered nurses in an Australian State or Territory, or be

eligible for registration as a nurse in an Australian State or Territory;

- (ii) any registered nurse applicant who has completed an entry level course at certificate level or its equivalent (Category One admission in the BHLthScN) which leads to registration as a nurse must enrol in the Bachelor of Human Services at the beginning of their candidature for the award of Bachelor of Human Services, Bachelor of Health Science in Nursing, and undertake the eight (8) compulsory units and four (4) elective units. On completion of these units the Registered Nurse is deemed to have achieved diploma level status (Category Two admission in BHLthScN) and proceeds to four (4) units from the BHLthScN Schedule;

- (iii) any registered nurse applicant who has completed an entry level course at diploma level or its equivalent (Category Two admission in the BHLthScN) which leads to registration as a nurse must enrol in the Bachelor of Human Services and complete the required twelve (12) units, and then proceed to four (4) units from the BHLthScN Schedule.

6. Requirements for an Award

- (f) To be eligible for the award of the degrees a candidate shall complete not less than sixteen (16) units comprising:
 - (i) not less than eight (8) units selected from the Bachelor of Human Services component of Part A of the Schedule of Units, two (2) elective units from Part B within the Bachelor of Human Services offerings and two (2) elective units from any other Southern Cross University programmes or equivalent from another recognised tertiary institution. These units may be from the Bachelor of Health Science in Nursing Schedule;

- (ii) not less than two (2) units selected from the Bachelor of Health Science in Nursing component of Part A of the Schedule of Units, one (1) unit selected from Part D and the remaining unit selected from the range of units available in Parts B and C of the Schedule of Units attached to these Rules.

7. Advanced Standing

- (b) The School Boards may grant a candidate 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 that:
 - (i) the School Boards are satisfied that the unit previously completed is comparable to a unit listed in the Schedule with respect to both content and standard; and
 - (ii) the unit previously completed has not been counted towards another award previously conferred.

Schedule of Units

PART A

Bachelor of Human Services

- CL231 Introduction to Counselling: Theory and Practice
- SY111 Contexts of Social Welfare Practice
- SY130 Introduction to Community Development
- SY119 Working with Groups
- HL213 Human Services Management
- SY112 Social Policy
- SY107 Social Planning
- SY132 Evaluation in Community Welfare

Bachelor of Health Science in Nursing

- NR226 Nursing in Context
- NR227 Applied Health Research

PART B

Bachelor of Human Services

- CL232 Methods of Counselling: Theory and Practice
- CL233 Applications of Counselling: Theory and Practice
- CL301 The Counsellor: Role, Ethics and

- Personal Development
SY134 Intervention and Case Management
CL209 Specific Areas of Social Welfare Practice
SY133 Rural and Urban Community Development
MN204 Community Project Management
SY131 International Community Development

Bachelor of Health Science in Nursing

- 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

PART D

- CU408 Health and Australian Indigenous Peoples

**GRADUATE CERTIFICATE IN
COMMUNITY DEVELOPMENT
(EMERGENCY MANAGEMENT)
or (HUMAN SERVICES)
(Abbreviated title:
GradCertCommDev(EmergMangt)
or GradCertCommDev(HumS))**

Introduction

The Graduate Certificate in Community Development (Emergency Management) or (Human Services) is designed to provide graduates, senior emergency services personnel and human services practitioners the opportunities to undertake advanced study in community development.

Course Structure

The Graduate Certificate requires completion of at least four (4) units described in the accompanying Schedule.

Rules Governing Candidature

1. Admission to Candidature

- (a) Applicants for admission to candidature for the Graduate Certificate shall:
- (i) have fulfilled all the requirements for admission to a degree or qualifications of equivalent standing at this or another University or tertiary institution; or
 - (ii) have demonstrated academic, professional standing or work experience considered to be equivalent to the requirement of (i).
- (b) An applicant for candidature shall apply to the Head, School of Human Services on the prescribed form.
- (c) Admission to candidature and the trimester of commencement shall be determined by the School Board.
- (d) After admission to candidature, a candidate shall submit a programme of study for approval by the School Board.

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 School Board, comprising all units in Part A and all units in either strand in Part B of the Schedule of Units attached to these Rules. In special circumstances other coursework units may be approved by the School Board.

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) 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.
- (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 School Board otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each trimester; and
- (b) a candidate shall enrol in not more than four (4) units in any one trimester. Provided that where the School Board'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 Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

6. Advanced Standing

- (a) Advanced standing may be awarded for up to three (3) units of the course.
- (b) 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 correspondence to units prescribed for the coursework programme.
- (c) At the discretion of the School Board, a candidate may be granted advanced standing for up to two (2) units on the basis of professional standing and/or work experience deemed to be equivalent to the objectives of the course.
- (d) A candidate who, within three (3) months of completing all the requirements for the Graduate Certificate, elects to enrol in the Graduate Diploma or Masters shall be granted advanced standing for four (4)

units towards those awards subject to the candidate surrendering the right to be awarded the Graduate Certificate.

- (e) A candidate granted advanced standing in accordance with the provision of (c) and (d) but who subsequently fails to complete the Graduate Diploma or Masters on application shall be entitled to be awarded the Graduate Certificate at the next appropriate graduation ceremony.

7. Admission to the Graduate 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 Community Development (Emergency Management) or (Human Services).

Schedule of Units

PART A

- SY360 Perspectives of Community Development
- SY361 Political, Economic and Cultural Aspects of Community Development

PART B

Emergency Management

- SY363 Issues in Disaster Management
- SY364 Disaster Preparedness and Prevention

Human Services

- SY368 Conceptual Contexts of Human Services
- SY370 Delivery Systems in Human Services

**GRADUATE DIPLOMA IN
COMMUNITY DEVELOPMENT
(EMERGENCY MANAGEMENT)
or (HUMAN SERVICES)
(Abbreviated title:
GradDipCommDev(EmergMangt)
or GradDipCommDev(HumS))**

Introduction

The Graduate Diploma in Community Development (Emergency Management) or (Human Services) is designed to provide

graduates, senior emergency services personnel and human services practitioners the opportunities to undertake advanced study in community development.

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

- (a) Applicants for admission to candidature for the Graduate Diploma shall:
 - (i) have fulfilled all the requirements for admission to a degree or qualifications of equivalent standing at this or another University or tertiary institution; or
 - (ii) have completed the Graduate Certificate in Community Development (Emergency Management) or (Human Services)
 - (iii) have demonstrated academic, professional standing or work experience considered by the School Board to be equivalent to the requirement of (i) or (ii).
- (b) An applicant for candidature shall apply to the Head, School of Human Services on the prescribed form.
- (c) Admission to candidature and the trimester of commencement shall be determined by the School Board.
- (d) After admission to candidature, a candidate shall submit a programme of study for approval by the School Board.

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 School Board, comprising all units in Part A and

all units in either strand in Part B of the Schedule of Units attached to these Rules. In special circumstances other coursework units may be approved by the School Board.

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 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.
- (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 School Board otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each trimester; and
- (b) a candidate shall enrol in not more than four (4) units in any one (1) trimester. Provided that where the School Board's discretion is exercised such a candidate shall be permitted to enrol in not more than five (5) units in any one (1) 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 Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

6. Advanced Standing

- (a) Advanced standing may be awarded for up to four (4) units of the course.
- (b) 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 correspondence to units prescribed for the coursework programme.

- (c) At the discretion of the School Board, a candidate may be granted advanced standing for up to four (4) units on the basis of professional standing and/or work experience deemed to be equivalent to the objectives of the course.
- (d) A candidate who has completed all the requirements for the Graduate Certificate may be granted advanced standing for up to four (4) units.
- (e) A candidate who, within three (3) months of completing all the requirements for the Graduate Diploma, elects to enrol in the Masters shall be granted advanced standing for eight (8) units towards the degree subject to the candidate surrendering the right to be awarded the Graduate Diploma.
- (f) A candidate granted advanced standing in accordance with the provision of (b) to (d) but who subsequently fails to complete the Masters on application shall be entitled to be awarded the Graduate Diploma at the next appropriate graduation ceremony.

7. Admission to the Graduate Diploma

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 Community Development (Emergency Management) or (Human Services).

Schedule of Units

PART A

SY360 Perspectives of Community Development

SY362 Community Education
SY361 Political, Economic and Cultural Aspects of Community Development

PART B

Emergency Management

SY363 Issues in Disaster Management
SY364 Disaster Preparedness and Prevention
SY365 Living in a Hazardous Environment
SY366 Social Dimensions of Disasters
SY367 Analytical Methodologies in Emergency Management

Human Services

- SY368 Conceptual Contexts of Human Services
- SY369 Analysis of Contemporary Policy in Human Services
- SY370 Delivery Systems in Human Services
- SY371 Evaluation and Accountability in Human Services
Elective

MASTER IN COMMUNITY DEVELOPMENT (EMERGENCY MANAGEMENT) or (HUMAN SERVICES) (Abbreviated title: MCommDev(EmergMangt) or MCommDev(HumS))

Introduction

The Master in Community Development (Emergency Management) or (Human Services) is designed to provide graduates, senior emergency services personnel and human services practitioners the opportunity to undertake advanced study in community development.

Course Structure

The Masters 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

- (a) Applicants for admission to candidature for the Masters shall:
 - (i) have fulfilled all the requirements for admission to a degree or qualifications of equivalent standing at this or another University or tertiary institution; or
 - (ii) have completed the Graduate Diploma in Community Development (Emergency Management) or (Human Services);

(iii) have demonstrated academic, professional standing or work experience considered by the School Board to be equivalent to the requirement of (i) or (ii).

- (b) An applicant for candidature shall apply to the Head, School of Human Services on the prescribed form.
- (c) Admission to candidature and the trimester of commencement shall be determined by the School Board.
- (d) After admission to candidature, a candidate shall submit a programme of study for approval by the School Board.

2. Requirements for the Masters

To satisfy requirements for the Masters the candidate shall complete a programme equivalent to at least twelve (12) units of study approved by the School Board, comprising all units in Part A and all units in either strand in Part B of the Schedule of Units attached to these Rules. In special circumstances other coursework units may be approved by the School Board.

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) fifteen (15) week trimesters of full-time study and not more than eighteen (18) trimesters of part-time study. There will be three (3) fifteen (15) week 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 School Board otherwise determines:

- (a) a candidate shall remain enrolled for the duration of each trimester; and
- (b) a candidate shall enrol in not more than four (4) units in any one trimester. Provided that where the School Board'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 Assessment and Examination Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

6. Advanced Standing

- (a) Advanced standing may be awarded for up to six (6) units of the course.
- (b) 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 correspondence to units prescribed for the coursework programme.
- (c) At the discretion of the School Board, a candidate may be granted advanced standing for up to six (6) units on the basis of professional standing and/or work experience deemed to be equivalent to the objectives of the course.
- (d) A candidate who has completed all the requirements for the Graduate Certificate may be granted advanced standing for up to four (4) units.
- (e) A candidate who has completed all the requirements for the Graduate Diploma may be granted advanced standing for up to eight (8) units.
- (f) A candidate granted advanced standing in accordance with the provision of (b) to (e) but who subsequently fails to complete the Masters on application shall be entitled to be awarded the Graduate Diploma at the next appropriate graduation ceremony.

7. Admission to the Masters

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 in Community Development (Emergency Management) or (Human Services).

Schedule of Units

PART A

- SY360 Perspectives of Community Development
- SY361 Political, Economic and Cultural Aspects of Community Development
- SY362 Community Education

PART B

Emergency Management

- SY363 Issues in Disaster Management
- SY364 Disaster Preparedness and Prevention
- SY365 Living in a Hazardous Environment
- SY366 Social Dimensions of Disasters
- ED756 Research Dissertation*
- IS165 Independent Study - Training and Development I
- SY367 Analytical Methodologies in Emergency Management

Human Services

- SY368 Conceptual Contexts of Human Services
- SY369 Analysis of Contemporary Policy in Human Services
- SY370 Delivery Systems in Human Services
- SY371 Evaluation and Accountability in Human Services
- ED756 Research Dissertation*
- IS165 Independent Study - Training and Development I

* Triple-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.

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

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

Academic Programmes Co-ordinator

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

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 Legal and Professional Studies
- ⌚ Bachelor of Laws (Graduate entry)
- ⌚ Bachelor of Laws with Honours
- ⌚ Bachelor of Laws Double Degrees
 - ☐ 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) 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 School Board on the recommendation of the Board of Management of the CPD-CS to enrol in the Associate Degree in Correctional Administration; and
- (d) 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.

4. Completion of a Unit

- (c) The candidate has satisfactorily completed a challenge test for that module provided that such a test is available.
- (d) The School Board 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 School Board may, where in the School Board'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.

6. Requirements for an Award

- (f) To be eligible for the award of Associate Degree in Correctional Administration a candidate shall successfully complete not less than eleven (11) of the modules listed in the Schedule of Units, comprising:
 - (i) five (5) modules in Part B of the Schedule; and
 - (ii) not less than six (6) modules listed in Part C of the Schedule.
- (g) In exceptional circumstances, a candidate may be permitted to enrol in a module or modules other than those specified Parts B and C of the Schedule of Units at the discretion of the School Board.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have completed the requirements of the Certificate and Advanced Certificate in Correctional Administration shall be granted advanced standing for the modules listed in Part A of the Schedule.

Schedule of Units

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Applicants for admission to candidature may be selected from those who have satisfied one or more of the following:
 - (i) have successfully completed any four (4) units from an Australian university;
 - (ii) have completed an Associate Degree or Diploma from any VETAB recognised provider;
 - (iii) have worked for a minimum of two (2) years full-time, or equivalent, in a legal environment;
 - (iv) have a combination of the above or other such experience or studies which in the opinion of the School Board is equivalent to the above.

6. Requirements for an Award

- (f) To be eligible for the award of the Associate Degree in Law (Paralegal Studies) a candidate shall successfully complete not less than sixteen (16) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules;
 - (ii) eight (8) units offered at Associate Degree or Degree level subject to the approval of the School Board including at least two (2) units listed in Part B of the Schedule.
- (g) A candidate may be permitted to enrol in a unit or units other than those specified in these Rules at the discretion of the School Board.

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 |
| LA526 | International Criminal Justice |

* *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, International Studies and Prison Administration. 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (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).

6. Requirements for the Award

- (f) To be eligible for the award of the Bachelor of Legal and Justice Studies degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units in Part A of the Schedule of Units attached to these Rules; and
 - (ii) not less than two (2) units from Part B of the Schedule that are not units completed as part of a major listed in Part C of the Schedule; and
 - (iii) one of the majors listed in Part C of the Schedule.

Candidates who complete a double major will be deemed to have met the requirements of 6(f)(ii) above.

- (g) Candidates who have completed the requirements for the Associate Degree in Correctional Administration will be deemed to qualify for the Bachelor of Legal and Justice Studies upon completion of the Units in Part D of the Schedule of Units attached to these Rules.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have completed an Associate Degree in Law or Diploma in Law (Paralegal Studies), Associate Degree in Law or Diploma in Law (Aboriginal Paralegal Studies), Associate Diploma in Business (Paralegal Studies) or Associate Degree in Correctional Administration may be granted advanced standing for up to sixteen (16) units in the Bachelor of Legal and Justice Studies.
- (c) In exceptional cases additional advanced standing may be granted by the School Board, which shall notify Academic Board of all instances.

8. Surrender of Award

Candidates who hold 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) or Associate Degree in Correctional Administration and are granted advanced standing for greater than the equivalent of twelve (12) units, must surrender the award prior to conferral of the Degree.

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
LA526 International Criminal Justice

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
LA526 International Criminal Justice

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

- CU413 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
- LA055 Aboriginals, Islanders and Contemporary Legal Issues
- LA048 Legal Project

- SY115 Sociology of Inequality
- SY111 Contexts of Social Welfare Practice
- HS232 Australia from 1788-1988
- HS234 Gender and Race in Australian History
- LA514 Criminology
- CU402 Contemporary Australian Indigenous Societies
- CU417 Race and Racism
- LA526 International Criminal Justice
- PS006 Australian Government and Political Institutions

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

International Studies

- LA521 International Law

plus one of the following units:

- CU413 Human Rights and Indigenous Peoples
- CU410 International Indigenous Issues
- CU415 Comparative Indigenous Legal Issues

plus any four of the following units:

- SS210 Australia/Asia
- LA048 Legal Project
- LA522 Human Rights
- LA526 International Criminal Justice
- SY131 International Community Development
- LA124 International Business Law
- MN312 International Trade
- MN313 International Management
- PS006 Australian Government and Political Institutions

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

PART D

- LA130 Introduction to Law and Contract
- LA051 Legal Research and Writing
- LA128 Legal Interviewing, Negotiation and Advocacy
- LA056 Aborigines, Islanders and the Criminal Justice System
- LA131 Business Law
- LA054 Family Law Practice

LA053 Foundations of Torts

LA052 Introduction to Land Law

* *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 2000.

† *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 Three double-weighted (300 hours) and two single-weighted (150 hours) compulsory substantive law units.
- Year 2 Eight 150 hours compulsory substantive law units.
- Year 3 Eight 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

Rules 1(a) and 1(b) of the Generic Rules for Undergraduate Awards do not apply.

(c) Applicants for admission to candidature shall either:

- (i) 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
- (ii) 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
- (iii) have qualifications which in the opinion of the School Board are equivalent to the above.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Laws a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules;
 - (ii) eight (8) units from Part B or Part C of the Schedule, but no more than two (2) units being from Part C; and
 - (iii) have completed a degree or associate degree or hold equivalent qualifications as specified in Rule 1(c)(iii) above.
- (g) A candidate may be permitted to enrol in a unit or units other than those specified in these Rules at the discretion of the School Board.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have completed the Associate Degree in Law (Paralegal Studies) or Bachelor of Legal and Justice Studies may be granted advanced standing for up to a total of eight (8) units.

8. Surrender of Award

A candidate who holds the Associate Degree or Diploma in Law (Paralegal Studies) or Associate Degree or Diploma in Law (Aboriginal Paralegal Studies) or the Associate Diploma in Business (Paralegal Studies) and is granted advanced standing

on that basis for greater than the equivalent of four (4) units, must surrender the award prior to conferral of the Degree.

9. Law Degree with Honours

- (a) A candidate for the award of Bachelor of Laws with Honours shall fulfil the requirements of the *Bachelor of Laws* award, and in addition:
 - (i) shall achieve such standard of excellence as the School Board, School of Law and Justice, may from time to time determine;
 - (ii) shall complete the unit *Independent Legal Research**.
- (b) For the award of Honours, consideration shall be given to a candidate's academic record throughout the course of study. A candidate who has reached the required standard of excellence referred to in the previous Rule 9(a) may on the recommendation of the School Board, School of Law and Justice, be awarded Honours in one of the following grades:

First Class Honours

Second Class Honours - Division I

Second Class Honours - Division II

* See LA524.

Schedule of Units

PART A

- LA051 Legal Research and Writing
- LA111 Legal Process*
- LA507 Criminal Law and Procedure* #
- LA502 Torts* #
- LA503 Contract Law* #
- LA112 Constitutional Law*
- LA114 Evidence and Civil Procedure*
- LA520 The Philosophy of Law
- LA527 Corporations Law*
- LA115 Equity*
- LA116 Property Law*
- LA117 Administrative Law*
- LA519 Professional Conduct*

PART B

Part B is identical to Part B in the Double Bachelor of Laws degrees.

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 course as well as satisfy 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.

**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 Bachelor of Laws double degree programmes provide students with the choice of completing degrees in more than one School. The double 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 law double 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedules below.

1. Qualification for Admission

- (c) shall have completed a minimum of eight (8) units at this or another university and have a level of achievement acceptable to the School Boards.

2. Duration of Course

- (f) Normally, unless the School Boards otherwise determine, a candidate shall be required to complete the requirements of the double degrees in not more than twelve (12) years from the date of commencement.

6. Requirements for the Awards

- (f) To be eligible for the award of a double degree including Law a candidate shall successfully complete not less than the equivalent of forty (40) units and comply with the applicable Schedule attached to these Rules.
- (g) A candidate may be permitted to enrol in a unit other than those specified in the Schedule attached to these Rules at the discretion of the School Board responsible for the unit.

**7. Advanced Standing/Credit Transfer/
Professional Experience**

- (b) (i) Candidates may be granted advanced standing for up to the equivalent of twenty (20) units in total, or eleven (11) law units, or nine (9) non-law units, except for candidates enrolled in the Bachelor of Legal and Justice Studies/Bachelor of Laws course, who may be granted advanced standing for up to twenty (20) law units. A law unit is one offered by the School of Law and Justice.

- (ii) Advanced standing will be determined by the School Board responsible for the unit for which advanced standing is being sought, or in the case of unspecified advanced standing, by the School Board responsible for the award in which it is sought.
- (iii) In exceptional cases advanced standing greater than the above limits may be granted by the relevant School Board, which shall notify the Academic Board of all instances.
- (iv) Candidates who have completed an Associate Degree in Law offered by the School of Law and Justice may be granted advanced standing in the Law degree for up to a total of eight (8) units.
- (iv) amendments to the semester or year in which a unit is offered require agreement of the relevant School Boards, but do not require Academic Board or Council approval.

8. Surrender of Award

A candidate who holds the Associate Degree or Diploma in Law (Paralegal Studies) or Associate Degree or Diploma in Law (Aboriginal Paralegal Studies) or the Associate Diploma in Business (Paralegal Studies) and is granted advanced standing on that basis for greater than the equivalent of four (4) units, must surrender the award prior to conferral of the Degree.

Law Degree with Honours

This Rule is the same as Rule 9 of the Bachelor of Laws Rules.

Schedules for Double Degrees including Law

- (i) The units LA503 Contract Law, LA502 Torts and LA507 Criminal Law and Procedure are double-weighted units and count as the equivalent of two semester units;
- (ii) "law elective" refers to a unit from the Part B Schedule of Elective Law Units;
- (iii) any Rules governing unit selection relating to a single degree named in the Double Degree Schedules are deemed to have been met by compliance with that Double Degree Schedule;

Schedules of Units

PART A

Schedules for Double Degrees including Law

COURSE STRUCTURE FOR THE BACHELOR OF ARTS/BACHELOR OF LAWS

| First | | | Second | |
|---------|-------|---------------------------------------|--------|---------------------------|
| Year 1 | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | EN333 | Communication and Culture |
| Year 2 | SS333 | Learning Technologies and the Academy | PH201 | Ways of Knowing |
| | SS210 | Australia/Asia | | |
| Year 3 | LA112 | Constitutional Law | LA503 | Contract Law |
| | | First Major 1 | | Second Major 2 |
| Year 4 | | Second Major 1 | PH200 | History of Ideas |
| | | First Major 2 | | |
| Year 5 | LA507 | Criminal Law and Procedure | LA115 | Equity |
| | LA520 | The Philosophy of Law | LA116 | Property Law |
| Year 6 | LA114 | Evidence and Civil Procedure | | First Major 3 |
| | | | | Second Major 3 |
| Year 7 | LA527 | Corporations Law | LA519 | Professional Conduct |
| | | First Major 4 | LA117 | Administrative Law |
| Year 8 | | Second Major 4 | | First Major 5 |
| | | Second Major 5 | | First Major 6 |
| Year 9 | | Law elective | | Second Major 6 |
| | | Law elective | | Law elective |
| Year 10 | | Law elective | | Law elective |
| | | Law elective <i>or</i> Arts elective | | Law elective |

Notes to this Table:

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 requirements relating to majors as specified in the Rules for the Bachelor of Arts degree.

"First Major 1", "Second Major 1" and following refers to the first unit in the first major and the first unit in the second major etc.

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS/BACHELOR OF LAWS

(1) Accounting Strand

| First | | | Second | |
|--------------|-------|--|---------------|---------------------------------------|
| Year 1 | DP125 | Introductory Computing | MA115 | Statistics I |
| | MA051 | Business Mathematics | AC141 | Accounting and Financial Management I |
| | LA051 | Legal Research and Writing | | |
| | LA111 | Legal Process | LA502 | Torts |
| Year 2 | AC142 | Accounting and Financial Management II | MK075 | Marketing Principles |
| | EC102 | Applied Microeconomics | AC143 | Accounting Principles and Practice |
| | MN111 | Fundamentals of Management | LA503 | Contract Law |
| | LA112 | Constitutional Law | | |
| Year 3 | LA507 | Criminal Law and Procedure | AC146 | Management Accounting |
| | LA520 | The Philosophy of Law | EC101 | Macroeconomics |
| | LA114 | Evidence and Civil Procedure | LA115 | Equity |
| | | | LA116 | Property Law |
| Year 4 | BS100 | Organisational Behaviour | AC106 | Accounting Theory |
| | AC145 | Financial Reporting | LA117 | Administrative Law |
| | LA527 | Corporations Law | LA519 | Professional Conduct |
| | AC132 | Taxation | | Law elective |
| Year 5 | AC130 | Auditing | MN114 | Strategic Management |
| | | Elective | AC147 | Managerial Finance |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS/BACHELOR OF LAWS

(2) Finance and Banking Strand

| First | | | Second | |
|--------------|-------|--|---------------|---------------------------------------|
| Year 1 | DP125 | Introductory Computing | MA115 | Statistics I |
| | MA051 | Business Mathematics | AC141 | Accounting and Financial Management I |
| | LA051 | Legal Research and Writing | | |
| | LA111 | Legal Process | LA502 | Torts |
| Year 2 | AC142 | Accounting and Financial Management II | MK075 | Marketing Principles |
| | EC102 | Applied Microeconomics | AC147 | Managerial Finance |
| | MN111 | Fundamentals of Management | LA503 | Contract Law |
| | LA112 | Constitutional Law | | |
| Year 3 | LA507 | Criminal Law and Procedure | AC144 | Banking and Lending Decisions |
| | LA520 | The Philosophy of Law | EC101 | Macroeconomics |
| | LA114 | Evidence and Civil Procedure | LA115 | Equity |
| | | | LA116 | Property Law |
| Year 4 | EC104 | Monetary Economics | AC126 | International Finance |
| | AC115 | Security Analysis and Portfolio Management | AC125 | Securities Markets Regulation |
| | AC127 | Financial Institutions Management | LA519 | Professional Conduct |
| | LA527 | Corporations Law | LA117 | Administrative Law |
| Year 5 | BS100 | Organisational Behaviour | MN114 | Strategic Management |
| | | Elective | | Law elective |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS/BACHELOR OF LAWS

(3) Marketing Strand

| First | | | Second | |
|--------|-------|--|--------|---------------------------------------|
| Year 1 | DP125 | Introductory Computing | MK075 | Marketing Principles |
| | MN111 | Fundamentals of Management | EC101 | Macroeconomics |
| | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | | |
| Year 2 | MA051 | Business Mathematics | AC141 | Accounting and Financial Management I |
| | EC102 | Applied Microeconomics | MA115 | Statistics I |
| | MK102 | Consumer Behaviour | LA503 | Contract Law |
| | LA112 | Constitutional Law | | |
| Year 3 | LA507 | Criminal Law and Procedure | MK106 | Marketing Research |
| | LA520 | The Philosophy of Law | MK103 | Promotion and Advertising |
| | LA114 | Evidence and Civil Procedure | LA115 | Equity |
| | | | LA116 | Property Law |
| Year 4 | AC142 | Accounting and Financial Management II | MK110 | Retail Marketing |
| | MK111 | Services Marketing | MK107 | Export Marketing |
| | MK104 | Media Strategies | LA519 | Professional Conduct |
| | LA527 | Corporations Law | LA117 | Administrative Law |
| Year 5 | MK105 | Sales Management | MN114 | Strategic Management |
| | | Law elective | LA126 | Marketing Law |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS/BACHELOR OF LAWS

(4) Human Resource Management Strand

| First | | | Second | |
|--------|-------|---|--------|---|
| Year 1 | DP125 | Introductory Computing | MK075 | Marketing Principles |
| | MN111 | Fundamentals of Management | EC101 | Macroeconomics |
| | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | | |
| Year 2 | MN121 | Human Resource Management I | AC141 | Accounting and Financial Management I |
| | EC102 | Applied Microeconomics | MA115 | Statistics I |
| | BS100 | Organisational Behaviour | LA503 | Contract Law |
| | LA112 | Constitutional Law | | |
| Year 3 | LA507 | Criminal Law and Procedure | MN122 | Human Resource Management II |
| | LA520 | The Philosophy of Law | BS101 | Organisational and Human Resource Development |
| | LA114 | Evidence and Civil Procedure | LA115 | Equity |
| | | | LA116 | Property Law |
| Year 4 | AC142 | Accounting and Financial Management II | MN118 | Industrial and Economic |
| | MN311 | International Human Resource Management | LA104 | Democracy |
| | MN116 | Industrial Relations | LA519 | Employment and Industrial Relations Law |
| | LA527 | Corporations Law | LA117 | Professional Conduct |
| Year 5 | | Elective | LA106 | Administrative Law |
| | | Elective | LA106 | EEO and OH&S Law and Practice |
| | | Law elective | MN114 | Strategic Management |
| | | Law elective | | Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS/BACHELOR OF LAWS

(5) Computing Strand

| First | | | Second | |
|--------------|--|---|----------------------------------|---|
| Year 1 | DP125 MA051 LA051 LA111 | Introductory Computing Business Mathematics Legal Research and Writing Legal Process | MK075 EC101 LA502 | Marketing Principles Macroeconomics Torts |
| Year 2 | DP235 EC102 DP243 LA112 | Applications Development Applied Microeconomics Systems Analysis and Design Constitutional Law | AC141 MA115 LA503 | Accounting and Financial Management I Statistics I Contract Law |
| Year 3 | LA507 LA520 LA114 | Criminal Law and Procedure The Philosophy of Law Evidence and Civil Procedure | DP123 DP228 LA115 LA116 | Commercial Programming Database Systems I Equity Property Law |
| Year 4 | AC142 MN111 DP240 LA527 | Accounting and Financial Management II Fundamental of Management Data Communications and Networks Corporations Law | DP230 DP231 LA519 LA117 | Information Resources Management Computing Project Professional Conduct Administrative Law |
| Year 5 | BS100 DP237 | Organisational Behaviour Decision Support Systems Law elective Law elective | LA125 | Information Technology and the Law Law elective Law elective Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS/BACHELOR OF LAWS

(6) International Business Strand

| First | | | Second | |
|--------|----------------------------------|--|----------------------------------|---|
| Year 1 | DP125 MN111 | Introductory Computing Fundamentals of Management | MK075 EC101 LA502 | Marketing Principles Macroeconomics Torts |
| | LA051 LA111 | Legal Research and Writing Legal Process | | |
| Year 2 | MA051 EC102 MN316 | Business Mathematics Applied Microeconomics Multinational Business Organisations | AC141 MA115 LA503 | Accounting and Financial Management I Statistics I Contract Law |
| | LA112 | Constitutional Law | | |
| Year 3 | LA507 LA520 LA114 | Criminal Law and Procedure The Philosophy of Law Evidence and Civil Procedure | MK107 MN312 LA115 LA116 | Export Marketing International Trade Equity Property Law |
| | | | | |
| Year 4 | AC142 BS100 EC103 LA527 | Accounting and Financial Management II Organisational Behaviour International Economics Corporations Law | AC126 MN313 LA519 LA117 | International Finance International Management Professional Conduct Administrative Law |
| | | | | |
| Year 5 | MN311 LA124 | International Human Resource Management International Business Law Law elective Law elective | MN114 | Strategic Management Law elective Law elective Law elective |
| | | | | |

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS/BACHELOR OF LAWS

(7) Small Business Management Strand

| First | | | Second | |
|--------|----------------------------------|--|---|---|
| Year 1 | DP125 MN111 | Introductory Computing Fundamentals of Management | MK075 EC101 LA502 | Marketing Principles Macroeconomics Torts |
| | LA051 LA111 | Legal Research and Writing Legal Process | | |
| Year 2 | MA051 EC102 MK102 LA112 | Business Mathematics Applied Microeconomics Consumer Behaviour Constitutional Law | AC141 MA115 LA503 | Accounting and Financial Management I Statistics I Contract Law |
| | | | | |
| Year 3 | LA507 LA520 LA114 | Criminal Law and Procedure The Philosophy of Law Evidence and Civil Procedure | MK106 MK103 AC143 LA115 LA116 | Marketing Research Promotion and Advertising <i>or</i> Accounting Principles and Practice Equity Property Law |
| | | | | |
| Year 4 | AC142 MN314 MN315 LA527 | Accounting and Financial Management II Entrepreneurship Feasibility Study Corporations Law | MN317 MN318 LA519 LA117 | Small Business Management Issues in Small Business Management Professional Conduct Administrative Law |
| | | | | |
| Year 5 | MN121 AC132 | Human Resource Management I Taxation Law elective Law elective | MK107 AC143 | Export Marketing <i>or</i> Accounting Principles and Practice Law elective Law elective Law elective |
| | | | | |

COURSE STRUCTURE FOR THE BACHELOR OF BUSINESS IN TOURISM/BACHELOR OF LAWS

| First | | | Second | |
|--------------|---|---|---|--|
| Year 1 | LA051 LA111 MN411 BS207 | Legal Research and Writing Legal Process Tourism and Hospitality Studies I Personal Communications for the Tourism and Hospitality Industry | LA502 MN412 MN413 | Torts Tourism and Hospitality Studies II Human Resource Management in the Tourism and Hospitality Industry |
| Year 2 | LA112 MK127 AC206 MN440 | Constitutional Law Introduction to Tourism and Hospitality Marketing Financial Analysis for Tourism and Hospitality Introduction to Tourism and Hospitality Management | LA503 MK128 MN415 | Contract Law Tourism and Hospitality Sales and Promotion Tourism and Hospitality Research and Analysis |
| Year 3 | LA507 LA520 LA114 | Criminal Law and Procedure The Philosophy of Law Evidence and Civil Procedure | LA115 LA116 MN425 AC207 | Equity Property Law Pacific Asia Tourism Marketing and Development Hospitality and Tourism Financial Management |
| Year 4 | LA527 MK204 LA205 MN417 MN441 | Corporations Law Special Interest Tourism <i>or</i> Industrial Relations and Law for Tourism and Hospitality Strategic Management for Tourism and Hospitality Enterprises Tourism and Hospitality Services Management | MN426 JP301 MN423 LA519 LA117 | Gaming and Club Management <i>or</i> Japanese I Tourism Planning and the Environment Professional Conduct Administrative Law |
| Year 5 | MN416 | Tourism and Hospitality Industry Project Law elective Law elective Law elective | | Law elective Law elective Law elective Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF APPLIED SCIENCE/BACHELOR OF LAWS

(1) Coastal Management Strand

| First | | | Second | |
|--------------|-------|--|---------------|---|
| Year 1 | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | BL202 | Ecology |
| | BL201 | Biology | DP241 | Computing in Applied Science |
| | CH201 | Chemistry | | |
| Year 2 | LA112 | Constitutional Law | LA503 | Contract Law |
| | GL201 | Geology | GG203 | Hydrology and Climatology |
| | GG201 | Resource Assessment Techniques I | GG202 | Resource Assessment |
| | MA211 | Quantitative Analysis | | Techniques II |
| Year 3 | LA507 | Criminal Law and Procedure | LA115 | Equity |
| | LA520 | The Philosophy of Law | LA116 | Property Law |
| | LA114 | Evidence and Civil Procedure | BL231 | Coastal Ecosystems and their Management |
| | | | GG230 | Principles of Coastal Resource Management |
| Year 4 | LA527 | Corporations Law | GG231 | Coastal Geomorphology and Sedimentology |
| | BL232 | Marine Ecosystems | MN241 | Legislation, Administration and Communication |
| | GG207 | Land Use Planning | LA519 | Professional Conduct |
| | EC202 | Natural Resource and Environmental Economics | LA117 | Administrative Law |
| Year 5 | MN244 | Protected Area Management | GG220 | Environmental Impact Studies and Assessment |
| | | Law elective | LA118 | Environmental Law |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF APPLIED SCIENCE/BACHELOR OF LAWS

(2) Environmental Resource Management Strand

| First | | | Second | |
|--------------|-------|--|---------------|---|
| Year 1 | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | BL202 | Ecology |
| | BL201 | Biology | DP241 | Computing in Applied Science |
| | CH201 | Chemistry | | |
| Year 2 | LA112 | Constitutional Law | LA503 | Contract Law |
| | GL201 | Geology | GG203 | Hydrology and Climatology |
| | GG201 | Resource Assessment Techniques I | GG202 | Resource Assessment Techniques II |
| | MA211 | Quantitative Analysis | | |
| Year 3 | LA507 | Criminal Law and Procedure | LA115 | Equity |
| | LA520 | The Philosophy of Law | LA116 | Property Law |
| | LA114 | Evidence and Civil Procedure | GG217 | Land Degradation and Rehabilitation |
| | | | GG215 | Water Resource Management and Technology |
| Year 4 | LA527 | Corporations Law | GG218 | Waste Technology |
| | GG214 | Soil Processes | MN242 | Project Planning and Management |
| | GG207 | Land Use Planning | LA519 | Professional Conduct |
| | EC202 | Natural Resource and Environmental Economics | LA117 | Administrative Law |
| Year 5 | MN244 | Protected Area Management | GG220 | Environmental Impact Studies and Assessment |
| | | Law elective | LA118 | Environmental Law |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF INFORMATION TECHNOLOGY/BACHELOR OF LAWS

| First | | | Second | |
|--------------|-------|---|---------------|---------------------------------------|
| Year 1 | DP221 | Introduction to Information Technology | DP239 | Object Oriented Programming |
| | DP245 | Principles of Programming | AC141 | Accounting and Financial Management I |
| | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | | |
| Year 2 | DP243 | Systems Analysis and Design | DP235 | Applications Development |
| | DP240 | Data Communications and Networks | MA11 | Statistics I |
| | MA213 | Discrete Mathematics | 5 | Contract Law |
| | LA112 | Constitutional Law | LA503 | |
| Year 3 | LA507 | Criminal Law and Procedure | DP242 | Object Oriented Design |
| | LA520 | The Philosophy of Law | DP228 | Database Systems I |
| | LA114 | Evidence and Civil Procedure | LA115 | Equity |
| Year 4 | DP222 | Computer Control, Auditing and Security | LA116 | Property Law |
| | DP246 | Client/Server Systems | DP230 | Information Resources Management |
| | MN111 | Fundamentals of Management | LA519 | Professional Conduct |
| | LA527 | Corporations Law | LA117 | Administrative Law |
| Year 5 | DP236 | Artificial Intelligence | DP231 | Computing Project |
| | DP237 | Decision Support Systems | LA125 | Information Technology and the Law |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |
| | | | | Law elective |

COURSE STRUCTURE FOR THE BACHELOR OF LEGAL AND JUSTICE STUDIES/BACHELOR OF LAWS

| First | | | Second | |
|--------------|-------|--|---------------|------------------------------------|
| Year 1 | LA051 | Legal Research and Writing | LA50 | Torts |
| | LA111 | Legal Process | 2 | |
| | LA128 | Legal Interviewing, Negotiation and Advocacy | LA50 | Contract Law |
| Year 2 | LA112 | Constitutional Law | 3 | |
| | LA507 | Criminal Law and Procedure | LA11 | Equity |
| | LA520 | The Philosophy of Law | 5 | Property Law |
| | LA114 | Evidence and Civil Procedure | LA11 | Information Technology and the Law |
| Year 3 | | | LA12 | Family Law Practice |
| | | | 5 | |
| | | | LA05 | |
| | | | 4 | |
| Year 4 | LA527 | Corporations Law | LA51 | Professional Conduct |
| | | 1st Major 1 | 9 | Administrative Law |
| | | 1st Major 2 | LA11 | 1st Major 3 |
| Year 5 | | 2nd Major 1 | 7 | 2nd Major 2 |
| | | 1st Major 4 | | 1st Major 5 |
| | | 2nd Major 3 | | 2nd Major 5 |
| | | 2nd Major 4 | | Any elective# |
| Year 5 | | Any elective# | | Any elective# |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |
| Year 5 | | 1st Major 6 | | 2nd Major 6 |

Notes to this Table:

Students completing the above degree must complete two majors in the Bachelor of Legal and Justice Studies degree from the list of majors contained in the Bachelor of Legal and Justice Studies degree rules. "First Major 1", "Second Major 1" and following refers to the first unit in the first major and the first unit in the second major etc.

- # Any elective includes electives from any units offered at Southern Cross University but does not include the following units: Legal Studies I/ (Introduction to Law and Contract), Legal Studies II/ (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 in up to a maximum of three of the above as "any electives" but not as "law electives".

COURSE STRUCTURE FOR THE BACHELOR OF INDIGENOUS STUDIES/BACHELOR OF LAWS

| First | | | Second | |
|--------------|-------|--|---------------|--|
| Year 1 | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | CU402 | Contemporary Australian Indigenous Societies |
| | CU401 | Australian Indigenous Societies Prior to Invasion | LA055 | Aborigines, Islanders and Contemporary Legal Issues |
| Year 2 | ED198 | Academic Study Methodology | LA503 | Contract Law |
| | LA112 | Constitutional Law | CU420 | History of the Invasion of Aboriginal Nations |
| | LA056 | Elective – BIndigS Part B Aborigines, Islanders and the Criminal Justice System | | Elective – BIndigS Part B |
| | CU413 | Human Rights and Indigenous Peoples | | |
| Year 3 | LA507 | Criminal Law and Procedure | LA115 | Equity |
| | LA520 | The Philosophy of Law | LA116 | Property Law |
| | LA114 | Evidence and Civil Procedure | | Elective – BIndigS Part B Elective – BIndigS Part B |
| Year 4 | LA527 | Corporations Law | LA519 | Professional Conduct |
| | CU414 | Indigenous Common Law | LA117 | Administrative Law |
| | | Elective – BIndigS Part B | CU417 | Race and Racism |
| | | Elective – BIndigS Part B | SY215 | Dispute Resolution and Aboriginal Communities |
| Year 5 | | Law elective | | Law elective |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |
| | | Elective - BIndigS Part B | | Elective - BIndigS Part B |

COURSE STRUCTURE FOR THE BACHELOR OF HUMAN MOVEMENT SCIENCE/BACHELOR OF LAWS

| First | | | Second | |
|--------|-------|---|--------|--|
| Year 1 | LA051 | Legal Research and Writing | LA502 | Torts |
| | LA111 | Legal Process | MA330 | Statistics |
| | AN302 | Anatomy for Human Movement | PL307 | Physiology for Human Movement |
| | MN301 | Sport and Exercise Management | | |
| Year 2 | LA112 | Constitutional Law | LA503 | Contract Law |
| | PY325 | Psychology | MK205 | Public Relations in Sport and Exercise |
| | PL203 | Exercise Physiology I | LA202 | Sport and the Law |
| | PL328 | Motor Learning I | | |
| Year 3 | LA507 | Criminal Law and Procedure | LA115 | Equity |
| | LA520 | The Philosophy of Law | LA116 | Property Law |
| | LA114 | Evidence and Civil Procedure | MN307 | Sports Policy and Planning |
| | | | MK320 | Sport and Exercise Marketing |
| Year 4 | LA527 | Corporations Law | LA519 | Professional Conduct |
| | PL207 | Biomechanics I | LA117 | Administrative Law |
| | AC320 | Financial Management for Sport and Exercise | MN306 | Entrepreneurship in Sport and Exercise |
| | MN303 | Personnel Management in Sport | | Human Movement elective* |
| Year 5 | HM301 | Research Design in Sport Science | MN305 | Facility Programming and Management |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |
| | | Law elective | | Law elective |

* A Human Movement elective unit must be selected from the units offered by the School of Exercise Science and Sport Management and includes the unit *Exercise for Personal Health*.

PART B

Schedule of Elective Law Units

| | |
|-------|---|
| AC125 | Securities Markets Regulation |
| AC132 | Taxation |
| AC133 | Advanced Taxation Practice |
| LA057 | Conveyancing Law |
| LA059 | Welfare Law |
| LA061 | Drugs, Crime and the Law |
| LA062 | Wills and Estates |
| LA104 | Employment and Industrial Relations Law |
| LA106 | EEO and OH&S Law and Practice |
| LA113 | Family Law and Society |
| LA118 | Environmental Law |
| LA119 | Local Government and Planning Law |
| LA120 | Victimology |
| LA121 | Intellectual Property |
| LA122 | Law Placement I |
| LA123 | Law Placement II |
| LA124 | International Business Law |
| LA125 | Information Technology and the Law |
| LA126 | Marketing Law |
| LA513 | Aborigines, Torres Strait Islanders and the Law |
| LA514 | Criminology |
| LA515 | Insolvency Law |
| LA516 | Advanced Advocacy |
| LA518 | Advanced Constitutional Law |
| LA521 | International Law |
| LA522 | Human Rights |
| LA523 | Commercial Law |
| LA524 | Independent Legal Research |
| LA525 | Cyberlaw |
| LA526 | International Criminal Justice |
| LA528 | Law Review |
| SY214 | Mediation and Dispute Resolution |
| SY216 | Mediation Practice and Procedure |

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. Three units are compulsory and the five 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 ⁽²⁾ 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:

- 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 five (5) units from any units offered by the School of Law and Justice 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

BACHELOR OF LEGAL AND PROFESSIONAL STUDIES (Abbreviated title: BLeg&ProfStudies)

Introduction

The Bachelor of Legal and Professional Studies was designed and developed specifically for Queensland Police Service personnel. The award builds on the workplace training embodied in the Constable Development Program offered internally by the Queensland Police Service and admission is available to those who are completing or have completed the Constable Development Program.

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this University Handbook, in conjunction with specific Rules and the Schedule of Units below.

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 Legal and Professional Studies;
- (b) "candidate" means a person enrolled in the University as a student, or registered as a student in the Centre;
- (c) "unit" means a component of a course and includes equivalent units offered by the Centre.

1. Qualification for Admission

- (c) In addition to satisfying the University's Admission Rules a candidate must provide evidence that:
 - (i) they are a serving member of the Queensland Police Service; and
 - (ii) they have successfully completed the following Queensland Police Service in-service courses, or their equivalent:
Police Recruit Operational
Vocational Education Program
First Year Constable Program
Constable Development Program

2. Duration of Course

- (f) Unless the School Board otherwise determines, a candidate for the degree shall complete the requirements of the award in not more than eight (8) semesters from initial enrolment.

3. Enrolment

- (c) Unless the School Board otherwise determines, a candidate may only enrol in units approved by the Academic Programs Co-ordinator prior to enrolment.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Legal and Professional

Studies, a candidate must successfully complete the equivalent of twenty-four (24) Southern Cross University units.

Normally, equivalence in relation to this award means:

- (i) completion of the Police Recruit Operational Vocational Education Program; and
- (ii) completion of the First Year Constable Program; and
- (iii) completion of the Constable Development Program, including the four Southern Cross University assessment tasks; and
- (iv) completion of not less than four (4) Southern Cross University units from the Schedule of Units attached to these Rules – a minimum of two (2) units from Part A and the balance from either Part A or Part B of the Schedule.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) The School Board may grant a candidate advanced standing for up to the equivalent of sixteen (16) units on the basis of in-service courses successfully completed through the Queensland Police Service Academy or equivalent.
- (c) A candidate who has successfully completed additional University-determined assessment tasks relating to the Constable Development Program offered by the Queensland Police Service Academy may be granted advanced standing for up to four (4) units.
- (d) The maximum equivalent units for which advanced standing may be granted shall be twenty (20).

Schedule of Units

PART A

Any unit offered by the School of Law and Justice.

PART B

Any undergraduate unit offered by the University.

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, 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*

* 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 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Associate Degree of Information Technology, a candidate shall successfully complete not less than sixteen (16) units comprising:
 - (i) all twelve (12) units in Part A of the Schedule of Units attached hereto;
 - (ii) two (2) units in either (i) or (ii) of Part B of the Schedule; and
 - (iii) two (2) elective units.
- (g) A candidate who while enrolled for the 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.

Schedule of Units

PART A

| | |
|-------|--|
| MN111 | Fundamentals of Management |
| DP240 | Data Communications and Networks |
| DP221 | Introduction to Information Technology |
| DP239 | Object Oriented Programming |
| DP245 | Principles of Programming |
| DP228 | Database Systems I |
| DP246 | Client/Server Systems |
| 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)
 - DP235 Applications Development, *or*
 - DP205 Data Structures

* Not offered in 2000.

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for the Degree

- (f) To be eligible for the award of Bachelor of Information Technology degree, a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) twelve (12) units from Part A of the Schedule of Units attached to these Rules;
 - (ii) an eight (8) unit major sequence from Part B of the Schedule;
 - (iii) two (2) units selected from either Part C and/or additional units in

Part B of the Schedule; and

(iv) two (2) elective units.

**7. Advanced Standing/Credit Transfer/
Professional Experience**

- (b) Candidates who have completed an Associate Degree of this University may be granted advanced standing for up to sixteen (16) units.

Schedule of Units

PART A

DP221 Introduction to Information Technology
MA213 Discrete Mathematics
MN111 Fundamentals of Management
DP239 Object Oriented Programming
MA115 Statistics I
DP240 Data Communications and Networks
DP243 Systems Analysis and Design
BS100 Organisational Behaviour
DP242 Object Oriented Design
DP228 Database Systems I
DP245 Principles of Programming
DP246 Client/Server Systems

PART B

Information Systems

DP236 Artificial Intelligence
DP231 Computing Project
DP223 Software Engineering
DP230 Information Resources Management
AC141 Accounting and Financial Management I
DP235 Applications Development
DP237 Decision Support Systems
DP222 Computer Control, Auditing and Security

Software Engineering

DP205 Data Structures
DP236 Artificial Intelligence
DP231 Computing Project
DP223 Software Engineering
DP230 Information Resources Management
DP234 Operating Systems and Computer Architecture*
DP245 Principles of Programming
DP246 Client/Server Systems
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

* Not offered in 2000.

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

3. Enrolment

- (c) A candidate may achieve accelerated progression by enrolling, with the approval of the School Board, in additional units which may be offered from time to time in a flexible delivery

mode.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Multimedia, a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules; and either
 - (ii) six (6) units from one major sequence of units in Part B of the Schedule, and two (2) elective units, which may include units from Part B of the Schedule; or
 - (iii) eight (8) elective units, which may include units from Part B of the Schedule.
 - (g) To be eligible for the award of Associate Degree in Multimedia, a candidate shall successfully complete not less than sixteen (16) units comprising all units listed in Part A of the Schedule of Units attached to these Rules.
 - (h) A candidate who while enrolled in the Bachelor of Multimedia has completed the requirements for the Associate Degree in Multimedia may elect to be awarded the Associate Degree in Multimedia following withdrawal from candidature for the Bachelors degree.
- ## 7. Advanced Standing/Credit Transfer/ Professional Experience
- (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.
 - (c) Candidates who have completed the requirements for TAFE Course 3610, Level 4 Certificate in Information Technology (Multimedia), may be granted advanced standing for eight (8) specified units in the Bachelor of Multimedia.
 - (d) The School Board may grant candidates 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 School Board provided that the units so completed are considered to be equivalent to a unit or units in the Schedule.

Schedule of Units

PART A

| | |
|-------|--|
| 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 |
| ME350 | Multimedia Design |

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

| | |
|-------|-----------------------------|
| DP245 | Principles of Programming |
| DP243 | Systems Analysis and Design |
| DP239 | Object Oriented Programming |

DP228 Database Systems I
DP246 Client/Server Systems
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
LA525 Cyberlaw

Business

MK075 Marketing Principles
LA130 Introduction to Law and Contract
AC141 Accounting and Financial Management I
MK102 Consumer Behaviour
EC101 Macroeconomics, *or*
EC102 Microeconomics
AC142 Accounting and Financial Management II, *or*
MA115 Statistics

Marketing

MK075 Marketing Principles
MK102 Consumer Behaviour
MK103 Promotion and Advertising
LA130 Introduction to Law and Contract
plus any two (2) units selected from the following list:
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
plus any seven (7) units selected from the following:
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 (8) 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:

- ① Certificate Level 3 in Information Technology (Foundation) by TAFE
- ① Certificate Level 4 in Information Technology (PC Support) by TAFE
- ① Certificate Level 4 in Information Technology (Network Support) by TAFE
- ① Diploma of Information Technology (PC and Network Support) by TAFE
- ① Bachelor of Applied Computing by Southern Cross University

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Shall have successfully completed units at a satisfactory level from the New South Wales TAFE Diploma of Information Technology.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Applied Computing, a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) the requirements for the Diploma of Information Technology (PC and Network Support) from TAFE NSW or the equivalent Diploma from another State; and
 - (ii) not less than twelve (12) units as listed in the Schedule of Units attached to these Rules.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) The School Board will not grant advanced standing for the unit DP231 Computing Project.

Schedule of Units

- DP236 Artificial Intelligence
- DP245 Principles of 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, 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Accounting, Bachelor of Information Technology combined degree, a candidate shall successfully

complete not less than thirty-six (36) units comprising:

- (i) nineteen (19) units from Part A of the Schedule of Units attached to the Bachelor of Accounting Rules;
- (ii) three (3) advanced units selected from Part B of the Bachelor of Accounting Schedule;
- (iii) two (2) elective units;
- (iv) twelve (12) units from Part A of the Schedule of Units attached to the Bachelor of Information Technology Rules;
- (v) the eight (8) unit Information Systems major from Part B of the Bachelor of Information Technology Rules;
- (vi) two (2) units and two (2) elective units not already completed, either from Part B or Part C of the Bachelor of Information Technology Rules.

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.

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 Course Coordinators for Accounting and Information Technology in relation to the selection and sequencing of units.

Schedule of Units

Refer to Schedules of Units attached to the Rules for the Bachelor of Accounting and Bachelor of Information Technology degrees.

Course Sequence

A typical course sequence for full-time study is illustrated below:

Semester 1

AC141 Accounting and Financial Management I
DP245 Principles of Programming
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
DP246 Client/Server Systems
AC130 Auditing
MN111 Fundamentals of Management

Semester 6

DP242 Object Oriented Design
AC146 Management Accounting
DP235 Applications Development
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 forty (40) 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
DP245 Principles of Programming
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

- DP235 Applications Development
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
DP246 Client/Server Systems
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 10

- 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, PhD(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 2000:

- 🕒 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 seven-year part-time course. The fourth year is only available on a full-time basis. The Bachelor of Naturopathy is available 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 the bio-medical sciences. The course provides clinical education in the School's Naturopathic Teaching Clinic that provides graduates with appropriate knowledge and skills required for clinical practice.

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.

The School of Natural and Complementary Medicine should be contacted for further information relating to the course structure.

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) By way of interview, at the discretion of the School Board, applicants granted consideration for admission must show evidence of aptitude, motivation and commitment to undertake a four-year programme in Natural and Complementary Medicine.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Naturopathy degree, a candidate shall successfully complete not less than thirty-two (32) units comprising:
 - (i) all units in the Schedule of Units attached to these Rules; and
 - (ii) one (1) elective unit.

Schedule of Units

| | |
|-------|--|
| PL201 | Anatomy and Physiology I |
| PL202 | Anatomy and Physiology II |
| HL259 | Naturopathic Foundations |
| BS301 | Interpersonal Relating |
| CH102 | Biological Chemistry I |
| 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 |
| 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.

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 Nursing and Health Care Practices

Head of School

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

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 2000:

- 🕒 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

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.

1. Qualification for Admission

- (c) Applicants for admission to candidature for the Bachelor of Health Science in Nursing shall:
 - (i) for Australian residents and/or citizens, 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.

There will be two categories of admission:

Category One:

Any applicant who has completed an entry level course at certificate level or equivalent which leads to registration as a nurse. This category includes hospital based certificates, hospital based diplomas, and/or tertiary associate diplomas.

Category Two:

Any applicant who has completed an entry level course in a recognised institution, at the diploma level or 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 is the equivalent of at least one year's duration, from a recognised tertiary institution, may be admitted in Category Two on application to the School Board.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Health Science in Nursing a candidate shall successfully complete the prescribed number of units as follows, unless exempted:
 - (i) Category One candidates shall complete eight (8) units from the Schedule of Units attached to these Rules, comprising of two (2) units selected from Part A, one (1) unit from Part D, and the remaining units from Parts B and/or C of the Schedule;

- (ii) Category Two students shall complete four (4) units from the Schedule, comprising two (2) units from Part B, one (1) unit from Part D and the remaining unit from Parts A or C of the Schedule.

- (g) Exemptions from Rules 6(f)(i) and (ii) may be granted on the following grounds:

- (i) Candidates admitted under Category Two who have previously completed a unit or units, which in the opinion of the School Board are equivalent to units listed in the Schedule, shall be required to obtain the approval of the School Board for their unit selection prior to enrolment.

- (ii) Candidates who are not resident in Australia at the time of enrolment shall complete the following number of units:

Category One candidates shall complete eight (8) units comprising: two (2) units from Part A of the Schedule and the remainder from Parts B, C and D;

Category Two candidates shall complete four (4) units comprising two (2) units from Part B of the Schedule and two (2) units from Parts A, C and D.

- (h) Candidates who enrolled in the course prior to 1996 shall have their course of study approved by the School Board.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have studied through the Centre for Professional Development in Health Sciences are eligible for direct credit of all units completed in accordance with the requirements of the Bachelor of Health Science in Nursing award.

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 offered in 2000.*

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.

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 thesis based on original work; and
- a research seminar based on the thesis; and
- 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 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.

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Nursing, a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules; and
 - (ii) two (2) elective units, which may include units from Part B of the Schedule.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) In exceptional cases advanced standing greater than 50% of the unit requirements for the award may be granted by the School Board, which shall notify the Academic Board of all instances.

Schedule of Units

PART A

- NR301 Nursing I
- NR321 Clinical Nursing Studies I
- PL201 Anatomy and Physiology I
- HL291 Health Care Practices I
- NR302 Nursing II
- NR322 Clinical Nursing Studies II
- PL202 Anatomy and Physiology II
- CU408 Health and Australian Indigenous Peoples
- 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
- HL292 Health Care Practices II
- NR305 Nursing V
- NR325 Clinical Nursing Studies V
- HL293 Health Care Practices III
- NR306 Nursing VI
- NR326 Clinical Nursing Studies VI
- HL294 Health Care Practices IV

PART B

- HL205 Psychosocial Emergency Care
- SY203 Women's Studies
- PL315 Introductory Pharmacology
- HL203 Studies in Substance Abuse
- HL250 Stress Management

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

This course is suitable for those students who wish to gain expertise at an advanced level in a specialist 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

For the purpose of these Rules, the relevant definitions contained in the Glossary apply subject to the following amendments:

- (a) "candidate" means a person either enrolled in the University as a student; or
- (b) registered with the Centre for Professional Development in Health Sciences (CPDHS) as an independent student or through an industry partnership or licence agreement.

1. Admission to Candidature

- (a) Applicants for admission to candidature for the Graduate Certificate of Health Science degree shall either:
 - (i) 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; or
 - (ii) have demonstrated completion of a previous course of study at a level acceptable to the School Board; or
 - (iii) have demonstrated professional experience at a level acceptable to the School Board.
- (b) An applicant for candidature shall apply to the Head of School on the prescribed form.
- (c) Admission to candidature and time of commencement shall be determined by the School Board.

2. Approval of a Course of Study

After admission to candidature a candidate shall have a course of study approved by the School Board.

3. Duration of Course

Normally, unless the School Board otherwise determines, a candidate shall pursue the approved course of study for not more than two (2) semesters of full-time study or not more than four (4) semesters of part-time study.

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.

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. Requirements for the Graduate Certificate of Health Science Degree

To be eligible for the award of the Graduate Certificate of Health Science degree a candidate shall successfully complete not less than four (4) units of study selected from the Schedule of Units attached to these Rules.

Other units may be approved at the discretion of the School Board.

6. Advanced Standing/Credit Transfer/Professional Experience

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 another university or tertiary institution or with an industry partner or licensee of the School, or professional experience, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the Schedule.

7. Admission to the Award

A candidate who has fulfilled the requirements of these Rules and has otherwise complied with the provision of all applicable By-laws and other Rules may be admitted to the award of Graduate Certificate of Health Science.

Schedule of Units

The Schedule of Units is to be found at the end of the entry for the Master 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 specialist field and introductory knowledge and/or 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

For the purpose of these Rules, the relevant definitions contained in the Glossary apply subject to the following amendments:

- (a) "candidate" means a person either enrolled in the University as a student; or
- (b) registered with the Centre for Professional Development in Health Sciences (CPDHS) as an independent student or through an industry partnership or licence agreement.

1. Admission to Candidature

- (a) Applicants for admission to candidature for the Graduate Diploma of Health Science degree shall either:
 - (i) 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 Board of Studies; or
 - (ii) have completed the Graduate Certificate of Health Science; or
 - (iii) have demonstrated completion of a

previous course of study at a level acceptable to the School Board, School of Nursing and Health Care Practices.

- (b) An applicant for candidature shall apply to the Head of School on the prescribed form.
- (c) Admission to candidature and time of commencement shall be determined by the School Board.

2. Approval of a Course of Study

After admission to candidature a candidate shall have a course of study approved by the School Board.

3. Duration of Course

Normally, unless the School Board otherwise determines, a candidate shall pursue the approved course of study for not more than four (4) semesters of full-time study or not more than eight (8) semesters of part-time study.

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.

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. Requirements for the Graduate Diploma of Health Science Degree

To be eligible for the award of the Graduate Diploma of Health Science degree a candidate shall successfully complete not less than eight (8) units of study selected from the Schedule of Units attached to these Rules.

Other units may be approved at the discretion of the School Board.

6. Advanced Standing/Credit Transfer/Professional Experience

- (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 another university or tertiary institution or with an industry partner or licensee of the School, or professional experience, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the Schedule.
- (b) Candidates who have completed the requirements of the Graduate Certificate of Health Science may be granted advanced standing for up to four (4) units. Additional advanced standing may be granted for up to two (2) units at the discretion of the School Board.

7. Admission to the Award

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

Schedule of Units

The Schedule of Units is to be found at the end of the entry for the Master of Health Science.

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

For the purpose of these Rules, the relevant definitions contained in the Glossary apply subject to the following amendments:

- (a) "candidate" means a person either enrolled in the University as a student; or
- (b) registered with the Centre for Professional Development in Health Sciences (CPDHS) as an independent student or through an industry partnership or licence agreement.

1. Admission to Candidature

- (a) Applicants for admission to candidature for the Master of Health Science degree shall:
 - (i) 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 Board of Studies; or
 - (ii) have completed the Graduate Certificate or Graduate Diploma of Health Science; or
 - (iii) have demonstrated completion of a previous course of study at a level acceptable to the School Board, School of Nursing and Health Care Practices.
- (b) An applicant for candidature shall apply to the Head of School on the prescribed form.
- (c) Admission to candidature and time of commencement shall be determined by the School Board.

2. Approval of a Course of Study

After admission to candidature a candidate shall have a course of study approved by the School Board.

3. Duration of Course

Normally, unless the School Board otherwise determines, a candidate shall pursue the approved course of study for not more than eight (8) semesters of full-time study or not more than sixteen (16) semesters of part-time

study.

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.

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. Requirements for the Master of Health Science Degree

To be eligible for the award of the Master of Health Science degree a candidate shall successfully complete not less than twelve (12) units of study selected from the Schedule of Units attached to these Rules.

Other units may be approved at the discretion of the School Board.

6. Advanced Standing/Credit Transfer/ Professional Experience

- (a) At the discretion of the School Board, a candidate may be granted advanced standing for up to eight (8) units on the basis of units completed at this University or another university or tertiary institution, with an industry partner or licensee of the School, or professional experience, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the Schedule.
- (b) Candidates who have completed the requirements of the Graduate Certificate of Health Science may be granted advanced standing for up to four (4) units. Additional advanced standing may be granted for up to two (2) units at the discretion of the School Board.
- (c) Candidates who have completed the requirements of the Graduate Diploma of Health Science may be granted advanced standing for up to eight (8) units. Additional advanced standing

may be granted for up to two (2) units at the discretion of the School Board.

7. Admission to the Award

A candidate who has fulfilled the requirements of these Rules and has otherwise complied with the provision of all applicable By-laws and other Rules may be admitted to the award of Master of Health Science.

Schedule of Units

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

Perioperative Nurse - Surgeon's Assistant

- HL610 The Role of the Perioperative Nurse - Surgeon's Assistant
- HL611 Preoperative Assessment and Planning
- HL612 Intraoperative Assisting and Nursing Care
- HL613 Postoperative Nursing Care and Professional Issues

General Units

- 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
- LA722 Health Law
- MN755 Strategic Issues in Health Management
- HL600 Master of Health Science Project #

* Not offered in 2000.

Four to six unit equivalent of project work negotiated by student.

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

The 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Associate Degree of Applied Science a candidate shall successfully complete not less than sixteen (16) units comprising:
 - (i) all units in Part A of the Schedule of Units attached to these Rules; and
 - (ii) seven (7) units from Part B of the Schedule.

The School Board, School of Resource Science and Management, may permit a candidate to enrol in a unit or units

other than those specified in the Schedule.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates may be granted advanced standing for up to four (4) units for 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) Candidates who, within three months of completing all the requirements for the Associate Degree of Applied Science, elect to enrol for the Bachelor of Applied Science may be granted advanced standing for sixteen (16) units.
- (c) Candidates who within three (3) months of completing all the requirements for the Associate Degree of Applied Science, elect 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 and up to two (2) units completed in Part C of the Schedule of Units, subject to limitation.

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Applied Science Degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units in Part A of the Schedule of Units attached to these Rules;
 - (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) not less than seven (7) elective units for candidates undertaking either the Coastal Management, Environmental Resource Management or Fisheries and Aquaculture Management major, or not 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.

- (g) A candidate who while enrolled 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 Bachelor degree.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who, within three months of completing all the requirements for the Associate Degree of Applied Science, elect to enrol for the Bachelor of Applied Science may be granted advanced standing for sixteen (16) units.
- (c) Candidates who within three (3) months of completing all the requirements for the Associate Degree of Applied Science, elect 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 and up to two (2) units completed in Part C of the Schedule of Units, subject to limitation.

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
GG207 Land Use Planning
EC202 Natural Resource and Environmental Economics
BL230 Principles of Plant and Animal Conservation

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

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
BL204 Aquatic Ecosystems
BL231 Coastal Ecosystems and their Management
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 2000.

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 (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.

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 may involve a semester of field oriented studies 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Applied Science (Forestry) degree a candidate shall successfully complete not less than thirty-two (32) units comprising:
 - (i) all units from Part A of the Schedule of Units attached to these Rules;
 - (ii) not less than six (6) units from Part B of the Schedule.
- (g) A candidate who while enrolled for the Bachelor of Applied Science (Forestry) 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 Bachelors degree.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) A candidate enrolled in the Associate Degree of Applied Science or the Bachelor of Applied Science 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.
- (c) Candidates who have vocational, employment or other relevant experience may be granted advanced standing for up to four (4) units provided that the work, units or experience so completed are considered to be equivalent to a unit or units in the

Schedule attached to these Rules.

- (d) The total advanced standing granted shall not exceed sixteen (16) units.

(e)

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
- AC149 Accounting for Decision Making
- 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 2000.

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

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

The 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, Leadership, 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 (many units are also available online).

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, a Graduate Certificate/Graduate Diploma and Master of Vocational Education and Training (coursework), a Graduate Certificate/Graduate Diploma and Master of Professional Management, a Graduate Certificate in Leadership and Change, and a Graduate Certificate in Professional Development. 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:

- 🕒 Diploma of Frontline Management
- 🕒 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 in Professional Management
- 🕒 Graduate Diploma in Professional Management
- 🕒 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
- 🕒 Graduate Certificate in Leadership and Change
- 🕒 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)
- 🕒 Master of Professional Management (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.

DIPLOMA OF FRONTLINE MANAGEMENT (Abbreviated title: DipFrontlineMangt)

Introduction

The Diploma of Frontline Management is a competency-based course which meets the National Frontline Management Initiative Competency Standards. It is the equivalent of a one-year full-time course (8 units).

Course Structure

The course structure is presented in the Schedule of Units.

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

Definitions

For the purposes of these Rules a "candidate" means a person enrolled in the University as a student or registered as a professional development student with the School of Social and Workplace Development.

1. Qualification for Admission

- (c) candidates must 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; and

- (d) have at least two (2) years' work experience.

6. Requirements for the Award

- (f) To be eligible for the award of Diploma of Frontline Management a candidate shall successfully complete all units listed in the Schedule of Units attached to these Rules.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) The School Board may grant advanced standing for units that have been assessed as satisfactorily completed by an assessment agency endorsed under the Australian Qualifications Framework by the Vocational Education and Training Accreditation Board (VETAB) and approved by the School Board, provided that those units have not been counted towards another equivalent qualification.

Schedule of Units

MN254 Business Awareness
MN255 People Management*
MN253 Planning and Process Improvement*
MN259 Managing Change*
MN261 Customer Service

* Double-weighted unit.

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 (16) units.

Rules Governing Candidature

See end of Bachelor of Social Science entry.

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. A number of units are now available in interactive on-line mode. 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 (6) 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 (4) units in each of six (6) semesters, while part-time or external students would normally undertake two (2) units in each of twelve semesters. All students are required to complete four (4) compulsory core units. Students must also complete a minimum of two (2) 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

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 the School of Social and Workplace Development;
- (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 Social Science.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Social Science degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) three (3) units listed in Part A of the Schedule of Units attached to these Rules;
 - (ii) one (1) unit in Part B of the Schedule;
 - (iii) at least two (2) major areas of study from Part C of the Schedule;
 - (iv) eight (8) elective units from Part D of the Schedule or offered elsewhere within the University.
- (g) A candidate who while enrolled 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 following withdrawal from candidature for the Bachelors degree.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have either undertaken certified or documented in-service courses or have significant relevant and documented work achievements related to the aims and objectives of the course may be granted advanced standing for up to four (4) units provided that the work or in-service courses so completed are considered equivalent to a unit or units in the Schedule of Units attached to these Rules.
- (c) Notwithstanding the above, candidates may be granted advanced standing for a further four (4) units.
- (d) Candidates who have completed the Associate Degree of Social Science may be granted advanced standing of up to sixteen (16) units in the 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 (4) units from any of the major areas of study listed in Part C.

Social Science

- IS361 Independent Study – Social Science I
- IS362 Independent Study – Social Science II
- IS363 Independent Study – Social Science III
- IS364 Independent Study – Social Science IV

Human Services

- IS365 Independent Study – Human Services I
- IS366 Independent Study – Human Services II
- IS367 Independent Study – Human Services III
- IS368 Independent Study – Human Services IV

* Not offered in 2000.

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 for 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. Advanced Standing**
 - (a) The School Board may grant a candidate advanced standing for up to four (4) units on the basis of units completed at this University, and/or another university or tertiary institution provided that those units have not been counted towards another qualification and have a reasonable degree of correspondence to units prescribed for the coursework programme;
 - (b) The School Board may grant a candidate recognition of prior learning for one (1) unspecified elective unit upon demonstration of high-level workplace professional practice.
- 3. The Graduate Certificate in Professional Development is the equivalent of one (1) 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 (2) semesters and not more than four (4) 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 2000.

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 (4) coursework units with the possibility of advanced standing in some units and will be completed in no more than four (4) 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 (6) 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 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 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 (2) 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 (4) 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.

The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for

Professional Development of the School of Social and Workplace Development.

- 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 (8) units, which must be successfully completed to enable the awarding of the Graduate Diploma of Training and Development. The eight (8) 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 (2) 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 (4) 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) the candidate has been granted advanced standing 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.
The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.
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 (4) 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 # <i>or</i> |
| ED029 | Project B: Professional Practice # |
| ED086 | Program Planning* |

* *Not offered in 2000.*

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 (4) 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 (4) 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 (2) 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 The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.

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 (8) coursework units with the possibility of advanced standing for some units, and shall be completed in no more than eight (8) 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 (8) units, at least four (4) of which must be selected from Part A and two (2) 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 (8) 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 (4) 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 (4) units.
 - 5.3 Under no circumstances may a student be granted advanced standing for more than four (4) units.
 - 5.4 The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.
- 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
MN753 Reframing Organisational Futures
IS165 Independent Study ☞ Training and Development I
MN704 Human Resource Development
DP712 Computer Based Training*
SY700 Sociology of Workplace Industrial Relations*
IS166 Independent Study ☞ Training and Development II

* Not offered in 2000.

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 (12) 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 (6) 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.

- 5.5 The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.

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
MN753 Reframing Organisational Futures
IS165 Independent Study – Training and
Development I
MN704 Human Resource Development
DP712 Computer Based Training*
SY700 Sociology of Workplace Industrial
Relations*
IS166 Independent Study – Training and
Development II

* Not offered in 2000.

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 (4) 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 (4) 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 (2) semesters of full-time study or four (4) 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 (2) 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.

The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.

- 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 (8) coursework units with the possibility of advanced standing in some units and will be completed in no more than eight (8) 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 (8) 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 (8) 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 (4) 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 (4) 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 (4) 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 four (4) units.
 - (f) The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.
- 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.

Schedule of Units

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.

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 (4) 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 (8) 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.
- (f) The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.

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.

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 #
- 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
- MN753 Reframing Organisational Futures
- MN704 Human Resource Development
- DP712 Computer Based Training*
- IS165 Independent Study ☐ Training and Development I
- IS166 Independent Study ☐ Training and Development II
- SY700 Sociology of Workplace Industrial Relations*

* Not offered in 2000.

Double-weighted unit.

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 (2) 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 (8) units.

Candidates proceeding via the research option will complete two (2) 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 (2) semesters (full-time candidates) and not more than eight (8) 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 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.
- (c) The School Board may grant additional advanced standing on the basis of units undertaken through the Centre for Professional Development of the School of Social and Workplace Development.

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*

MN753 Reframing Organisational Futures

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 2000.

Triple-weighted unit.

GRADUATE CERTIFICATE IN LEADERSHIP AND CHANGE (Abbreviated title: GradCertL&C)

Rules Governing Candidature

1. Qualification for Admission

Applicants for admission to candidature for the Graduate Certificate in Leadership and Change shall:

- (a) satisfy the School by means of relevant work experience and/or other qualifications of adequate preparation for candidature; or
- (b) 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.

2. Requirements for the Degree

- (a) To be eligible for the award of Graduate Certificate in Leadership and Change a candidate shall complete the coursework programme approved by the School.
- (b) The coursework programme shall consist of four (4) units from the Schedule of Units attached to these Rules.

3. Duration of Course

Unless the School Board otherwise determines, a candidate shall complete the requirements for the course in no more than two (2) semesters of full-time study or six (6) semesters of part-time study.

4. Enrolment

Unless the School Board otherwise determines:

- (a) a candidate shall enrol for at least one semester; and
- (b) a candidate shall enrol in not more than two (2) 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 may grant a candidate advanced standing for up to four (4) units on the basis of work or units successfully completed by undertaking the School's Professional Development Units, or up to three (3) units of study for units completed at another tertiary institution acceptable to the School Board.
- (b) The School Board may grant a candidate advanced standing in recognition of prior learning for up to two (2) unspecified units if they are able to demonstrate and document high level workplace professional practice in the field of management, providing that they have obtained no more than one (1) unit of advanced standing as in Rule 6(a).

7. Graduate Certificate in Leadership and Change 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 in Leadership and Change.

Schedule of Units

MN753 Reframing Organisational Futures
MN754 Energising Organisations
MN703 Organisational Change and Development
MN705 Leadership and Teamwork

GRADUATE CERTIFICATE IN PROFESSIONAL MANAGEMENT
(Abbreviated title: GradCertProfMangt)

GRADUATE DIPLOMA IN PROFESSIONAL MANAGEMENT

(Abbreviated title: GradDipProfMangt)

MASTER OF PROFESSIONAL MANAGEMENT
(Abbreviated title: MProfMangt)

Rules Governing Candidature

1. Qualification for Admission

Applicants for admission to candidature shall:

- (a) have fulfilled all the requirements for admission to an Australian Bachelors degree or 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 experience of adequate preparation for candidature.

2. Requirements for the Award

- (a) To be eligible for the award of the Graduate Certificate in Professional Management, a candidate shall complete not less than four (4) units comprising units selected from the Schedule of Units attached to these Rules.
- (b) To be eligible for the award of the Graduate Diploma in Professional Management, a candidate shall complete not less than eight (8) units comprising units selected from the Schedule of Units attached to these Rules.
- (c) To be eligible for the award of the Master of Professional Management, a candidate shall complete not less than twelve (12) units comprising units selected from the Schedule of Units attached to these Rules.

3. Duration of Course

Unless the Director (or delegate) of the Graduate College of Management otherwise determines, a candidate shall complete the requirements for the course in not more than nine (9) trimesters if a full-time student, and

not more than eighteen (18) trimesters if a part-time student.

4. Enrolment

Unless the Head of School/Director otherwise determines a candidate shall remain enrolled for the duration of each 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 Assessment and Examinations Rule 9; or
- (b) the candidate has been granted advanced standing in that unit.

6. Advanced Standing/Credit Transfer/ Recognition of Prior Learning

- (a) A candidate may be granted advanced standing by the Board of the Graduate College of Management towards the Master of Professional Management for up to eight (8) 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 equivalent 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 Southern Cross University Graduate Certificate in Professional Management shall be granted advanced standing for up to four (4) units.
- (c) Candidates who have completed the requirements of the Southern Cross University Graduate Diploma in Professional Management shall be granted advanced standing for up to eight (8) units.
- (d) Candidates may receive advanced standing on the basis of recognition of prior learning (RPL) on an individual basis.

- (e) The total advanced standing based on units and RPL other than those in the Graduate Certificate in Professional Management or the Graduate Diploma in Professional Management shall not exceed 75% of the course.

Deeming Clause

A unit specified by the Industry Partner and agreed by the University as a unit equivalent for the purposes of these Rules, shall be considered to be a unit in the Master of Professional Management and satisfactory completion of such a unit shall count as a pass towards this award.

7. Admission to Award

A candidate who has fulfilled the requirements of these Rules and otherwise has complied with the provision of all By-laws and other Rules of the University may be admitted to the award of the Graduate Certificate in Professional Management, the Graduate Diploma in Professional Management, or the degree of Master of Professional Management as appropriate.

Schedule of Units

Candidates may select appropriate units from across the postgraduate offerings within the University. Unit selection must be indicated to the Course Coordinator prior to enrolment. The Course Coordinator and candidate will negotiate admission to units with the appropriate Unit Assessor.

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), FATRI

The 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 Business in Hotel Management
- ⌚ Diploma in 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
- ⌚ Graduate Certificate in Convention and Event Management
- ⌚ Graduate Diploma in Convention and Event Management
- ⌚ Master of Convention and Event Management
- ⌚ Master of Business (by Research)*
- ⌚ Doctor of Philosophy*
- ⌚ Certificate in Club Management #
- ⌚ Diploma 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.

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, Holland, and the United States of America. While students are responsible for costs such as airfares, accommodation and living expenses, they remain eligible for AUSTUDY or Youth Allowance. 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.

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for the Degrees

- (f) To be eligible for the award of Bachelor of Business in Hotel and Catering Management a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) eighteen (18) units from Part A of the Schedule of Units attached to these Rules;
 - (ii) not less than four (4) units from Part B of the Schedule; and

(iii) not more than two (2) elective units.

**7. Advanced Standing/Credit Transfer/
Professional Experience**

- (b) Candidates who have completed the requirements of the Diploma of Food Service Management may be granted advanced standing of up to eight (8) units.
- (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.

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
 MN428 Food and Beverage Service Delivery Systems
 MN429 Food Preparation and Production Systems
 MN431 Hotel Operations
 MN440 Introduction to Tourism and Hospitality Management
 MN413 Human Resource Management in the Tourism and Hospitality Industry
 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
 MN419 Food and Beverage Management
 MK128 Tourism Hospitality Sales and Promotion
 MN221 Intern Study I*
 MN222 Intern Study II*
 MN223 Intern Study III*
 MN224 Intern Study IV*

PART B

MN412 Tourism and Hospitality Studies II
 AC207 Hospitality and Tourism Financial Management
 MN418 Accommodation and Information Technology Systems
 MN424 Economic Analysis for Tourism and Hospitality
 MN426 Gaming and Club Management
 MN427 Entrepreneurship in Tourism and Hospitality
 MN425 Pacific Asia Tourism Marketing and Development
 MN420 Conventions, Meetings and Exhibitions Management
 MN415 Tourism and Hospitality Research and Analysis
 MN416 Tourism and Hospitality Industry Project
 EE221 Tourism and Hospitality International Exchange I
 EE222 Tourism and Hospitality International Exchange II
 EE223 Tourism and Hospitality International Exchange III
 EE224 Tourism and Hospitality International Exchange IV

* *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 or Youth Allowance. 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Business in Tourism, a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) sixteen (16) units from Part A of the Schedule of Units attached to these Rules;
 - (ii) no less than four (4) units from Part B of the Schedule; and

(iii) not more than four (4) elective units.

7. Advanced Standing/Credit Transfer/Professional Experience

- (b) Candidates who have completed the requirements of the Diploma of Business Management may be granted advanced standing of up to eight (8) units.
- (c) No student shall be granted advanced standing for more than sixteen (16) units of which:
 - (i) a maximum of four (4) units may counted towards Intern-Study; and
 - (ii) a maximum of twelve (12) units may be counted towards units other than Intern-Study.

8. International Exchange Program

Candidates may apply to participate in a one semester exchange programme at an approved partner institution overseas. Where a candidate does so, they must:

- (a) undertake units at the partner University which have been approved by the School Board prior to enrolment;
- (b) take the equivalent of a full-time student load at the partner University, to receive a maximum of four (4) units of advanced standing at Southern Cross University;
- (c) successfully pass the units enrolled in at the partner University to receive advanced standing at Southern Cross University; and
- (d) abide by the rules and conditions of the partner University and the exchange agreement.

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
- EE221 Tourism and Hospitality International Exchange I
- EE222 Tourism and Hospitality International Exchange II
- EE223 Tourism and Hospitality International Exchange III
- EE224 Tourism and Hospitality International Exchange IV

* 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))

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.

NB: These requirements are currently under review and applicants for candidature in 2000 should check with the School's Honours Co-ordinator.

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 topic of the Major Study may be related, but may not be identical, to the topics selected for the Minor Studies.

BACHELOR OF BUSINESS IN HOTEL MANAGEMENT (Abbreviated title: BBusHotelMangt)

DIPLOMA IN HOTEL MANAGEMENT (Abbreviated title: DipHotelMangt)

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 Business in 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

For the purpose of these Rules:

- (a) "Institute" means Australasian Institute of Hotel Management;
- (b) "candidate" means a person:
 - (i) enrolled in the University as a student; or
 - (ii) 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.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Business in Hotel Management degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) all units in Part A of the Schedule attached to these Rules; and
 - (ii) the equivalent of eight (8) other units acceptable to the School Board.
- (g) To be eligible for the award of the Diploma in Hotel Management a candidate shall successfully complete eight (8) units from Part A of the Schedule.

7. Advanced Standing/Credit Transfer/Professional Experience

- (c) Bachelor of Business in Hotel Management
 - (i) The School Board may grant a candidate advanced standing for up to twenty (20) units provided that in all cases the units are considered to be equivalent to units in the Schedule, or up to sixteen units (16) on the basis set out in Rule 7(a).
 - (ii) Candidates who have completed the requirements of the Diploma in Hotel Management may be granted advanced standing for up to eight (8) units.
- (b) Diploma in Hotel Management

The School Board may grant a candidate advanced standing for up to eight (8) units provided that in all cases the units are considered to be equivalent to units in the Schedule or up to four units (4) on the basis set out in Rule 7(a).

Schedule of Units

PART A

- BS207 Personal Communications for the Tourism and Hospitality Industry
- MN411 Tourism and Hospitality Studies I
- MK210 Hotel Sales and Marketing

MK212 Hotel Marketing and Public Relations
MN413 Human Resource Management in the
Tourism and Hospitality Industry
MN136 Financial Analysis for Hotels
MN135 Hotel Services Management
MN134 Introduction to Hotel Management
LA205 Industrial Relations and Law for
Tourism and Hospitality
MN417 Strategic Management for Tourism and
Hospitality Enterprises
AC207 Hospitality and Tourism Financial
Management
MK211 Market Research and Analysis for
Hotels
MN416 Tourism and Hospitality Industry
Project
MN137 Environmental Management for the
Hotel Industry
MN221 Intern Study I
MN222 Intern Study II

PART B

MK204 Special Interest Tourism
MN420 Conventions, Meetings and Exhibitions
Management
MN425 Pacific Asia Tourism Marketing and
Development
MN223 Intern Study III
MN224 Intern Study IV
MN412 Tourism and Hospitality Studies II
MN427 Entrepreneurship in Tourism and
Hospitality
MN426 Gaming and Club Management
MN423 Tourism Planning and the Environment
MN421 Event Management
MN424 Economic Analysis for Tourism and
Hospitality

GRADUATE CERTIFICATE IN INTERNATIONAL TOURISM MANAGEMENT

**(Abbreviated title:
GradCertIntTourMangt)**

GRADUATE CERTIFICATE IN INTERNATIONAL HOTEL MANAGEMENT

**(Abbreviated title:
GradCertIntHotMangt)**

GRADUATE CERTIFICATE IN

CONVENTION AND EVENT MANAGEMENT (Abbreviated title: GradCertConEventMangt)

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, hotel and event 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

- (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 Tourism and Hospitality Management and shall:
 - (i) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university of tertiary institution; or
 - (ii) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (a).
- (b) An applicant for candidature shall apply to the Head, School of Tourism and Hospitality Management on the prescribed form.
- (c) Admission to candidature and the trimester of commencement shall be determined by the Head of School.
- (d) 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 in International Tourism Management, the Graduate Certificate in International Hotel Management and the Graduate Certificate in Convention and Event Management

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 School Board, including units selected from the appropriate Schedule annexed to these Rules. In special circumstances other coursework units may be approved by the School Board.

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) fifteen (15) week trimesters; in all other cases, the maximum period of candidature shall be six (6) fifteen (15) week trimesters. There will be three (3) fifteen (15) week 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 School Board 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 provided that these units have a reasonable degree of correspondence to units prescribed for the coursework programme or are appropriate for study in the said programme.

7. Admission to the Graduate Certificate in International Tourism Management, the Graduate Certificate in International Hotel Management and the Graduate Certificate in Convention and Event 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, the Graduate Certificate in International Hotel Management or the Graduate Certificate in Convention and Event Management.

Schedule of Units

The Schedule is to be found at the end of the entry for the Master of International Tourism Management and Master of International Hotel Management.

**GRADUATE DIPLOMA IN
INTERNATIONAL TOURISM
MANAGEMENT**

**(Abbreviated title:
GradDipIntTourMangt)**

**GRADUATE DIPLOMA IN
INTERNATIONAL HOTEL
MANAGEMENT**

**(Abbreviated title:
GradDipIntHotMangt)**

**GRADUATE DIPLOMA IN
CONVENTION AND EVENT
MANAGEMENT**

**(Abbreviated title:
GradDipConEventMangt)**

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, hotel and event 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

- (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 Tourism and Hospitality Management and shall:
- (i) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university of

tertiary institution; or

- (ii) have completed the Graduate Certificate; or
 - (iii) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (a) or (b).
- (b) An applicant for candidature shall apply to the Head, School of Tourism and Hospitality Management on the prescribed form.
 - (c) Admission to candidature and the trimester of commencement shall be determined by the School Board.
 - (d) After admission to candidature, a candidate shall submit a programme of study for approval by the School Board.

2. Requirements for the Graduate Diploma in International Tourism Management, the Graduate Diploma in International Hotel Management and the Graduate Diploma in Convention and Event Management

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 School Board, including units selected from the appropriate Schedule annexed to these Rules. In special circumstances other coursework units may be approved by the School Board.

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 six (6) fifteen (15) week trimesters; in all other cases, the maximum period of candidature shall be twelve (12) fifteen (15) week trimesters. There will be three (3) fifteen (15) week 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 School Board 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 School Board'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

- (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 these units have a reasonable degree of correspondence to units prescribed for the coursework programme or are appropriate for study in the said 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 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, the Graduate Diploma in International Hotel Management and the Graduate Diploma in Convention and Event 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 Diploma in International Tourism Management, the Graduate Diploma in International Hotel Management or the Graduate Diploma in Convention and Event Management.

Schedule of Units

The Schedule is to be found at the end of the entry for the Master of International Tourism Management and Master of International Hotel Management.

**MASTER OF INTERNATIONAL
TOURISM MANAGEMENT
(Abbreviated title:
MIntTourMangt)**

**MASTER OF INTERNATIONAL
HOTEL MANAGEMENT
(Abbreviated title: MIntHotMangt)**

**MASTER OF CONVENTION AND
EVENT MANAGEMENT
(Abbreviated title:
MConEventMangt)**

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, hotel and event 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

- (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 Tourism and Hospitality Management and shall:
 - (i) have fulfilled all the requirements for admission to a degree or qualification of equivalent standing at this or another university of tertiary institution; or
 - (ii) have completed the Graduate Diploma; or
 - (iii) have demonstrated academic or professional standing considered by the School Board to be equivalent to the requirement of (a) or (b).
- (b) An applicant for candidature shall apply to the Head, School of Tourism and Hospitality Management on the prescribed form.
- (c) Admission to candidature and the trimester of commencement shall be determined by the School Board.
- (d) After admission to candidature, a candidate shall submit a programme of study for approval by the School Board.

2. Requirements for the Master of International Tourism Management, Master of International Hotel Management and Master of Convention and Event Management

To satisfy requirements for the Masters programme, the candidate shall complete the four (4) units which make up Part A of the schedule, and take eight (8) additional units of study from Part B. Under special circumstances other coursework units may be approved by the School Board.

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) 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.
- (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 School Board 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 School Board'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

- (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 these units have a reasonable degree of correspondence to units prescribed for the coursework programme or are appropriate for study in the said

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 the requirements for the Graduate Diploma may be granted advanced standing for up to eight (8) units.
 - (d) 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 in Master of International Tourism Management, Master of International Hotel Management and Master of Convention and Event 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 degree of Master of International Tourism Management, the Master of International Hotel Management or the Master of Convention and Event Management.

Schedule of Units

PART A

International Tourism Management

MN760 The Tourism Environment
MN762 Contemporary Tourism Issues
MN910 Tourism and Hospitality Project I *

International Hotel Management

MN914 Managing Human Resources and Changes in the Hotel Industry
AC208 Financial Analysis for Hotels, Conventions and Events
MN912 Environmental Management for Hotels
MN913 Business Analysis for Tourism and Hospitality Managers

Convention and Event Management

MN272 Meetings, Incentives, Conventions and Exhibitions Management
MN273 Event Planning and Management
DP244 Technological Systems for Conventions

and Events

AC208 Financial Analysis for Hotels, Conventions and Events

PART B

MN760 The Tourism Environment
MN762 Contemporary Tourism Issues
MN906 International Tourism Studies
MN907 Tourism and Hospitality Management
MK904 Strategic Marketing for Tourism and Hospitality Industries
MN912 Environmental Management for Hotels
MN909 Management for Quality Tourism and Hospitality Services
MK905 Marketing Management for Tourism and Hospitality Industries
MN913 Business Analysis for Tourism and Hospitality Managers
MN914 Managing Human Resources and Change in the Hotel Industry
MN908 Strategic Management in Tourism and Hospitality Industries
MN910 Tourism and Hospitality Project I *
MN911 Tourism and Hospitality Project II *
AC208 Financial Analysis for Hotels, Conventions and Events
MN272 Meetings, Incentives, Conventions and Exhibitions Management
MN273 Event Planning and Management
DP244 Technological Systems for Conventions and Events

* Double-weighted unit.

MASTERS DEGREE BY RESEARCH DOCTOR IN PHILOSOPHY

Information and Rules concerning Masters degrees by research and Doctor in 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) DIPLOMA IN CLUB MANAGEMENT

(Abbreviated title: DipClubMangt)

**ASSOCIATE DEGREE IN CLUB
MANAGEMENT**

**(Abbreviated title:
AssocDegClubMangt)**

**BACHELOR OF BUSINESS IN
CLUB MANAGEMENT**

**(Abbreviated title:
BBusClubMangt)**

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

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 Club Management;
- (b) "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 Business in Club Management.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Business in Club Management degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) twenty (20) units from Part A of the Schedule of Units attached to these Rules; and
 - (ii) four (4) units from Part B of the Schedule.
- (g) To be eligible for the award of the Associate Degree in Club Management a candidate shall successfully complete not less than sixteen (16) units comprising:

- (i) fourteen (14) units from Part A of the Schedule of Units attached to these Rules; and

- (ii) two (2) units from Part B of the Schedule;

- (h) To be eligible for the award of the Diploma in Club Management a candidate shall successfully complete not less than eight (8) units from Part A of the Schedule of Units attached to these Rules;

- (i) To be eligible for the award of the Certificate in Club Management a candidate shall successfully complete not less than four (4) units from Part A of the Schedule of Units attached to these Rules;

- (j) A candidate may be permitted to enrol in a unit or units other than those specified in these Rules at the discretion of the School Board.

**7. Advanced Standing/Credit
Transfer/Professional Experience**

- (b) Candidates who have completed the requirements of the Certificate in Club Management may be granted advanced standing for up to four (4) units in the Diploma in Club Management, Associate Degree in Club Management and Bachelor of Business in Club Management.

- (c) Candidates who have completed the requirements of the Diploma in Club Management may be granted advanced standing for up to eight (8) units in the Associate Degree in Club Management and Bachelor of Business in Club Management.

- (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 in the Bachelor of Business in Club Management.

- (e) Candidates enrolled in the Bachelor of Business in Club Management may be granted advanced standing for up to twenty-four (24) units.

Schedule of Units

PART A

- TR204 Quality Management I: Food and Beverage
- TR205 Quality Management II: Inventory
- TR206 Quality Management III: Project Management
- TR208 Human Resource Management I: Introduction
- TR209 Human Resource Management II: Planning
- TR210 Human Resource Management III: Policies
- TR211 Gaming Management I: Introduction
- TR212 Gaming Management II: Analysis
- TR213 Gaming Management III: Impacts
- TR215 Finance and Information Systems I: Introduction
- TR216 Finance and Information Systems II: Analysis
- TR217 Finance and Information Systems III: Financial Management
- TR218 Marketing I: Introduction
- TR219 Marketing II: Strategies
- TR221 Facility and Risk Management I: Legal Principles
- TR222 Facility and Risk Management II: Framework
- TR223 Facility and Risk Management III: Policies
- TR201 Management I: Introduction
- TR202 Management II: Contemporary Issues
- TR203 Management III: Strategic Management

PART B

- TR207 Quality Management IV: Functions and Meetings
- TR214 Gaming Management IV: Strategic Gaming Management
- TR220 Marketing III: Management
- TR224 Club Industry Project
- MN411 Tourism and Hospitality Studies I
- MN418 Accommodation and Information Technology Systems

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:

- ① employment experience – length of

employment, seniority, range, type and relevance;

- ⌚ education – HSC, post-secondary, relevance of post-secondary experience, previous university studies;
- ⌚ 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

For the purpose of these Rules the relevant definitions contained in the Glossary apply subject to the following amendments:

- (a) "candidate" means a person either enrolled in the University as a student; or
- (b) registered with the Ansett Centre for Business Education as an independent student or through an industry partnership or licence agreement.

1. Qualification for Admission

- (c) Applicants for admission to candidature for the Diploma of Business Management shall:
 - (i) 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; and
 - (ii) must also be current employees of Ansett Australia and have been employed by Ansett for not less than 12 months.

6. Requirements for an Award

- (f) To be eligible for the award of Diploma of Business Management a candidate shall successfully complete all units in the Schedule of Units attached to these Rules.
- (g) In exceptional circumstances, a candidate may be permitted to enrol in a unit or units other than those specified in these Rules at the discretion of the School Board.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) The School Board, School of Tourism and Hospitality Management may grant a candidate advanced standing for up to eight (8) units on the basis of:
 - (i) units successfully completed at this University under the Commonwealth Industry Places Scheme; or
 - (ii) units successfully completed through the Ansett Centre for Business Education.

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of the Diploma of Food Service Management a candidate shall successfully complete all units in the Schedule of Units attached to these Rules.
- (g) In exceptional circumstances, a

candidate may be permitted to enrol in a unit or units other than those specified in these Rules at the discretion of the School Board.

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 |

Part D

Colleges and Courses

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

When quoting Southern Cross University as the awarding institution, graduates should use the abbreviation SCU.

The abbreviated title for each course is listed with the course name, in this section.

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:

- ① College of Indigenous Australian Peoples
- ① College of Industry and Professional Education
- ① Graduate College of Management
- ① 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 in the Graduate College of Management is provided by professorial and senior academic staff of the College supported, particularly in some of the industry specialist areas, by academic staff from the Schools.

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

Director

Associate Professor S. B. Schnierer MSc(Qld)

The College of Indigenous Australian Peoples aims to empower Indigenous and non-Indigenous peoples through teaching Indigenous studies, conducting research on Indigenous issues, providing Indigenous student services and consultation with Indigenous people. The College has three sections: the Directorate, the Academic Division and Gungil Jindibah Centre (Indigenous Students Service Division).

The College has developed extensive Indigenous networks at the local, regional, national and international levels which ensure that all activities remain relevant and up-to-date. The College is provided with cultural advice from an Aboriginal Advisory Committee comprising elders and community representatives.

The Academic Section has responsibility for teaching Indigenous studies and has developed a range of course options from foundation to undergraduate and postgraduate level. These programmes provide an opportunity for students to blend a knowledge of Indigenous cultures, peoples, and contemporary issues with specific discipline-based knowledges to create culturally appropriate and relevant courses that can be taken in stages. Major themes include cultural studies, health, law, education, and environment.

All students enrolled in programmes at the University have the opportunity to select Indigenous studies units as electives towards their chosen degree.

The Gungil Jindibah Centre provides Indigenous students with a range of services including access to tutors, study space, computer laboratories, counselling, and Aboriginal elders for advice.

The College offers the following programmes in 2000:

- 🕒 Certificate of Foundation Studies
- 🕒 Diploma of Indigenous Studies
- 🕒 Associate Degree of Indigenous 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.

CERTIFICATE OF FOUNDATION STUDIES

Introduction

The Certificate of Foundation Studies 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 Certificate of Foundation Studies 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 the 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 Certificate of Foundation Studies 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 of Foundation Studies 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; or
- (c) have obtained the Director, College of Indigenous Australian Peoples' permission to enrol in the Certificate of Foundation Studies; and
- (d) be concurrently enrolled in an award programme of the University.

2. Requirements for the Certificate

To be eligible for the award of the Certificate of Foundation Studies a candidate shall successfully complete:

- (a) four (4) units as listed in the Schedule of Units attached to these Rules; and
- (b) two (2) units from an award programme of the University.

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 candidate shall:

- (a) remain enrolled for the duration of each semester;
- (b) enrol in not more than three (3) units in any one semester.

5. 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.

6. Admission to the Certificate of Foundation Studies

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 Certificate of Foundation Studies.

Schedule of Units

| | |
|-------|-----------------------------|
| CU323 | Academic Study Technique I |
| DP105 | Computers in Technology I |
| CU324 | Academic Study Technique II |
| DP106 | Computers in Technology II |

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

**Not offered in 2000.*

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 advocates 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.

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Applicants for admission shall be people of Indigenous Australian descent and who have relevant background experience considered appropriate by the School Board.

6. Requirements for an Award

- (f) To be eligible for the award of Associate Degree of Health Science (Aboriginal Health and Community Development) a candidate shall successfully complete not less than sixteen (16) units comprising;
 - (i) all units listed in the Schedule of Units attached to these Rules; and
 - (ii) two (2) elective units.

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)**

** Not offered in 2000.*

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Associate Degree in Law (Aboriginal Paralegal Studies) a candidate shall successfully complete not less than sixteen (16) units comprising:
 - (i) all units listed in Part A of the Schedule of Units attached to these Rules; and
 - (ii) four (4) other units offered at Associate Degree or Degree level at this University including a minimum of two (2) units listed in Part B of the Schedule.
- (g) A candidate may be permitted to enrol in a unit or units other than those

specified in these Rules at the discretion of the College Board.

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.

DIPLOMA OF INDIGENOUS STUDIES

(Abbreviated title: DipIndigS)

ASSOCIATE DEGREE OF INDIGENOUS STUDIES

(Abbreviated title: AssocDegIndigS)

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. Majors may be developed in areas including Indigenous Health, Paralegal Studies, Indigenous Environmental Management, Indigenous Educational Issues, Indigenous Arts and Indigenous Business Management subject to the approval of the College.

The degree allows students two earlier exit points, subject to their meeting the requirements below. The exit points are the Diploma of Indigenous Studies (after completion of one year of full-time or equivalent part-time studies) and the Associate Degree of Indigenous Studies (after completion of two years of full-time or equivalent part-time studies).

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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

6. Requirements for an Award

- (f) To be eligible for the award of Bachelor of Indigenous Studies a candidate shall successfully complete not less than twenty-four (24) units comprising:

(i) all units listed in Part A of the Schedule of Units attached to these Rules;

(ii) twelve (12) units from Part B of the Schedule; and

(iii) eight (8) elective units.

In exceptional circumstances, the College Board may permit a candidate to enrol in a unit or units other than those specified in the Schedule.

- (g) To be eligible for the award of Associate Degree of Indigenous Studies a candidate shall successfully complete not less than sixteen (16) units comprising:

(i) all units listed in Part A of the Schedule of Units attached to these Rules;

(ii) six (6) units from Part B of the Schedule; and

(iii) six (6) elective units.

- (h) To be eligible for the award of Diploma of Indigenous Studies a candidate shall successfully complete not less than eight (8) units comprising:

(i) all units listed in Part A of the Schedule of Units attached to these Rules;

(ii) four (4) units from Part B of the Schedule.

(i) A candidate who while enrolled for the Bachelor of Indigenous Studies has completed the requirements for the Associate Degree of Indigenous Studies may elect to be awarded the Associate Degree of Indigenous Studies following withdrawal from candidature for the Bachelor degree.

(j) A candidate who while enrolled for the Bachelor of Indigenous Studies has completed the requirements for the Diploma of Indigenous Studies may elect to be awarded the Diploma of Indigenous Studies following withdrawal from candidature for the Bachelor degree.

7. Advanced Standing/Credit Transfer/ Professional Experience

- (b) Candidates who have completed the requirements for the Associate Degree or Diploma of Health Science (Aboriginal Health and Community Development) or the Associate Degree or Diploma in Law (Aboriginal Paralegal Studies) may be granted advanced standing for up to sixteen (16) units in the Bachelor of Indigenous Studies.

Schedule of Units

PART A

- ED198 Academic Study Methodology
CU401 Australian Indigenous Societies Prior to Invasion
CU402 Contemporary Australian Indigenous Societies
CU420 History of Invasion of Aboriginal Nations

PART B

- CU403 Australian Indigenous Cultural Heritage*
CU404 Schooling of Indigenous Australians*
CU405 Indigenous Australians in Education
CU406 Australian Indigenous Community Development
CU407 Australian Indigenous Community Administration
CU408 Health and Australian Indigenous Peoples

- CU409 The Mental Health of Australian
Indigenous Peoples
- CU410 International Indigenous Issues
- CU411 Bundjalung Cultural Heritage
- CU412 Indigenous Ways of Cultural
Expression
- CU413 Human Rights and Indigenous Peoples
- CU414 Indigenous Common Law
- CU415 Comparative Indigenous Legal Issues
- CU416 Spiritual Well-Being
- CU417 Race and Racism
- CU418 Indigenous Australians and
Anthropology
- CU419 Indigenous Environmental
Management
- LA055 Aboriginals, Islanders and
Contemporary Legal Issues
- LA056 Aboriginals, Islanders and the
Criminal Justice System
- MN133 Indigenous Styles of Communication
- SY215 Dispute Resolution and Aboriginal
Communities

* *Not offered in 2000.*

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

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 Commerce and Management

Chisholm Institute

Bachelor of Business

Bachelor of Business Administration

Media Education Infotech (Hong Kong)

Bachelor of Business

Shanghai Television University

Bachelor of Business Administration

Singapore Institute of Purchasing and Materials Management

Bachelor of Business Administration

🕒 School of Contemporary Arts

School of Audio Engineering

Bachelor of Arts

🕒 School of Education

International Education Agency of Papua New Guinea

Bachelor of Education (Primary)

NSW Department of Education and Training

Bachelor of Education (Technologies)

🕒 School of Humanities, Media and Cultural Studies

Macleay College

Bachelor of Arts

🕒 School of Law and Justice

NSW Department of Corrective Services

Associate Degree in Correctional Administration

Queensland Police

Bachelor of Legal and Professional Studies

🕒 School of Multimedia and Information Technology

Australian Army

Master of Educational Multimedia

Chisholm Institute

Bachelor of Information Technology

India Aptech

Bachelor of Information Technology

Kolej Aman, Malaysia

Bachelor of Information Technology

🕒 School of Nursing and Health Care Practices

Australian College of Midwives

Incorporated

Graduate Certificate of Health Science

Australian Confederation of Operating Room Nurses

Master of Health Science

NSW Department of Health

Bachelor of Health Science in Nursing

Master of Health Science

🕒 School of Social and Workplace Development

The School of Social and Workplace Development administers the Bachelor of Management and Professional Studies on behalf of the College of Industry and Professional Education. Various organisations have employees enrolled in the Bachelor of Management and Professional Studies.

NSW Department of Education and Training
Graduate Certificate in Professional

Development

**School of Tourism and Hospitality Management***Ansett Australia*

Diploma of Business Management

Chisholm Institute

Bachelor of Business in Tourism

Club Managers' Association Australia

Certificate in Club Management

Associate Degree in Club Management

Bachelor of Business in Club Management

Franklins

Diploma of Business 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

Tourism Qld

Diploma of Business Management

**Graduate College of Management***Asian Centre for Development Studies*

Doctor of Business Administration

Chisholm Institute

Master of Management

Hemsdale Associates Pty Ltd

Doctor of Business

Administration/Master of Business Administration

NSW Department of Corrective Services

Graduate Certificate in Management

Northern Rivers Area Health Service

Graduate Certificate in Management

Queensland Police

Master of Business Administration

Royal Australian Air Force

Graduate Diploma in Management

Tongji University

Master of Business Administration

**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:

Bachelor of Management and Professional Studies

| <i>Unit Groups</i> | <i>Minimum</i> | <i>Maximum</i> |
|--------------------|----------------|----------------|
| Professional | 6 | 10 |
| Liberal | 4 | 8 |
| Management | 10 | 14 |

Associate Degree of Management and Professional Studies

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

Diploma of Management and Professional Studies

| <i>Unit Groups</i> | <i>Minimum</i> | <i>Maximum</i> |
|--------------------|----------------|----------------|
| Professional | 0 | 3 |
| Liberal | 0 | 2 |
| Management | 4 | 8 |

Certificate of Management and Professional Studies

| <i>Unit Groups</i> | <i>Minimum</i> | <i>Maximum</i> |
|--------------------|----------------|----------------|
| Professional | 0 | 1 |
| Liberal | 0 | 1 |
| Management | 2 | 4 |

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.

This degree is designed to actively and responsively accommodate the learning, training and educational needs of a range of industries within one flexible programme. To meet this purpose the course offers three elements of learning:

⌚ Professional

A technical, professional or vocationally oriented element. Many already have basic accreditation for the relevant skills and knowledge in this area and are seeking to update and broaden from this base into areas of new technology and professional upgrading.

⌚ Management

An element which assists employees to manage collectively and effectively in the modern organisation, which is characterised by "flatter" or non-hierarchical team-based organisational structure operating in a more competitive environment within a broader and more complex legislative and industrial relations framework.

⌚ Liberal

A liberal element which enables students to place their industry, professional and managerial skills and particular knowledge base within a broader societal context in an increasingly well-informed, better educated and highly competitive global exchange.

Rules Governing Candidature

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) Have at least two years work experience.
- (d) Provide evidence that they are employed by an organisation which has entered into an agreement with the University to meet the costs of providing tertiary education for their employees.

6. Requirements for the Award

- (f) To be eligible for the award of Bachelor of Management and Professional Studies a candidate shall successfully complete not less than twenty-four (24) units in a sequence approved by the Deputy Vice-Chancellor or nominee, comprising:
 - (i) not less than six (6) and no more than ten (10) professional units;
 - (ii) not less than four (4) and no more than eight (8) liberal units;
 - (iii) not less than ten (10) and no more than fourteen (14) management units;
- (g) To be eligible for the award of the Associate Degree of Management and Professional Studies a candidate shall successfully complete not less than a total of sixteen units, with not less than three (3) units and not more than six (6) professional units, not less than two (2) units and not more than four (4) liberal units, and not less than eight (8) units

and not more than twelve (12) management units;

- (h) To be eligible for the Diploma of Management and Professional Studies a candidate shall successfully complete not less than a total of eight (8) units, with not more than three (3) professional units, not more than two (2) liberal units, and not less than four (4) units and no more than eight (8) management units;
- (i) To be eligible for the Certificate of Management and Professional Studies a candidate shall successfully complete not less than a total of four (4) units, with no more than one (1) professional unit, not more than one (1) liberal unit, and not less than two (2) and no more than four (4) management units.
- (j) 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 following withdrawal from candidature for the Bachelors degree.
- (k) 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 following withdrawal from candidature for the Bachelors degree.
- (l) 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 following withdrawal from candidature for the Bachelors degree.

**7. Advanced Standing/Credit Transfer/
Professional Experience**

- (b) Candidates who have completed the requirements for the Certificate of Management and Professional Studies may be granted advanced standing for up to four (4) units in the Diploma of Management and Professional Studies, Associate Degree of Management and Professional Studies and Bachelor of Management and Professional Studies.
- (c) Candidates who have completed the requirements for the Diploma of Management and Professional Studies may be granted advanced standing for up to eight (8) units in the Associate Degree of Management and Professional Studies and Bachelor of Management and Professional Studies.
- (d) Candidates who have completed the requirements for the Associate Degree of Management and Professional Studies may be granted advanced standing for up to sixteen (16) units in the Bachelor of Management and Professional Studies.
- (e) Candidates who have completed an Associate Degree of this University may be granted advanced standing for up to sixteen (16) units.

Schedule of Units

Units for these awards 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 Bachelors 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

See *Generic Rules for Undergraduate Awards* in the Rules section of this Handbook, in conjunction with specific Rules and the Schedule of Units below.

1. Qualification for Admission

- (c) have at least two years' work experience;
- (d) provide evidence that they are employed by an organisation which has entered into an agreement with the University to meet the costs of providing tertiary education for their employees.

6. Requirements for an Award

- (f) To be eligible for the award of the Bachelor of Business Administration degree a candidate shall successfully complete not less than twenty-four (24) units comprising:
 - (i) not less than six (6) and no more than ten (10) professional units;
 - (ii) not less than four (4) and no more than eight (8) liberal units;
 - (iii) not less than ten (10) and no more than fourteen (14) management units.

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.

Graduate College of Management

Director

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

The 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 Innovation Management
- ⌚ Graduate Certificate in Risk Management
- ⌚ Graduate Certificate in Strategic Bank Management
- ⌚ Graduate Certificate in Management
- ⌚ Graduate Diploma in Management
- ⌚ Master of Management
- ⌚ Graduate Certificate in Business Administration
- ⌚ Graduate Diploma in Business Administration
- ⌚ Master of Business Administration
- ⌚ Doctor of Business Administration
- ⌚ Graduate Diploma in International Business
- ⌚ Master of International Business
- ⌚ Graduate Certificate in Marketing Management
- ⌚ Graduate Diploma in Marketing Management
- ⌚ Master of Marketing Management
- ⌚ 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 in Professional Management
- ⌚ Graduate Diploma in Professional Management
- ⌚ Master of Professional Management
- ⌚ Graduate Certificate of Organisational Development and Training
- ⌚ Graduate Diploma of Organisational Development and Training
- ⌚ Master of Organisational Development and Training
- ⌚ Graduate Certificate of Training and Development
- ⌚ Graduate Diploma of Training and Development

* 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
INNOVATION MANAGEMENT***
(Abbreviated title:
GradCertInnovMangt)

* *Not offered in 2000.*

1. Qualification for Admission

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

- (a) have fulfilled all the requirements for admission to an Australian Bachelors degree or 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 experience of adequate preparation for candidature.

2. Requirements for the Degree

To be eligible for the award of the GradCertInnovMangt a candidate shall complete not less than four (4) units comprising units selected from the Schedule of Units attached to these rules.

3. Duration of Course

Unless the Head of College otherwise determines, a candidate shall complete the requirements for the course in not more than three (3) trimesters if a full-time student, and not more than six (6) trimesters if a part-time student.

4. Enrolment

Unless the Head of College otherwise determines a candidate shall remain enrolled for the duration of each 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 Assessment and Examination Rule 9; *or*
- (b) advanced standing has been granted in that unit.

6. Advanced Standing

- (a) The College Board may grant a candidate advanced standing for up to two (2) units on the basis of units successfully completed at this University, or another tertiary institution acceptable to the College Board, prior to admission to candidature for the Graduate Certificate in Innovation Management, provided that those units are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules.
- (b) 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 available in the programme may apply to the College Board 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 (2) 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. A fee will be charged for each challenge test undertaken.
- (c) The College Board may grant a candidate advanced standing for up to two (2) units 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.

7. Admission to the Graduate Certificate in Innovation 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 of the University may be admitted to the Graduate Certificate in Innovation Management.

Schedule of Units

MN792 Foundations of Global Competitiveness

MN703 Organisational Change and Development

MN721 Strategic Management

MN916 Operations and Quality Management

GRADUATE CERTIFICATE IN RISK MANAGEMENT*

(Abbreviated title:
GradCertRiskMangt)

* Not offered in 2000.

1. Qualification for Admission

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

- (a) have fulfilled all the requirements for admission to an Australian Bachelors degree or 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 experience of adequate preparation for candidature.

2. Requirements for the Degree

To be eligible for the award of the GradCertRiskMangt a candidate shall complete not less than four (4) units comprising units selected from the Schedule of Units attached to these rules.

3. Duration of Course

Unless the Head of College otherwise determines, a candidate shall complete the requirements for the course in not more than three (3) trimesters if a full-time student, and not more than six (6) trimesters if a

part-time student.

4. Enrolment

Unless the Head of College otherwise determines a candidate shall remain enrolled for the duration of each 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 Assessment and Examination Rule 9; *or*
- (b) advanced standing has been granted in that unit.

6. Advanced Standing

- (a) The College Board may grant a candidate advanced standing for up to two (2) units on the basis of units successfully completed at this University, or another tertiary institution acceptable to the College Board, prior to admission to candidature for the Graduate Certificate in Risk Management, provided that those units are considered to be equivalent or comparable to a unit or units in the Schedule attached to these Rules.
- (b) 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 available in the programme may apply to the College Board 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 (2) 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. A fee will be charged for each challenge test undertaken.

- (c) The College Board may grant a candidate advanced standing for up to two (2) units 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.

7. Admission to the Graduate Certificate in Risk 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 of the University may be admitted to the Graduate Certificate in Risk Management.

Schedule of Units

MN793 Foundations of Risk Management
MN794 Strategic Risk Management
MN795 Risk Management Across Industry Sectors
MN787 Measuring Risk in Organisations

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

* Not offered in 2000.

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 (3) trimesters of 15 weeks' duration of full-time study and not more than six (6) 15 week trimesters of part-time study. There will be three (3) 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 College Board 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

GRADUATE CERTIFICATE IN MANAGEMENT (Abbreviated title: GradCertMangt)

Introduction

The Graduate Certificate in, Graduate Diploma in and Master of Management are designed to provide graduates and experienced managers with the opportunity of advanced study in fields linked to industry workplace and/or small business management/entrepreneurship. The programmes offer candidates the opportunity of completing a work-related research project equivalent to 50% of the total units required for the Graduate Certificate in, Graduate Diploma in and Master of Management.

Course Structure

The Graduate Certificate in Management requires completion of four (4) units with the opportunity of advanced standing. The Certificate 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 Graduate Certificate in to Graduate Diploma in and Master of Management is permitted within the 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 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 a programme of study approved by the College.
- 3.2 The programme of study shall include units to the value of four (4) units from the Schedule of Units attached to these Rules and shall include:
 - MN726 Research Project (1-unit)
 - MN832 Industry-Related Project (2-unit)
 - One other unit from the Schedule attached to these Rules.

4. Period of Candidature

- 4.1 Candidates shall complete the prescribed programme in not more than three (3) trimesters of 15 weeks' duration of full-time study and not more than six (6) 15 week trimesters of part-time study. There will be three (3) 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

At the discretion of the College, a candidate may be granted advanced standing on the basis of units completed at this University

or another university or tertiary or professional institution prior to admission to candidature for the Graduate Certificate.

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 Management.

GRADUATE DIPLOMA IN MANAGEMENT (Abbreviated title: GradDipMangt)

Introduction

The Graduate Certificate in, Graduate Diploma in and Master of Management are designed to provide graduates and experienced managers with the opportunity of advanced study in fields linked to industry workplace and/or small business management/entrepreneurship. The programmes offer candidates the opportunity of completing a work-related research project equivalent to 50% of the total units required for the Graduate Certificate in, Graduate Diploma in and Master of Management.

Course Structure

The Graduate Diploma in Management requires completion of eight (8) 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 Graduate Certificate in to the Graduate Diploma in and Master of Management is permitted within the 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.

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 a programme of study approved by the College.

3.2 The programme of study shall include units to the value of eight (8) units from the Schedule of Units attached to these Rules and shall include:

MN726 Research Project (1-unit)
MN834 Industry-Related Project (4-unit)
Three other units from the Schedule attached to these Rules.

4. Period of Candidature

4.1 Candidates shall complete the prescribed programme in not more than six (6) 15 week trimesters of full-time study and not more than twelve (12) 15 week trimesters of part-time study. There will be three (3) 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

At the discretion of the College, a candidate may be granted advanced standing on the basis of units completed at this University or another university or tertiary or professional institution prior to admission to candidature for the Graduate Diploma in Management.

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. 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 must surrender the Graduate Certificate in Management prior to the conferral of the Diploma.

MASTER OF MANAGEMENT (Abbreviated title: MMangt)

Introduction

The Graduate Certificate in, Graduate Diploma in and Master of Management are designed to provide graduates and experienced managers with the opportunity of advanced study in fields linked to industry workplace and/or small business management/entrepreneurship. The programmes offer candidates the opportunity of completing a work-related research project equivalent to 50% of the total units required for the Graduate Certificate in, Graduate Diploma in and Master of Management.

Course Structure

The Master of Management requires completion

of twelve (12) units from a number of options included in the accompanying Rules. The Master of Management 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 Graduate Certificate in to the Graduate Diploma in and Master of Management is permitted within the Rules.

Rules Governing Candidature

1. Admission to Candidature

1.1 An applicant for admission to candidature for the Master of 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 Diploma in Management;
- (c) have demonstrated evidence or professional standing considered by the Graduate College of Management to be equivalent to the requirements of (a) or (b) above.

1.2 In addition, applications for admission to candidature must provide evidence of at least one (1) year's experience in a field of employment acceptable to the College.

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

1.4 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.

3. Requirements for the Master of Management

3.1 To satisfy the requirements for the

award of Master of Management, a candidate shall complete a programme of study approved by the College.

3.2 The programme of study shall include units to the value of twelve (12) units from the Schedule of Units attached to these Rules and shall include:

MN726 Research Project (1-unit)

MN716 Strategic Management in the Global Context

MN836 Industry-Related Project (6-unit)

Four (4) other units from the Schedule attached to these Rules.

3.3 To satisfy examiners the 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 an approved course of study of not more than nine (9) 15 week trimesters; in all cases the maximum period of candidature shall be eighteen (18) 15 week trimesters. There will be three (3) 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

At the discretion of the College, a candidate may be granted advanced standing on the basis of units completed at this University or another university or tertiary or professional institution prior to admission to candidature for the Master of Management.

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. Admission to the Master of 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 Master of Management.

- 7.2 A candidate who is granted advanced standing under Rule 5 must surrender the Graduate Certificate in Management prior to the conferral of the Masters degree.
- 7.3 A candidate who is granted advanced standing under Rule 5 must surrender the Graduate Diploma in Management prior to the Conferral of the Masters degree.

Schedule of Units

BS720 Organisational Behaviour
DP720 Management Information Systems
MK720 Marketing Management
MN720 Processes of Management
MN740 Corporate Entrepreneurship
US261 Unspecified Industry Units
MN743 Management of Small Enterprises
MN742 Family Enterprise Dynamics
MN738 Small Enterprise Entrepreneurship
AC720 Accounting for Managers *or*
AC721 Managerial Finance
AC730 Credit and Lending Decisions
AC723 International Finance for Managers
EC720 Economics for Management
MA720 Quantitative Analysis for Management
MK721 Marketing Research and Analysis
MK722 Marketing Professional Services
MK724 International Marketing
MK730 Services Marketing and Management
MK726 Business to Business Marketing
MK727 Marketing in the Retail Environment
MN788 Regional Economic and Business Trends
MK728 Global Marketing Communications
MN716 Strategic Management in the Global Context
MN715 Leadership in the Diverse Organisation
MA721 Management Science
MN725 Industrial Relations
MN785 Project Organisation and Management
MN915 Financial Institutions Management
MN916 Operations and Quality Management
MN917 Management of the Professional Practice
MN737 Concepts of Entrepreneurship
MN918 Small and Family Enterprise

Entrepreneurship
MN724 Human Resource Management
LA720 Legal Studies
LA730 Law of Finance and Security
LA701 Corporations and Security Law
MN723 International Management
MN786 International and Comparative Human Resource Management

GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION (Abbreviated title: GradCertBusAdmin)

Introduction

The Graduate Certificate in, Graduate Diploma in 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 Business Administration 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 Graduate Certificate in to the Graduate Diploma in 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 Business Administration 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 Business Administration

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 (4) 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 (3) trimesters of 15 weeks' duration of full-time study and not more than six (6) 15 week trimesters of part-time study. There will be three (3) 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 Board of Studies 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.

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 (2) 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 Board of Studies a candidate may be granted advanced standing for up to two (2) 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-laws and other Rules applicable to the University may be admitted to the Graduate Certificate in Business Administration.

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.

Schedule of Units

See end of Master of Business Administration entry.

GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (Abbreviated title: GradDipBusAdmin)

Introduction

The Graduate Certificate in, Graduate Diploma in 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 Business Administration 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 Graduate Certificate in to

the Graduate Diploma in 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 Business Administration 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 Business Administration.

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 Business Administration

3.1 To satisfy the requirements for the award of the Graduate Diploma in Business Administration, 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 (6) 15 week trimesters of full-time study and not more than twelve (12) 15 week trimesters of part-time study. There will be three (3) 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 Board of Studies a candidate may be granted advanced standing for up to four (4) 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 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 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 (3) 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 Board of Studies a candidate may be granted advanced standing for up to three (3) 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 Business Administration may be granted advanced standing for up to four (4) units.
- 5.3 Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate in Business Administration 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 Business Administration.
- 7.2 A candidate who is granted advanced standing under Rule 5.2 must surrender the Graduate Certificate in Business Administration prior to the conferral of the Diploma.

Schedule of Units

See end of Master of Business Administration entry.

MASTER OF BUSINESS ADMINISTRATION (Abbreviated title: MBA)

Introduction

The Graduate Certificate in, Graduate Diploma in 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 Graduate Certificate in to the Graduate Diploma in 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 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 Business Administration;
- (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 To be eligible for the Master of Business Administration candidates shall successfully complete not less than twelve (12) units comprising:

- (a) all units listed in Part A of the Schedule of Units attached to these Rules;
- (b) seven (7) units from those listed in either Part B or Part C, but not more than four (4) units from Part C of the Schedule of 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 (9) 15 week trimesters; in all other cases, the maximum period of candidature shall be eighteen (18) 15 week trimesters. There will be three (3) 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 Board of Studies 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 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.
- 5.2 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 (3) 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 Board of Studies a candidate may be granted advanced standing for up to three (3) 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 Candidates who have completed the requirements of the Graduate Certificate in Business Administration, Graduate Certificate in Risk Management or Graduate Certificate in Innovation Management may be granted advanced standing for up to four (4) units.
- 5.5 Candidates who have completed the requirements of the Graduate Diploma in Business Administration or the Graduate Diploma of Business (Information Systems) may be granted advanced standing for up to eight (8) units.
- 5.6 Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate in Business Administration, the Graduate Diploma in Business Administration or the Graduate Diploma of Business (Information Systems) shall not exceed 50% of the course.

6. Exemption

At the discretion of the College Board of Studies, a candidate may be granted exemption for up to a maximum of five (5) 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 Business Administration and Graduate Diploma in Business Administration, 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

MN720 Processes of Management
AC724 Accounting and Finance for Managers
MK720 Marketing Management
DP720 Management Information Systems
MN716 Strategic Management in the Global Context

PART B

MN747 Contemporary Trends in the Business Environment
BS720 Organisational Behaviour
MN724 Human Resource Management
MN715 Leadership in the Diverse Organisation
EC720 Economics for Management
MA720 Quantitative Analysis for Management
MN723 International Management
MK728 Global Marketing Communications
LA720 Legal Studies
MN916 Operations and Quality Management
MN785 Project Organisation and Management
MN737 Concepts of Entrepreneurship

PART C

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

Marketing Management

MK721 Marketing Research and Analysis
MK730 Services Marketing and Management
MK724 International Marketing
MK728 Global Marketing Communications
MK726 Business to Business Marketing
MK727 Marketing in the Retail Environment

International Business

AC723 International Finance for Managers
MK724 International Marketing

MN723 International Management
MN786 International and Comparative Human Resource Management

Finance

AC730 Credit and Lending Decisions
AC723 International Finance for Managers
LA730 Law of Finance and Securities
MN915 Financial Institutions Management

Human Resource Management

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

Tourism Management

MK905 Marketing Management for Hotel and Hospitality Industries
MN760 The Tourism Environment
MN762 Contemporary Tourism Issues
MN906 International Tourism Studies

Sport Management

LA 721 Sports Law
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

Health Services Management

HL705 Health and Epidemiology
HL722 The Sociological and Political Basis of Health Care
LA722 Health Law
MN755 Strategic Issues in Health Management

Entrepreneurship and Small Enterprise Management

MN737 Concepts of Entrepreneurship
MN740 Corporate Entrepreneurship
MN743 Management of Small Enterprises
MN918 Small and Family Enterprise Entrepreneurship

Correctional Management

MN745 Correctional Management I
MN746 Correctional Management II

Research

MN726-8 Research Project
MN734-6 Research Project
MN784 Industry Based Project
MN789 Action Research and Evaluation (2-

unit)

DOCTOR OF BUSINESS ADMINISTRATION (Abbreviated title: DBA)

Introduction

The Doctor of Business Administration (DBA) is an eighteen-unit structured programme, which provides opportunities for candidates with appropriate experience, and qualifications to obtain advanced training in management linked to workplace projects and studies.

The DBA is a structured programme that 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.

Advanced Course Unit means any unit from the Schedule of Units attached to the Master of Business Administration Rules or the units MN808 Research Methods and Design I and MN809 Research Methods and Design II.

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

The DBA requires eighteen (18) units of study and research: six (6) advanced course units including the units MN808 Research Methods and Design I and MN809 Research Methods and Design II; two (2) units representing Research Papers and a ten (10) unit DBA Thesis. The DBA Thesis will be subject to the examination requirements specified in the rules governing examination of the DBA Thesis.

5. Progression

- (a) Before being permitted to proceed to the thesis section of the course, the candidate shall have completed the requirements of at least four (4) 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.

6. 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 (6) trimesters or semesters. Full-time candidates may complete the DBA with three (3) years of full-time study with two (2) semesters each year, or two (2) years of full-time study with three (3) 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 (9) trimesters or semesters. The maximum period of candidature for a part-time candidate shall be six (6) years.
- (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.
- (f) The Committee in special circumstances may approved a candidate to complete the course in a period shorter than the minimum period prescribed in Rules 5(b) and 5(c).

7. 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 (1) discrete trimester or semester only, and may permit interruption of candidature while the thesis is being completed for one (1) or two (2) discrete trimesters or semesters only.
- (c) The Graduate College of Management Board of Studies may, on behalf of Academic Board, permit interruption beyond the total of three (3) discrete trimesters or semesters at its discretion. The Board of Studies will notify Academic Board of these approved

interruptions.

8. 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.

9. 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.

10. 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.

11. 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 coursework 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.

12. 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
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

⌚ *Currently under review.*

GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS (Abbreviated title: GradDipIntBus)

Introduction

The Graduate Diploma in and Master of International Business are designed to provide students with global management concepts, techniques and skills culminating in a greater understanding of international business.

Course Structure

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

Progression from the Graduate Diploma in to the Master of International Business is permitted within the academic rules.

Rules Governing Candidature

1. Admission to Candidature

- Applicants for admission to candidature for the Graduate Diploma in International Business shall have fulfilled all the requirements for admission to a three-year degree or an equivalent qualification acceptable to the Graduate College of Management Board of Studies as sufficient qualification for admission to candidature.
- 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 of candidature shall be determined by the Board of Studies.

2. Approval of Course of Study

After admission to candidature, a candidate shall have a course of study approved by the Board of Studies. The Board of Studies 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 International Business

To be eligible for the award of the Graduate Diploma in International Business a candidate shall successfully complete the approved course of study of eight (8) units, comprising of four (4) units from Part A and four (4) units from Part B of the Schedule of Units attached to these Rules.

4. Period of Candidature

- (a) Candidates shall complete the approved course of study in not more than six (6) trimesters of full-time study or twelve (12) trimesters of part-time study. A trimester will be of 15-weeks' duration and there will be three (3) trimesters in each calendar year.
- (b) The Board of Studies 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

- (a) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to four (4) units on the basis of units completed at this University or another university or tertiary institution prior to admission, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the programme of study and has not been counted towards another qualification.
- (b) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to three (3) units from the Schedule on the basis of professional qualifications obtained through study and formal assessment, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the programme of study and have not been counted towards another qualification.
- (c) 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 may apply to the Board of Studies to be permitted to undertake a challenge examination in that unit. Advanced standing for up to three (3) units may be granted under this Rule.

Permission to undertake a challenge examination 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 mark of 60% or greater is achieved in a challenge examination. A challenge examination for a unit may not be undertaken again if the candidate is unsuccessful at the first attempt.

- (d) Notwithstanding the above, the total advanced standing shall not exceed 50% of the course.

6. Award of the Graduate Diploma

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 Business.

Schedule of Units

See end of Master of International Business entry.

MASTER OF INTERNATIONAL BUSINESS (Abbreviated title: MIntBus)

Introduction

The Graduate Diploma in and Master of International Business are designed to provide students with global management concepts, techniques and skills culminating in a greater understanding of international business.

Course Structure

The Master of International Business (MIntBus)

requires completion of at least twelve (12) units from a number of options described in the accompanying academic rules. The MIntBus 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 Diploma to the MIntBus is permitted within the academic rules.

Rules Governing Candidature

1. Admission to Candidature

- (a) Applicants for admission to candidature for the degree of Master of International Business shall either:
 - (i) have fulfilled all the requirements for admission to a three-year degree or an equivalent qualification acceptable to the Graduate College of Management Board of Studies as sufficient qualification for admission to candidature; or
 - (ii) have completed the Graduate Diploma in International Business; or
 - (iii) have demonstrated academic or professional standing considered by the Board of Studies to be equivalent to the requirements of (i) or (ii).
- (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 Board of Studies. Applicants with excellent academic records may, at the discretion of the Board of Studies, be exempted from satisfying the one year of acceptable employment experience requirement.
- (c) An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.
- (d) Admission to candidature and the date of commencement of candidature shall be determined by the Board of Studies.

2. Approval of Course of Study

After admission to candidature, a

candidate shall have a course of study approved by the Board of Studies. The Board of Studies 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 International Business

To be eligible for the award of the Master of International Business a candidate shall successfully complete the approved course of study of twelve (12) units, comprising of six (6) units from Part A and six (6) units from Part B of the Schedule of Units attached to these Rules.

4. Period of Candidature

- (a) Candidates shall complete the approved course of study in not more than nine (9) trimesters of full-time study or eighteen (18) trimesters of part-time study. A trimester will be of 15-weeks' duration and there will be three (3) trimesters in each calendar year.
- (b) The Board of Studies 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

- (a) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to four (4) units on the basis of units completed at this University or another university or tertiary institution prior to admission, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the programme of study and has not been counted towards another qualification.
- (b) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to three (3) units from the Schedule on the basis of professional qualifications obtained through study and formal assessment, provided that in all cases the work completed is considered to be equal in standard to a

unit or units in the programme of study and have not been counted towards another qualification.

- (c) 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 may apply to the Board of Studies to be permitted to undertake a challenge examination in that unit. Advanced standing for up to three (3) units may be granted under this Rule.

Permission to undertake a challenge examination 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 mark of 60% or greater is achieved in a challenge examination. A challenge examination for a unit may not be undertaken again if the candidate is unsuccessful at the first attempt.

- (d) Candidates who have completed the Graduate Diploma in International Business may be granted advanced standing for up to eight (8) units.
- (e) Notwithstanding, the total advanced standing based on units other than those in the Graduate Diploma in International Business shall not exceed 50% of the course.

6. Admission to the Degree of Master of International Business

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 Business.

7. Graduate Diploma May Be Awarded

A candidate who, while enrolled as a candidate for the Master of International Business, has completed the requirements for the Graduate Diploma in International Business may elect to be awarded the

Graduate Diploma in International Business upon withdrawal from candidature.

Schedule of Units

PART A

MN720 Processes of Management *or*
BS720 Organisational Behaviour
AC720 Accounting for Managers
DP720 Management Information Systems
EC720 Economics for Management
AC721 Managerial Finance*
MK720 Marketing Management

PART B

MN723 International Management
MK724 International Marketing
MN716 Strategic Management in the Global Context
AC723 International Finance for Managers
MK728 Global Marketing Communications
MN784 Industry Based Project
MN788 Regional Economic and Business Trends

* *Pre-requisite for AC723 International Finance for Managers.*

GRADUATE CERTIFICATE IN MARKETING MANAGEMENT (Abbreviated title: GradCertMktgMangt)

Introduction

The Graduate Certificate in, Graduate Diploma in and Master of Marketing Management are designed to provide students with marketing skills and perspectives required by today's managers. The aim is to help students acquire and develop marketing skills and expertise in practical context through exposure to real world marketing problems.

Course Structure

The Graduate Certificate in Marketing Management requires completion of four (4) coursework units with the possibility of advanced standing for 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 Graduate Certificate in to the Graduate Diploma in and Master of Marketing Management is permitted within the academic rules.

Rules Governing Candidature

1. Admission to Candidature

- (a) Applicants for admission to candidature for the Graduate Certificate in Marketing Management shall either:
 - (i) have fulfilled all the requirements for admission to a three-year degree or an equivalent qualification acceptable to the Graduate College of Management Board of Studies as sufficient qualification for admission to candidature; or
 - (ii) satisfy the Board of Studies by means of other qualifications and relevant experience of adequate preparation for candidature.
- (b) An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.
- (c) Admission to candidature and the date of commencement of candidature shall be determined by the Board of Studies.

2. Approval of Course of Study

After admission to candidature, a candidate shall have a course of study approved by the Board of Studies.

3. Requirements for the Graduate Certificate in Marketing Management

To be eligible for the award of the Graduate Certificate in Marketing Management a candidate shall successfully complete the approved course of study of four (4) units, comprising of not less than three (3) units selected from Part A of the Schedule of Units attached to these Rules, and the remaining unit to be selected from Part A or Part B of the Schedule.

4. Period of Candidature

- (a) Candidates shall complete the prescribed course of study in not more

than three (3) trimesters of full-time study and not more than six (6) trimesters of part-time study. A trimester will be of 15-weeks' duration and there will be three (3) trimesters in each calendar year.

- (b) The Board of Studies 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

- (a) At the discretion of the Board of Studies 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.
- (b) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to two (2) units from the Schedule of Units on the basis of professional qualifications obtained through study and formal assessment, provided that the work completed is considered to be equal in standard to a unit or units in the course of study and has not been counted towards another qualification.
- (c) 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 may apply to the Board of Studies to be permitted to undertake a challenge examination in that unit. Advanced standing for up to two (2) units may be granted under this Rule.

Permission to undertake a challenge examination 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. A challenge

examination for a unit cannot be undertaken again if the candidate is unsuccessful at the first attempt.

- (d) Notwithstanding, the total advanced standing shall not exceed 50% of the course.

6. Award of the Graduate 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 Marketing Management.

Schedule of Units

See end of Master of Marketing Management entry.

GRADUATE DIPLOMA IN MARKETING MANAGEMENT (Abbreviated title: GradDipMktgMangt)

Introduction

The Graduate Certificate in, Graduate Diploma in and Master of Marketing Management are designed to provide students with marketing skills and perspectives required by today's managers. The aim is to help students acquire and develop marketing skills and expertise in practical context through exposure to real world marketing problems.

Course Structure

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

Progression from the Graduate Certificate in to the Graduate Diploma in and Master of Marketing Management is permitted within the academic rules.

Rules Governing Candidature

1. Admission to Candidature

- (a) Applicants for admission to candidature for the Graduate Diploma in Marketing Management shall either:

- (i) have fulfilled all the requirements for admission to a three-year degree or an equivalent qualification acceptable to the Graduate College of Management Board of Studies as sufficient qualification for admission to candidature; or
- (ii) have completed the Graduate Certificate in Marketing Management.

- (b) An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.

- (c) Admission to candidature and the date of commencement of candidature shall be determined by the Board of Studies.

2. Approval of Course of Study

After admission to candidature, a candidate shall have a course of study approved by the Board of Studies. The Board of Studies 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 Marketing Management

To be eligible for the award of the Graduate Diploma in Marketing Management a candidate shall successfully complete the approved course of study of eight (8) units, comprising of not less than six (6) units selected from Part A of the Schedule of Units, and the remaining two (2) units to be selected from Part A or Part B of the Schedule.

4. Period of Candidature

- (a) Candidates shall complete the prescribed course of study in not more than six (6) trimesters of full-time study and not more than twelve (12) trimesters of part-time study. A trimester will be of 15-weeks' duration and there will be three (3) trimesters in each calendar year.

- (b) The Board of Studies 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

- (a) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to four (4) units on the basis of units completed at this University or another university or tertiary institution prior to admission to candidature, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the course of study and has not been counted towards another qualification.
- (b) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to three (3) units from the Schedule of Units on the basis of professional qualifications obtained through study and formal assessment, provided that the work completed is considered to be equal in standard to a unit or units in the course of study and has not been counted towards another qualification.
- (c) 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 may apply to the Board of Studies to be permitted to undertake a challenge examination in that unit. Advanced standing for up to two (2) units may be granted under this Rule.

Permission to undertake a challenge examination 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. A challenge examination for a unit cannot be undertaken again if the candidate is

unsuccessful at the first attempt.

- (d) Candidates who have completed the Graduate Certificate in Marketing Management may be granted advanced standing for up to four (4) units.
- (e) Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate in Marketing Management shall not exceed 50% of the course.

6. Admission to the Award

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 Marketing Management.

7. Graduate Certificate in Marketing Management May Be Awarded

A candidate who, while enrolled as a candidate for the Graduate Diploma in Marketing Management, has completed the requirements for the Graduate Certificate in Marketing Management may elect to be awarded the Graduate Certificate in Marketing Management upon withdrawal from candidature.

Schedule of Units

See end of Master of Marketing Management entry.

MASTER OF MARKETING MANAGEMENT (Abbreviated title: MMktgMangt)

Introduction

The Graduate Certificate in, Graduate Diploma in and Master of Marketing Management are designed to provide students with marketing skills and perspectives required by today's managers. The aim is to help students acquire and develop marketing skills and expertise in practical context through exposure to real world marketing problems.

Course Structure

The Master of Marketing Management

(MMktgMangt) requires completion of at least twelve (12) units from a number of options described in the accompanying academic rules. The MMktgMangt 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 Graduate Certificate in to the Graduate Diploma in and MMktgMangt is permitted within the academic rules.

Rules Governing Candidature

1. Admission to Candidature

- (a) Applicants for admission to candidature for the Master of Marketing Management shall either:
 - (i) have fulfilled all the requirements for admission to a three-year degree or an equivalent qualification acceptable to the Graduate College of Management Board of Studies as sufficient qualification for admission to candidature; or
 - (ii) have completed the Graduate Diploma in Marketing Management; or
 - (iii) have demonstrated academic or professional standing considered by the Board of Studies to be equivalent to the requirements in (i) and (ii) above.
- (b) In addition, applicants for admission to candidature must provide evidence of at least one (1) year's experience in a field of employment acceptable to the Board of Studies. Applicants with excellent academic records may, at the discretion of the Board of Studies, be exempted from satisfying the one year of acceptable employment experience requirement.
- (c) An applicant for candidature shall apply to the Director, Graduate College of Management on the prescribed form.
- (d) Admission to candidature and the date of commencement of candidature shall be determined by the Board of Studies.

2. Approval of Course of Study

After admission to candidature, a candidate shall have a course of study approved by the Board of Studies. The Board of Studies 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 Marketing Management

To be eligible for the award of the Master of Marketing Management a candidate shall successfully complete the approved course of study of twelve (12) units, comprising of not less than nine (9) units selected from Part A and three (3) units to be selected from Part B of the Schedule of Units.

4. Period of Candidature

- (a) Candidates shall complete the approved course of study in not more than nine (9) trimesters of full-time study and not more than eighteen (18) trimesters of part-time study. A trimester will be of 15-weeks' duration and there will be three trimesters in each calendar year.
- (b) The Board of Studies 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

- (a) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to six (6) units on the basis of units completed at this University or another university or tertiary institution prior to admission to candidature, provided that in all cases the work completed is considered to be equal in standard to a unit or units in the course of study and has not been counted towards another qualification.
- (b) At the discretion of the Board of Studies a candidate may be granted advanced standing for up to three (3) units from the Schedule of Units on the basis of professional qualifications obtained through study and formal assessment, provided that the work completed is

considered to be equal in standard to a unit or units in the course of study and has not been counted towards another qualification.

- (c) Candidates who have completed the Graduate Certificate in Marketing Management may be granted advanced standing for up to four (4) units.
- (d) Candidates who have completed the Graduate Diploma in Marketing Management may be granted advanced standing for up to eight (8) units.
- (e) 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 may apply to the Board of Studies to be permitted to undertake a challenge examination in that unit. Advanced standing for up to two (2) units may be granted under this Rule.

Permission to undertake a challenge examination 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. A challenge examination for a unit cannot be undertaken again if the candidate is unsuccessful at the first attempt.

- (f) Notwithstanding, the total advanced standing based on units other than those in the Graduate Certificate and Graduate Diploma in Marketing Management shall not exceed 50% of the course.

6. Admission to the Award

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 Marketing Management.

7. Graduate Certificate May Be Awarded

A candidate who, while enrolled as a candidate for the Master of Marketing Management, has completed the requirements for the Graduate Certificate in Marketing Management may elect to be awarded the Graduate Certificate in Marketing Management upon withdrawal from candidature.

8. Graduate Diploma May be Awarded

A candidate who, while enrolled as a candidate for the Master of Marketing Management, has completed the requirements for the Graduate Diploma in Marketing Management may elect to be awarded the Graduate Diploma in Marketing Management upon withdrawal from candidature.

Schedule of Units

PART A

MK720 Marketing Management
MK721 Marketing Research and Analysis
MK730 Services Marketing and Management
MK724 International Marketing
MK728 Global Marketing Communications
MK726 Business to Business Marketing
MK727 Marketing in the Retail Environment
MN737 Concepts of Entrepreneurship
MN716 Strategic Management in the Global Context

PART B

AC721 Managerial Finance
EC720 Economics for Management
AC720 Accounting for Managers
BS720 Organisational Behaviour
DP720 Management Information Systems
LA720 Legal Studies
MA720 Quantitative Analysis for Management
MN916 Operations and Quality 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.

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 Graduate Research Committee may on behalf of the Academic Board 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 Graduate Research Committee may on behalf of the Academic Board 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 31st 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.

13. Conversion from Masters to PhD

Where a masters candidature is converted to a PhD candidature, the scholarship awarded in respect to the masters candidature will convert automatically to a PhD scholarship, from the date the Higher Degrees Committee (Research) agrees to the conversion, subject to the tenure of the upgraded scholarship being reduced by any period of candidature occurring between the commencement of the masters tenure and the date of conversion. The total period of scholarship tenure for both masters and PhD candidature combined will not exceed three (3) years unless an extension is approved in accordance with the Conditions of Award.

* *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 7th 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.

Part E

Description of Units

- ♦ Terminology Guide
- ♦ Unit Descriptions by Unit Number
- ♦ Alphabetical Listing of Units

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, 1999. 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.

"Online" means enrolment in a unit offered largely or entirely over the Web.

| | |
|--------|----------|
| Int | Internal |
| Ext | External |
| Online | Online |

Where Offered

| | |
|--------|--|
| L | Lismore |
| CH | Coffs Harbour |
| GC | Gold Coast |
| PM | Port Macquarie |
| Gympie | Forestry Training Centre, Gympie |
| USQ | University of Southern Queensland, Toowoomba |

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.

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 2000.

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

Not offered in 2000.

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

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

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

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 2000.

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

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

Not offered in 2000.

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: AC142 *Accounting and Financial Management II*

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

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

Int ♦ L/CH ♦ CM

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.

AC149

ACCOUNTING FOR DECISION MAKING

S1 ♦ Int ♦ L ♦ CM

Anti-requisite/s: AC141 Accounting and Financial Management I, AC142 Accounting and Financial Management II

Provides the student with an understanding of the nature and role of accounting, from a non-specialist perspective. It provides an overview of the main financial statements and covers a range of aspects of accounting of relevance to decision-makers. (This unit is not available for students studying business programmes.)

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.

AC208

FINANCIAL ANALYSIS FOR HOTELS, CONVENTIONS AND EVENTS

T2 ♦ Int/Ext ♦ L ♦ THM

Understanding and using financial information for management decision-making in the hotel conventions and event firm. Examines financial statements, cost management and analysis, operations budgeting, management of working capital, evaluating investments and the value creation process and capital structure.

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.

T2 ♦ Ext ♦ L ♦ CM/GCM

Introduces the basic accounting model as it applies to service businesses owned by one person. Develops the double entry model and applies it to specific assets and liabilities for both merchandising and service businesses. Concludes by extending the basic accounting model, applying it to partnerships and

companies, and using it to prepare useful information for decision-making.

AC701

ACCOUNTING FOR GROUP ENTITIES

Not available to undergraduates.

T1/T3 ♦ 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.

T3 ♦ Ext ♦ L ♦ CM/GCM

Pre-requisite/s: AC700 Basic Business Accounting

Introduces accounting systems that facilitate internal management planning, decision-making and control. Specific attention is given to costing systems and their relevance to the particular firm and the industry; the analysis and presentation of data for the solving of specific problems created by departments, branches and the devolution of control; transfer pricing and the particular type of industrial activity undertaken.

AC703

BUSINESS FINANCIAL ACCOUNTING

Not offered in 2000.

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 the impact of the use of CIS on the audit process. As well it studies the methods of testing used in auditing, and examines the audit of other than public companies. 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 that includes rules, principles, standards, and the continuing process of development of accounting standards and changes in individual, corporate and government accounting requirements. 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

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 law and practice of the forms of taxation levied in Australia and the interrelationship between these taxes. Covers 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

The thesis consists of an approved programme of supervised research study agreed with the Head, School of Commerce and Management.

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, School of Commerce and Management.

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 2000.

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

Not available to undergraduates.

T2/T3 ♦ Int/Ext ♦ GC ♦ 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.

AC724

ACCOUNTING AND FINANCE FOR MANAGERS

Not available to undergraduates.

T1/T2/T3 ♦ Int/Ext ♦ GC ♦ GCM

Introduces students to fundamentals of accounting and finance including financial statements, ratio analysis, cost terminology and cost-volume relationships, cost information for decision-making, and budgets for planning and control. Finance components include financial mathematics, risk and return, valuation of corporate securities, investment appraisal, leveraging and capital structure.

AC730

CREDIT AND LENDING DECISIONS

Not available to undergraduates.

T1 ♦ Int/Ext ♦ GC ♦ CM/GCM

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

Anti-requisite/s: AR011 Curriculum

Specialisation: Visual Arts I (Junior)

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: AR013 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

S2 • 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

S2 • 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 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.)

AR510
VISUAL ARTS RESEARCH METHODOLOGY

Double-weighted unit.

S1 ♦ Int ♦ L ♦ CA

Provides an overview of research methods with an emphasis on visual arts research methods, and develops skills in spoken and written presentations.

AR511
VISUAL ARTS RESEARCH PROJECT
(STAGE 1)

Double-weighted unit.

S1 ♦ Int ♦ L ♦ CA

Pre-requisite/s or Co-requisite/s: AR510 Visual Arts Research Methodology

Provides students with the experience of supervised research project development and execution. Honours students select their project topic in consultation with particular staff with expertise in an area appropriate to the proposed topic area.

AR514
VISUAL ARTS RESEARCH PROJECT
(STAGES 2 & 3)

Quadruple-weighted unit.

S2 ♦ Int ♦ L ♦ CA

Pre-requisite/s or Co-requisite/s: AR510 Visual Arts Research Methodology

Provides students with the experience of supervised research project development and execution. Honours students select their project topic in consultation with particular staff with expertise in an area appropriate to the proposed topic area.

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

S2 ♦ Int ♦ L ♦ CA

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

Not offered in 2000.

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

Not offered in 2000.

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

Double-weighted unit.

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

Double-weighted unit.

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

Double-weighted unit.

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

Double-weighted unit.

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

Double-weighted unit.

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

Double-weighted unit.

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 • 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.)

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, physio-chemical 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

S1 ♦ Int ♦ L ♦ RSM

Looks at fisheries models and how they can be used to predict yields and to select appropriate management strategies. Extensive use is made of case history examples to examine the methods, application and outcomes of the various fishery assessment, management and regulation methods adopted in Australia including economic and social aspects.

BS100

ORGANISATIONAL BEHAVIOUR

S1 ♦ Int/Ext ♦ L/CH/PM ♦ 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

Not offered in 2000.

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.

T1/T2/T3 ♦ Int/Ext ♦ GC ♦ 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

S1 ♦ 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 2000.

S1 ♦ Int ♦ L ♦ Ed

Co-requisite/s: ED077 Practicum I

CH012

CURRICULUM SPECIALISATION: LOTE (CHINESE) II

Not offered in 2000.

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.

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. There are 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/GC ♦ HMCS

Pre-requisite/s: ME439 Foundations in Media Studies

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

S2 ♦ Int ♦ L ♦ Ed

Focuses on the teaching of a range of topics typical of K-6 mathematics curricula, e.g. early number, numeration, whole number arithmetic and chance and data. Emphasises constructivist approaches, understanding children's mathematical strategies and current issues in mathematics curriculum and teaching.

CS405
CURRICULUM STUDIES: MATHEMATICS II

S1 ♦ Int ♦ L ♦ Ed

Pre-requisite/s: CS404 Curriculum Studies:
Mathematics I

Anti-requisite/s: EH415 Curriculum Studies:
Mathematics II

Focuses on the teaching of a range of topics typical of K-6 mathematics curricula, e.g. geometry, measurement, fractions and decimals, and ratio and proportion. Emphasises the teaching of mathematical problem solving, enquiry-based approach to teaching, and current approach to assessment.

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 and The Physical Environment. Constructivist teaching/learning approaches in these strands.

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, built environments and Information and Communications. Pedagogical topics will include gender issues, assessment, constructivist learning strategies, integrators 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

Not offered in 2000.

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 2000.

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 2000.

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

S1/S2 ♦ Int/Ext ♦ L ♦ CIAP

To develop students' understanding of Indigenous knowledge systems and cultural practices, the impact of European invasion and occupation on Indigenous natural resource use and management. To introduce students to a broad range of policy, legislation and laws, both international and domestic, relevant to Indigenous peoples and the environment. To familiarise students with current initiatives by Indigenous peoples concerning the management of their lands, government approaches to environmental management, and to encourage students to reflect on the role they play in the achieving of social justice of Indigenous peoples.

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 object 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: DP243 Systems Analysis and Design plus either DP239 Object Oriented Programming or DP123 Commercial Programming

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, DP243 Systems Analysis and Design

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

Not offered in 2000.

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

S1 ♦ Int ♦ L/CH ♦ MIT

Pre-requisite/s: DP242 Object Oriented Design, DP205 Data Structures

An advanced unit which 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 graphical user interfaces at the application program interface level using one or more modern programming languages.

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 usenet, 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.

DP244

TECHNOLOGICAL SYSTEMS FOR CONVENTIONS AND EVENTS

T1 ♦ Int/Ext ♦ L ♦ THM

Introduces students to the use of technology and production systems in convention and event organisations. Provides a basic understanding of the value and uses of computer-based information systems for business operations, management decision-making and strategic success of the organisation. Emphasis is on workplace-based assessment.

DP245

PRINCIPLES OF PROGRAMMING

S1 ♦ Int/Ext ♦ L/CH ♦ MIT

Introduces the basic principles of programming using a block-structured procedural programming language in a command-line environment. Students will gain a thorough theoretical and practical understanding of the programming process, including the ability to write and debug structured programs, stepwise refine code, use top-down development, develop appropriate algorithms and write modularised code using blocks and functions. Emphasis in the unit is at all times on a sound understanding of the principles involved, with particular attention being paid to worked examples to demonstrate these principles in a clear and straightforward fashion.

DP246

CLIENT/SERVER SYSTEMS

S2 ♦ Int ♦ L/CH ♦ MIT

Pre-requisite/s: DP239 *Object Oriented*

Programming

Introduces client/server systems both from a theoretical and a practical programming point of view. Students will gain a theoretical understanding of important client/server standards and will learn how to use a network oriented programming language to implement systems using popular standards.

DP321

COMPUTERS IN EDUCATION: LEARNING MATERIALS

Not offered in 2000.

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.

DP329

TECHNOLOGY IN LEARNING AND TEACHING

S1/S2 ♦ Int/Ext ♦ L/CH ♦ Ed

Introduces students to the use of computers and computing in education and covers basic computer operations (including use of the Internet); evaluation and production of

educational software; teaching skills and strategies specifically associated with using computer-based approaches; ways in which computers may be used to make both classrooms and school curricula more inclusive.

DP700

PROGRAM DESIGN

Not available to undergraduates.

T2 ♦ Ext ♦ L ♦ 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 ♦ 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 ♦ 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 ♦ 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 ♦ 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 ♦ 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 ♦ 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 ♦ MIT

As for DP710.

DP712

COMPUTER BASED TRAINING

Not offered in 2000.

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.

T1 ♦ Int/Ext ♦ GC ♦ GCM/MIT

Covers 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; plus MIS development – phototyping, methodologies and user participation.

DP721

ADVANCED COMPUTING TOPIC A

Not available to undergraduates.

S1/S2 ♦ Ext ♦ L ♦ 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 ♦ MIT

As for DP721.

DP723

ADVANCED COMPUTING TOPIC C

Not available to undergraduates.

S1/S2 ♦ Ext ♦ L ♦ MIT

As for DP721.

DP724

ADVANCED COMPUTING TOPIC D

Not available to undergraduates.

S1/S2 ♦ Ext ♦ L ♦ MIT

As for DP721.

DP725

END-USER COMPUTING

Not offered in 2000.

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/PM ♦ 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/PM ♦ 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**

S1 ♦ Int/Ext ♦ L ♦ 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.

EC150

INTERNATIONAL ECONOMICS AND TRADE

S2 ♦ Int/Ext ♦ CH/L ♦ Bus/CM

Pre-requisite/s: EC101 Macroeconomics and EC102 Applied Microeconomics

Covers both 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 economic alliances and their impact on trade, will be undertaken.

EC202

NATURAL RESOURCE AND ENVIRONMENTAL ECONOMICS

S1 ♦ Int/Ext ♦ L ♦ RSM

The economic features of different types of natural resources are examined. The contribution that economics can make to the consideration of environmental questions is considered, along with the use of economic instruments as a way of managing and preventing environmental degradation. Various environmental valuation techniques are also explained.

EC300

SUSTAINABLE PRODUCTION ECONOMICS

S1 ♦ Int/Ext ♦ 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/Ext ♦ 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/T2/T3 ♦ Int/Ext ♦ GC ♦ 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

Develops skills in the assessment and evaluation of training programmes and in reflecting on professional practice.

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

Not offered in 2000.

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 2000.

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 2000.

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

Not offered in 2000.

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/Online ♦ L/CH/PM/GC ♦ 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

Not offered in 2000.

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 2000.

ED297

THE ABORIGINAL CHILD AT SCHOOL

Not offered in 2000.

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

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

S1/S2 ♦ Int ♦ L/CH ♦ 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 2000.

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.

ED431

DESIGN STUDIES I

Completed through articulated TAFE modules.

S1 ♦ Int ♦ CH ♦ Ed

Consists of a number of specified TAFE modules in applied design methods, design processes, design research, resource use and materials selection, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED432

DESIGN STUDIES II

Completed through articulated TAFE modules.

S2 ♦ Int ♦ CH ♦ Ed

Consists of a number of specified TAFE modules in sketching and drawing, model making and engineering drawing representation, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED433

DESIGN STUDIES III

Completed through articulated TAFE modules.

S1 ♦ Int ♦ CH ♦ Ed

Consists of a number of specified TAFE modules in design computing, hand tools and equipment, power tools and equipment and product design, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED434

HOSPITALITY INDUSTRY STUDY

Comprises an individually-negotiated work-placement of 10 days or the equivalent in a hospitality business or industry organisation that is familiar with the requirements of the Australian Recognition Framework and the completion of an associated log of competencies acquired and a reflective report.

ED440

FOOD TECHNOLOGY STUDIES

Completed through articulated TAFE modules.

S1 ♦ Int ♦ CH ♦ Ed

Consists of a number of specified TAFE modules in food technology studies including nutrition, food science, food hygiene, food preparation and service and meal preparation and service, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED441

FOOD/HOSPITALITY EDUCATION STUDIES I

Consists of a number of specified TAFE modules in food/hospitality studies including industry orientation, meal preparation/service and food service, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED442

FOOD HOSPITALITY EDUCATION STUDIES II

Consists of a number of specified TAFE modules in food/hospitality studies including food and nutrition, food safety systems and food principles and recipe development, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED443
FOOD/HOSPITALITY EDUCATION
STUDIES III

Consists of a number of specified TAFE modules in food/hospitality studies including food display, Australian cuisine, promotional techniques and recipe writing, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED444
FOOD/HOSPITALITY EDUCATION
STUDIES IV

Consists of a number of specified TAFE modules in food/hospitality studies including hospitality awareness, administration and catering control, corporate functions, restaurant preparation/service and quality management in nutrition, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED445
FOOD/HOSPITALITY EDUCATION
STUDIES V

Consists of a number of specified TAFE modules in food/hospitality studies including food science, health promotion, product development/promotion and food styling, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED446
PRODUCT DESIGN I

Consists of a number of specified TAFE modules in product design studies including materials science, new materials and science for design and static, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED447
PRODUCT DESIGN II

Consists of a number of specified TAFE modules in product design studies including manufacturing processes, technological societies and industrial design, machining, welding and thermal cutting, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED448
PRODUCT DESIGN III

Consists of a number of specified TAFE modules in product design studies including engineering drawing, engineering mathematics, electricity/electronics, basic statistics and ergonomics, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED449
PRODUCT DESIGN IV

Consists of a number of specified TAFE modules in computer assisted design and modeling, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED450
PRODUCT DESIGN V

Consists of a specified TAFE module in applied product design, the successful completion of which allows students to apply for advanced standing for the unit in the BEd(Technologies) award.

ED461
PROFESSIONAL STUDIES (SECONDARY) I
Not offered in 2000.

ED462
PROFESSIONAL STUDIES (SECONDARY) II
Not offered in 2000.

ED463
PROFESSIONAL STUDIES (SECONDARY)
III
Not offered in 2000.

ED464
PROFESSIONAL STUDIES (SECONDARY)
IV
Not offered in 2000.

ED471
INTERSHIP/PRACTICUM I
Not offered in 2000.

ED472
INTERSHIP/PRACTICUM II
Not offered in 2000.

ED473
INTERSHIP/PRACTICUM III
Not offered in 2000.

ED474
INTERSHIP/PRACTICUM IV
Not offered in 2000.

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.

ED491

DESIGN AND TECHNOLOGY I

S2 ♦ Int ♦ CH ♦ Ed

Designed to broaden students' understanding of the nature of Design and Technology, this introductory unit addresses the concept of the classroom design project and associated methodologies. The unit also focuses on two context areas with which the student will not have much contact in other areas of the course – textiles and agriculture.

ED492

DESIGN AND TECHNOLOGY II

S2 ♦ Int ♦ CH ♦ Ed

Broaden students' understanding of the nature of Design and Technology through involving. Students will also learn how to programme units of work that focus on the design and implementation of systems.

ED493

DESIGN AND TECHNOLOGY III

Broadens students' understanding of the nature of Design and Technology by having them complete a substantial independent design project in an area of their choice, presenting their work at an exhibition and writing up progress reports, evaluations and reflections.

ED494

PRODUCT DESIGN INDUSTRY STUDY

Comprises an individually-negotiated work-placement of 10 days or the equivalent in a professional design practice and the carrying out of an associated case study of the role of design and technology in a manufacturing business.

ED495

INFORMATION TECHNOLOGY INDUSTRY STUDY

Comprises an individually-negotiated work-placement of 10 days or the equivalent in a business or industry that is familiar with the requirements of the Australian Recognition Framework and the completion of an associated log of competencies acquired and a reflective report.

ED496

DESIGN AND TECHNOLOGY CURRICULUM

Provides students with an appreciation of international, national and local directions in technology education and includes a detailed study of core provision for technology education.

ED497
INDUSTRIAL TECHNOLOGIES
CURRICULUM

Develops students' understanding of optional technology subjects focussed on manufacturing and construction technologies, provides opportunities for students to develop teaching programmes based upon a "designing, planning and making" approach to learning and examines the issues that influence the design and delivery of optional technology courses.

ED498
FOOD/HOSPITALITY CURRICULUM

Develops students' understanding of optional Technology subjects focussed on food technology and the hospitality industry and provides opportunities for students to develop teaching programmes based upon a "designing, planning and making" approach to learning.

ED499
COMPUTING STUDIES/INFORMATION
TECHNOLOGY CURRICULUM

Provides students with an understanding and appreciation of recent developments in national and international computing studies/IT curriculum and more specifically the current curriculum in NSW secondary schools and examines emerging issues behind computing as a discipline and its teaching and learning within a curriculum. Students will also learn how to plan and design a computing studies/IT programme of study.

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.

ED731
ENQUIRY I

S1 ♦ Ext ♦ L ♦ Ed

Explores the nature of enquiry in the social sciences by examining positivist, interpretative (e.g. phenomenological, ethnomethodological) and critical research paradigms; introduces students to basic terminology and concepts employed in descriptive and inferential statistics and to the use of computers in analysing numerical data; introduces students to various data-gathering techniques (including the use of ethnographies, participant observation unstructured interviews and documentary evidence).

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**

Not offered in 2000.

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

Involve an investigation of an area of educational significance both to the student and the field of education 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

Not offered in 2000.

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 2000.

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.

EE151-2

EXCHANGE ELECTIVE - EDUCATION I - II

EE161-2

EXCHANGE ELECTIVE - SOCIOLOGY I - II

EE165-6

EXCHANGE ELECTIVE - TRAINING AND DEVELOPMENT I - II

EE171-2

EXCHANGE ELECTIVE - MANAGEMENT I - II

EE181-2

EXCHANGE ELECTIVE - COMMERCE I - II

EE191-2

EXCHANGE ELECTIVE - INFORMATION TECHNOLOGY I - II

EE201-2

EXCHANGE ELECTIVE - COMPLEMENTARY MEDICINE I - II

EE211-2

EXCHANGE ELECTIVE - COLLEGE OF INDIGENOUS AUSTRALIAN PEOPLES I - II

EE221-4

TOURISM AND HOSPITALITY

INTERNATIONAL EXCHANGE I - IV

EE351-2

EXCHANGE ELECTIVE - THE ARTS I - II

EE421-2

EXCHANGE ELECTIVE - MUSIC I - II

EE425-6

EXCHANGE ELECTIVE - VISUAL ARTS I - II

EE451-2

EXCHANGE ELECTIVE - SCIENCE I - II

EE551-2

EXCHANGE ELECTIVE - HEALTH SCIENCE I - II

EE561-2

EXCHANGE ELECTIVE - HUMAN MOVEMENT I - II

EE651-2

EXCHANGE ELECTIVE - LEGAL STUDIES I - II

EE751-2

EXCHANGE ELECTIVE - TOURISM I - II

Provision exists in some courses for students to undertake units as part of an international student exchange. These units can only be undertaken with the approval of the Head of School.

EL400

AUDIO ENGINEERING I

S2 ♦ 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

S1 ♦ 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 ♦ Ext ♦ CH ♦ 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.

EN333

COMMUNICATION AND CULTURE

S2 ♦ Ext ♦ L ♦ HMCS

Anti-requisite/s: EN204 *Communication: Theory and Practice*

Introduces the skills and knowledges needed for the study of communication as an ongoing process of cultural production. The elements and processes that underpin communication practices are studied from both theoretical and practical perspectives. The unit challenges and extends personal understanding of contemporary cultural conditions and their significance in the cultural webs of communication practices.

EN351

CHILDREN'S LITERATURE

May not be offered in 2000. Please check with Bachelor of Education Co-ordinator.

S1 ♦ Ext ♦ 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 2000. Please check with Bachelor of Education Co-ordinator.

S1 ♦ 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 2000. Please check with Bachelor of Education Co-ordinator.

S2 ♦ Int/Ext ♦ 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 2000. Please check with Bachelor of Education Co-ordinator.

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/CH ♦ 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

Ext ♦ L ♦ NHCP

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 and submission writing techniques. Both theory and practical work will be incorporated in the unit.

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 2000.

S1 ♦ Int ♦ L ♦ RSM

Pre-requisite/s: GG223 *Introduction to Geographic Information Systems*

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. Emphasis will be given to use of these new spatial information technologies in addressing resource management issues.

GG230

PRINCIPLES OF COASTAL RESOURCE MANAGEMENT

S2 ♦ Int ♦ L ♦ RSM

Reviews the nature of Australian systems for coastal management, the identification of resources and impacts on them, and the information required to provide effective management. Uses a case-study approach to emphasise the practical as well as the theoretical aspects of coastal resources management.

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

S1 ♦ Int ♦ L ♦ RSM

Pre-requisite/s: CH073 *Environmental Chemistry*

Designed for students interested in planning and conducting sampling and monitoring programmes to evaluate chemical aspects of environmental quality. Introduces a wide range of modern analytical techniques and protocols used in the environmental chemical analysis and to data processing and presentation techniques. Emphasises quality control and quality assurance procedures and is closely linked to the Environmental Chemistry unit.

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

S2 ♦ Int ♦ L ♦ RSM

Pre-requisite/s: GL201 Geology

Provides understanding of the principles of economic and exploration geology and concepts and procedures used in modern exploration and mining programmes. Major types of metallic and non-metallic ore bodies, and their genesis, are examined. Practical sessions introduce exploration techniques including geological, geochemical and geophysical approaches, and the environmental and economic constraints limiting these techniques.

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 2000.

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 2000.

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 2000.

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 2000.

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 2000.

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 2000.

S1 ♦ Ext ♦ L ♦ RSM

Introduces both surface and underground mining operations, including: drilling, the use of explosives, the sinking of shafts, driving of tunnels, stoping 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.

HL206 EXERCISE FOR PERSONAL HEALTH

S1 ♦ Int ♦ L ♦ ESSM

Anti-requisite/s: HM203 *Field Studies III*, PL203 *Exercise Physiology I*, PL204 *Exercise Physiology II*, PL210 *Applied Exercise Physiology (Wellness)*, PL215 *Exercise Testing and Prescription*, PL330 *Nutrition and Human Performance*

Introduces the basic concepts in relation to exercise and optimum health, and includes the basic principles in exercise programming, diet and weight management to be applied to improve and maintain functional ability, cardiovascular health and healthy body composition. Designed for individuals who wish to acquire basic knowledge of exercise and its relationships to nutrition, weight control and health and to understand the importance of exercise to health. Will complement professional and/or personal development.

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 2000.

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 2000.

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.

HL291

HEALTH CARE PRACTICES I

S1 ♦ Int ♦ L ♦ NHCP

Anti-requisite/s: PY304 Developmental Psychology, PY303 Lifespan Human Development, SY304 Introductory Sociology

Includes a multidisciplinary examination of the important concepts underpinning various understandings of health and illness. Aims to enable students to develop a holistic understanding of health and to provide them with foundation concepts that will be explored in greater depth later in their studies. Focuses on ways of understanding health, the individualisation of health and the social construction of health.

HL292

HEALTH CARE PRACTICES II

S4 ♦ Int ♦ L ♦ NHCP

Anti-requisite/s: NR307 Nursing VII, NR227 Applied Health Research

Provides undergraduate students with an overview of the research process in the context of contemporary health care practices. Also helps students develop basic competencies in health research. Addresses common research methods used in health and epidemiology.

HL293

HEALTH CARE PRACTICES III

S5 ♦ Int ♦ L ♦ NHCP

Anti-requisite/s: SY355 Sociology of Health Care Practice

Provides students with skills in the development, implementation and evaluation of health promotion strategies for individuals, groups and communities. Addresses the concepts underpinning health promotion, critiques the various approaches and allows students to examine a specific programme.

HL294

HEALTH CARE PRACTICES IV

S6 ♦ Int ♦ L ♦ NHCP

Critically examines the factors that 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 in the context of health and illness.

HL323

OUTDOOR EDUCATION I

May not be offered in 2000. 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

S2 ♦ 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 2000. 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

Explores the cultural and historical perspectives of different attitudes and beliefs about health and illness and how they have influenced the philosophy, theory and methodology of healing in the 20th century. The recognition of different paradigms in health care will allow holistic health carers to understand their roles as therapists in socio-political contexts. The philosophy of holistic health care is orientated towards shared responsibility for health between therapist and client and the interrelatedness of practitioner, client and environment.

HL403

HOLISTIC CARING AND COMMUNICATION

Ext ♦ L ♦ NHCP

The quality of human interaction is an important factor in caring and in the healing process. Personal development, self awareness, interaction with others, and the ability to connect, respond to and guide others, are the main focus of holistic care and communication. Students will analyse patterns of human interaction through the critical examination of modalities of holistic care.

HL404

CONTEXTUAL BODY WORK

Ext ♦ L ♦ NHCP

Students will explore theoretically and practically a therapeutic body work modality of their choice, such as massage, kinesiology, therapeutic touch, and the relaxation response.

HL405

HOLISTIC NUTRITION

Ext ♦ L ♦ NHCP

The therapeutic properties of food will be studied. The relationship between food and holism will be explored, and the latest nutritional research will be examined. Recent theories in nutrition will be critically analysed, and an analysis of personal nutrition will be made. Recommendations for therapeutic nutrition will be offered regarding selected health concerns.

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.

HL610
THE ROLE OF THE PERIOPERATIVE NURSE – SURGEON'S ASSISTANT

Ext ♦ L ♦ NHCP

Pre-requisite/s: RN status

First unit in the PN-SA stream. Explores the preoperative planning and assessment phase and enables students to expand their knowledge and skills in the important areas of needs analysis, history taking, physical and psychosocial assessment and planning for general surgical procedures. Students work with a clinical mentor to practise skills in a lifelike setting and gain feedback on performance. Students are also given the opportunity to apply principles of general surgery to a selected area of surgical specialty.

HL611
PREOPERATIVE ASSESSMENT AND PLANNING

Ext ♦ L ♦ NHCP

Pre-requisite/s: HL610 *The Role of the Perioperative Nurse – Surgeon's Assistant*

Second unit in the PN-SA stream. Explores the preoperative planning and assessment phase and enables students to expand their knowledge and skills in the important areas of needs analysis, history taking, physical and psychosocial assessment and planning for general surgical procedures. Students work

with a clinical mentor to practise skills in a lifelike setting and gain feedback on performance. Students are also given the opportunity to apply principles of general surgery to a selected area of surgical specialty.

HL612
INTRAOPERATIVE ASSISTING AND NURSING CARE

Ext ♦ L ♦ NHCP

Pre-requisite/s: HL611 *Preoperative Assessment and Planning*

Third unit in the PN-SA stream. Explores the intraoperative assisting phase and enables students to expand their knowledge and skills in the areas of positioning, skin preparation, draping, retraction, provision of haemostasis, tissue handling, provision of specific instruments, equipment and supplies, suturing and wound closure with the added support of a surgeon mentor in a work setting. Students are also given the opportunity to apply these principles to a selected area of surgical specialty.

HL613
POSTOPERATIVE NURSING CARE AND PROFESSIONAL ISSUES

Ext ♦ L ♦ NHCP

Pre-requisite/s: HL612 *Intraoperative Assisting and Nursing Care*

Fourth and final unit in the PN-SA stream. Explores the postoperative phase and enables students to expand their knowledge and skills in this area with the added support of a nurse mentor in a work setting. Students are also given the opportunity to apply these principles to a selected area of surgical specialty.

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 2000.

Ext ♦ L ♦ NHCP

Social and environmental factors which affect women's health are diverse. However, the exact nature and range of these effects are often not

fully acknowledged. To enable effective prevention and management of ill health in women, it is imperative that health care workers obtain an understanding of these factors. This unit will therefore examine the effects of class, ethnicity, family structures, age, geographical location, religion and women's role as carers on the health status of women.

HL708

SOCIAL CONSTRUCTION OF WOMEN'S HEALTH

Pre-requisite/s: HL707 Social Determinants in Women's Health

Ext ♦ L ♦ NHCP

It is recognised and acknowledged that women's health cannot be explained merely by physical variables. Other variables impacting on the health of women can be partly explained by the social construction of women's health. To ensure effective prevention of management of ill health of women it is imperative that health care workers obtain an understanding of the social construction both of gender and health. Accordingly, this unit will examine the effects of social construction of gender and of health, upon the health status of women. The role of medicine as an agent of the social control of women and the impact of alternative health movements upon women will also be examined.

HL721

HEALTH INFORMATION SYSTEMS

Not offered in 2000.

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 2000.

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 2000.

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.

HS201

CULTURAL HERITAGE CONSERVATION

S2 ♦ Int ♦ L ♦ RSM

Embraces the areas of cultural theory, applied science, technology and management required to manage both prehistoric and historical human heritage material (artefacts, sites, landscapes and knowledge). The unit is both theoretically and practically based, and introduces the principles and methods of heritage management, conservation and education. It concentrates on theoretical underpinnings, legislation and public administration of heritage, methods of archaeological and historical investigation, heritage museum curation, artefact curation and conservation and management, and heritage education.

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

S1 ♦ Int ♦ L/GC ♦ 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

S2 ♦ Int ♦ L/GC ♦ 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

Not offered in 2000.

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

Not offered in 2000.

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
IS361-4
INDEPENDENT STUDY - SOCIAL SCIENCE
I-IV
(NB Students will normally have completed 10 units of study in the BSocSc programme before being admitted to one or more of these units. Admission to these units requires prior approval by the Course Co-ordinator.)
IS365-8
INDEPENDENT STUDY - HUMAN
SERVICES I-IV
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 ♦ THM

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 ♦ THM

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 ♦ THM

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 ♦ THM

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.

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 2000.

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 2000.

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

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 overview 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 2000.

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 2000.

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.

LA526

INTERNATIONAL CRIMINAL JUSTICE

S2 ♦ Int ♦ L ♦ LJ

Pre-requisite/s: Any 8 units

Explores the response of the international community to crimes that have "outraged the conscience of [hu]mankind". Selected major international crimes to be examined during this unit will first focus on the Holocaust, which represents one of the defining events of this century, and is the benchmark by which other crimes in human history will be judged. Other crimes that will be specifically studied are Apartheid (as an example of colonialism), Genocide (Kampuchea (1975-8)), "Ethnic cleansing" (Bosnia (1991-5)), and post colonial crimes (such as in Burma, East Timor and Tibet).

LA527

CORPORATIONS LAW

S1 ♦ Int ♦ L ♦ LJ

Pre-requisite/s: LA503 *Contract Law*

Is a core unit in the Bachelor of Laws curriculum and a requirement under the "Priestley" uniform admission rules. Will develop the

student's understanding of the role of partnerships and companies in commercial legal practice. Will familiarise students with relevant legislation and case law and critically examine the role played by corporations law in modern society, particularly as it impacts upon directors, other officers, members, and creditors. Corporations law reform will be an overriding issue.

LA528

LAW REVIEW

S1 ♦ Int ♦ L ♦ LJ

Pre-requisite/s: LA051 *Legal Research and Writing* and 7 Law units and enrolment in the Bachelor of Laws

Provides the student with skills in legal research and writing and in information technology when serving as a member of the Southern Cross University Law Review Editorial Committee. The student will assist in the process of refereeing contributions, and with editing and managing the publication and distribution of the Review. Weekly one-hour meetings of the Editorial Committee will replace standard classes. Additionally, a student is required to be in attendance at the office of the Review for a minimum of four hours per week.

LA701

CORPORATION AND SECURITIES LAW

Not available to undergraduates.

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/T3 ♦ 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/PM ♦ 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 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 2000.

Int ♦ L ♦ CM

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 2000.

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/PM ♦ 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 2000.

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 2000.

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 2000.

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**

Not offered in 2000.

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**

Not offered in 2000.

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/CH ♦ 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.

T2 ♦ 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

Uses quantitative decision models to enhance decision-making. Managers who can formulate problems in terms of models, which through mathematical analysis can produce sensible solutions will, on average, come closer to fulfilling a firm's objectives.

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 ♦ HMCS

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 ♦ 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

S2 ♦ 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. Focuses on issues associated with human impact, regulation, multimedia and the law, equity and access and cultural and 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

S2 ♦ 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-requisite/s:* 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-requisite/s:* 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***S1 ♦ Int ♦ CH ♦ MIT**Pre-requisite/s:* ME322 *Interactive Multimedia Development II*, ME325 *Digital Media II*

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-requisite/s:* ME322 *Interactive Multimedia Development II**Co-requisite/s:* ME333 *Multimedia Development Project*

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**Pre-requisite/s:* ME322 *Interactive Multimedia Development II*, ME325 *Digital Media II*

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-requisite/s:* ME322 *Interactive Multimedia Development II**Co-requisite/s:* ME331 *Multimedia Design Project*

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

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

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.

ME350
MULTIMEDIA DESIGN

S1 ♦ Int ♦ CH ♦ MIT

Effective and successful multimedia applications result from the application of sound design principles. Focuses on information design, communication design, interface design, graphic design, interaction design, presentation design and instructional design in the context of the creation of interactive multimedia applications.

ME439
FOUNDATIONS IN MEDIA STUDIES

S1 ♦ Int/Ext ♦ L/GC ♦ 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/Ext ♦ 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/Ext ♦ 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 ♦ Ext ♦ 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*

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: ME465 Video I and ME451 Text Media I and ME461 Radio I

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

Not offered in 2000.

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

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

Co-requisite/s: 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

Ext • L • NHCP

Enables health care practitioners to explore and critically analyse the social, political, ethical, legal and economic context of mental health care in Australia, pre- and post-Burdekin. In particular, the student will analyse the ways in which mental illness and mental health have historically been conceptualised and how this has influenced the way in which mental health care is currently organised and administered within Australian health care settings. Students will reflect on and evaluate their own practice in relation to contemporary mental health care.

MH002

MODELS OF MENTAL HEALTH AND MENTAL ILLNESS

Ext • L • NHCP

It is the responsibility of every mental health worker, particularly at the senior level, to be able to evaluate their own practice and the service in which they practice. This unit provides the student with the opportunity to analyse and evaluate the major mental health approaches and services in contemporary mental health care. In doing so the student will develop a sophisticated understanding of the broad and specific implications of currently using these models of mental health care delivery, and develop futuristic models for best practice.

MH003

THERAPIES IN MENTAL HEALTH CARE

Not offered in 2000.

MH004

EVALUATION OF MENTAL HEALTH SERVICES: PREVENTION TO REHABILITATION

Not offered in 2000.

MK075

MARKETING PRINCIPLES

S2 • Int/Ext • L/CH/PM • 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/CH • 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/CH ♦ Bus/CM

Pre-requisite/s: MK075 *Marketing Principles*

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/CH ♦ 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.

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

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 offered in 2000.

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/T2 ♦ Int/Ext ♦ GC ♦ CM/GCM

Introduces students to the concept of marketing as a philosophy of doing business successfully and hence has relevance to all organisations. Looks at all aspects of marketing management: customer focus, relationship marketing, monitoring the environment, buyer behaviour, marketing research, marketing planning, segmenting targeting and positioning, the marketing mix, new product development and competitive strategy. Concepts are applied to products and services and global issues are introduced.

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 offered in 2000.

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/T3 ♦ Int/Ext ♦ GC ♦ 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.

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.

MK728

GLOBAL MARKETING COMMUNICATION

T1/T3 ♦ Int/Ext ♦ GC ♦ GCM

Not available to undergraduates.

Develops students' understanding of marketing communications from a consumer behaviour perspective and has a particular focus on the global setting. Students will be introduced to an integrated marketing communications planning framework and undertake practical applications. A strong emphasis on use of the Internet is also incorporated in this unit.

MK730

SERVICES MARKETING AND MANAGEMENT

T3 ♦ Ext ♦ L ♦ GCM

Not available to undergraduates.

Producing 70% of Australia's GDP, service industries are now recognised as the primary source of economic, employment and export growth in many post-industrialised nations. The unit examines marketing practices in a service environment, offering marketers theoretical and practical strategic and operational options, while comparing and contrasting practices applied in the marketing of physical goods.

MK761

MARKETING AS A MANAGEMENT FUNCTION

Not offered in 2000.

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.

MN111

FUNDAMENTALS OF MANAGEMENT

S1 ♦ Int ♦ L/CH/PM ♦ 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/Online ♦ L/GC ♦ 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/GC ♦ 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/Online ♦ 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

Not offered in 2000.

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 2000.

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/GC ♦ 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.

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/Online ♦ 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/Online ♦ 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/Online ♦ 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.

MN159

PROJECT MANAGEMENT AND PROMOTION

S2 ♦ Int/Ext ♦ CH ♦ Bus

Considers the processes of developing, implementing and evaluating a specific project. Needs analysis, budgeting, scheduling, resource allocation, tendering procedures and legal considerations, and the uses of computer software are discussed.

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

Not offered in 2000.

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/Online ♦ 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/Online ♦ L/GC ♦ 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/Online ♦ 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

Not offered in 2000.

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

S1/S2 ♦ Ext ♦ L ♦ SWD

Frontline managers need to use available systems and resources effectively. This unit examines human resource, information and financial systems and procedures. It discusses the influence of continuous improvement and business planning. Students gain experience in turning operations plans into task/project plans and in implementing and monitoring them.

MN254

BUSINESS AWARENESS

S1/S2 ♦ Ext ♦ L ♦ SWD

Considers the business context in which the frontline manager is operating including its key result areas or key drivers. In addition, aims to

assist frontline managers to develop a self-awareness to enable the personal goals of the frontline manager to be aligned with the organisation's goals and plans.

MN255

PEOPLE MANAGEMENT

S1/S2 ♦ Ext ♦ L ♦ SWD

Frontline managers need to be able to manage and lead people effectively. This unit examines human resource management and participative management principles. It discusses aspects of people management within the organisational context in Australia. Students gain experience in human resource management skills and in implementing and evaluating them.

MN259

MANAGING CHANGE

S1/S2 ♦ Ext ♦ L ♦ SWD

Frontline managers need to be able to manage change in their workplace. This unit examines the impact of change in organisations. It discusses the ways in which change can be implemented and evaluated. Students gain experience in scanning the external environment and developing strategies for managing change programmes.

MN261

CUSTOMER SERVICE

S1/S2 ♦ Ext ♦ L ♦ SWD

Understanding who is the customer, both internal and external, is a key aspect of managing a quality organisation. Other aspects included are knowing your customers, managing customer perceptions, evaluating and improving customer service.

MN272

MEETINGS, INCENTIVES, CONVENTIONS AND EXHIBITIONS MANAGEMENT

T3 ♦ Int/Ext ♦ L ♦ THM

Introduces and develops students' perspectives of the meetings, incentive, conventions and exhibitions (MICE) industry both nationally and internationally. Students examine and evaluate the functional areas of management, marketing human resources and finance and their interrelationship with the MICE industry at both a strategic and operational level. Strategies for evaluating MICE activities are addressed together with the implications for future research.

MN273

EVENTS PLANNING AND MANAGEMENT

T2 Int/Ext L THM

Introduces students to the nature and significance of events planning and management from an international, national, regional and local perspective. Students examine and evaluate the nature of events and celebration, their impacts on tourism and host communities, the role of resources management and operational considerations together with the strategies necessary to ensure a viable event. The events industry will be reviewed as a significant element of the attractions sector of the tourism industry with implications for policy, planning and destination marketing.

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

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.

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

Not offered in 2000.

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/CH ♦ Bus/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

Not offered in 2000.

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

Not offered in 2000.

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.

MN319
BUYING

S2 ♦ Int/Ext ♦ CH ♦ Bus

Pre-requisite/s: BS100 *Organisational Behaviour* or MK102 *Consumer Behaviour*

The buying function is central to the competitiveness and profitability of retail trading organisations. This unit provides an

understanding of the strategic importance of buying, its decision process and behavioural implications in the retail environment. The treatment of case situations will develop skills in the global sourcing of alternative suppliers, evaluation of supplier performance, and the costing, planning and control of retail inventory and merchandise.

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

S2 ♦ 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

S2 ♦ 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

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 offered in 2000.

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 offered in 2000.

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 offered in 2000.

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.

MN715
LEADERSHIP IN THE DIVERSE ORGANISATION

T2 ♦ Ext ♦ L ♦ GCM

Not available to undergraduates.

Consists of two modules: the first provides an analysis of leadership within the context of the modern organisation, and critiques traditional and classical perspectives of leadership; the second examines some essential issues for leaders in organisations that either enhance or impede effective functioning of the organisation.

MN716
STRATEGIC MANAGEMENT IN THE GLOBAL CONTEXT

T2/T3 ♦ Int/Ext ♦ GC ♦ GCM

Not available to undergraduates.

Pre-requisite/s: Completion of the other 4 core MBA units

Addresses the objectives of global strategic management; thinking strategically within an international context; the strategic management process; global strategic planning, implementation; control and evaluation.

MN720
PROCESSES OF MANAGEMENT

Not available to undergraduates.

T1/T3 ♦ Int/Ext ♦ GC ♦ CM/GCM

Examines the principles and practices of the management of organisations in the Asia-Pacific region. Considers the changing environments of organisations, issues of social responsibility, the key management functions, communication and interpersonal skills, leadership, the management of change and international management.

MN721
STRATEGIC MANAGEMENT

Not offered in 2000.

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.

T1/T3 ♦ Int/Ext ♦ GC ♦ CM/GCM

Develops students' understanding of international management from a managerial perspective within a global setting. Students will be introduced to the components of international management and will explore practical applications.

MN724

HUMAN RESOURCE MANAGEMENT

Not available to undergraduates.

T1/T3 ♦ 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 ♦ Int/Ext ♦ GC ♦ CM/GCM

Introduces students to the concepts of entrepreneurship and entrepreneurial behaviour. Aims to define entrepreneurship, identify characteristics of entrepreneurs, debate the training and development of entrepreneurs, and illustrates the application of entrepreneurship to public and private sector operations. Several entrepreneurship theories and their applications will also be examined.

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.

T2 ♦ Int/Ext ♦ GC ♦ 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

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

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.

MN747

CONTEMPORARY TRENDS IN THE BUSINESS ENVIRONMENT

Not available to undergraduates.

T2 ♦ Ext ♦ L ♦ GCM

Overviews environmental issues of a national and global nature that impact on performance such as analysis of economic and political issues: impact of capital movements on national and global economic health, emerging regional groupings and “trading blocs”, and the impact of information technology; environmental sustainability issues: sustainability of natural resources, population, pollution control and the impact of emerging and emergent national policy; human diversity issues: human rights, social justice, ethics, culture and changing social expectations.

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.

MN753

REFRAMING ORGANISATIONAL FUTURES

S1 ♦ Ext ♦ L ♦ SWD

Reconfigures and reframes important contemporary social discourses, ideology and neo-classical dominant paradigms around the future.

MN754

ENERGISING ORGANISATIONS

S2 ♦ Ext ♦ L ♦ SWD

Helps students acquire the skills, knowledge and attitudes of creativity, problem-solving and risk-taking which can help them meet the challenges of contemporary workplaces.

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 2000.

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 2000.

S2 ♦ Ext ♦ L ♦ SWD

MN779

REFLECTING ON PRACTICE I

Not offered in 2000.

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

Not available to undergraduates.

T2/T3 ♦ Int/Ext ♦ GC ♦ GCM

Focuses on the systems approach to project management and its application to industry-based projects. Topics include Project Management Systems and the Project Life Cycle concept, Identification of Tasks, Project Estimating, Configuration and Scheduling, and Controlling Project Implementation. Students select a project to use as a case study throughout the unit.

MN786

INTERNATIONAL AND COMPARATIVE HUMAN RESOURCE MANAGEMENT

Not available to undergraduates.

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.

MN787

MEASURING RISKS IN ORGANISATIONS

Not offered in 2000.

Not available to undergraduates.

GCM

Focuses on analysing and measuring risks in organisations. Various tools of risk identification are covered leading to the construction of a risk register, matrices and reporting systems. Various information technology tools can also be used to identify risks. There is an emphasis on communicating the measurements of risks in organisations to all employees. HAZOP analysis tools are presented in the measurement of risks.

MN788

REGIONAL ECONOMIC AND BUSINESS TRENDS

Not available to undergraduates.

Check with GCM for unit availability.

Examines the changing nature of regional economic development in the Asian context and considers the role of global trade developments, national trade and economic policies, regional groupings and "trading blocs". An economic and business overview of the East Asian region including the key economic indicators for

Thailand, Malaysia, Indonesia, Singapore, the Philippines, Hong Kong and South Korea is developed and the effectiveness of the "East Asian Miracle" is discussed.

MN789

ACTION RESEARCH AND EVALUATION (2 UNIT)

T1/T2/T3 ♦ Ext ♦ L ♦ GCM

Not available to undergraduates.

Available online only; students must have access to a computer, modem and an E-mail account.

Action Research is a research methodology that pursues both action outcomes (change) and research outcomes. Students will study concepts, methods and techniques for action research and qualitative evaluation. Practical skills and conceptual understanding are emphasised, allowing research to be integrated with practice. Practical work is included.

MN791

RECRUITMENT AND PERFORMANCE MANAGEMENT

Not offered in 2000.

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.

MN792

FOUNDATIONS OF GLOBAL COMPETITIVENESS

Not offered in 2000.

Not available to undergraduates.

GCM

Focuses on the contemporary approach to Global Competitiveness. Will highlight the concepts, principles and applications of Quality Management and present a holistic approach to global competitive drivers. The central idea is that managers must think and act to improve organisational systems to provide superior customer value.

MN793

FOUNDATIONS OF RISK MANAGEMENT

Not offered in 2000.

Not available to undergraduates.

GCM

Focuses on the contemporary approaches to risk management. Concepts, principles and applications will be outlined in four major areas:

traditional and contemporary risk in organisations; people risk management; legal risks; general management risks. As businesses diversify and risks escalate, risk management approaches need to be studied. Risk management at all levels of an organisation needs to be understood by all employees so that they can share the responsibility for managing risks.

MN794

STRATEGIC RISK MANAGEMENT

Not offered in 2000.

Not available to undergraduates.

GCM

Focuses on the strategic directions in risk management requirements. Risk identification, risk quantification, response development, risk treatment and monitoring and reviewing risk management strategies will be addressed. Strategic risk management needs to be integrated with other strategies such as quality, human resources and communications. Integrates the strategies and provides a balanced view of strategic risk management in an organisational context.

MN795

RISK MANAGEMENT ACROSS INDUSTRY SECTORS

Not offered in 2000.

Not available to undergraduates.

GCM

Focuses on the risks commonly found in different industry sectors. The various industry training advisory bodies have highlighted their risk management requirements and this unit integrates risks within and across the 18 industry sectors. Comparisons are highlighted across industry sectors in the type of risks that various sectors highlight.

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.

T1/T2/T3 ♦ 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.

T1/T2/T3 ♦ Int/Ext ♦ L ♦ CM/GCM

Pre-requisite/s: MN808 *Research Methods and Design I*

As for MN808.

MN817

RESEARCH PAPERS I

Not available to undergraduates.

T1/T2/T3 ♦ 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.

T1/T2/T3 ♦ 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.

MN832

INDUSTRY-RELATED PROJECT (2 UNIT)

Not available to undergraduates.

Check with GCM for unit availability.

Introduces students to broad approaches to social and business research. General questions about the nature and types of research and ethical considerations are raised. Techniques in identifying an appropriate research topic within industry are examined and students relate these topics to the preparation and presentation of a research report of approximately 7,000 words.

MN834

INDUSTRY-RELATED PROJECT (4 UNIT)

Not available to undergraduates.

Check with GCM for unit availability.

Builds on research method and design presented in MN726 and examines questionnaires, surveys and interview approaches to collecting and analysing data. The problem of interpretation of industry-related data is examined and candidates are introduced to the design and structure of a significant research report of approximately 15,000 words.

MN836

INDUSTRY-RELATED PROJECT (6 UNIT)

Not available to undergraduates.

Check with GCM for unit availability.

Introduces research techniques and brings together course material covered in both the two-unit and four-unit industry-related projects culminating in the preparation of a high quality project some of 30,000 words. A supervisor is appointed for all candidates with interaction between the candidates and supervisor during the period of candidature.

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 offered in 2000.

Not available to undergraduates.

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

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 available to undergraduates.

T1 ♦ Ext ♦ L ♦ GCM

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 available to undergraduates.

T3 ♦ Int/Ext ♦ GC ♦ 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 2000.

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.

MU510

**CONTEMPORARY MUSIC RESEARCH
SEMINAR**

Double-weighted unit.

S1 ♦ Int ♦ L ♦ CA

Provides an overview of research methods with an emphasis on contemporary popular music research methods, and develops skills in relation to both spoken and written presentations.


MU511

**CONTEMPORARY MUSIC RESEARCH
PROJECT (STAGE 1)**

Double-weighted unit.

S1 ♦ Int ♦ L ♦ CA

Co-requisite/s: MU510 *Contemporary Music Research Seminar*

Provides an introduction to popular music research through the completion of a substantial research project  conducted under the supervision of academic staff with relevant expertise.


MU514

**CONTEMPORARY MUSIC RESEARCH
PROJECT (STAGES 2 & 3)**

Quadruple-weighted unit.

S2 ♦ Int ♦ L ♦ CA

Pre-requisite/s: MU511 *Contemporary Music Research Project (Stage 1)*

Provides an introduction to popular music research through the completion of a substantial research project  conducted under the supervision of academic staff with relevant expertise.

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

S2 ♦ Int ♦ L ♦ CA

Establishes a sound keyboard technique and examines basic music theory concepts via the keyboard.

MU624
INTRODUCTION TO VOCAL STUDIES

S1 ♦ 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

Double-weighted unit.

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

Double-weighted unit.

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

Double-weighted unit.

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

Double-weighted unit.

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

Double-weighted unit.

S2 ♦ Int ♦ L ♦ CA

Pre-requisite/s: MU645 *Practical Studies V*
Focuses on studio production relevant to the studio specialisation of the student.

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

NHCP

Provides a critical understanding of the core concepts of the discipline of nursing, and the ethical and legal contexts of nursing.

NR302

NURSING II

NHCP

Provides the student with the knowledge and skills required to function in a primary health care role in relation to groups of clients for whom health maintenance is a priority. The focus groups for this unit are mothers, infants

and their families; older people and their families; and developmentally disabled clients and their families.

NR303

NURSING III

NHCP

Introduces students to the role of the nurse in the care of clients with acute and long-term mental health problems and the care of their significant others. Consists of three modules covering secondary prevention, tertiary prevention, and applied pharmacotherapeutics to mental health problems in a number of health care settings.

NR304

NURSING IV

NHCP

Introduces students to the role of the nurse in the care of clients with life threatening and long-term surgical conditions and the care of their significant others. Consists of three modules covering secondary prevention, tertiary prevention, and pharmacotherapeutics applied to surgical conditions in a number of health care settings.

NR305

NURSING V

NHCP

Introduces students to the role of the nurse in the care of clients with life threatening and long-term surgical conditions and the care of their significant others. Consists of three modules covering secondary prevention, tertiary prevention, and pharmacotherapeutics applied to surgical conditions in a number of health care settings.

NR306

NURSING VI

NHCP

Provides the student with the knowledge and thinking and planning skills required to provide nursing and health care to people from three particular groups who may experience some disadvantage in terms of their health status, using the process of diagnostic reasoning. These groups are people from non-dominant cultural groups; children; and women.

NR321

CLINICAL NURSING STUDIES I

S1 ♦ Int ♦ L ♦ NHCP

Co-requisite/s: NR301 Nursing I

Has three foci: communication, interpersonal skills and crisis management in holistic health care settings. 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 in holistic health care settings.

NR322

CLINICAL NURSING STUDIES II

S2 ♦ Int ♦ L ♦ NHCP

Pre-requisite/s: NR301 Nursing I

Introduces students to the foundation nursing skills related to care and comprehensive assessment for a range of clients across a variety of settings. In particular, students are introduced to nursing methodologies, professional nursing skills and the provision of physiological and safety needs for their clients.

NR323

CLINICAL NURSING STUDIES III

S1 ♦ Int ♦ L ♦ NHCP

Pre-requisite/s: NR301 Nursing I

First of four units that 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. There is a major focus on administration of therapeutic agents and substances.

NR324

CLINICAL NURSING STUDIES IV

S2 ♦ Int ♦ L ♦ NHCP

Pre-requisite/s: NR301 Nursing I

Second of four units that 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. There is a major focus on aseptic technique and a Mentor-Arranged Clinical Practicum.

NR325

CLINICAL NURSING STUDIES V

S1 ♦ Int ♦ L ♦ NHCP

Pre-requisite/s: NR301 Nursing I

Third of four units that 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. There is a major focus on cardiac and respiratory skills.

NR326

CLINICAL NURSING STUDIES VI

S2 ♦ Int ♦ L ♦ NHCP

Pre-requisite/s: NR301 Nursing I

Final of four units that 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. There is a major focus on infant hygiene, neurological, and ear, nose and throat nursing care.

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 child-bearing 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)

S2 ♦ 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 microbiological 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 2000.

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 2000.

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

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.

PL333

SPORT AND EXERCISE NUTRITION

Not offered in 2000.

S2 ♦ Int ♦ L ♦ NCM

Pre-requisite/s: HL216 Nutrition III

PS005

POLITICAL THEORY

S2 ♦ Int/Ext ♦ L ♦ SWD

Pre-requisite/s: PS006 Australian Government and Political Institutions

Theories (conservatism, fascism, communism, democratic socialism, liberalism and anarchism) will be examined 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

S2 ♦ Int/Ext ♦ L ♦ SWD

Pre-requisite/s: PS006 Australian Government and Political Institutions

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

S1 ♦ Int/Ext ♦ L ♦ SWD

Pre-requisite/s: PS006 Australian Government and Political Institutions

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

Pre-requisite/s: PS006 Australian Government and Political Institutions

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

Pre-requisite/s: PS006 Australian Government and Political Institutions

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.

PY213

**PSYCHOLOGY III - THE ABNORMAL SELF:
PSYCHOPATHOLOGY OF EVERYDAY LIFE**

Not offered in 2000.

HS

Pre-requisite/s: PY229 Personality and PY303
Lifespan Human Development or PY304
Developmental Psychology

PY214

**PSYCHOLOGY IV - THE DIMINISHING
SELF: THE PSYCHOLOGY OF LOSS**

S2 ♦ Int ♦ L ♦ HS

S1/S2 ♦ Ext ♦ CH ♦ HS

Pre-requisite/s: PY227 Approaches to Psychology
or PY325 Psychology and PY303 Lifespan Human
Development or PY304 Developmental Psychology
Provides students with the opportunity to
explore the inter-relationship between two
pervasive aspects of living: the experience of
loss, and curiosity about who one is.

PY219

YOUTH, CRIME AND CULTURAL CHANGE

Not offered in 2000.

Pre-requisite/s: PY212 Psychology II

PY220

PSYCHOLOGY OF LAW AND JUSTICE

Not offered in 2000.

Pre-requisite/s: PY212 Psychology II

PY227

APPROACHES TO PSYCHOLOGY

S1/S2 ♦ Int/Ext ♦ L/CH ♦ HS

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

Not offered in 2000.

HS

Pre-requisite/s: PY227 Approaches to Psychology
Provides students with an understanding of the
many aspects of cognition and how this current
understanding has been informed by previous
research and debate. Presents contemporary
research and models of cognition processes,

including information, processing, language,
memory, imagery and consciousness.

PY229

PERSONALITY

S1/S2 ♦ Ext ♦ CH ♦ HS

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

S2 ♦ Int ♦ L ♦ HS

Pre-requisite/s: PY227 Approaches to Psychology
and/or PY304 Developmental Psychology

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, and how we form and
maintain relationships are all the focus of social
psychology.

PY231

**MEASUREMENT AND EVALUATION OF
INDIVIDUAL DIFFERENCES**

Not offered in 2000.

HS

Pre-requisite/s: PY227 Approaches to Psychology,
PY304 Developmental Psychology, MA115 Statistics
I, MA330 Statistics

Provides 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

Not offered in 2000.

HS

Introduces the scientific study of lifespan
development. Students 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 ♦ L ♦ HS

S1/S2 ♦ Ext ♦ CH ♦ HS

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 ♦ L ♦ HS

S1/S2 ♦ Ext ♦ CH ♦ HS

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 ♦ HS

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 2000.

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

Not offered in 2000.

HS

Focuses on the application of psychological theory, research and practice, understanding, promotion and maintenance of health and well-being. Explores and critiques the research and some of the theoretical and conceptual models related to health, well-being, disease, injury, coping and personal efficacy. Finally there is participation in projects of personal, lifestyle and community change.

SC043

CURRICULUM SPECIALISATION: SCIENCE I

S1 ♦ Int ♦ L ♦ Ed

Anti-requisite/s: SC041 *Curriculum Specialisation: Science (Junior)*

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 (Junior) or SC043 Curriculum

Specialisation: Science I

Anti-requisite/s: SC042 Curriculum Specialisation: Science (Senior)

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

Not offered in 2000.

S1 ♦ 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 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

Not offered in 2000.

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 ♦ 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.

SS212

IMAGES OF AUSTRALIA

S2 ♦ Int/Ext ♦ L ♦ 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.

SS220

APPROACHES TO SOCIAL SCIENCES

S1 ♦ Int/Ext/Online ♦ L/CH/PM/GC ♦ 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.

SS270

LOCATING CULTURAL STUDIES

S1 ♦ Int/Ext ♦ L/GC ♦ HMCS

Locates some of the underlying themes, systems and practices of cultural studies in terms of their social, cultural and political contexts and the specific moments and locales in which they were produced. These studies will explore the discursive and social framings of the texts, within which students themselves are

implicated. Individual and collaborative projects will be used to encourage students to fashion a course of study meeting their particular interest.

SS271

UNRULY SUBJECTS: CITIZENSHIP

S2 ♦ Int/Ext ♦ L/GC ♦ HMCS

Pre-requisite/s: SS270 *Locating Cultural Studies*

Drawing on recent developments in cultural theory, and contemporary socio-cultural conditions, students are introduced to a variety of discourses and institutions in which cultural and civil subjects are formed and governed and contested. The intermeshing layers of the local, national and global will be considered as a series of negotiations within the context of particular machineries of power. Specific institutional settings will be used to examine the political conflicts at stake, in concrete contexts and for particular groups of people.

SS272

SPACE, PLACE AND TRAVEL

S1 ♦ Int/Ext ♦ L/GC ♦ HMCS

Pre-requisite/s: SS270 *Locating Cultural Studies*

Introduces students to a range of theories about social space and its relationship to gender and sexuality. This will encompass interpretations which construct space as narrative, space as "power-geometry", and space as flow - as a series of movements and transactions over time and place. The ways in which social spaces are memorialised and territorialised will be explored. A localised exploration of places and spaces will be undertaken.

SS273

BORDERLANDS

S2 ♦ Int/Ext ♦ L/GC ♦ HMCS

Pre-requisite/s: SS270 *Locating Cultural Studies*

Surveying a wide range of popular and theoretical texts, students will explore the shifting terrain of identity and culture, framed by cultural exchanges both within and outside the borders of the nation. These exchanges have been variously hostile, welcomed, policed, suppressed, acknowledged and subverted. The relation between cultural theory and cultural practice in borderlands will be addressed in an experiential project providing the opportunity for students to consider the present and their own presence in zones of the in-between.

SS274

ECOCULTURAL STUDIES

Not offered in 2000.

Pre-requisite/s: SS270 *Locating Cultural Studies*

Draws on contemporary cultural theories which will engage students in the development of an interactive theory of nature and culture, cutting across a number of the traditional disciplines of knowledge: science, social sciences and the humanities. Detailed readings of regional cultural practices will be contextualised within the wider framework of national and international scholarship and concerns.

SS275

CULTURAL STUDIES RESEARCH PROJECT

Not offered in 2000.

Pre-requisite/s: SS270 *Locating Cultural Studies*

Provides students with an opportunity to pursue in depth a topic of particular interest to them arising from theoretical or practical issues raised in earlier units of the Cultural Studies Major. Rhizomatic methods will be used to carry out a substantial research project. Research projects will be closely supervised and can be undertaken independently or as a group activity.

SS333

LEARNING TECHNOLOGIES AND THE ACADEMY

S1 ♦ Int/Ext ♦ L ♦ HMCS

Anti-requisite/s: PH200 *History of Ideas*

Introduces students to university culture and to the skills and practices of reading, writing and research. A consideration of the historical and cultural emergence of the university as an institution provides a framework for the practical application of academic skills appropriate to the 21st Century. There is an emphasis on the convergence of "old" and new technologies of teaching and learning with a focus on flexible learning practices. Students are encouraged to self-consciously consider their place in the current university culture.

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.

SS700

WOMEN AND SEXUALITY

Ext ♦ L ♦ NHCP

Pre-requisite/s: HL708 *Social Construction of Women's Health*

Reproductive health and sexuality are two of the areas highlighted in the Commonwealth Government's *Women's Health Policy* as being of major importance to women and the nation. This unit will provide students with the necessary knowledge and skills to assist individuals and groups to reach and maintain peak reproductive and sexual health.

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 2000.

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/Online ♦ L/GC ♦ 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/Online ♦ 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 social 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”. 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 ♦ 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/Online ♦ L/CH/PM/GC ♦ 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

S2 ♦ 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. The emphasis is on 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 ♦ 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

S1 ♦ 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/Online ♦ 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, identifying skills needed to participate in 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/Online ♦ 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.

SY360

PERSPECTIVES OF COMMUNITY DEVELOPMENT

T1/T3 ♦ Online ♦ HS

Provides students with an overview of the contextual and theoretical elements of community development. Approaches to community development will be critically analysed using the contextual and theoretical elements and applying the process of community development to a variety of settings.

SY361

POLITICAL, ECONOMIC AND CULTURAL ASPECTS OF COMMUNITY DEVELOPMENT

T2/T3 ♦ Online ♦ HS

Students will explore their personal values and beliefs as they impact on the process of community development. They will explore in depth the political processes and influences on the communities, as well as economic influences within a social development framework. Culture within the community will be examined.

SY362

COMMUNITY EDUCATION

T1/T2 ♦ Online ♦ HS

Provides students with an overview of learning theories and educational strategies as they apply to community education. Explores the various educational roles as they relate to community educational needs.

SY363

ISSUES IN DISASTER MANAGEMENT

T1 ♦ Online ♦ HS

A number of major issues in contemporary emergency management are covered in this unit that is a foundation for the rest of the course which has a more specific community development orientation. The unit provides a broad outline of the nature of disasters, response, recovery, preparedness and mitigation from an international perspective.

SY364

DISASTER PREPAREDNESS AND PREVENTION

T2 ♦ Online ♦ HS

Provides a foundation understanding and practical application of planning for disaster preparedness by communities. Examines international practice in community disaster planning processes, the theory and practice of community preparedness, and how to prepare an effective disaster plan.

SY365

LIVING IN A HAZARDOUS ENVIRONMENT

T1 ♦ Online ♦ HS

Provides a detailed understanding of most of the known natural and human-made hazards that can lead to disasters and major emergencies. Then examines the principles and practice of mitigation for a number of local and international hazards.

SY366

SOCIAL DIMENSIONS OF DISASTERS

T3 ♦ Online ♦ HS

Provides a detailed analysis of the sociological and psychological aspects of disasters and disaster preparedness in individuals, communities and organisations.

SY367

ANALYTICAL METHODOLOGIES IN EMERGENCY MANAGEMENT

T3 ♦ Online ♦ HS

Provides the student with a range of methods for the evaluation of current research and for the conduct of evaluations of disaster preparedness programmes. A number of qualitative and quantitative approaches to evaluation are examined as well as current examples of evaluation studies in emergency management.

SY368

CONCEPTUAL CONTEXTS OF HUMAN SERVICES

Not offered in 2000.

HS

Provides students with an overview of the complexities of Human Services from a historical, socio-political perspective. In order to critically analyse the industry, students will examine some of the filters to their understanding and also examine a theoretical framework for human services discourse. The unit will apply the framework to human services and link the subsequent core units in the course.

SY369

ANALYSIS OF CONTEMPORARY POLICY IN HUMAN SERVICES

Not offered in 2000.

HS

Identifies key discourses in the field of public policy analysis as it applies to human services. Defines the conflicting paradigms available to policy analysts and explores current policies by uncovering the underlying arguments. Utilising these paradigms of analysis, the policies are contextualised historically, ideologically, socially and politically and are related to policy development, implementation and review.

SY370

DELIVERY SYSTEMS IN HUMAN SERVICES

Not offered in 2000.

HS

Provides students with a critical evaluation of human service delivery systems and an understanding of these developments in the Australian environment. Organisational contexts of delivery and the role of change are examined, as is the role of the individual service-user.

SY371

EVALUATION AND ACCOUNTABILITY IN HUMAN SERVICES

Not offered in 2000.

HS

Aims to look at the role of evaluation and accountability in human service practice. Students will be introduced to methods and techniques of data collection and analysis that facilitate evaluative research while at the same time satisfying ethical and accountability dimensions. Students will be provided with skills to critically evaluate a human service

programme or project and to assess published evaluations in human service.

SY700

SOCIOLOGY OF WORKPLACE

INDUSTRIAL RELATIONS

Not offered in 2000.

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.

SSY801

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.

TR201

MANAGEMENT I: INTRODUCTION

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Introduces students to concepts, theories and practical examples of organisations and the fundamentals of managing these hospitality organisations, including clubs. Provides an awareness of businesses and forms a knowledge-base from which students may draw as they progress through their careers.

TR202

MANAGEMENT II: CONTEMPORARY ISSUES

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR201 *Management I: Introduction*
Links many issues and concepts explored in previous units, e.g. Marketing and Human Resource Management and related units, to develop effective operations strategies and service management techniques for tourism and

hospitality enterprises, particularly clubs.

TR203

MANAGEMENT III: STRATEGIC MANAGEMENT

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR202 *Management II:*

Contemporary Issues

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

TR204

QUALITY MANAGEMENT I: 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 goods and services in the context of food and beverage operations 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 food and beverage inventory cycle.

TR205

QUALITY MANAGEMENT II: INVENTORY

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR204 *Quality Management I:*

Food and Beverage

Builds on the material presented in the pre-requisite unit by examining the cost and quality control mechanisms that should be implemented during the purchase, storage and issue and sale of stock. Major areas covered include menu planning and analysis, stocktaking procedures, stock reconciliation, forecasting and maintaining economic volumes of stock, inventory valuation, and the implementation and analysis of management information systems to maintain inventory, financial and quality controls.

TR206
QUALITY MANAGEMENT III: PROJECT MANAGEMENT

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR205 Quality Management II: Inventory

Intended to give participants a working knowledge of the fundamentals of Project Management. Covers the processes, skills and techniques in developing and implementing a project, from project conception and scope definition to project monitoring, control, timeframes 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.

TR207
QUALITY MANAGEMENT IV: FUNCTIONS AND MEETINGS

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR206 Quality Management III: Project Management

Examines the cost and quality control mechanisms that should be implemented during the purchase, storage and issue and sale of stock. Major areas covered include menu planning and analysis, stocktaking procedure, stock reconciliation, forecasting and maintaining economic volumes of stock, inventory valuation and the implementation and analysis of management information systems to maintain inventory, financial and quality controls.

TR208
HUMAN RESOURCE MANAGEMENT I: INTRODUCTION

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Provides an understanding of and develops skills in communications. Students are introduced to a wide range of communication concepts applicable to service based organisations. The dynamics of interpersonal, group and cross-cultural communication are examined, together with the requirements for effective business communication, mass communication and non-verbal communication. Attitudinal and motivational factors that affect organisational communication are also discussed.

TR209
HUMAN RESOURCE MANAGEMENT II: PLANNING

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR208 Human Resource Management I: Introduction

Concerned with the understanding and development of individual and group behaviour that 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 developing competent staff. Stresses the importance of organising resources effectively, including workforce planning and budgetary control and covers a knowledge of available training courses and training methods.

TR210
HUMAN RESOURCE MANAGEMENT III: POLICIES

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR209 Human Resource Management II: Planning

Studies important areas in human resource management: the role of policy-making in club boards, industrial relations, management packages, recruitment procedures for management and evaluation of training strategies and methods.

TR211
GAMING MANAGEMENT I: INTRODUCTION

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Gaming in the registered club industry is a major source of revenue including hard and soft gaming. The unit focuses on the day-to-day operations and control of gaming. Monitoring of cash transactions, data collection methods and security form part of the legal requirements when providing gaming.

TR212

GAMING MANAGEMENT II: ANALYSIS

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR211 Gaming Management I: Introduction

Concentrates on control mechanisms and gaming analysis as required by legislation and club policies. Also considers the analysis process and implementing methods of investigation in the event of discrepancies.

TR213

GAMING MANAGEMENT III: IMPACTS

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR212 Gaming Management II: Analysis

Gaming managers are expected to develop an awareness of the individual needs of customers, staff and management in the gaming environment within the club industry. This unit introduces students to the social, psychological and community based issues relevant to gaming operations. Students are also exposed to technological impacts within the gaming function as well as the relevance of gaming research within the club industry.

TR214

GAMING MANAGEMENT IV: STRATEGIC GAMING MANAGEMENT

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR213 Gaming Management III: Impacts

Covers contemporary issues of gaming management through self-instructional chapters, each relating to different issues within the gaming function. 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.

TR215

FINANCE AND INFORMATION SYSTEMS I: INTRODUCTION

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Designed to provide students with an understanding of the practical accounting and financial management concepts and principles

applicable to club operations. The material covers a wide range of financial issues which are common to most commercial organisations but highlights specific applications within the club industry, and not-for-profit organisations.

TR216

FINANCE AND INFORMATION SYSTEMS II: ANALYSIS

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR215 Finance and Information Systems I: Introduction

Analysis of financial statements forms a major part of the evaluation of the club's performance. Managers have to demonstrate competence in utilising these reports for future decisions. Also addresses financial budgets and forecasting, analysis of income and expenditure, profit and loss statements and balance sheets.

TR217

FINANCE AND INFORMATION SYSTEMS III: FINANCIAL MANAGEMENT

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR216 Finance and Information Systems II: Analysis

Introduces managers to facility and risk and the management and strategic implications of these factors within the club industry. Addresses the need to develop and implement policies for the risk management of club services including food, alcohol and gaming.

TR218

MARKETING I: INTRODUCTION

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Examines the foundations of marketing that 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.

TR219

MARKETING II: STRATEGIES

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR218 Marketing I: Introduction

Concerned with strategic considerations in the area of sales 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.

TR220

MARKETING III: MANAGEMENT

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR219 Marketing II: Strategies

Designed to build on material presented in Marketing I and II. These covered basic principles and applications in the club industry. This third level unit is an advanced one covering specifics enabling high level marketing management of a club to be handled effectively.

TR221

FACILITY AND RISK MANAGEMENT I: LEGAL PRINCIPLES

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Provides an overview of the Australian legal system and specific knowledge on the aspects of law which are likely to influence management of hospitality enterprises, particularly clubs. Makes students aware of the influence law has on business, the management of business and the implications of these responsibilities.

TR222

FACILITY AND RISK MANAGEMENT II: FRAMEWORK

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR221 Facility and Risk Management I: Legal Principles

Based on managing risk and facilities in the club industry. Examines how clubs implement policies and procedures to manage these areas. Club managers require knowledge in these areas in order to protect members and guests from safety hazards and the club from loss of profits. Examines the risk management process, and its potential to protect assets, ensure clubs meet legal challenges, continue business activities without major interruption or increased expenditure and protect personnel from accident and illness.

TR223

FACILITY AND RISK MANAGEMENT III: POLICIES

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR222 Facility and Risk Management II: Framework

Introduces managers to facility and risk and the management and strategic implications of these factors within the club industry. Addresses the need to develop and implement policies for the risk management of club services including food, alcohol and gaming.

TR224

CLUB INDUSTRY PROJECT

Available to Club Industry employees only.

S1/S2 ♦ Ext ♦ L ♦ THM

Pre-requisite/s: TR206 Quality Management III: Project Management

Fulfills an integrative role within the course. Provides an opportunity for students to undertake a major individual investigation involving the application of multi-disciplinary skills in a management context. Professional knowledge about the club industry and service management requires the application of scientific research in complex socio-political and economic frameworks. This unit provides an opportunity to integrate skills gained in earlier units of the course and from the student's work experiences. It underscores the need to be able to adapt to a wide range of factors as part of the contemporary managerial process.

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.

US261-2

UNSPECIFIED CORE UNIT I-II

ESSM

For students who have a degree or strong background in one of the areas to be studied or who can justify that a unit may not suit their course of study, up to two unspecified core units may be taken, with approval of the Head of School. These can be drawn from any of the postgraduate units offered by this University or the University Partners in the Master of International Sport Management.

US281-4

UNIVERSITY PARTNER UNIT I-IV

ESSM

Students can take up to three units offered by the University Partners in the Master of International Sport Management.

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

Not offered in 2000.

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.

WR406

THEORIES OF TEXT AND CULTURE

S1 • Int • L/GC • 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.

WR407

WRITING FOR PERFORMANCE

Not offered in 2000.

Pre-requisite/s: *WR401 Issues and Themes in Contemporary Writing*

Designed to give students a practical and experiential introduction to a broad range of performance writing practices, dramaturgy techniques and theories of performance. Students will be given an opportunity to develop their writing based on a practical experience of methods, approaches and styles relating to writing for live performance.

WR408

WRITING PROJECT

S2 • Int/Ext • L/GC • HMCS

Pre-requisite/s: *WR401 Issues and Themes in Contemporary Writing*

Students undertake a major project of writing and will engage in critical practices which are alert to the relationship between writing and cultural production. The result could be one or more pieces of prose (fictional or non-fictional), poetry/lyrics or theoretical/critical work written during the semester.

WR410

INTRODUCTION TO CREATIVE WRITING

S1 ♦ Int/Ext ♦ L/GC ♦ HMCS

Co-requisite/s: *WR400 Introduction to Written Texts*

Introduces students to the main skills areas of creative writing practice. Students will explore a range of approaches to narrative structures and techniques through readings of published creative work and practical writings about the craft. Students will also gain experience in the practice of writing, self-editing and redrafting using workshop techniques.

WR411

WRITING GENRE

S2 ♦ Int/Ext ♦ L/GC ♦ HMCS

Pre-requisite/s: *WR410 Introduction to Creative Writing*

Co-requisite/s: *WR401 Issues and Themes in Contemporary Writing*

Introduces students to a range of contemporary popular and literary genres and encourages them to study these genres in both theoretical and practical terms. Students will be encouraged to experiment in a practical and creative sense with the aesthetic conventions and textual strategies of a range of genres as well as to study the complexities of each genre in a critical context.

Alphabetical Listing of Units

| Unit Name | Number | Unit Name | Number |
|--|---------------|--|---------------|
| Aboriginal Child at School, The | ED297 | Advanced Computing Topic D | DP724 |
| Aboriginals, Islanders and Contemporary Legal Issues | LA055 | Advanced Constitutional Law | LA518 |
| Aboriginals, Islanders and the Criminal Justice System | LA056 | Advanced Financial Reporting | AC148 |
| Aborigines, Torres Strait Islanders and the Law | LA513 | Advanced Management Accounting | AC722 |
| Academic Study Methodology | ED198 | Advanced Midwifery Skills | NR707 |
| Academic Study Technique I | CU323 | Advanced Statistics | MA331 |
| Academic Study Technique II | CU324 | Advanced Taxation | AC134 |
| Accommodation and Information Technology Systems | MN418 | Advanced Taxation Practice | AC133 |
| Accounting 400 (Hons) | AC801 | Ageing and Physical Activity | HM221 |
| Accounting and Finance for Managers | AC724 | Agribusiness | EC301 |
| Accounting and Financial Management I | AC141 | Agri-Management | MN503 |
| Accounting and Financial Management II | AC142 | Analysis of Contemporary Policy in Music Services | SY369 |
| Accounting for Decision Making | AC149 | Analytical Methodologies in Emergency Management | SY367 |
| Accounting for Group Entities | AC701 | Anatomy and Physiology I | PL201 |
| Accounting for Managers | AC720 | Anatomy and Physiology II | PL202 |
| Accounting Information Systems | AC120 | Anatomy for Human Movement | AN302 |
| Accounting Principles and Practice | AC143 | Ansett Project | MN200 |
| Accounting Theory | AC106 | Applications Development | DP235 |
| Action Research and Evaluation (2 unit) | MN789 | Applications of Counselling: Theory and Practice | CL233 |
| Administrative Law | LA117 | Applied Biomechanics (Wellness) | PL325 |
| Adult Learning | ED021 | Applied Business Statistics | MA113 |
| Advanced Advocacy | LA516 | Applied Diet, Weight Control and Exercise (Wellness) | HL207 |
| Advanced Auditing | AC131 | Applied Ethics: An Introduction | ED222 |
| Advanced Computing Topic A | DP721 | Applied Exercise Physiology (Wellness) | PL210 |
| Advanced Computing Topic B | DP722 | Applied Exercise Psychology (Wellness) | PY328 |
| Advanced Computing Topic C | DP723 | Applied Health Research | NR227 |

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|---|-------|--|-------|
| Applied Microeconomics | EC102 | Biochemistry | CH002 |
| Applied Planning | MN504 | Biological Chemistry I | CH102 |
| Applied Social Inquiry | SY126 | Biological Chemistry II | CH103 |
| Applied Sport Psychology | PY327 | Biology | BL201 |
| Applying Theories of Learning to Teaching | ED661 | Biomechanics I | PL207 |
| Approaches to Defence Studies | SY217 | Biomechanics II | PL324 |
| Approaches to Psychology | PY227 | Biomedical Science I | PL301 |
| Approaches to Social Inquiry | SY125 | Biomedical Science II | PL302 |
| Approaches to Social Sciences | SS220 | Biomedical Science III | PL303 |
| Approaches to Sociology | SY118 | Borderlands | SS273 |
| Aquaculture | BL209 | Budgeting Control for Correctional Institutions | AA301 |
| Aquatic Ecosystems | BL204 | Bundjalung Cultural Heritage | CU411 |
| Artificial Intelligence | DP236 | Business Analysis for Tourism and Hospitality Managers | MN913 |
| Asian Media Studies | ME448 | Business Awareness | MN254 |
| Assessment and Reporting | ED404 | Business Financial Accounting | AC703 |
| Audio Engineering I | EL400 | Business/Industry Placement Experience | ED089 |
| Audio Engineering II | EL401 | Business Law | LA131 |
| Auditing | AC130 | Business Mathematics | MA051 |
| Auditing and Accounting Practice | AC704 | Business to Business Marketing | MK726 |
| Australia/ Asia | SS210 | Buying | MN319 |
| Australia from 1788-1988 | HS232 | Chemistry | CH201 |
| Australian and Asian Studies | SS400 | Childbirth Education and Parentcraft | NR706 |
| Australian Government and Political Institutions | PS006 | Children's Literature | EN351 |
| Australian Indigenous Community Administration | CU407 | Client/Server Systems | DP426 |
| Australian Indigenous Community Development | CU406 | Clinical Diagnosis I | HL274 |
| Australian Indigenous Cultural Heritage | CU403 | Clinical Diagnosis II | HL275 |
| Australian Indigenous Societies Prior to Invasion | CU401 | Clinical Nursing Studies I | NR321 |
| Australian Visual Art | AR602 | Clinical Nursing Studies II | NR322 |
| Banking and Lending Decisions | AC144 | Clinical Nursing Studies III | NR323 |
| Basic Business Accounting | AC700 | Clinical Nursing Studies IV | NR324 |
| | | Clinical Nursing Studies V | NR325 |
| | | Clinical Nursing Studies VI | NR326 |

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|--|-------|--|-------|
| Clinical Preparation IA | HL280 | Computers in Education: Learning Materials | DP321 |
| Clinical Preparation IB | HL281 | | |
| Clinical Preparation II | HL277 | Computers in Education: Software Evaluation and Training | DP323 |
| Clinical Project I | NR229 | Computers in Technology I | DP105 |
| Clinical Project II | NR230 | Computers in Technology II | DP106 |
| Club Industry Project | TR224 | Computing 400 (Hons) | DP801 |
| | | Computing 401 (Hons) | DP802 |
| Coastal Ecosystems and their Management | BL231 | Computing in Applied Science | DP241 |
| Coastal Geomorphology and Sedimentology | GG231 | Computing Project | DP231 |
| Coastal Management 400 (Honours) | GG801 | Computing Studies/Information Technology Curriculum | ED499 |
| Cognition | PY228 | Concepts of Entrepreneurship | MN737 |
| Commercial and Recreational Fisheries Management | BL233 | Conceptual Contexts of Human Services | SY368 |
| Commercial Law | LA523 | Conflict Resolution | SY120 |
| Commercial Programming | DP123 | Constitutional Law | LA112 |
| Communication and Culture | EN333 | Consultation and Participation | MN164 |
| Communication, Promotion and the Community | MN165 | Consumer Behaviour | MK102 |
| Communications in the Food Service Industry | MN124 | Contemporary Australia | HS233 |
| Communication: Theory and Practice | EN204 | Contemporary Australian Indigenous Societies | CU402 |
| Community Corrections in NSW | AG301 | Contemporary Issues in Visual Arts | AR498 |
| Community Development | SY104 | Contemporary Music Research Project (Stage 1) | MU511 |
| Community Education | SY362 | Contemporary Music Research Project (Stages 2 & 3) | MU514 |
| Community Project Management | MN204 | Contemporary Music Research Seminar | MU510 |
| Company Law | LA004 | Contemporary Music Theory I | MU620 |
| Comparative Indigenous Legal Issues | CU415 | Contemporary Music Theory II | MU621 |
| Computer Applications | AG304 | Contemporary Style Analysis | MU622 |
| Computer Based Training | DP712 | Contemporary Tourism Issues | MN762 |
| Computer Control, Auditing and Security | DP222 | Contemporary Trends in the Business Environment | MN747 |
| Computer Graphics I | AR500 | Contexts of Social Welfare Practice | SY111 |
| Computer Graphics II | AR501 | Contextual Body Work | HL404 |
| Computer Mediated Communication | ME342 | | |

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|--|-------|---|-------|
| Contract Law | LA503 | Curriculum Specialisation: Music I | MU011 |
| Conventions, Meetings and Exhibitions Management | MN420 | Curriculum Specialisation: Music II | MU012 |
| Conveyancers Professional Practice | LA107 | Curriculum Specialisation: Outdoor Education | HL324 |
| Conveyancing Law | LA057 | Curriculum Specialisation: PDHPE I (Movement) | PE011 |
| Co-operative Learning Skills in the Classroom | ED298 | Curriculum Specialisation: PDHPE II (Lifestyle) | PE012 |
| Corporate Entrepreneurship | MN740 | Curriculum Specialisation: Science I | SC043 |
| Corporation and Securities Law | LA701 | Curriculum Specialisation: Science II | SC044 |
| Correctional Management I | MN745 | Curriculum Specialisation: Social Sciences I | SS006 |
| Correctional Management II | MN746 | Curriculum Specialisation: Social Sciences II | SS007 |
| Counsellor: Role, Ethics and Personal Development, The | CL301 | Curriculum Specialisation: Visual Arts I | AR013 |
| Credit and Lending Decisions | AC730 | Curriculum Specialisation: Visual Arts II | AR014 |
| Criminal Law and Procedure | LA507 | Curriculum Studies: Creative and Performing Arts I | CS415 |
| Criminal Process | LA050 | Curriculum Studies: Creative and Performing Arts II | CS416 |
| Criminology | LA514 | Curriculum Studies: English I - Language Acquisition | CS401 |
| Critical Incident Management | AA302 | Curriculum Studies: English II - The Whole Language Classroom | CS402 |
| Critical Perspectives in Nursing | NR228 | Curriculum Studies: English III - Language Across the Curriculum | CS403 |
| Cross-Cultural Film Studies | CM401 | Curriculum Studies: Human Society and its Environment | CS412 |
| Cultural Heritage Conservation | HS201 | Curriculum Studies: Mathematics I | CS404 |
| Cultural Studies Research Project | SS275 | Curriculum Studies: Mathematics II | CS405 |
| Current Issues | SY100 | Curriculum Studies: Personal Development, Health, Physical Education I | CS417 |
| Curriculum Specialisation: Computing Studies | DP324 | Curriculum Studies: Personal Development, Health, Physical Education II | CS418 |
| Curriculum Specialisation: LOTE (Chinese) I | CH011 | Curriculum Studies: Science and Technology I | CS413 |
| Curriculum Specialisation: LOTE (Chinese) II | CH012 | | |
| Curriculum Specialisation: LOTE (Japanese) I | JP011 | | |
| Curriculum Specialisation: LOTE (Japanese) II | JP012 | | |
| Curriculum Specialisation: Mathematics I | MA011 | | |
| Curriculum Specialisation: Mathematics II | MA012 | | |

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|--|-------------|---|-------|
| Curriculum Studies: Science and Technology II | CS414 | Drugs and Alcohol | HL109 |
| Customer Service | MN261 | Drugs, Crime and the Law | LA061 |
| Cyberlaw | LA525 | Early Childhood Education | ED351 |
| Database Systems I | DP228 | Earth Resources | GL210 |
| Data Communications and Networks | DP240 | Ecocultural Studies | SS274 |
| Data Management | DP702 | Ecology | BL202 |
| Data Structures | DP205 | Econometrics I | MA215 |
| DBA Thesis | MN821- 5 | Economic Analysis for Tourism and Hospitality | MN424 |
| Decision Analysis | MA065 | Economic Policy | EC107 |
| Decision Support Systems | DP237 | Economics for Management | EC720 |
| Delivery Systems in Human Services | SY370 | Educational Multimedia Design | ME344 |
| Design | AR630 | Educational Multimedia Development I | ME341 |
| Design and Technology I | ED491 | Educational Multimedia Development II | ME345 |
| Design and Technology II | ED492 | Educational Multimedia Development Project | ME346 |
| Design and Technology III | ED493 | Educational Multimedia Evaluation | ME343 |
| Design and Technology Curriculum | ED496 | Educational Multimedia Foundations | ME340 |
| Design Studies I | ED431 | Educational Multimedia Research Project | ME349 |
| Design Studies II | ED432 | Educational Technology | ED215 |
| Design Studies III | ED433 | Education Studies | ED067 |
| Developing Music for K-6 Teachers | MU261 | EEO and OH&S Law and Practice | LA106 |
| Developmental Psychology | PY304 | Electronic Networking and the Internet | ME301 |
| Development of Human Resources | SY105 | Elements of Business Law for the Travel and Tourism Industry | LA204 |
| Developments in Primary Mathematics | MA253 | Emerging Issues in Correctional Services | AE302 |
| Diagnostic and Remedial Teaching | ED293 | Employment and Industrial Relations Law | LA104 |
| Digital Media I | ME324 | End-User Computing | DP725 |
| Digital Media II | ME325 | Energising Organisations | MN754 |
| Digital Media III | ME326 | Engineering Mathematics | GT100 |
| Disaster Preparedness and Prevention | SY364 | Enquiry I | ED731 |
| Discrete Mathematics | MA213 | Enquiry II | ED732 |
| Dispute Resolution and Aboriginal Communities | SY215 | | |
| Distributed Information Systems | DP704 | | |
| Drugs, Alcohol and HIV Issues | AE303 | | |

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| Entrepreneurship | MN314 | IcD II | |
| Entrepreneurship in Sport and Exercise | MN306 | Exchange Elective – Human Movement IcD II | EE561-2 |
| Entrepreneurship in Tourism and Hospitality | MN427 | Exchange Elective – Information Technology IcD II | EE191-2 |
| Environmental Awareness | GG300 | Exchange Elective – Legal Studies IcD II | EE651-2 |
| Environmental Chemistry | CH073 | Exchange Elective – Management IcD II | EE171-2 |
| Environmental Economics | EC108 | Exchange Elective – Music IcD II | EE421-2 |
| Environmental Education | SC291 | Exchange Elective – Science IcD II | EE451-2 |
| Environmental Impact Studies and Assessment | GG220 | Exchange Elective – Sociology IcD II | EE161-2 |
| Environmental Issues for Business | MN245 | Exchange Elective – The Arts IcD II | EE351-2 |
| Environmental Law | LA118 | Exchange Elective – Tourism IcD II | EE751-2 |
| Environmental Management I | MN502 | Exchange Elective – Training and Development IcD II | EE165-6 |
| Environmental Management II | MN506 | Exchange Elective – Visual Arts IcD II | EE425-6 |
| Environmental Management for Hotels | MN912 | Exercise Biochemistry and Drugs in Sport | PL326 |
| Environmental Monitoring and Analysis | GG232 | Exercise for Personal Health | HL206 |
| Equity | LA115 | Exercise Physiology I | PL203 |
| Evaluating Health Promotion | HL509 | Exercise Physiology II | PL204 |
| Evaluation and Accountability in Human Services | SY371 | Exercise Testing and Prescription | PL215 |
| Evaluation, Assessment and Professionalism | ED019 | Export Marketing | MK107 |
| Evaluation in Community Welfare | SY132 | Extension and Advisory Services | FY113 |
| Evaluation of Mental Health Services: Prevention to Rehabilitation | MH004 | Facility and Risk Management I: Legal Principles | TR221 |
| Event and Facility Management | MN781 | Facility and Risk Management II: Framework | TR222 |
| Events Management | MN421 | Facility and Risk Management III: Policies | TR223 |
| Events Planning and Management | MN273 | Facility Planning and Design | MN304 |
| Evidence and Civil Procedure | LA114 | Facility Programming and Management | MN305 |
| Exchange Elective – College of Indigenous Australian Peoples IcD II | EE211-2 | Family Health | HL108 |
| Exchange Elective – Commerce IcD II | EE181-2 | Family Law and Society | LA113 |
| Exchange Elective – Complementary Medicine IcD II | EE201-2 | Family Law Practice | LA054 |
| Exchange Elective – Education IcD II | EE151-2 | Feasibility Study | MN315 |
| Exchange Elective – Health Science | EE551-2 | | |

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|--|-------|---|-------|
| Field Education I | SY113 | IV | |
| Field Education II | SY114 | Food/Hospitality Education Studies V | ED445 |
| Field Studies I | HM201 | Food Preparation and Production Systems | MN429 |
| Field Studies II | HM202 | Food Service Industry Project | MN129 |
| Field Studies III – Sports Conditioning and Training Methodology | HM203 | Food Technology Studies | ED440 |
| Finance 400 (Hons) | AC802 | Forest Ecophysiology | FY101 |
| Finance and Budgeting Systems for Food Services | AC205 | Forest Hygiene – Pests and Diseases | FY107 |
| Finance and Information Systems I: Introduction | TR215 | Forest Land Use and Management | FY109 |
| Finance and Information Systems II: Analysis | TR216 | Forest Mensuration and Inventory | FY102 |
| Finance and Information Systems III: Financial Management | TR217 | Forestry Business Enterprise Management | FY111 |
| Financial Analysis for Hotels, Conventions and Events | AC208 | Foundations in Media Studies | ME439 |
| Financial Analysis for the Travel Industry | AC204 | Foundations of Torts | LA053 |
| Financial Analysis for Tourism and Hospitality | AC206 | Functional Keyboard | MU623 |
| Financial Institutions Management | AC127 | Fundamentals of Management | MN111 |
| Financial Institutions Management | MN915 | Future of Work, The | SY101 |
| Financial Management for Sport and Exercise | AC320 | Gaming and Club Management | MN426 |
| Financial Management in Business | AC706 | Gaming Management I: Introduction | TR211 |
| Financial Reporting | AC145 | Gaming Management II: Analysis | TR212 |
| Fire Ecology and Management | FY100 | Gaming Management III: Impacts | TR213 |
| Fisheries Biology | BL105 | Gaming Management IV: Strategic Gaming Management | TR214 |
| Food and Beverage Management | MN419 | Gender and Race in Australian History | HS234 |
| Food and Beverage Service Delivery Systems | MN428 | Geographic Information Systems and Remote Sensing | GG224 |
| Food/Hospitality Curriculum | ED498 | Geology | GL201 |
| Food/Hospitality Education Studies I | ED441 | Geomechanical Engineering | GT103 |
| Food/Hospitality Education Studies II | ED442 | Geotechnical Analysis | GT104 |
| Food/Hospitality Education Studies III | ED443 | Global Marketing Communication | MK728 |
| Food/Hospitality Education Studies | ED444 | Global Purchasing Management | MN756 |
| | | Graduate Independent Study (Humanities) | HU726 |
| | | Graduate Teaching Experience | ED088 |
| | | Graduating Seminar | HM220 |
| | | Group Processes | SY106 |

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|--|-------|---|---------|
| Health and Australian Indigenous Peoples | CU408 | Human Resource Management III | MN123 |
| Health and Epidemiology | HL705 | Human Resource Management I: Introduction | TR208 |
| Health and Fitness in Modern Society | HL351 | Human Resource Management II: Planning | TR209 |
| Health Care Practices I | HL291 | Human Resource Management III: Policies | TR210 |
| Health Care Practices II | HL292 | Human Resource Management in Correctional Institutions | AS302 |
| Health Care Practices III | HL293 | Human Resource Management in the Food Service Industry | MN125 |
| Health Care Practices IV | HL294 | Human Resource Management in the Tourism and Hospitality Industry | MN197 |
| Health Education and Illness Prevention | HL106 | Human Resource Management in the Tourism and Hospitality Industry | MN413 |
| Health Information Systems | HL721 | Human Rights | LA522 |
| Health Law | LA722 | Human Rights and Indigenous Peoples | CU413 |
| Health Psychology | PY305 | Human Services Management | HL213 |
| Health Psychology | PY355 | Hydrology and Climatology | GG203 |
| History of Ideas | PH200 | Images of Australia | SS212 |
| Holistic Caring and Communication | HL403 | Independent Legal Research | LA524 |
| Holistic Nutrition | HL405 | Independent Study Unit I | ED406 |
| Homoeopathy I | HL255 | Independent Study Unit II | ED407 |
| Homoeopathy II | HL256 | Independent Study - Business/Computing I-IV | IS251-4 |
| Homoeopathy III | HL263 | Independent Study - College of Indigenous Australian Peoples I-IV | IS211-4 |
| Hospitality and Tourism Financial Management | AC207 | Independent Study - Commerce I-IV | IS181-4 |
| Hospitality Industry Study | ED434 | Independent Study - Complementary Medicine I-IV | IS201-4 |
| Hospitality Marketing and Quality Assurance | MK126 | Independent Study - Education I-IV | IS151-4 |
| Hotel Accounting and Finance | AC900 | Independent Study - Health Sciences I-IV | IS551-4 |
| Hotel Operations | MN431 | Independent Study - Human Movement I-IV | IS561-4 |
| Human Body in Health and Illness, The | HL102 | Independent Study - Human Services I-IV | IS365-8 |
| Human Movement 400 (Honours) | HM801 | Independent Study - Information Technology I-IV | IS191-4 |
| Human Relations | SY127 | | |
| Human Resource Development | MN704 | | |
| Human Resource Management 400 | MN803 | | |
| Human Resource Management | MN724 | | |
| Human Resource Management I | MN121 | | |
| Human Resource Management II | MN122 | | |

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| Independent Study – Legal Studies I-IV | IS651-4 | Information Analysis | DP701 |
| Independent Study – Management I-IV | IS171-4 | Information Resources Management | DP230 |
| Independent Study – Music I-IV | IS421-4 | Information Systems Project Management | DP730 |
| Independent Study – Science I-IV | IS451-4 | Information Systems Research Project A | DP731 |
| Independent Study – Social Science I-IV | IS361-4 | Information Systems Research Project B | DP732 |
| Independent Study – Sociology I-IV | IS161-4 | Information Systems Research Project C | DP733 |
| Independent Study – The Arts I-VI | IS351-6 | Information Systems Research Project D | DP734 |
| Independent Study – Tourism I-IV | IS751-4 | Information Technology and the Law | LA125 |
| Independent Study – Training and Development I-IV | IS165-8 | Information Technology Industry Study | ED495 |
| Independent Study Unit I | ED406 | Initial Management of the “At Risk” Neonate | NB700 |
| Independent Study Unit II | ED407 | Insolvency Law | LA515 |
| Independent Study Unit I: Negotiated Reading Course | ED751 | Instructional Design | ED750 |
| Independent Study – Visual Arts I-IV | IS425-8 | Instructional Design I | ME312 |
| Indigenous Australians and Anthropology | CU418 | Instructional Design II | ME313 |
| Indigenous Australians in Education | CU405 | Instructional Design III | ME314 |
| Indigenous Common Law | CU414 | Instructional Design and Educational Technology | ED084 |
| Indigenous Environmental Management | CU419 | Integrated Logistics Management | MN757 |
| Indigenous Styles of Communication | MN133 | Integrated Project | GG211 |
| Indigenous Ways of Cultural Expression | CU412 | Integrated Tree Cropping – Farm Forestry | FY108 |
| Industrial and Economic Democracy | MN118 | Intellectual Property | LA121 |
| Industrial Relations | MN116 | Interactive Multimedia Development I | ME321 |
| Industrial Relations | MN725 | Interactive Multimedia Development II | ME322 |
| Industrial Relations and Law for Tourism and Hospitality | LA205 | Interactive Multimedia Development III | ME323 |
| Industrial Technologies Curriculum | ED497 | Interface Development and Evaluation | DP238 |
| Industry Based Project | MN784 | International and Comparative Human Resource Management | MN786 |
| Industry Internal Accounting | AC702 | International Business Law | LA124 |
| Industry-Related Project (2 unit) | MN832 | International Community Development | SY131 |
| Industry-Related Project (4 unit) | MN834 | | |
| Industry-Related Project (6 unit) | MN836 | | |

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| International Contract Management | MN758 | Introduction to Creative Writing | WR410 |
| International Economics | EC103 | Introduction to Geographic Information Systems | GG223 |
| International Economics and Trade | EC150 | Introduction to Human Resource Management | AS301 |
| International Finance | AC126 | Introduction to Information Technology | DP221 |
| International Finance for Managers | AC723 | Introduction to Land Law | LA052 |
| International Human Resource Management | MN311 | Introduction to Law and Contract | LA130 |
| International Indigenous Issues | CU410 | Introduction to Music Technology | MU497 |
| International Law | LA521 | Introduction to Operations Research | MA060 |
| International Management | MN313 | Introduction to Production Management | GG301 |
| International Management | MN723 | Introduction to Tourism and Hospitality Management | MN440 |
| International Marketing | MK724 | Introduction to Tourism and Hospitality Marketing | MK127 |
| International Media Studies | ME446 | Introduction to Training and Development | ED083 |
| International Tourism Studies | MN906 | Introduction to Visual Culture | AR600 |
| International Trade | MN312 | Introduction to Vocal Studies | MU624 |
| Internship I | HM223 | Introduction to Written Texts | WR400 |
| Internship II | HM224 | Introductory Computing | DP125 |
| Internship III | HM225-8 | Introductory Pharmacology | PL315 |
| Internship/Practicum I | ED471 | Introductory Sociology | SY304 |
| Internship/Practicum II | ED472 | Issues and Methods in Research I | HL501 |
| Internship/Practicum III | ED473 | Issues and Methods in Research II | HL502 |
| Internship/Practicum IV | ED474 | Issues and Strategies in Health Studies | HL262 |
| Internship Study | GG222 | Issues and Themes in Contemporary Writing | WR401 |
| Intern Study I-IV | MN221-4 | Issues in Accounting Theory | AC705 |
| Interpersonal Communication | MN161 | Issues in Disaster Management | SY363 |
| Interpersonal Relating | BS301 | Issues in History | HS230 |
| Interpretation of Financial Reports | AC009 | Issues in Information Management | DP705 |
| Intervention and Case Management | SY134 | Issues in Small Business Management | MN318 |
| Intraoperative Assisting and Nursing Care | HL612 | Japanese I | JP301 |
| Introduction to Community Development | SY130 | Japanese II | JP302 |
| Introduction to Counselling: Theory and Practice | CL231 | | |

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| Japanese I (Professional Development) | JP291 | Locating Cultural Studies | SS270 |
| Japanese II (Professional Development) | JP292 | Macroeconomics | EC101 |
| Japanese III (Professional Development) | JP293 | Macroeconomic Theory | EC106 |
| Japanese IV (Professional Development) | JP294 | Major Thesis (Accounting) | AC711 |
| Kinesiology | PL209 | Major Thesis (Computing) | DP710 |
| Land Degradation and Rehabilitation | GG217 | Major Thesis (Finance) | AC710 |
| Land Use Planning | GG207 | Major Thesis (Management) | MN710 |
| Law of Finance and Securities | LA730 | Major Thesis (Marketing) | MK710 |
| Law Placement I | LA122 | Management I - Introduction | TR201 |
| Law Placement II | LA123 | Management II - Contemporary Issues | TR202 |
| Leadership | MN156 | Management III - Strategic Management | TR203 |
| Leadership and Teamwork | MN705 | Management Accounting | AC146 |
| Leadership in the Diverse Organisation | MN715 | Management Education | ED749 |
| Learning, Communicating and Educational Computing | ED220 | Management for Quality Tourism and Hospitality Services | MN909 |
| Learning in Contemporary Society | ED403 | Management Information Systems | DP720 |
| Learning Organisations | MN168 | Management of Acute Conditions in the "At Risk" Neonate | NB701 |
| Learning Technologies and The Academy | SS333 | Management of Small Enterprises | MN743 |
| Legal and Conveyancing Practice | LA108 | Management of Special Clinical Conditions Affecting the "At Risk" Neonate | NB703 |
| Legal Interviewing, Negotiation and Advocacy | LA128 | Management of the Professional Practice | MN917 |
| Legal Process | LA111 | Management Science | MA721 |
| Legal Project | LA048 | Managerial Economics | EC007 |
| Legal Research and Writing | LA051 | Managerial Finance | AC147 |
| Legal Studies | LA720 | Managerial Finance | AC721 |
| Legislation, Administration and Communication | MN241 | Managing Change | MN166 |
| Lifespan Human Development | PY303 | Managing Change | MN259 |
| Litigation Practice | LA058 | Managing Human Resources and Change in the Hotel Industry | MN914 |
| Living in a Hazardous Environment | SY365 | Marine Ecosystems | BL232 |
| Local Government | PS010 | Marketing 400 (Hons) | MK801 |
| Local Government and Planning Law | LA119 | Marketing I - Introduction | TR218 |

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| Marketing II – Strategies | TR219 | Meetings, Incentives, Conventions and Exhibitions Management | MN272 |
| Marketing III – Management | TR220 | Mental Health of Australian Indigenous Peoples, The | CU409 |
| Marketing as a Management Function | MK761 | Mentoring in the Organisation | SY124 |
| Marketing in the Retail Environment | MK727 | Methods in Counselling: Theory and Practice | CL232 |
| Marketing Law | LA126 | Microeconomic Theory | EC105 |
| Marketing Law and Ethics | LA105 | Midwife as Primary Health Care Provider and Advocate | NR705 |
| Marketing Management | MK720 | Mining Operations | GT105 |
| Marketing Management for Hotel and Hospitality Industries | MK905 | Minor Thesis (Computing) | DP711 |
| Marketing Principles | MK075 | Models of Mental Health and Mental Illness | MH002 |
| Marketing Professional Services | MK722 | Modernism: Visual Parameters | AR601 |
| Marketing Research | MK106 | Modular Elective Units I-IV | ED408-1 1 |
| Marketing Research and Analysis | MK721 | Monetary Economics | EC104 |
| Master of Health Science Project | HL600 | Motor Learning I | PL328 |
| Materials: Properties and Performance | GT102 | Multimedia I | ME455 |
| Maternal Assessment | NR704 | Multimedia II | ME456 |
| Mathematics Recovery Theory and Techniques IA | MA600 | Multimedia Design | ME350 |
| Mathematics Recovery Theory and Techniques IIA | MA602 | Multimedia Design Project | ME331 |
| Mathematics Recovery Theory and Techniques IB | MA601 | Multimedia Design Update | ME330 |
| Mathematics Recovery Theory and Techniques IIB | MA603 | Multimedia Development Project | ME333 |
| Mathematics Resources in the Classroom | MA353 | Multimedia Development Update | ME332 |
| Measurement and Evaluation of Individual Differences | PY231 | Multimedia Issues | ME311 |
| Mechanics | GT101 | Multi-National Business Organisation | MN316 |
| Media and New Technologies Studies | ME447 | Music Business | MU611 |
| Media, Culture and Ideology | ME445 | Music Education in the K-6 Classroom I | MU357 |
| Media Ethics and Law | LA403 | Music Education in the K-6 Classroom II | MU358 |
| Media Management | ME470 | Music Industry Studies | MU610 |
| Media Strategies | MK104 | Music Video | ME469 |
| Mediation and Dispute Resolution | SY214 | Natural Resource and Environmental Economics | EC202 |
| Mediation Practice and Procedure | SY216 | | |

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| Natural Resources Policy | FY110 | Organisational Behaviour | BS100 |
| Natural Sciences | GL220 | Organisational Behaviour | BS720 |
| Nature and Process of Educational Change, The | ED733 | Organisational Change and Development | MN703 |
| Nature of Art and Visual Education, The | AR357 | Organisational Communication | MN132 |
| Naturopathic Clinic I | HL278 | Outdoor Education I | HL323 |
| Naturopathic Clinic II | HL279 | Overview of Mental Health | MH001 |
| Naturopathic Foundations | HL259 | Pacific Asia Tourism Marketing and Development | MN425 |
| Naturopathic Studies | HL260 | Pathophysiology | PL314 |
| Numerical Analysis | MA219 | People Management | MN255 |
| Nursing 400 (Honours) | NR800 | Performance Management in Sport | MN782 |
| Nursing 450 (Honours) | NR801 | Personal Communications for the Tourism and Hospitality Industry | BS207 |
| Nursing I | NR301 | Personal Communications for Tourism | BS202 |
| Nursing II | NR302 | Personality | PY229 |
| Nursing III | NR303 | Personnel Management in Sport | MN303 |
| Nursing IV | NR304 | Perspectives of Community Development | SY360 |
| Nursing V | NR305 | Philosophy of Holistic Health Care | HL402 |
| Nursing VI | NR306 | Philosophy of Law, The | LA520 |
| Nursing in Context | NR226 | Photography I | AR455 |
| Nutrition | HL107 | Photography II | AR456 |
| Nutrition I | HL214 | Physical Activity for People with Disabilities | HM222 |
| Nutrition II | HL215 | Physical Assessment and Clinical Skills in Ill Health | HL103 |
| Nutrition III | HL216 | Physiological Pathology I | PL101 |
| Nutrition IV | HL217 | Physiological Pathology II | PL102 |
| Nutritional Biochemistry | CH004 | Physiology for Human Movement | PL307 |
| Nutrition and Human Performance | PL330 | Phytotherapy I | HL257 |
| Object Oriented Design | DP242 | Phytotherapy II | HL258 |
| Object Oriented Programming | DP239 | Phytotherapy III | HL265 |
| Ongoing Management of the "At Risk" Neonate | NB702 | Phytotherapy IV | HL266 |
| Operating Systems and Computer Architecture | DP234 | Phytotherapy V | HL267 |
| Operations and Quality Management | MN916 | Planning and Process Improvement | MN253 |
| Organisational and Human Resource Development | BS101 | | |

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| Planning in Correctional Institutions I | AD302 | Processes of Management | MN720 |
| Planning in Correctional Institutions II | AD303 | Product Design I | ED446 |
| Planning Processes | MN776 | Product Design II | ED447 |
| Planning Process, The | AD301 | Product Design III | ED448 |
| Policies and Organisations | MN150 | Product Design IV | ED449 |
| Policy Context of Education and Training in Australia, The | ED734 | Product Design V | ED450 |
| Policy Formulation and Reform | PS011 | Product Design Industry Study | ED494 |
| Political, Economic and Cultural Aspects of Community Development | SY361 | Product Development and Marketing | FY112 |
| Political Theory | PS005 | Production Methods I | MN500 |
| Politics and Decision Making | PS012 | Production Methods II | MN501 |
| Politics, Power and Social Movements | PS013 | Professional Conduct | LA519 |
| Popular Music Since 1940 | MU601 | Professional Placement | ME471 |
| Postoperative Nursing Care and Professional Issues | HL613 | Professional Studies I | ED486 |
| Practical Studies I | MU641 | Professional Studies II | ED487 |
| Practical Studies II | MU642 | Professional Studies III | ED488 |
| Practical Studies III | MU643 | Professional Studies IV | ED489 |
| Practical Studies IV | MU644 | Professional Studies (Secondary) I | ED461 |
| Practical Studies V | MU645 | Professional Studies (Secondary) II | ED462 |
| Practical Studies VI | MU646 | Professional Studies (Secondary) III | ED463 |
| Practicum I | ED077 | Professional Studies (Secondary) IV | ED464 |
| Practicum II | ED078 | Program Design | DP700 |
| Practicum III | ED079 | Programme Development and Management | HL507 |
| Preoperative Assessment and Planning | HL611 | Programming for Mixed Abilities in Health Studies | HL261 |
| Prevention and Management of Injury | PL214 | Programming Languages | DP217 |
| Primary Health Care | NR255 | Program Planning | ED086 |
| Primary School Library in the 1990s, The | ED356 | Project | ED405 |
| Principles of Coastal Resource Management | GG230 | Project A - Workplace Practices | ED028 |
| Principles of Educational Multimedia | ME300 | Project B - Professional Practice | ED029 |
| Principles of Plant and Animal Conservation | BL230 | Project Management and Promotion | MN159 |
| Principles of Programming | DP245 | Project Management for Sport | MN783 |
| | | Project Management for the Food Service Industry | MN126 |
| | | Project Management in the Tourism | MN199 |

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| Industry | | Regional History Research Project | HS235 |
| Project Organisation and Management | MN785 | Research Core | MA793 |
| Project Planning and Management | MN242 | Research Design in Sport Science | HM301 |
| Promotion and Advertising | MK103 | Research Dissertation | ED756 |
| Property Law | LA116 | Research Issues in Educational Multimedia | ME348 |
| Prose | WR403 | Research Methods | MA400 |
| Protected Area Management | MN244 | Research Methods | MA792 |
| Psychology | PY325 | Research Methods and Design I | MN808 |
| Psychology III – The Abnormal Self: Psychopathology of Everyday Life | PY213 | Research Methods and Design II | MN809 |
| Psychology IV – The Diminishing Self: The Psychology of Loss | PY214 | Research Methods for Educational Multimedia | ME347 |
| Psychology of Law and Justice | PY220 | Research Papers I | MN817 |
| Psychosocial Emergency Care | HL205 | Research Papers II | MN818 |
| Public and Environmental Health | HL251 | Research Project | ED754 |
| Public Relations in Sport and Exercise | MK205 | Research Project | ED755 |
| Qualitative Research Methods for the Social Sciences | MA795 | Research Project | MN726–8 MN734–6 |
| Quality Management I – Food and Beverage | TR204 | | |
| Quality Management II – Inventory | TR205 | Research Project – Background and Proposal | ED753 |
| Quality Management III – Project Management | TR206 | Research Seminar (Humanities) | HU720 |
| Quality Management IV – Functions and Meetings | TR207 | Resource Assessment Techniques I | GG201 |
| Quantitative Analysis | MA211 | Resource Assessment Techniques II | GG202 |
| Quantitative Analysis for Management | MA720 | Retail Marketing | MK110 |
| Race and Racism | CU417 | Risk Management in the Food Service Industry | MN127 |
| Radio I | ME461 | Role of the Perioperative Nurse – Surgeon’s Assistant, The | HL610 |
| Radio II | ME462 | Rural and Urban Community Development | SY133 |
| Reading Difficulties | EN356 | Rural Business Principles | MN505 |
| Recruitment and Performance Management | MN791 | Sales Management | MK105 |
| Reflecting on Practice I | MN779 | Schooling of Indigenous Australians | CU404 |
| Reframing Organisational Futures | MN753 | Scriptwriting | EN402 |
| Regional Economic and Business Trends | MN788 | Securities Markets Regulation | AC125 |

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| Security Analysis and Portfolio Management | AC115 | Special Topics in Business B | MN751 |
| Services Marketing | MK111 | Special Topics in Business C | MN752 |
| Services Marketing and Management | MK730 | Specific Areas of Social Welfare Practice | CL209 |
| Silviculture I: Native Forests | FY103 | Spiritual Well-Being | CU416 |
| Silviculture II: Plantations | FY105 | Sport and Exercise Management I | MN301 |
| Small and Family Enterprise Entrepreneurship | MN918 | Sport and Exercise Marketing | MK320 |
| Small Business Management | MN317 | Sport and Exercise Nutrition | PL333 |
| Small Business Management for Food Services | MN128 | Sport and the Law | LA202 |
| Social Construction of Women's Health | HL708 | Sport Marketing and Public Relations | MK723 |
| Social Determinants in Women's Health | HL707 | Sports Law | LA721 |
| Social Dimensions of Disasters | SY366 | Sports Policy and Planning | MN307 |
| Social Inquiry Methods | SY121 | Sports Psychology | PY326 |
| Social Planning | SY107 | Staff Development and Training | MN152 |
| Social Policy | SY112 | Staff Selection and Appraisal | MN154 |
| Social Psychology | PY230 | Statistics | MA330 |
| Social Sanction System, The | AE301 | Statistics I | MA115 |
| Sociological and Political Basis of Health Care, The | HL722 | Statistics II | MA116 |
| Sociology of Deviance | SY123 | Storytelling | EN355 |
| Sociology of Health Care Practice | SY355 | Strategic Issues in Health Management | MN755 |
| Sociology of Inequality | SY115 | Strategic Management | MN114 |
| Sociology of the Family | SY122 | Strategic Management for Tourism and Hospitality Enterprises | MN417 |
| Sociology of Work | SY117 | Strategic Management in the Global Context | MN716 |
| Sociology of Workplace Industrial Relations | SY700 | Strategic Management in Tourism and Hospitality Industries | MN908 |
| Software Engineering | DP223 | Strategic Marketing for Hotel and Hospitality Industries | MK904 |
| Soil Processes | GG214 | Strategy Development | HL508 |
| Songwriting | MU630 | Stress Management | HL250 |
| Space, Place and Travel | SS272 | Studies in Mathematics Learning | MA352 |
| Special Education | ED352 | Studio Drawing I | AR406 |
| Special Interest Tourism | MK204 | Studio Drawing II | AR407 |
| Special Topics in Business A | MN750 | Studio Drawing III | AR408 |
| | | Studio Elective I-IV | AR641-4 |

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| Supervision and Teamwork | MN167 | Thesis Foundation (Arts) | HU724 |
| Sustainable Production Economics | EC300 | Thesis Statement (Humanities) | HU725 |
| Systems Analysis and Design | DP243 | Thesis Units | ED743-4 |
| Systems Design | DP706 | Timber Harvesting | FY104 |
| Taxation | AC132 | Torts | LA502 |
| Taxation – Present and Future | AC707 | Tourism and Hospitality Industry Project | MN416 |
| Teaching and Learning | ED221 | Tourism and Hospitality International Exchange I-IV | EE221-4 |
| Teaching English to Speakers of Other Languages (TESOL) | EN352 | Tourism and Hospitality Management | MN907 |
| Teaching for Diversity | ED018 | Tourism and Hospitality Project I | MN910 |
| Teaching for Effective Learning | ED660 | Tourism and Hospitality Project II | MN911 |
| Teaching Science and Technology I | SC292 | Tourism and Hospitality Research and Analysis | MN415 |
| Teaching the Gifted | ED353 | Tourism and Hospitality Sales and Promotion | MK128 |
| Technological Systems for Conventions and Events | DP244 | Tourism and Hospitality Services Management | MN441 |
| Technology in Learning and Teaching | DP329 | Tourism and Hospitality Studies I | MN411 |
| Technology Issues in Banking | MN711 | Tourism and Hospitality Studies II | MN412 |
| Text Media I | ME451 | Tourism Environment, The | MN760 |
| Text Media II | ME452 | Tourism Major Study I | TR801 |
| Theories of Text and Culture | WR406 | Tourism Market Research Methods | MN422 |
| Theory and Concepts in Health Promotion | HL506 | Tourism Minor Study I-II | TR803-4 |
| Theory and Process of Curriculum Development | ED291 | Tourism Planning and the Environment | MN423 |
| Therapies in Mental Health Care | MH003 | Tourism Systems | MN761 |
| Thesis (6 Unit) | ED743 | Training and Development | AS303 |
| Thesis (6 Unit) | ED802 | Training Methods | ED085 |
| Thesis (6 Unit) | MN801 | Travel Sales and Marketing | MK125 |
| Thesis (8 Unit) | ED744 | Travel Services Management | MN198 |
| Thesis (8 Unit) | MN802 | University Partner Unit I-IV | US281-4 |
| Thesis (6 Unit) – Social Sciences | SY801 | Unruly Subjects: Citizenship | SS271 |
| Thesis (8 Unit) – Social Sciences | SY802 | Unspecified Core Unit I-II | US261-2 |
| Thesis (6 Unit) – Sociology | SS801 | Victimology | LA120 |
| Thesis (8 Unit) – Sociology | SS802 | Video I | ME465 |
| Thesis (Arts) | HU721-3 | | |

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| Video II | ME466 | World Music Perspectives | MU600 |
| Visual Art as Critical Practice | AR603 | Writing for Performance | WR407 |
| Visual Arts Research Methodology | AR510 | Writing Genre | WR411 |
| Visual Arts Research Project (Stage 1) | AR511 | Writing Project | WR408 |
| Visual Arts Research Project (Stages 2 and 3) | AR514 | Young Offenders | AG302 |
| Visual Arts Studio Studies I: Foundation | AR621 | Youth, Crime and Cultural Change | PY219 |
| 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 | | |
| Warehousing and Inventory Management | MN759 | | |
| Waste Technology | GG218 | | |
| Water Resource Management and Technology | GG215 | | |
| Ways of Knowing | PH201 | | |
| Welfare Law | LA059 | | |
| Wills and Estates | LA062 | | |
| Women and Communication | EN700 | | |
| Women and Sexuality | SS700 | | |
| Women in Correctional Systems | AG303 | | |
| Women's Studies | SY203 | | |
| Wood Science Utilisation and Conservation Technology | FY106 | | |
| Work and the Community | SY102 | | |
| Working with Groups | SY119 | | |
| Work in the Australian Context | SY103 | | |
| Workplace Learning | ED748 | | |

Part F

Governance of the University

- ♦ Members of Council
- ♦ Academic Board
- ♦ Southern Cross University Act 1993
- ♦ By-laws of the University
- ♦ Standing Orders of the
Southern Cross University Council
- ♦ Rules for Conduct of Elections for
Members of Council

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Professor John Anthony Rickard BSc, PhD(Lond), ANZAM, FIMA (from 3/2000)

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Neville Newell, MLA

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Jo-Anne Kelly-Kilpatrick

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John Reynolds BSc(Hons)(Sheff), DipEd(Camb)

Mary Elizabeth Rummery

Elected Members

(for a period of two years from 7th September, 1998)

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Sharon Parry BBS, DipEd, PhD(LaT)

One Member of the Non-Academic Staff

Anthony Robert Batts BA, DipEd(Syd)

One Student of the University

Elizabeth Gaye Mitchell

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D. Coleman

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G.N. Hinten BSc(UNSW), BAppSc(Hons)

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SOUTHERN CROSS UNIVERSITY ACT 1993

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SOUTHERN CROSS UNIVERSITY ACT 1993

(as at 25th October, 1999)[⊠]

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.

[⊠] Amendments to the Act are in the process of being gazetted and are currently with the Minister.

- (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. Repealed.

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) 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.

- (b) 2 persons appointed by the Minister, being persons nominated by the Council, who are graduates

of the University, and who the Minister considers to be appropriate for appointment, but who are not:

- (i) members of the staff of the University eligible to be elected as members of the Council in accordance with subsection (5)(a) or (b); or
- (ii) persons who, within the 5 years immediately prior to appointment, had been members of the staff of the University who were eligible to be elected as members of the Council in accordance with subsection (5)(a) to (b); or
- (iii) students of the University eligible to be elected as members of the Council in accordance with subsection (5)(c).

(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.
- (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 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 24th September, 1999)☒

Chapter 1 – Preliminary

1. Citation

These By-laws may be cited as the *Southern Cross University By-laws, 1999*.

2. Commencement

These By-laws commence on xxxxxxxx.

3. Application

These By-laws apply to and in respect of Southern Cross University, as constituted by the *Southern Cross University Act 1993*.

4. Definitions

- (1) In these By-laws and in a rule:

“**Chancellor**” means the Chancellor of the University;

“**Deputy Chancellor**” means the Deputy Chancellor of the University;

“**Vice-Chancellor**” means the Vice-Chancellor of the University;

“**Secretary to Council**” means the Secretary to the University Council;

“**rule**” means a rule made under section 30 (1) of the Act;

“**student**” means a person enrolled as a candidate proceeding to a degree, diploma or other award course of the University, and includes both an undergraduate student and a postgraduate student;

“**the Act**” means the *Southern Cross University Act 1993*.

- (2) For the purposes of these By-laws, a person is a member of the fractional-time academic or non-academic staff if the person is employed, otherwise than on a casual or temporary basis, to perform a proportion of the duties that a full-time person employed in the same classification would normally be required to perform in a 12-month period.

- (3) For the purposes of these By-laws and

the rules, a person is a senior officer of the University if the person is any of the following:

- (a) the Vice-Chancellor;
 - (b) any officer so designated by the Vice-Chancellor and approved by Council.
- (4) In the absence of a person who has been appointed to an office in the University by virtue of some other office held by him or her, whether in the University or elsewhere, any person acting in that other office holds that appointment ex officio, unless the Council resolves otherwise.

5. Notes

Notes do not form part of these By-laws.

Chapter 2 – The Council

Division 1 – The Chancellor

6. Chancellor or Deputy Chancellor to preside at ceremonial occasions

- (1) The Chancellor when present is to preside at ceremonial occasions.
- (2) In the absence of the Chancellor, the Deputy Chancellor when present is to preside at ceremonial occasions.
- (3) In the absence of the Chancellor, Deputy Chancellor and the member appointed in accordance with subclause (4), the Vice-Chancellor is to preside at ceremonial occasions.
- (4) In the absence of the Chancellor, Deputy Chancellor and Vice-Chancellor, a member of Council (being a member who is not a member of the staff of the University or a student) appointed by the Council, is to preside at ceremonial occasions.

7. Term of office of Chancellor

For the purposes of section 11 (2) of the Act, the term of office of the Chancellor is 4 years from the date of his or her election.

Notes:

1. Section 12 (2) of the *Southern Cross University Act 1993* provides that the term of office of the Deputy Chancellor is 2 years from the date of his or her election.
 2. The Chancellor and Deputy Chancellor are to be elected according to procedures determined by the Council.
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Division 2 – Election of Members

8. Returning Officer

- (1) An election is to be conducted by the Secretary to Council who is to be the Returning Officer for the election.
- (2) The Returning Officer may appoint a Deputy Returning Officer (with such powers as the Returning Officer may determine) and other persons to assist the Returning Officer in the conduct of all or any part of an election referred to in this Chapter.
- (3) The Returning Officer's decision is, subject to the Act and these By-laws, final on all matters affecting the eligibility of candidates, the conduct and results of an election and such other matters as may from time to time affect the conduct of elections.

9. Rolls

- (1) The Returning Officer is to keep the following:
 - (a) for the purposes of section 10 (5) (a) of the Act – a Roll of Academic Staff containing the names and addresses of those persons who are classified as full-time or fractional-time members of the academic staff of the University;
 - (b) for the purposes of section 10 (5) (b) of the Act – a Roll of Non-Academic Staff containing the names and addresses of those persons who are classified as full-time or fractional-time members of the non-academic staff of the University;
 - (c) for the purposes of section 10 (5) (c) of the Act – a Roll of Students containing the names and addresses of those persons enrolled in courses that are listed in the register of courses of the University with a minimum duration of one year full-time or equivalent.

10. Qualification for election as member of academic staff

For the purposes of section 10 (5) (a) of the Act, in respect of a person seeking election as a member of the academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Academic Staff of the University at the time specified in the notice referred to in clause 12 for the close of nominations for the election.

11. Qualification for election as member of non-academic staff

For the purposes of section 10 (5) (b) of the Act, in respect of a person seeking election as a member of the non-academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Non-Academic Staff of the University at the time specified in the notice referred to in clause 12 for the close of nominations for the election.

12. Qualification for election as student

For the purposes of section 10 (5) (c) of the Act, in respect of a person seeking election as a student of the University, the prescribed qualifications are that the person's name:

- (a) is entered in the Roll of Students; and
- (b) is not entered in the Roll of Academic Staff or the Roll of Non-Academic Staff

at the time specified in the notice referred to in clause 13 for the close of nominations for the election.

13. Call for nominations

- (1) If an election of members of the Council is necessary, the Returning Officer must publish a notice referred to in this clause on the official noticeboards on the premises of the University and:
 - (a) in the case of an election of staff members of the Council, must send or deliver a copy of the notice to each person whose name is in the relevant roll of staff of the University; and
 - (b) in the case of an election of the student member of the Council, must publish or cause to be published such copies of the notice in such manner as is considered necessary to inform

the persons whose names are in the relevant roll of students of the University of its contents.

- (2) A notice referred to in this clause must:
 - (a) state that an election is necessary; and
 - (b) invite nominations of persons for election; and
 - (c) specify the form in which nominations must be made; and
 - (d) specify a date and time by which nomination papers must reach the Returning Officer; and
 - (e) specify how ballot papers may be obtained; and
 - (f) specify a date and time by which ballot papers must reach the Returning Officer; and
 - (g) contain such other information relating to the election as the Returning Officer thinks fit (which might include, for example, details of the number of vacancies to be filled and of the terms of office of the members of the Council to be elected).
- (3) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University did not sight a notice or a copy of a notice, or did not receive a copy of a notice, referred to in this clause.

14. Schedule of dates for Council elections

In the conduct of an election of members of the Council, the Returning Officer must allow:

- (a) between the publication of the notice under clause 13 (1) stating that an election is necessary and the date and time specified under clause 13 (2) (d) for the receipt of nominations – not less than 14 and not more than 28 days; and
- (b) between the date and time specified under clause 13 (2) (d) for the receipt of nominations and the issue of ballot papers under clause 18 – not more than 28 days; and
- (c) between the issue of ballot papers under clause 18 and the date and time specified under clause 13 (2) (f) by which ballot papers so issued must reach the

Returning Officer – not less than 14 and not more than 28 days.

15. Making of nominations

- (1) Nominations of candidates for an election of members of the Council must be made by sending or delivering nomination papers to the Returning Officer.
- (2) A nomination paper must be signed by 2 persons entitled to vote at the election for which the candidate is nominated and must be endorsed with or accompanied by the written consent of the person nominated.
- (3) There must be a separate nomination paper for each candidate.
- (4) A candidate may provide with the nomination paper a statement of not more than 150 words containing information relating to the candidate that he or she wishes to supply. That information may include, for example, the following:
 - (a) full name;
 - (b) faculty, school or department;
 - (c) academic qualifications and experience;
 - (d) positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure.
- (5) Statements containing more than 150 words will not be accepted. The Returning Officer (or a person appointed by the Returning Officer) is to edit all statements supplied to ensure that they contain no defamatory or offensive material. The edited statements are to be printed and distributed with the ballot papers.
- (6) The Returning Officer must reject a nomination paper if satisfied that:
 - (a) the nomination is not duly made; or
 - (b) the person nominated is not eligible to be elected.
- (7) The Returning Officer must, within 4 days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the

nomination paper, notifying the person of the acceptance or rejection of the

16. Dealing with other nominations

- (1) This clause applies in the case of an election of members of the Council.
- (2) If no more than 2 nominations of persons for election as academic staff members of the Council are accepted, the Returning Officer must declare the person or persons nominated to be elected. If more than 2 nominations are accepted, there must be a ballot.
- (3) If no more than one nomination of persons for election to the Council as:
 - (a) the non-academic staff member; or
 - (b) the student member

is accepted in any of those categories, the Returning Officer must declare the person nominated to be elected. If more than one nomination is accepted in any category, there must be a ballot in the category concerned.

17. Form of ballot

A ballot for a Council election must be a secret ballot using the optional preferential system.

18. Conduct of ballot

- (1) The Returning Officer must, if there is to be an election for staff members of the Council, send or deliver a ballot paper to each person whose name is in the relevant roll of staff of the University.
- (2) The Returning Officer must, if there is to be an election for the student member of the Council:
 - (a) publish in such manner as the Returning Officer considers necessary a notice specifying the dates and times of polling, the location of polling booths and any other relevant information; and
 - (b) forward a ballot paper to each person whose name is in the relevant roll of students of the University if the person has applied for the issue of a ballot paper by post and the application has been received not later than 10 days before the date of the election.
- (3) Following receipt of a written application, the Returning Officer may,

nomination.

on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.

- (4) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University did not receive a ballot paper.
- (5) In this clause, a reference to a person's name being in a relevant roll of staff or students of the University is a reference to the person's name being in the roll concerned at the time specified in the notice referred to in clause 13 for the close of nominations for the relevant election.

19. Notice to accompany ballot paper

With each ballot paper issued in respect of a Council election, there must also be issued:

- (a) a notice setting out how the ballot paper is to be completed and specifying the date and time by which ballot papers for that election must reach the Returning Officer; and
- (b) 2 envelopes, one marked "Ballot Paper" and the other addressed to the Returning Officer on the inside of which must be printed a form of declaration of identity and of entitlement to vote to be signed by the voter.

20. Contents of ballot paper

Each ballot paper must contain the names of the candidates in the order drawn at random by the Returning Officer or by a person appointed by the Returning Officer for the purposes of the election and must be initialled by the Returning Officer or by a person appointed by the Returning Officer.

21. Method of voting

Each voter must mark a vote on the ballot paper by placing the figure "1" in the square opposite the name of the candidate to whom the voter desires to give first preference vote, and may place consecutive figures (commencing with the figure "2") in the squares opposite the names of any of the remaining candidates, so as to indicate by numerical sequence the order of the voter's preference for them.

22.Voting at staff elections

- (1) In the case of an election of staff members of the Council, each voter must send or deliver to the Returning Officer the ballot paper enclosed and sealed in the envelope marked "Ballot Paper" which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a form of declaration of identity and entitlement to vote on the inside.
- (2) In the case of an election of staff members of the Council, all envelopes received by the Returning Officer under this clause must be deposited in the relevant ballot box.

23.Voting at student elections

- (1) Subject to subclauses (2) and (3), in the case of an election of the student member of the Council, any student who has been recognised, by a person appointed by the Returning Officer to attend a polling booth, as being a person whose name is in the relevant roll of students of the University and whose name is then marked on a copy of that roll to signify the issue of a ballot paper, must be provided with a ballot paper.
- (2) A student provided with a ballot paper who desires to vote at a polling booth must, in the presence of a person appointed by the Returning Officer, deposit the vote in the relevant ballot box provided for the purpose at the polling booth.
- (3) A student who has been forwarded a ballot paper under clause 18 (2) (b) and who wishes to vote must send or deliver to the Returning Officer the ballot paper enclosed and sealed in an envelope marked "Ballot Paper" which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a form of declaration of identity and entitlement to vote on the inside.
- (4) Despite subclause (3), a student referred to in that subclause may vote by depositing the ballot paper forwarded to the student in the relevant ballot box at a polling booth.

24.Envelopes and ballot papers not to be opened

- (1) All envelopes received by the Returning Officer under clause 22 or 23 must remain unopened until the close of the ballot.

send or deliver to the Returning Officer the ballot paper enclosed and sealed in the envelope marked "Ballot

- (2) A ballot box referred to in clause 22 or 23 must remain unopened until the close of the ballot.

25.Procedure on close of ballot

As soon as practicable after the close of the ballot, the Returning Officer or a person appointed by the Returning Officer must:

- (a) open the ballot boxes; and
- (b) open the envelopes addressed to the Returning Officer and received before the time specified under clause 13 (2) (f); and
- (c) if the declaration of identity is duly signed by a qualified voter, place the unopened envelope containing the ballot paper with other similar envelopes; and
- (d) open the envelopes referred to in paragraph (c) and take out the ballot papers; and
- (e) count the votes, and ascertain the result of the ballot, in the manner set out in clauses 26-30.

26.Informal ballot papers

- (1) A ballot paper is informal if it has on it any mark or writing that, in the opinion of the Returning Officer, will enable any person to identify the voter.
- (2) A ballot paper is informal if not initialled under clause 23.
- (3) A ballot paper is informal if the voter has not indicated a clear preference for at least one candidate.
- (4) Despite any other provision of this clause, a ballot paper is not informal only because any figures placed on the ballot paper are not placed in or entirely in the squares opposite the candidates' names, if the figures are placed on the ballot paper in such positions as, in the opinion of the Returning Officer, clearly indicate the order of the voter's preference for the candidates.

27.Nomination of scrutineers

- (1) Each candidate is entitled to nominate one scrutineer to be present at the count.
- (2) A person is not to be a scrutineer in an

election in which he or she is a

28. Secrecy of ballot to be maintained

- (1) The result of the count must remain confidential until the declaration of poll by the Returning Officer.
- (2) The Returning Officer, any person appointed by the Returning Officer or any scrutineer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

29. Manner of counting votes and ascertaining result of ballot

In this Division:

“an absolute majority of votes” means a greater number than one-half of the whole number of formal ballot papers counted;

“continuing candidate” means a candidate not already excluded from the count;

“determine by lot” means determine in accordance with the following directions:

- (a) the names of the candidates concerned must be written on separate and similar slips of paper;
- (b) the slips must be folded so as to prevent identification and mixed and drawn at random;
- (c) the candidate whose name is first drawn must be excluded.

30. Determination of result of ballot

- (1) If a ballot has been held for the purpose of an election the result of the ballot must be determined as provided in this clause.
- (2) The Returning Officer must count the total number of ballot papers and exclude any informal papers.
- (3) The Returning Officer must count the number of first preference votes given for each candidate.
- (4) The candidate who has received the largest number of first preference votes must, if that number constitutes an absolute majority of votes, be declared by the Returning Officer to be elected.
- (5) If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes must be excluded and each of the ballot papers counted to that candidate must be counted to the

candidate.

continuing candidate next in order of the voter's preference.

- (6) If on any count 2 or more candidates have an equal number of votes and one of them has to be excluded, the candidate to be excluded must be determined as follows:
 - (a) if the count is the first made in connection with the ballot, the Returning Officer must determine by lot which of those candidates is to be excluded;
 - (b) if the count is the second or subsequent count made in connection with the ballot:
 - (i) that candidate must be excluded who had the least number of votes at the last count at which one of those candidates received fewer votes than each of the others; or
 - (ii) the Returning Officer must determine by lot which of those candidates is to be excluded, if at all preceding counts no one of those candidates received fewer votes than each of the others.
- (7) The process of excluding the candidate who has the fewest votes and counting each of the ballot papers counted to that candidate to the continuing candidate next in order of the voter's preference must (subject to subclauses (8) and (9)) be continued:
 - (a) until one continuing candidate has an absolute majority of votes in which event that candidate must be declared by the Returning Officer to be elected; or
 - (b) until all candidates but one have been excluded in which event the remaining candidate must be declared elected.
- (8) If at any point during any particular count after the first preference votes have been counted, the candidate next in order of a voter's preference is not indicated or cannot be ascertained, that ballot paper must, from that point onwards, be excluded from that particular count and the total of the ballot papers counted must be amended accordingly. The ballot paper must, however, be reinstated in any later counts carried out in accordance

with subclause(10).

- (9) If any further position remains to be filled, all excluded candidates must be reinstated with their first preference votes credited and each of the ballot papers counted to the elected candidate or candidates must be counted to the reinstated candidate next in order of the voter's preference as if it were a first preference vote.

- (10) The procedures described in subclauses (4) to (9) apply until all vacancies are filled.

31.Term of office of elected members of Council

For the purposes of clause 1 (d) and (e) of Schedule 1 to the Act, the elected members of the Council hold office for the following periods:

- (a) the members who are elected as members of the academic staff of the University hold office for 2 years;
- (b) the member who is elected as a member of the non-academic staff of the University holds office for 2 years;
- (c) the member who is elected as the student member of the Council holds office for 2 years.

32.Casual vacancy in office of elected member of Council

- (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:
 - (a) if less than a half of that member's term of office remains, the Council is, as soon as practicable after the vacancy occurs, to appoint a person qualified to hold that office under section 10 (5) of the Act for the remainder of the term of office; or
 - (b) if the remainder of that member's

term of office is or exceeds a half of the term of office, the Returning Officer is to conduct an election among those persons qualified to vote at such an election in accordance with the Act and this By-law to fill the vacancy for the balance of the term of office.

- (2) An election referred to in subclause (1) (b) is to be conducted as soon as practicable after the vacancy occurs (or, in a case to which clause 33 applies, from some earlier time in accordance with that clause).

33.Election in anticipation of resignation

- (1) Any member of the Council who intends to resign in circumstances that would create a vacancy to which clause 32 (1) (b) would apply if the resignation took effect as intended is under a duty to notify the Returning Officer as soon as practicable of:
 - (a) his or her intention to resign; and
 - (b) the date from which the resignation is intended to take effect.
- (2) On receipt of any such notification the Returning Officer, even though the resignation has not taken effect, may in accordance with the rules for the conduct of elections proceed to conduct an election to fill the anticipated vacancy.
- (3) The election of a new member of the Council in accordance with subclause (2) does not take effect, and the result of any such election is not to be made public, until after the incumbent member's resignation takes effect.

34.Appointment of graduate members of Council

For the purpose of section 10 (4) (b) of the Act, the Council will nominate to the State

Minister responsible for universities, two persons who are graduates of the University for consideration of appointment as members of the Council. These nominations are to be approved by a meeting of the Council convened by the Secretary to Council, of which the Secretary to Council has given at least 7 days' notice by posting or delivering to each member a notice stating:

- (a) the date, time and place of the meeting; and
- (b) that Council will be considering the recommendations of the Graduate Nomination Committee and performing the processes described in clause 38 (1) (a) and (1) (b).

35.Appointment of additional member of Council

For the purpose of section 10 (6) of the Act, one additional member of the Council may be appointed at a meeting of the Council convened by the Secretary to Council, of which the Secretary to Council has given at least 7 days' notice by posting or delivering to each member a notice stating:

- (a) the date, time and place of the meeting; and
- (b) that an additional member is to be appointed at the meeting.

Notes:

- 1. The additional member is to be appointed according to procedures determined by the Council (clause 6 (General procedure) of Schedule 1 to the *Southern Cross University Act 1993*).
- 2. Clause 1 (c) of Schedule 1 to the Act provides that an appointed member of the Council holds office "for such term (not exceeding 4 years) as may be specified in the member's instrument of appointment".

36.Process for appointing graduate members to Council

- (1) The process for nominating two graduate members of Council is as follows:

As soon as practicable after 1 March in a year in which the term of office of a graduate member expires, the Secretary to Council is to invite graduates of the University to propose names of graduates of the University for appointment as a member of the Council under section 10 (4) (b) of the Act.

- (2) The Secretary to Council is to make such an invitation by placing a notice to that effect:
 - (a) in a newspaper circulating throughout Australia; and
 - (b) in at least three regional newspapers, each newspaper being published in at least one of the regions where a major campus is located; and
 - (c) on the Internet by means of the website of the University; and
 - (d) by any other means that the Secretary to Council considers appropriate.

- (3) The notice:

- (a) must state that the proposal must be by two graduates of the University; and
- (b) must specify a date and time by which the proposal must reach the Secretary to Council.

- (4) Proposals received by the Secretary to Council in accordance with this clause are to be forwarded to the Graduate Nominations Committee.

37. Graduate Nominations Committee

- (1) There is established by this By-law a Graduate Nominations Committee.
- (2) The Committee is to consist of:
 - (a) the Chancellor and Vice-Chancellor; and
 - (b) three members of the Council, other than those who are eligible to be nominated as graduate members of the Council.
- (3) The Committee must do the following:
 - (a) consider the proposals forwarded by the Secretary to Council under clause 36 (4);
 - (b) recommend names, selected from persons whose names have been proposed, to be forwarded to the Council for nomination by the Council;
 - (c) recommend the length of appointment (not exceeding 4 years) for each such person;
 - (d) forward to the Council those

recommendations.

38. Council to consider recommendations of Graduate Nominations Committee

- (1) The Council must do the following:
 - (a) consider the recommendations forwarded by the Graduate Nominations Committee in accordance with clause 37 (3) (d);
 - (b) determine which persons are to be nominated for consideration by the Minister;
 - (c) determine the recommended length of appointment (not exceeding 4 years) for each such person.
- (2) The Vice-Chancellor is to forward the determinations referred to in subclause (1) (b) and (c) to the Minister.

39. Casual Vacancy

In the event that a casual vacancy occurs in the office of a graduate member of the Council, the Council is to forward to the Minister the name of a graduate whose name was contained in the previous proposals forwarded to the Council under clause 36 (4) but who was not appointed to the Council.

Chapter 3 – Rules

Division 1 – Rules relating to Academic Board

40. Definition

In this Division, “Board” means the Academic Board referred to in section 15 of the Act.

41. Rules with respect to Board

The Council may make rules:

- (a) for or with respect to the constitution, governance, functions and determination of the membership of the Board; and
- (b) regulating, or providing for the regulation of, the functions of the Board.

42. Board may make rules

The Board may from time to time make rules for or with respect to:

- (a) the manner and time of convening, holding and adjourning its meetings; and
- (b) the conduct of business and the manner of voting at its meetings; and

- (c) the establishment of committees of the Board and the quorum, powers and duties of such committees.

43. Council to obtain views of Board on certain matters

- (1) If the Council wishes to amend a recommendation from the Board relating to teaching, scholarship or research within the University, the Council must seek further advice from the Board before making a final decision.
- (2) This clause does not apply if, in the judgement of the presiding member of the Board and the Chancellor:
 - (a) the matter is one of urgency on which it is necessary for an immediate decision to be made by the Council; or
 - (b) the area of difference between the Council and the Board is not one of principle or major significance.

Division 2 – Rules generally

44. Rules made by Council

- (1) The Council may make rules (not inconsistent with the Act or these By-laws) for or with respect to any matter for or with respect to which by-laws may be made, except the matters referred to in sections 9 (1) and (2), 10 (1) to (8), 11 (1) to (3), 12 (1) to (3), 14 (1) to (2), 16 (1) to (3), 19 (1) to (6), 20 (1) to (4), 21 (1) to (2), 24, of the Act.
- (2) Without limiting subclause (1), the Council may make rules for or with respect to the following:
 - (a) the conduct of elections (other than the method of election of members of the Council);
 - (b) the conduct of Council and other meetings;
 - (c) the appointment, promotion, resignation and termination of services of members of staff (but not their designation as academic staff, non-academic staff, full-time staff, part-time staff or otherwise);
 - (d) the terms and conditions on which students may be enrolled in any course of study and permitted to continue undertaking any course of study;

- (e) staff and student discipline;
- (f) penalties for breaches of discipline;
- (g) the constitution and procedures of any Appeal Committee established by the Council for the purpose of hearing any appeals against penalties imposed by the Vice-Chancellor for a breach of discipline;
- (h) the examinations for, and the conferring of, degrees and other awards;
- (l) the conduct and attendance of students at classes, in the library and in other facilities of the University;
- (m) the use of the library and other facilities of the University by members of staff, students and other persons;
- (n) the manner in which a member of staff or student may be required to establish his or her identity;
- (o) the times at which fees (including fees for tuition and examinations, fees for the awarding of diplomas and other certificates and fees relating to the use of the library and other facilities of the University) become due and payable;
- (p) the collection, waiver and postponement of fees;
- (q) the affiliation with the University of educational and research establishments and residential colleges.

45. Rules made by Vice-Chancellor

- (1) The Vice-Chancellor may make rules, not inconsistent with the rules made by the Council, for or with respect to the good conduct of the University.
- (2) Without limiting subclause (1), the Vice-Chancellor may make rules for or with respect to:
 - (a) any matter specified in clause 39 (2); and

- (i) the examinations for, and the awarding of, fellowships, scholarships, bursaries and prizes;
- (j) the classes of students who are eligible to have degrees and other awards conferred on them or diplomas or other certificates awarded to them;
- (k) the form of diplomas and other certificates awarded by the University;
- (b) any other matter with respect to which the Vice-Chancellor is permitted or required by this By-law to make rules.

46. Promulgation of rules

- (1) A rule made by the Council or by the Vice-Chancellor must be promulgated by means of a notice displayed on each of the official noticeboards of the University.
- (2) A rule takes effect on the day following that on which it is promulgated in accordance with subclause (1) or on such later day as may be specified in the rule.
- (3) The Secretary to Council must ensure that the rules are published in an official publication of the University.
- (4) Failure to comply with subclause (3) does not invalidate any rule.
- (5) In the event of an inconsistency between the rules made by the Council and the rules made by the Vice-Chancellor, the rules made by the Council prevail.

Chapter 4 – Miscellaneous

47. Repeal

- (1) The *Southern Cross University By-laws 1993* are repealed.
- (2) Any act, matter or thing that, immediately before the repeal of the *Southern Cross University By-laws 1993*, had effect under those By-laws is taken to have effect under this By-law.

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47. Repeal

Explanatory Note:

The object of these By-laws is to repeal and remake, in a shorter form, the *Southern Cross University By-laws 1993*. Various provisions of the current By-laws are, in future, to be dealt with in the Rules of the University. The provisions concerned include those relating to the Vice-Chancellor, the seal and emblem of the University, the powers and duties of the Academic Board and discipline.

The new By-laws include matter arising out of recent changes to the *Southern Cross University Act 1993* (for example, amendments relating to the collaboration with the University of New South Wales coming to an

end and the change of membership in Council resulting therefrom).

The By-laws deal with the following:

- (a) the Council of the University, including the election of those of the Council's members who are elected and the terms of office of the members (clauses 7 – 39);
 - (b) rules that may be made (clauses 41– 46);
 - (c) miscellaneous matters (clause 47);
 - (d) matters of a formal and technical nature (clauses 1 – 5).
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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.

Part G

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